



# NOWGONG GIRLS' COLLEGE

Re-Accredited at A Grade (2nd Cycle) by the  
National Assessment and Accreditation Council



## CRITERIA 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.5.2: Quality assurance initiatives of the institution



Submitted to  
The NAAC for 3rd Cycle of Assessment and Accreditation

# **OTHER QUALITY AUDIT/ACCREDITATION**

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**NOWGONG GIRLS' COLLEGE**

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**NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)



Government of India

Ministry of Education

Department of Higher Education

Statistics Division

New Delhi

# Certificate



**Reference No.C-17199-2016**

This is to certify that Smarajit Ojah of Nowgong Girl's College has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2016-2017.

( Madan Mohan )

Deputy Director General

**Dated: 20/12/2022**

**Name of the signatory**





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# Certificate



**Reference No.C-17199-2017**

This is to certify that Smarajit Ojah of Nowgong Girl's College has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2017-2018.

( Madan Mohan )

Deputy Director General

**Dated: 20/12/2022**

**Name of the signatory**





Government of India

Ministry of Education

Department of Higher Education

Statistics Division

New Delhi

# Certificate



**Reference No.C-17199-2017**

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Deputy Director General

**Dated: 20/12/2022**

**Name of the signatory**





Government of India  
Ministry of Education  
Department of Higher Education  
Statistics Division  
New Delhi

# Certificate



**Reference No.C-17199-2020**

This is to certify that Smarajit Ojah of Nowgong Girl's College has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2020-2021.

*R Rajesh*

( Shri R. Rajesh )

Deputy Director General

**Dated: 20/12/2022**





Government of India  
Ministry of Education  
Department of Higher Education  
Statistics Division  
New Delhi

# Certificate



**Reference No.C-17199-2020**

This is to certify that Smarajit Ojah of Nowgong Girl's College has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2020-2021.

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# GREEN AUDIT

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



**NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)



# **GREEN AND ENVIRONMENT AUDIT REPORT**

**2021-22**

**NOWGONG GIRLS' COLLEGE**

**NAGAON, ASSAM**



**Submitted by: Nowgong Girls' College**

**Nagaon, Assam**

**Submitted to: National Assessment and Accreditation Council  
(NAAC)**



## CERTIFICATE

This is to certify that Newcent Girls' College has undergone Green, Energy and Environment Audit on various aspects for maintaining a sustainable environment ~~at campus and green campus initiative. It has been observed that college is~~ ~~initiating the eco-friendly initiatives in academic, technical and other~~ stakeholders of green campus initiative.



Siddharth Ojah,

March 2024

(Health, Safety Environment Engineering HSE  
& DuCE (P-C) & Management Officer, Regd.

Debraj Koro College, Cuttack



Dr. Rajeev Basumatary,

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## **PREFACE**

Green Audit is an approach of identification, quantification and evaluation of the effects that an institution has caused on the environment. It serves as a tool for locating and accessing environmental activities on and near the college campus that have an impact on the environment's eco-friendliness. The college has adopted green campus initiatives to determine the utilization of energy, resources and water. The objective of a green audit is to minimize pollution, manage campus's natural resources sustainably, and foster an eco-friendly environment for students, faculty, and other collegiate fraternity members. The Green Audit Report (2021-2022) of Nowgong Girls' College is a cumulative work of Botany, Zoology, Chemistry, Geography, Statistics, Physics and Mathematics Departments where all the faculties and students have participated actively in this noble initiative for clean and green campus.

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## **1. Introduction**

### **1.1 . Brief Outline of Nowgong Girls' College:**

Nowgong Girls' College is a premiere institution of higher education for women in central Assam. It has been continuing its journey since 12<sup>th</sup> September 1962. Established as Nowgong Women's College, this institution was later named as Lal Chand Todi Girls' College and finally in 1968 it was renamed as Nowgong Girls' College. It has travelled a long way imparting higher education to the aspiring girl students of Nagaon and adjoining districts. The college is accredited with 'A' Grade by NAAC, UGC during its 2<sup>nd</sup> cycle of assessment. The college is affiliated to Gauhati University and is included under section 2(f) of the UGC Act, 1956. The college owes its existence to the inspired pioneering works and foresightedness of its prime mover and guiding spirit Late Mahesh Chandra Dev Goswami (1917-1989), the founder principal and eminent educationist of Assam.

The college has 18 UG and 2 PG Departments, Computer courses, self-sponsored courses and KKHSOU study centre. For the session of 2021-22 a total of 1976 students enrolled for UG and PG Courses. There are 5 buildings in the college campus with more than 40 classrooms with necessary requirements and proper laboratory facilities in the Departments of Botany, Chemistry, Physics, Zoology, Education, Geography and Mathematics. The Library of the college (Mahesh Chandra Dev Goswami Library) has 2 numbers of Halls with more than 46 thousand books. The Administrative office consists of 5 spacious rooms with all necessary facilities and technology including internet. There are 5 numbers of Digital Seminar/Conference Halls with all necessary facilities for conduction of different activities of the college and the departments. The college have one Auditorium with Centralized Air Conditioning facility with two green rooms and one Open Stage for big functions. One Canteen is present in the campus for providing tea, snacks and lunch. There are 2 numbers of Girl's Hostel (Padmawati Devi Phookonani Hostel and Swahid Bhogeswari Phookonani Hostel) with above 200 capacity and facilities like canteen, T.V., study room, library is present. Indoor Stadium covers badminton facility with 2 numbers of rooms and a balcony. One Gymnasium and a Book Stall are present inside the campus.



The College is situated on the right bank of river Kolong. The Kolong River has a length of approximately 230 km, is a tributary of the Brahmaputra that originates near Jakhalabandha. The river and its catchment area start from Hatimura and ends at Kajalimukh. It crosses several smaller streams including Diyu, Misa, Haria and Digaru. About 5300 square kilometres make up the river's whole basin, which is located in Assam's northern plains in the Nagaon and Morigaon districts. The college significantly benefited by the river. The total area of the college is 25,440 Sq. m. The campus is fragmented into four parts with an area of 12,731, 4775, 1431 and 6503 Sq. m. The main campus area of the college is characterized by almost even topography with an average elevation of 58 meter from mean Sea Level. The Campus is characterized by high floral and faunal diversity of species.



**Figure 1: View of Nowgong Girls' College**

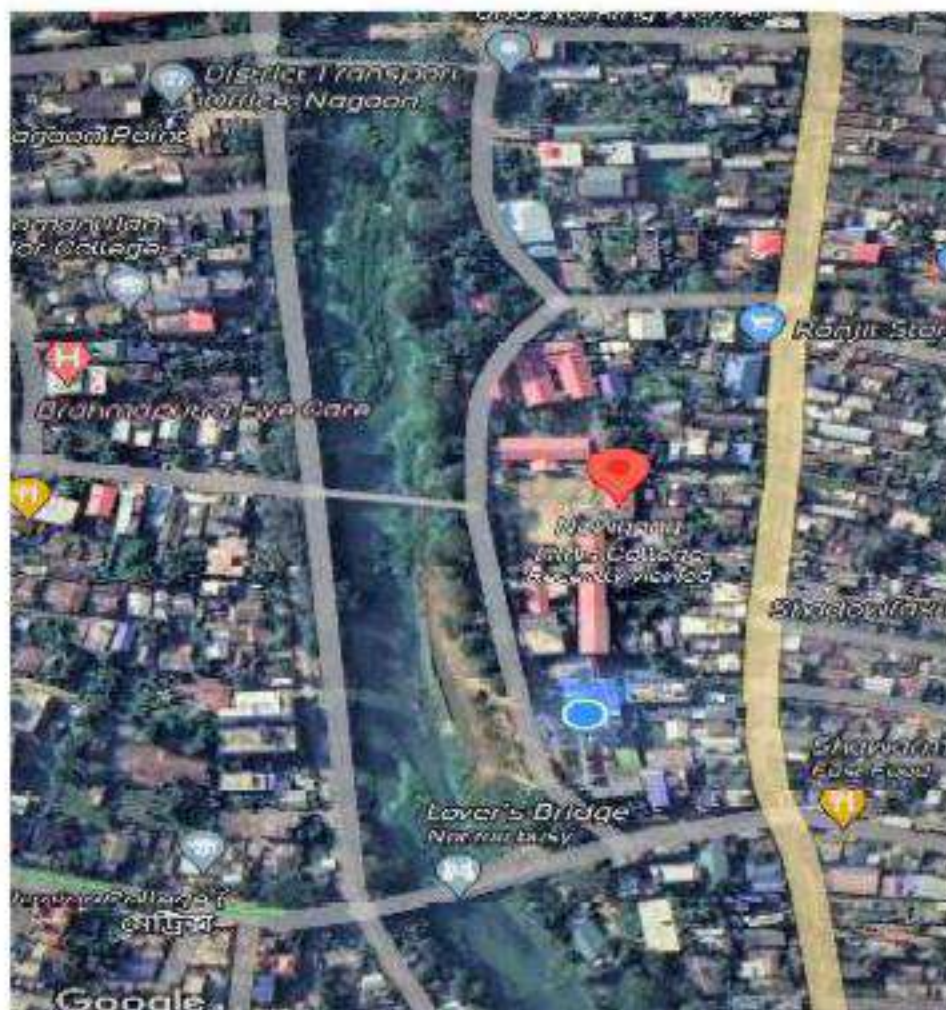


Figure 2: A satellite image showing Nowgong Girls' College Campus (04/05/2022)

## 1.2. Objectives:

- To ensure both environmental protection and campus development.
- To educate the students about the necessity of biodiversity and environmental conservation.
- To ensure sustainable utilization of natural resources in and around campus.
- To monitor water quality assessment and ensure sustainable use of water resource.
- To ensure eco- friendly disposal of all types of waste.
- To ensure compliance with present legislation of the nation, state and other legal authorities.



- Identification of gaps and suggest recommendation for improvement in the college environment.

### **1.3. Importance of Green Audit**

A green audit is an effective technique to assess an organization's environmental effects and make decisions about how to manage. The importance of the green audit includes:

- Reducing environmental impacts by:
  - Planting trees.
  - Creating habitats for many life forms, including terrestrial, aquatic and aerial ones.
- Reducing the cost of electricity, water, and waste.
- To ensure adherence to environmental regulations.
- Supplying data to determine the institute's needs, strengths, and weaknesses.
- Establishing a base for environmental management.
- It would be helpful for making the college more environments friendly.
- Enhance awareness of environmental obligations and rules.
- Demonstrate institutes' approach to environmental protection to students, employees and public.

## **2. Methodology:**

The purpose of the green/Environment audit of the College is to ensure that the practices in accordance with the environmental protection are followed in the campus. The methodology includes physical inspection of the sites related to the audit, collection of data required for the audit and analysis of the collected data and documents. So, the methodology adopted for this audit can be subdivided into three major steps:

- 1. Data Collection** – In this phase, exhaustive data collection was carried out using different tools and techniques like observation, survey, communicating with responsible persons and measurements. Steps followed for data collection include:
  - Team comprising of faculty, students and staff members (based on the type of data to be collected) visited each department, centre, library, hostel, canteen etc.

- General information data was collected by observation and interview.
  - Workshops, talks etc. were conducted to train the designated teams for identification and data collection on biodiversity in the campus
- ii. **Data Analysis** – The collected data were carefully analysed and the process includes the steps like:
- Analysis of data related to water usages, waste management etc. using appropriate methodology,
  - Use of different computer-based tools like GIS, and spreadsheet programs.
- iii. **Recommendation** – Based on the results of data analysis and observations, some steps for environment and biodiversity conservation, proper treatment of different waste material and other related activities for environmental protection were recommended.

### 3. Geographical Settings of Nowgong Girls' College

#### 3.1. Land-Use Categories

The college campus is characterised by mosaic of different land use categories. The built-up environment of this college is characterised by different categories of Buildings with respect to various departments, several constructions as well as land covers including trees and vegetation, ponds etc. which gives diverse ecosystem for the domicile of flora and fauna inside the campus. A general survey was conducted using both traditional survey and cartographic method and GPS surveying methods in 2021, which shows that a total of 25,440 sq. meters of land in the main college campus with 23 nos. of land use and land cover classes. The natural vegetation cover of the campus is characterized by various deciduous, semi-deciduous plantations. To enhance the beautification of the campus, numerous evergreen trees are also planted. The overall land use and land cover categories are shown in Table 1.



**Table 1: Land use categories in Nowgong Girls' College Campus (Based on survey 2021)**

| <b>Sl. No.</b> | <b>Land Use category</b>                 | <b>Area (Sq. meters)</b> |
|----------------|------------------------------------------|--------------------------|
| 1.             | Administrative Block and Science Block B | 785                      |
| 2.             | Girls' Hostel (SBP)                      | 948                      |
| 3.             | Arts Block                               | 1603                     |
| 4.             | Auditorium                               | 537                      |
| 5.             | Menial Quarter 1                         | 99.3                     |
| 6.             | Canteen                                  | 371                      |
| 7.             | Digital Seminar Hall                     | 100                      |
| 8.             | Foot Over Bridge                         | 74.5                     |
| 9.             | Girls' Hostel (PDP)                      | 1369                     |
| 10.            | Indoor Stadium                           | 681                      |
| 11.            | Menial Quarter 2                         | 119                      |
| 12.            | Menial Quarter 3                         | 119                      |
| 13.            | KKHSOU Study Centre and Post Office      | 152                      |
| 14.            | Kolong River                             | 13,436                   |
| 15.            | Dept. of Physics                         | 1002                     |
| 16.            | Open Space                               | 4462                     |
| 17.            | Open Stage                               | 155                      |
| 18.            | Playground                               | 1506                     |
| 19.            | Science Block A                          | 350                      |
| 20.            | Martyrs Memorial and Fountain            | 116                      |
| 21.            | Hoarding Structure                       | 115                      |
| 22.            | River Bank                               | 2825                     |
| 23.            | Vegetation                               | 7951.2                   |
| 24.            | College Campus                           | 25,440                   |

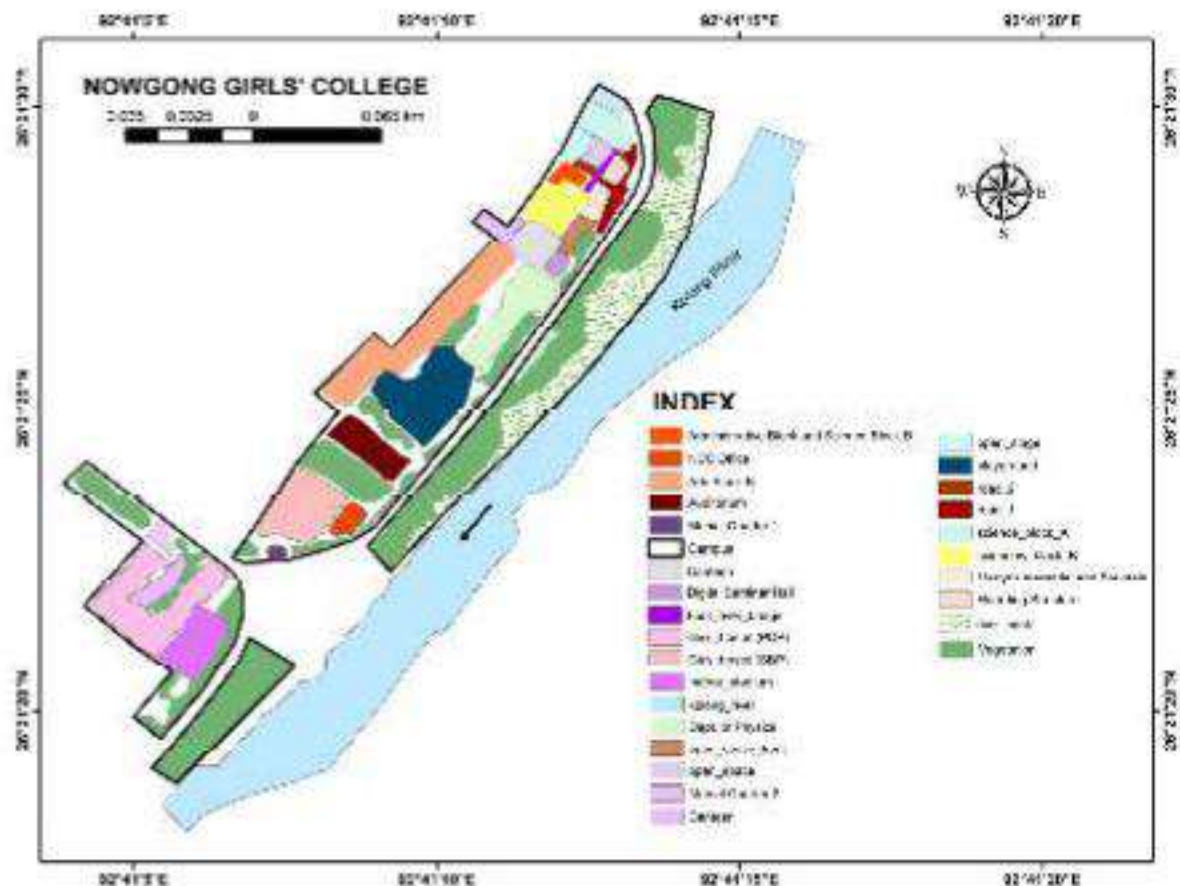


**Figure 3: Land use in the campus**

### 3.2. Terrain Characteristics

For the evaluation of general terrain condition of Nowgong Girls' College a GPS based study has been conducted by the Department of Geography. The location and elevation data are generated throughout the four campus using GPS devices. After the collection of the elevation data a Digital Elevation Model is generated using GIS software. The IDW (Inverse distance weighting) method is applied while preparing the map. After the creation of the specified DEM a contour map is also generated that gives an overall idea of the terrain as a plain area. As we get only two contours with an interval of one. There is also a slight difference of only 3.12 metres in and around the campus. Hence, we can assume that the campus is situated in a fairly uniform topography.



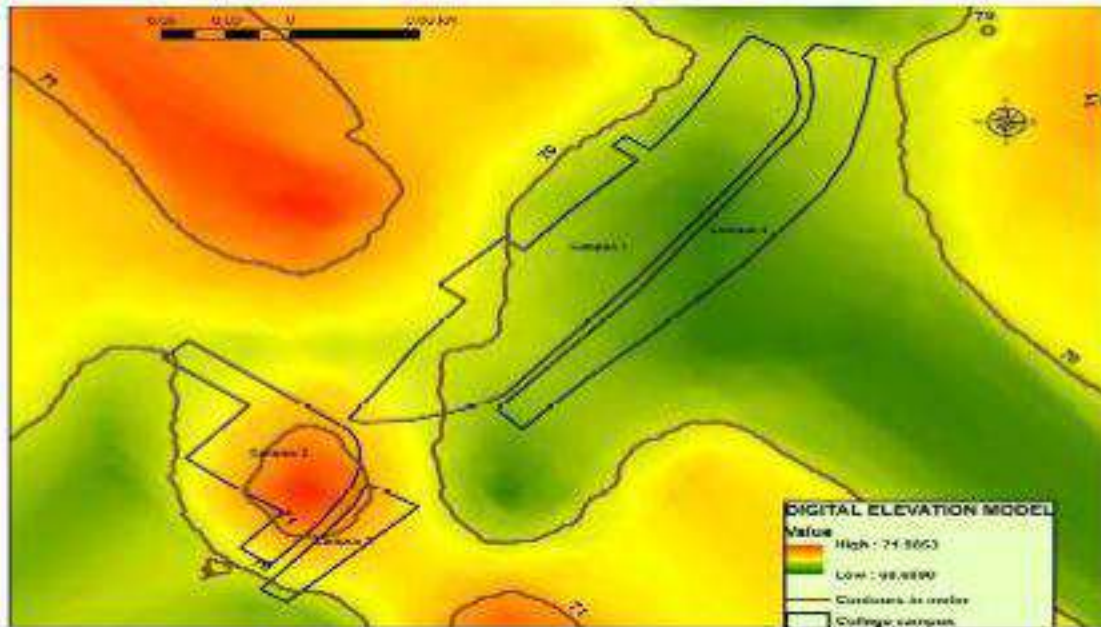


**Figure 4: Digital Elevation Model based on GPS survey**

A slope map is also prepared based on the created Digital Elevation Model. As the overall terrain condition is uniform, there is no such huge variation of slopes within the area.

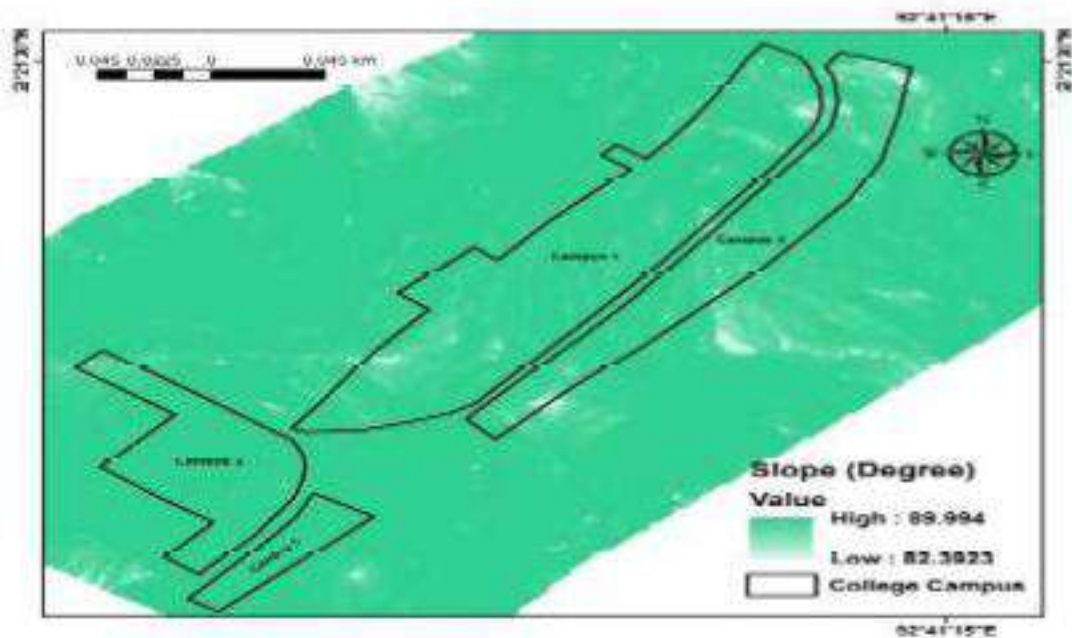


**Figure 5: Slope map of College Campus**

### 3.3. Climatic conditions

The college campus experiences weather similar to that of the Brahmaputra valley. With diverse physiographic settings, the seasonality of monsoon winds regulates the regional climate of Assam. The region experiences frequent thunderstorms and heavy rain during monsoon season. It has hot, humid summers and cool, dry winters. The map is created using GIS software after the temperature and rainfall data are taken from the worldclim website. An average yearly temperature of  $25.48^{\circ}\text{C}$  is shown on the temperature map. Using GIS software, a rainfall data map is produced, giving an average value of 130 mm of rainfall in and around the campus. In addition, the temperature data collected from the college campus recorded the maximum temperatures of  $28\text{--}34^{\circ}\text{C}$  between 12 and 4 p.m.

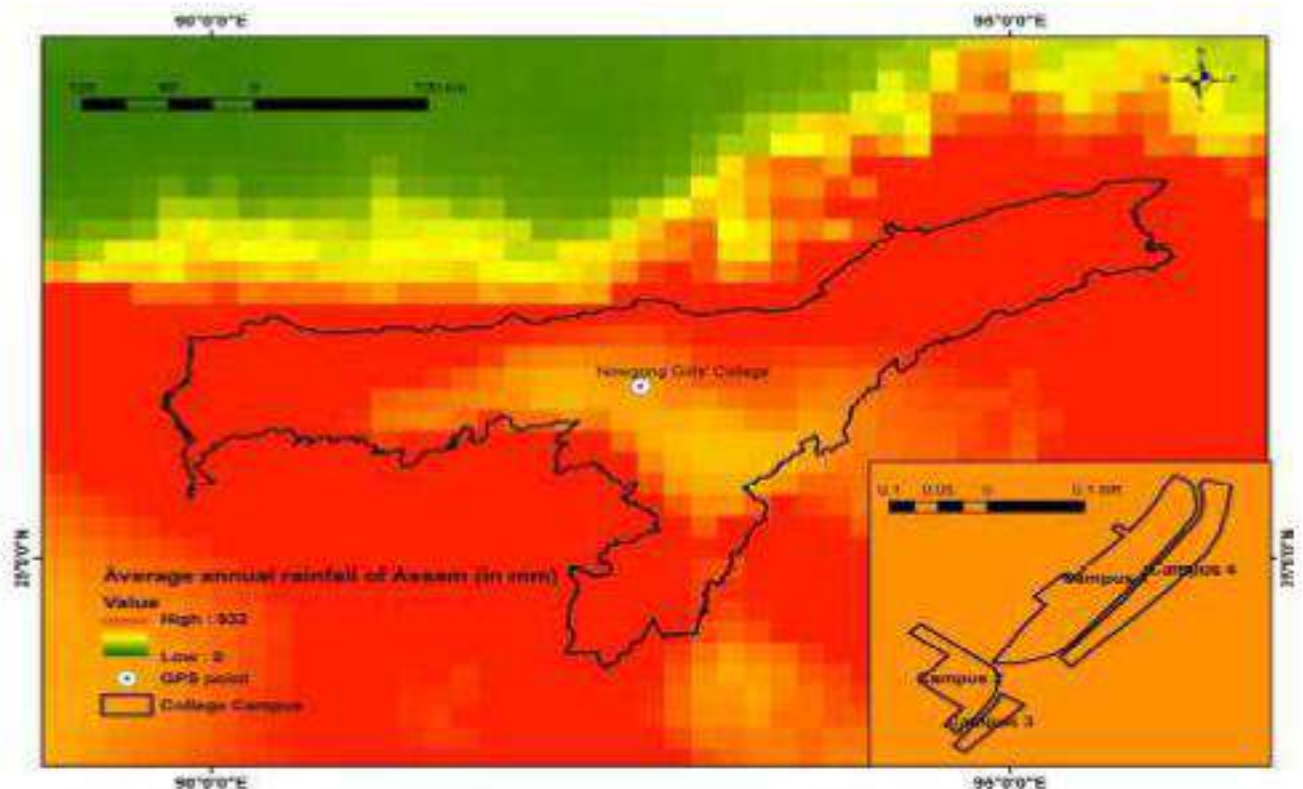


Figure 6: Average Annual Rainfall



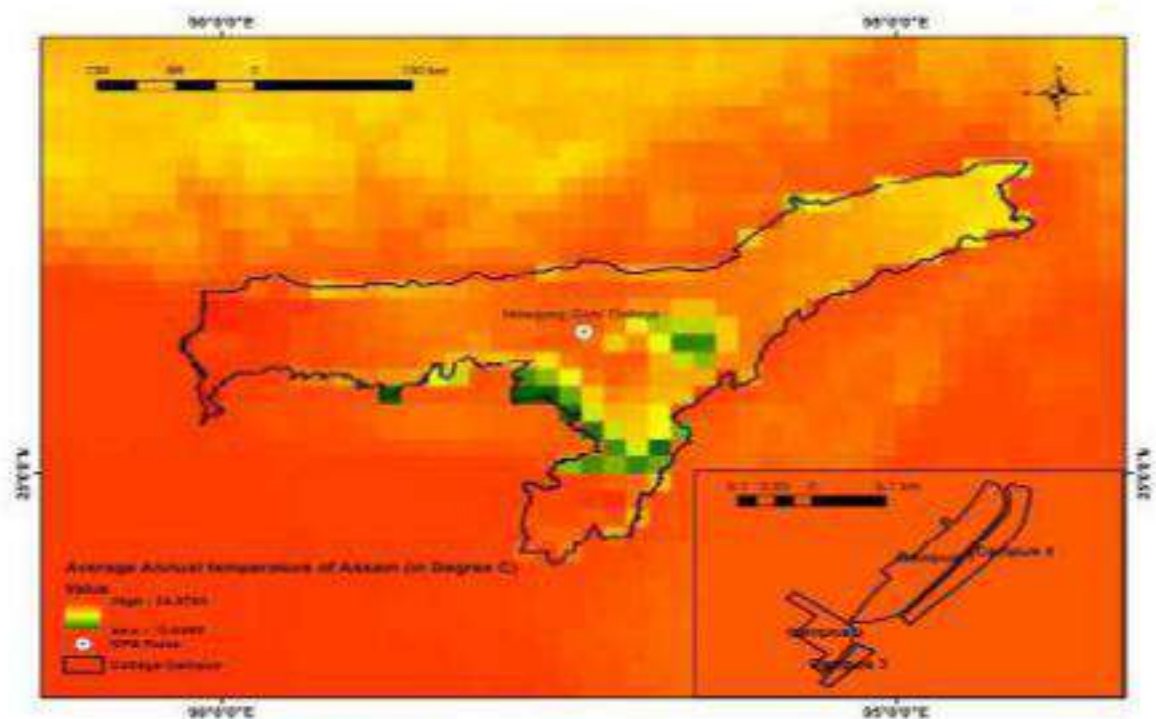


**Figure 7: Average Annual Temperature**

A thermo-hygrometer is used to record the relative humidity of the College campus. The average annual humidity for the year 2016 to 2022 is 80, 81, 77, 80, 81, 79 and 80% respectively. The overall humidity for the months of November to February is low that signify a dry weather.



**Figure 8: Weather Monitoring Station**

|                | <b>Years</b> |             |
|----------------|--------------|-------------|
| <b>Months</b>  | <b>2021</b>  | <b>2022</b> |
| January        | 82           | 78          |
| February       | 76           | 69          |
| March          | 71           | 63          |
| April          | 75           | 76          |
| May            | 81           | 86          |
| June           | 85           | 89          |
| July           | 87           | 83          |
| August         | 81           | 89          |
| September      | 88           | 89          |
| October        | 83           | 82          |
| November       | 76           | 79          |
| December       | 76           | 82          |
| <b>Average</b> | 80.08        | 80.41       |



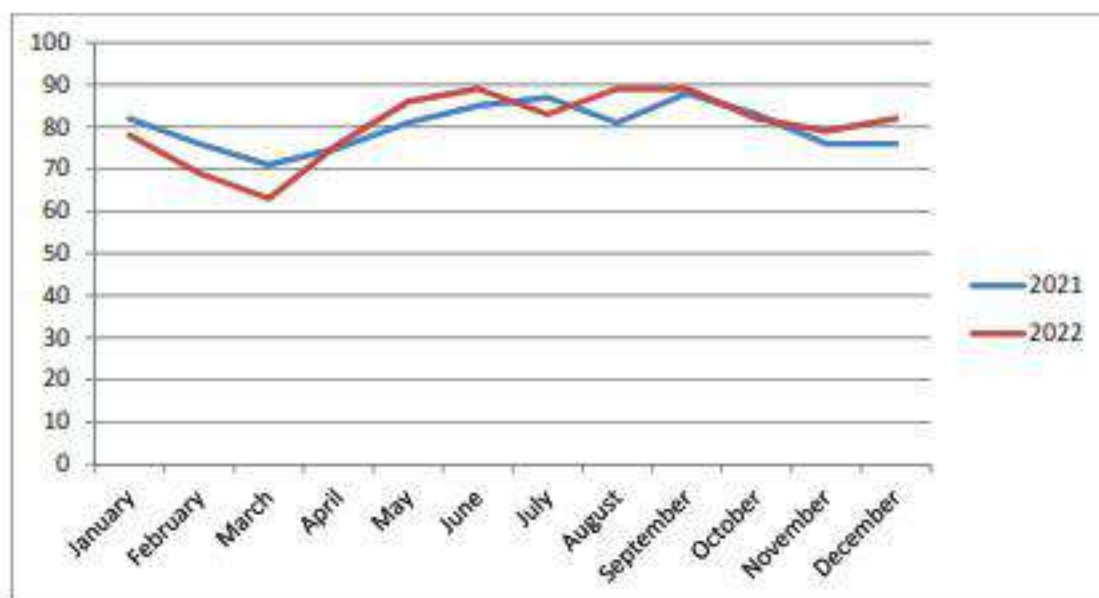


**Figure 9: Humidity in percentage for Nowgong Girls' College**

#### **4. Biodiversity Audit of Nowgong Girls' College**

The great variety of floral, faunal and microbiological species on Earth is referred as "biodiversity." Around 8.7 million different species of plants and animals are thought to exist. The United Nations General Assembly reportedly officially accepted the resolution designating 2021–2030 as "The UN Decade of Ecosystem Restoration," with the goal of massive ecosystem restoration as a tried-and-true strategy to combat the climate crisis, biodiversity loss and water availability. The production of oxygen, reduction of carbon dioxide, balancing the water cycle, best air purifier, protection of water resources and contribution to climate stability and maintenance of ecosystems are the environmental services provided by biodiversity. It also aids in reducing soil, water and air pollution. However, the majority of the planet's biodiversity is in danger as a result of natural disasters and human involvement. The rate of extinction of species has increased at an alarming rate as a result of these concerns. Because it would be highly expensive to replace these crucial services provided by biodiversity, sustainability can help to promote economic growth, increase greenery and reduce global warming.

A Biodiversity richness map is prepared using GIS which shows the distribution of richness within the campus.

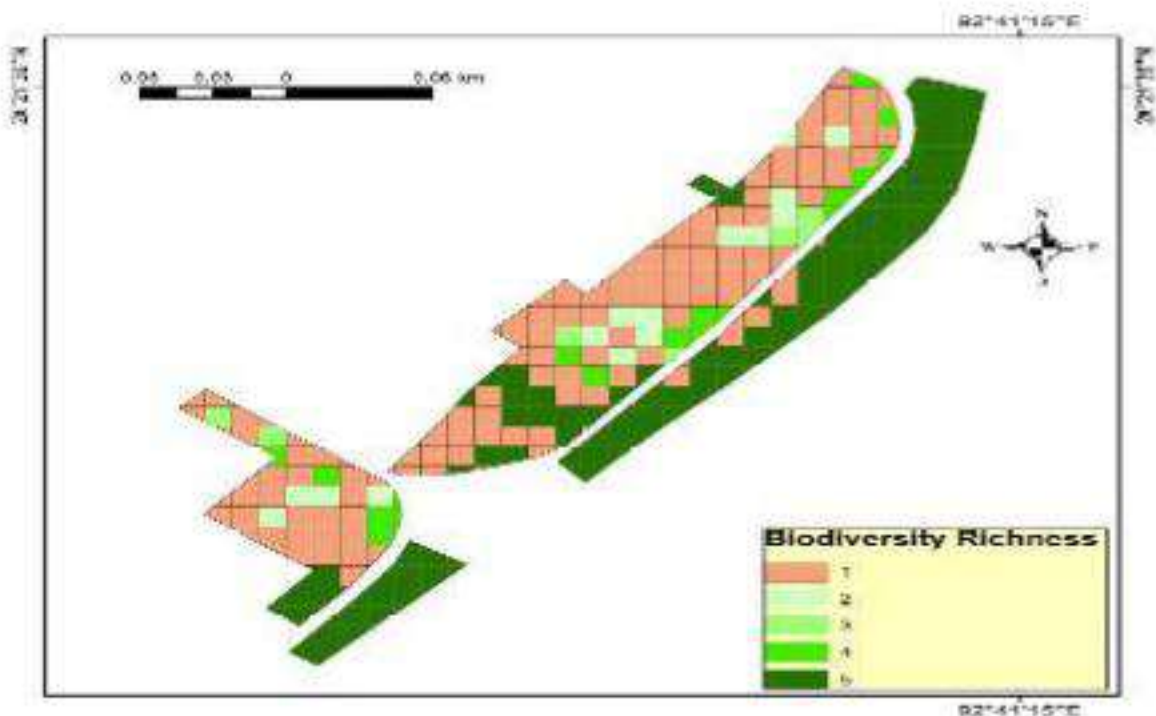


**Figure 10: Biodiversity Richness Map using S/W index.**

#### **4.1. Floral Diversity:**

In an effort to promote the greenery both inside and outside the campus over the past five years, the college has carried out a number of plantation programmes under the initiative of teachers and students both inside the college as well as in the nearby area and in the adopted village (*Itapara*). Due to its location along the Kolong river bank, the region is home to a variety of plants and animals. The Nowgong Girls' College Green Audit Committee also sought to plant indigenous trees. Plants are also house to a number of insects and birds. The college campus also has a garden of colourful seasonal flowers that enhances the aesthetic charm. It also has a wide diversity of plant species, including several aquatic plant species as well as herbs, shrubs, trees, climbers and epiphytes. As a creative land-use initiative, a kitchen garden in the college was promoted by growing fruits and vegetables. Additionally, a medicinal plant garden with numerous medicinally significant herbs and shrubs is also maintained in the premise.





**Fig 11: Some tree species in the college campus**



In the present study it is revealed that the Nowgong Girls' College campus has a rich diversity consisting of 198 floral species (57 herbs, 28 shrubs, 38 trees, 09 climbers, 09 aquatic plants, 07 epiphytes, 29 seasonal flowers and ornamental plants and 24 seasonal vegetables) belonging to various families. The following are the plant species abundant in the campus.

**Table 2: List of Herbs**

| Sl. No. | Scientific name of plants                              | Family         | Common names          |
|---------|--------------------------------------------------------|----------------|-----------------------|
| 1.      | <i>Achyranthus aspera</i> L.                           | Amaranthaceae  | Prickly Chaff Flower  |
| 2.      | <i>Ageratum conyzoides</i> (L.) L.                     | Compositae     | Goat weed             |
| 3.      | <i>Aloe vera</i> (L.) Burm. f.                         | Xanthorrhaceae | Aloe vera             |
| 4.      | <i>Alternanthera philoxeroides</i> (Mart.) Griseb.     | Amaranthaceae  | Alligator weed        |
| 5.      | <i>Alternanthera sessilis</i> (L.) R. Br. Ex DC        | Amaranthaceae  | Stalkless Joyweed     |
| 6.      | <i>Amaranthus spinosus</i> L.                          | Amaranthaceae  | Prickly Amaranth      |
| 7.      | <i>Amaranthus viridis</i> L.                           | Amaranthaceae  | Green Amaranth        |
| 8.      | <i>Argemone mexicana</i> L.                            | Papaveraceae   | Mexican Prickly Poppy |
| 9.      | <i>Basella alba</i> L.                                 | Basellaceae    | Malabar Spinach       |
| 10.     | <i>Bidens pilosa</i> L.                                | Compositae     | Beggar Tick           |
| 11.     | <i>Boerhavia diffusa</i> L.                            | Nyctaginaceae  | Red Spiderling        |
| 12.     | <i>Brassica juncea</i> (L.) Czern                      | Brassicaceae   | Mustard               |
| 13.     | <i>Bryophyllum pinnatum</i> (Lam.) Oken                | Crassulaceae   | Cathedral bells       |
| 14.     | <i>Canna indica</i> L.                                 | Cannaceae      | Indian Shot           |
| 15.     | <i>Centella asiatica</i> (L.) Urb.                     | Apiaceae       | Indian Pennywort      |
| 16.     | <i>Chellocostus speciosus</i> J. (Koenig) C.D. Specht. | Costaceae      | Crepe Ginger          |
| 17.     | <i>Clerodendrum infortunatum</i> L.                    | Lamiaceae      | Hill Glory Bower      |
| 18.     | <i>Codiaeum variegatum</i> (L.) Rumph. Ex. A. Juss     | Euphorbiaceae  | Croton                |



|     |                                                |                 |                            |
|-----|------------------------------------------------|-----------------|----------------------------|
| 19. | <i>Cyanthillium cinereum</i> (L.) H. Roxb.     | Compositae      | Little Ironweed            |
| 20. | <i>Cynodon dactylon</i> (L.) Pers.             | Poaceae         | Bermuda Grass              |
| 21. | <i>Cyprus rotundus</i> L.                      | Poaceae         | Nut Grass                  |
| 22. | <i>Drymaria cordata</i> (L.) Willd. Ex Schultz | Caryophyllaceae | Tropical Chickweed         |
| 23. | <i>Eclipta prostrata</i> (L.) L.               | Compositae      | False Daisy                |
| 24. | <i>Eryngium foetidum</i> L.                    | Apiaceae        | Long Coriander             |
| 25. | <i>Euphorbia hirta</i> L.                      | Euphorbiaceae   | Asthma weed                |
| 26. | <i>Houttuynia cordata</i> Thunb.               | Sauraceae       | Chameleon Plant            |
| 27. | <i>Hydrocotyle sibthorpioides</i> Lam.         | Araliaceae      | Water Pennywort            |
| 28. | <i>Hypoeste sphylostachya</i> Baker            | Acanthaceae     | Polka Dot Plant            |
| 29. | <i>Impatiens balsamina</i> L.                  | Balsaminaceae   | Garden Balsam              |
| 30. | <i>Justicia adhatoda</i> L.                    | Acanthaceae     | Malabar Nut                |
| 31. | <i>Leonurus sibicus</i> L.                     | Lamiaceae       | Honeyweed                  |
| 32. | <i>Leucas aspera</i> (Willd.) Link             | Lamiaceae       | Common Leucas              |
| 33. | <i>Matteuccia struthiopteris</i> (L.) Tod.     | Onocleaceae     | Fiddlehead                 |
| 34. | <i>Mazus pumilus</i> (Burm.f.) Steenis         | Phrymaceae      | Asian Mazus                |
| 35. | <i>Mentha arvensis</i> L.                      | Lamiaceae       | Mint                       |
| 36. | <i>Mentha spicata</i> L.                       | Lamiaceae       | Spearmint                  |
| 37. | <i>Mimosa pudica</i> L.                        | Leguminosae     | Touch-me-not               |
| 38. | <i>Mirabilis jalapa</i> L.                     | Nyctaginaceae   | Four O'clock               |
| 39. | <i>Oxalis corniculata</i> L.                   | Oxalidaceae     | Creeping Weed Sorrel       |
| 40. | <i>Oxalis debilis</i> Kunth.                   | Oxalidaceae     | Large-Flowered Pink Sorrel |
| 41. | <i>Peperomia pellucida</i> L. Kunth            | Piperaceae      | Shiny Bush                 |
| 42. | <i>Phyllanthus fraternus</i> G.L. Webster      | Phyllanthaceae  | Gulf Leaf Flower           |
| 43. | <i>Pogostemon benghalensis</i>                 | Lamiaceae       | Bengal Pogostemon          |

|     |                                                  |                |                        |
|-----|--------------------------------------------------|----------------|------------------------|
|     | (Burm.f.) Kuntze                                 |                |                        |
| 44. | <i>Puzolzia zeylanica</i> (L.) Benn. & R. Br.    | Urticaceae     | Graceful Pouzol's Bush |
| 45. | <i>Rauvolfia serpentina</i> (L.) Benth. Ex. Kurz | Apocynaceae    | Indian Snakeroot       |
| 46. | <i>Ricinus communis</i> L.                       | Apocynaceae    | Castor Bean Plant      |
| 47. | <i>Sauropus androgynus</i> L. Merr.              | Phyllanthaceae | Sweet Leaf Bush        |
| 48. | <i>Scoparia dulcis</i> L.                        | Plantaginaceae | Sweet Broom Weed       |
| 49. | <i>Scutellaria indica</i> L.                     | Lamiaceae      | Bicolor Skullcap       |
| 50. | <i>Sida cordifolia</i> L.                        | Malvaceae      | Heart-shaped Sida      |
| 51. | <i>Smilax macrophylla</i> Roxb.                  | Smilacaceae    | Greenbriers            |
| 52. | <i>Solanum nigrum</i> L.                         | Solanaceae     | Black Nightshade       |
| 53. | <i>Sphagneticola calendulaceae</i> L.            | Asteraceae     | Chinese Wedelia        |
| 54. | <i>Spilanthes acmella</i> (L.) L.                | Compositae     | Toothache Plant        |
| 55. | <i>Tradescantia pallida</i> (Rose) D.R. Hunt     | Commelinaceae  | Purple Heart           |
| 56. | <i>Urtica ardens</i> Link.                       | Urticaceae     | Himalayan Nettle       |
| 57. | <i>Zingiber officinale</i> Roscoe                | Zingiberaceae  | Ginger                 |

**Table 3: List of Shrubs**

| Sl. No. | Scientific name of plants               | Family        | Common name      |
|---------|-----------------------------------------|---------------|------------------|
| 1.      | <i>Calotropis gigantea</i> (L.) Dryand. | Apocynaceae   | Milkweed         |
| 2.      | <i>Carissa carandas</i> L.              | Apocynaceae   | Karanda          |
| 3.      | <i>Celosia argentea</i> L.              | Amaranthaceae | Plumed cockscomb |
| 4.      | <i>Celosia cristata</i> L.              | Amaranthaceae | Cockscomb        |
| 5.      | <i>Citrus medica</i> L.                 | Citraceae     | Fingered Citron  |
| 6.      | <i>Clerodendrum indicum</i> (L.) Kuntz. | Lamiaceae     | Tube-flower      |



|     |                                                                    |                |                              |
|-----|--------------------------------------------------------------------|----------------|------------------------------|
| 7.  | <i>Codiaeum variegatum</i> (L.)<br>Rumph. Ex. A. Juss              | Euphorbiaceae  | Croton                       |
| 8.  | <i>Cyperus scariosus</i> R.Br.                                     | Cyperaceae     | Nutgrass                     |
| 9.  | <i>Datura stramonium</i> L.                                        | Solanaceae     | Jimsonweed                   |
| 10. | <i>Euphorbia milii</i> Des. Moul.                                  | Euphorbiaceae  | Christ plant                 |
| 11. | <i>Flemingia strobilifera</i> (L.) W.T.<br>Aiton.                  | Fabaceae       | Luck plant                   |
| 12. | <i>Gardenia jasminoides</i> J. Ellis                               | Rubiaceae      | Cape jasmine                 |
| 13. | <i>Hibiscus rosa-sinensis</i> L.                                   | Malvaceae      | Chinese hibiscus             |
| 14. | <i>Hibiscus sabdariffa</i> L.                                      | Malvaceae      | Roselle                      |
| 15. | <i>Hydrangea quercifolia</i> W.<br>Bartram.                        | Hydrangeaceae  | Oakleaf hydrangea            |
| 16. | <i>Jasminum grandifolia</i> L.                                     | Oleaceae       | Spanish jasmine              |
| 17. | <i>Justicia adhatoda</i> L.                                        | Acanthaceae    | Malabar Nut                  |
| 18. | <i>Lantana camara</i> L.                                           | Verbenaceae    | Spanish flag                 |
| 19. | <i>Michelia champaca</i> L.                                        | Magnoliaceae   | Champa                       |
| 20. | <i>Murraya koenigii</i> (L.) Spreng.                               | Rutaceae       | Curry tree                   |
| 21. | <i>Nerium oleander</i> L.                                          | Apocynaceae    | Oleander                     |
| 22. | <i>Nyctanthus arbor-tristis</i> L.                                 | Oleaceae       | Coral Jasmine                |
| 23. | <i>Ocimum tenuiflorum</i> L.                                       | Lamiaceae      | Holy basil                   |
| 24. | <i>Ricinus communis</i> L.                                         | Euphorbiaceae  | Castor oil plant             |
| 25. | <i>Rosa indica</i> L.                                              | Rosaceae       | Rose                         |
| 26. | <i>Sauropus androgynus</i> (L.) Merr.                              | Phyllanthaceae | Star gooseberry              |
| 27. | <i>Tabernaemontana divaricata</i><br>(L.) R. Br. Ex Room & Schultz | Apocynaceae    | Crape jasmine or<br>Moonbeam |
| 28. | <i>Vitex negundo</i> L.                                            | Lamiaceae      | Chinese Chaste Tree          |

**Table 4: List of Trees**

| Sl. No. | Scientific name of plants                          | Family        | Common name                         |
|---------|----------------------------------------------------|---------------|-------------------------------------|
| 1.      | <i>Albizia procera</i> (Roxb.) Benth.              | Leguminosae   | White siris                         |
| 2.      | <i>Alstonia scholaris</i> (L.) R. Br.              | Apocynaceae   | Devil's tree                        |
| 3.      | <i>Araucaria columnaris</i> (G.Forst) Hook         | Araucariaceae | Christmas tree                      |
| 4.      | <i>Areca catechu</i> L.                            | Arecaceae     | Betel nut                           |
| 5.      | <i>Artocarpus heterophyllus</i> Lam.               | Moraceae      | Jackfruit                           |
| 6.      | <i>Averrhoa carambola</i> L.                       | Averrhoaceae  | Starfruit                           |
| 7.      | <i>Azadirachta indica</i> A. Juss.                 | Meliaceae     | Indian lilac                        |
| 8.      | <i>Bambusa vulgaris</i> Schrad. Ex. J.C. Wendl.    | Poaceae       | Clumping bamboo                     |
| 9.      | <i>Bauhinia purpurea</i> L.                        | Leguminosae   | Orchid tree, butterfly tree         |
| 10.     | <i>Butea monosperma</i> (Lam.) Taub.               | Leguminosae   | Flame-of-the-forest or Bastard teak |
| 11.     | <i>Cassia fistula</i> L.                           | Leguminosae   | Indian laburnum                     |
| 12.     | <i>Ceasalpinia pulcherrima</i> (L.) Sw.            | Leguminosae   | Peacock flower                      |
| 13.     | <i>Cinnamomum verum</i> J.Presl                    | Lauraceae     | Cinnamon                            |
| 14.     | <i>Cocos nucifera</i> L.                           | Arecaceae     | Coconut palm                        |
| 15.     | <i>Combretum indicum</i> (L.) De Fillips           | Combretaceae  | Rangoon creeper                     |
| 16.     | <i>Dyopsis decaryi</i> (Jum.) Beentje & J. Dransf. | Arecaceae     | Triangle palm                       |
| 17.     | <i>Ficus elastic</i> Roxb. Ex. Hornem              | Moraceae      | Rubber tree                         |
| 18.     | <i>Ficus hispida</i> L.                            | Moraceae      | Hairy fig                           |
| 19.     | <i>Ficus racemosa</i> L.                           | Moraceae      | Cluster fig or Red river fig        |
| 20.     | <i>Mallotus phillipensis</i> (Lam.) Mull. Arg.     | Euphorbiaceae | Kaamla tree or Kumkum tree          |
| 21.     | <i>Mangifera indica</i> L.                         | Anacardiaceae | Mango tree                          |
| 22.     | <i>Melia azedarach</i> L.                          | Meliaceae     | Persian lilac                       |



|     |                                                  |                |                          |
|-----|--------------------------------------------------|----------------|--------------------------|
| 23. | <i>Mimusops elengi</i> L.                        | Sapotaceae     | Spanish cherry           |
| 24. | <i>Moringa oleifera</i> Lam.                     | Moringaceae    | Drumstick tree           |
| 25. | <i>Oroxylum indicum</i> Vent.                    | Bignoniaceae   | India Trumpet Tree       |
| 26. | <i>Phyllanthus emblica</i> L.                    | Phyllanthaceae | Indian gooseberry        |
| 27. | <i>Plumeria obtuse</i> L.                        | Apocynaceae    | White Fragipani          |
| 28. | <i>Polyalthia longifolia</i> (Sonn.)<br>Thwaites | Annocaeae      | False Asoka              |
| 29. | <i>Prunus dulchis</i> (Mill.) D.A. Webb          | Rosaceae       | Almond                   |
| 30. | <i>Psidium guajava</i> L.                        | Myrtaceae      | Guava tree               |
| 31. | <i>Roystonea regia</i> (Kunth) O.F.<br>Cook      | Arecaceae      | Royal palm               |
| 32. | <i>Sapindus saponria</i> L.                      | Sapindaceae    | Soapberries              |
| 33. | <i>Saraca asoca</i> (Roxb.) Willd.               | Fabaceae       | Asoka Tree               |
| 34. | <i>Spondias pinnata</i> (L.f.) Kurz              | Anacardiaceae  | Wild mango               |
| 35. | <i>Syzygium campanulatum</i> Korth               | Myrtaceae      | Christina tree           |
| 36. | <i>Tectona grandis</i> L.f.                      | Lamiaceae      | Teak                     |
| 37. | <i>Thuja occidentalis</i> L.                     | Cupressaceae   | North White Cedar        |
| 38. | <i>Ziziphus jujuba</i> Mill.                     | Rhamnaceae     | Red date or Chinese date |

**Table 5: List of Climbers**

| Sl. No. | Scientific name of plants                     | Family         | Common name                          |
|---------|-----------------------------------------------|----------------|--------------------------------------|
| 1.      | <i>Asparagus racemosus</i> Willd.             | Asparagaceae   | Climbing Asparagus                   |
| 2.      | <i>Clitoria ternatea</i> L.                   | Leguminosae    | Asian pigeon wings                   |
| 3.      | <i>Cuscuta reflexa</i> Roxb.                  | Convolvulaceae | Dodder plant                         |
| 4.      | <i>Lagenaria siceraria</i> (Molina)<br>Standl | Cucurbitaceae  | Bottle gourd                         |
| 5.      | <i>Mikania micrantha</i> Kunth                | Compositae     | Bitter vine or climbing<br>hemp vine |
| 6.      | <i>Momordica charantia</i> L.                 | Cucurbitaceae  | Bitter gourd                         |

|    |                                        |                |                   |
|----|----------------------------------------|----------------|-------------------|
| 7. | <i>Paederia foetida</i> L.             | Rubiaceae      | Skunk vine        |
| 8. | <i>Piper nigrum</i> L.                 | Piperaceae     | Black pepper      |
| 9. | <i>Tinospora sinensis</i> Lour. (Merr) | Menispermaceae | Chinese tinospora |

**Table 6: List of Aquatic Plants**

| Sl. No. | Scientific name of plants                       | Family           | Common name           |
|---------|-------------------------------------------------|------------------|-----------------------|
| 1.      | <i>Eichhornia crassipes</i> Mart.               | Pontederiaceae   | Common water hyacinth |
| 2.      | <i>Hydrilla verticillata</i> (L.f.) Royle       | Hydrocharitaceae | Water thyme           |
| 3.      | <i>Hymenachne amplexicaulis</i><br>(Rudge) Nees | Poaceae          | Marsh grass           |
| 4.      | <i>Ipomoea 24aradis</i> Forssk.                 | Convolvulaceae   | Water morning glory   |
| 5.      | <i>Marsilea quadrifolia</i> L.                  | Marsileaceae     | Water clover          |
| 6.      | <i>Pericaria glabra</i> (Willd.)<br>M.Gomez     | Polygonaceae     | Dense flower Knotweed |
| 7.      | <i>Pistia stratiotes</i> L.                     | Araceae          | Water lettuce         |
| 8.      | <i>Vallisneria 24aradis</i> L.                  | Hydrocharitaceae | Eelgrass              |
| 9.      | <i>Vallisneria spiralis</i> L.                  | Hydrocharitaceae | Tapegrass             |

**Table 7: List of Epiphytes**

| Sl. No. | Scientific name of plants                     | Family      | Common Names            |
|---------|-----------------------------------------------|-------------|-------------------------|
| 1.      | <i>Acampe rigida</i> (Buch.-Ham. Ex Sm.)      | Orchidaceae | Stiff Acampe            |
| 2.      | <i>Aerides rosea</i> Lodd. Ex Lindl. & Paxton | Orchidaceae | Fox Brush Orchid        |
| 3.      | <i>Coelogyne assamica</i> Linden & Rehb. F.   | Orchidaceae | The Assam Coelogyne     |
| 4.      | <i>Cymbidium aloifolium</i> (L.) Sw.          | Orchidaceae | Aloe-leafed cymbidium   |
| 5.      | <i>Dendrobium lituiflorum</i> Lindl.          | Orchidaceae | Bent-racemed dendrobium |
| 6.      | <i>Liparis viridiflora</i> (Blume)            | Orchidaceae | Green-Flowered Liparis  |



|    |                                        |             |                |
|----|----------------------------------------|-------------|----------------|
|    | Lindle.                                |             |                |
| 7. | <i>Rhynchostylis retusa</i> (L.) Blume | Orchidaceae | Foxtail orchid |

**Table 8: List of Seasonal Flowers and Ornamental Plants**

| Sl. No | Scientific name of plants                               | Family        | Common Names          |
|--------|---------------------------------------------------------|---------------|-----------------------|
| 1.     | <i>Anthurium andraeanum</i> Linden ex Andre             | Araceae       | Flamingo Flower       |
| 2.     | <i>Araucaria heterophylla</i> (Salisb.) Franco          | Araucariaceae | Christmas Tree        |
| 3.     | <i>Bambusa multiplex</i> (Lour.) Raeusch. Ex Schult. F. | Poaceae       | Hedge Bamboo          |
| 4.     | <i>Bougainvillea glabra</i> Choisy                      | Nyctaginaceae | Bougainvillea         |
| 5.     | <i>Caesalpinia pulcherrima</i> (L.) Sw.                 | Fabaceae      | Peacock Flower        |
| 6.     | <i>Chrysanthemum grandiflorum</i> (Ramat.) Hemsl.       | Asteraceae    | Indian Crysanthemum   |
| 7.     | <i>Clitoria ternatea</i> L.                             | Fabaceae      | Butterfly Pea         |
| 8.     | <i>Combretum indicum</i> (L.) DeFilipps                 | Cobretaceae   | Rangoon Creeper       |
| 9.     | <i>Cycas 25aradisi</i> Thunb.                           | Cycadaceae    | Sago Palm             |
| 10.    | <i>Dahlia pinnata</i> Carv.                             | Asteraceae    | Dahlia                |
| 11.    | <i>Draceana trifasciata</i> (Prain) Mabb.               | Asparagaceae  | Snake plant           |
| 12.    | <i>Dypsis lutescens</i> (H.Wendl.) Beentje & J.Dransf.  | Arecaceae     | Golden Cane Palm      |
| 13.    | <i>Euphorbia milii</i> Des. Moul.                       | Euphorbiaceae | Giant Crown of Thorns |
| 14.    | <i>Ficus benamina</i> L.                                | Moraceae      | Weeping Fig           |
| 15.    | <i>Gerbera jamesonii</i> Bolus ex Hooker.f.             | Asteraceae    | Gerbera Daisy         |
| 16.    | <i>Helianthus annuus</i> L.                             | Asteraceae    | Sunflower             |
| 17.    | <i>Hibiscus rosa-sinensis</i> L.                        | Malvaceae     | China Rose            |

|     |                                                            |               |                  |
|-----|------------------------------------------------------------|---------------|------------------|
| 18. | <i>Hydrangea macrophylla</i> (Thunb.) Ser.                 | Hydrangeaceae | Hydrangea        |
| 19. | <i>Ixora coccinea</i> L.                                   | Rubiaceae     | Jungle Geranium  |
| 20. | <i>Petunia atkinsiana</i> (Sweet) D.Don ex W.H. Baxter     | Solanaceae    | Petunia          |
| 21. | <i>Pinus roxburghii</i> Sarg.                              | Pinaceae      | Chir Pine        |
| 22. | <i>Portulaca oleraceae</i> L.                              | Portulacaceae | Purslane         |
| 23. | <i>Pyrostegia venusta</i> (Ker Gawl.) Miers                | Bignoniaceae  | Flame vine       |
| 24. | <i>Rosa indica</i> L.                                      | Rosaceae      | Rose             |
| 25. | <i>Salvia splendens</i> Sellow ex J.A. Schultes            | Lamiaceae     | Scarlet Sage     |
| 26. | <i>Tabernaemontana divaricata</i> R.Br. ex Roem. & Schult. | Apocynaceae   | Crepe jasmine    |
| 27. | <i>Tagetes erecta</i> L.                                   | Asteraceae    | Mexican marigold |
| 28. | <i>Tradescantia 26aradi</i> (Rose) D.R. Hunt               | Commelinaceae | Purple heart     |
| 29. | <i>Wodyetia bifurcate</i> A.K. Irvine                      | Areceae       | Foxtail palm     |

**Table 9: List of Vegetables Cultivated**

| Sl. No | Scientific name of plants<br>(Common name)                   | Family         | Common Names     |
|--------|--------------------------------------------------------------|----------------|------------------|
| 1.     | <i>Allium cepa</i> L.                                        | Amaryllidaceae | Onion            |
| 2.     | <i>Amaranthus caudatus</i> L.                                | Amaranthaceae  | Foxtail Amaranth |
| 3.     | <i>Brassica oleracea</i> var. <i>botrytis</i> L.             | Brassicaceae   | Cauliflower      |
| 4.     | <i>Brassica oleracea</i> var. <i>capitata</i> f. <i>alba</i> | Brassicaceae   | Cabbage          |
| 5.     | <i>Brassica oleraceae</i> var <i>gongylodes</i> L.           | Solanaceae     | Kohlrabi         |



|     |                                                   |               |                      |
|-----|---------------------------------------------------|---------------|----------------------|
| 6.  | <i>Brassica oleraceae</i> var. <i>Italic</i> L.   | Solanaceae    | Broccoli             |
| 7.  | <i>Capsicum annum</i> L.                          | Solanaceae    | Chilly               |
| 8.  | <i>Capsicum chinense</i> Jacq.                    | Solanaceae    | Habanero-type pepper |
| 9.  | <i>Carica papaya</i> L.                           | Caricaceae    | Papaya               |
| 10. | <i>Colocasia esculenta</i> (L.) Schott.           | Araceae       | Taro                 |
| 11. | <i>Cucumis sativus</i> L.                         | Cucurbitaceae | Cucumber             |
| 12. | <i>Cymbopogon citratus</i> (DC.) Stapf.           | Poaceae       | Lemon-Grass          |
| 13. | <i>Fragaria ananassa</i> Duchesne                 | Rosaceae      | Strawberry           |
| 14. | <i>Lagenaria siceraria</i> (Molina) Standl.       | Cucurbitaceae | Bottle Gourd         |
| 15. | <i>Momordica dioica</i> Roxb. Ex Willd.           | Cucurbitaceae | Teasel Gourd         |
| 16. | <i>Musa 2727acuminata</i> Collasp.                | Musaceae      | Banana               |
| 17. | <i>Musa 2727paradisiaca</i> L.                    | Musaceae      | Plaintain            |
| 18. | <i>Pleurotus ostreatus</i> (Jacq. Ex Fr.) P.Kumm. | Pleurotaceae  | Oyster Mushroom      |
| 19. | <i>Polygonum microcephalum</i> D.Don              | Polygonaceae  | Tiny Head Knotweed   |
| 20. | <i>Solanum lycopersicum</i> L.                    | Solanaceae    | Tomato               |
| 21. | <i>Solanum melongena</i> L.                       | Solanaceae    | Brinjal              |
| 22. | <i>Solanum tuberosum</i> L.                       | Solanaceae    | Potato               |
| 23. | <i>Spinacia oleracea</i> L.                       | Amaranthaceae | Spinach              |
| 24. | <i>Alocasia macrorrhiza</i> (L.) G. Don           | Araceae       | Giant Taro           |

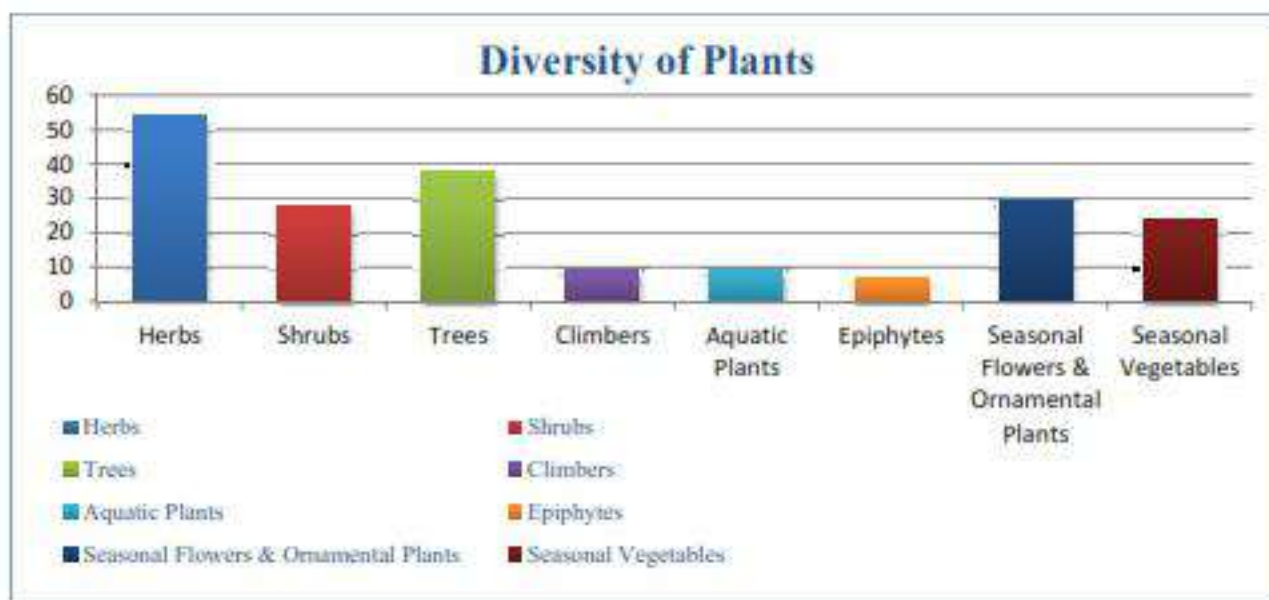


**Figure 13:** Graphical representation of plant species abundant within the college campus

#### 4.2. Faunal Diversity

The area around the college campus is home to a wide variety of animal species, including mammals, birds, reptiles, amphibians, fish, and invertebrates. The college region is home to mammalian species such as mongooses, house shrews, squirrels and civet cats. The campus is home to many different types of birds, such as the Black Kite, Common Kingfisher, Cattle Egret, Spotted Dove, Yellow Footed Green Pigeon, Rose Ringed Parakeet, Spotted Owlet, Asian Koel, Large-Billed Crow, Common Myna and many more. Among the amphibians found in campus are the Common Asian Toad, Common Tree Frog, Indian Bull Frog and Assam Forest Frog. In college campus, snakes such as the Red-necked Keelback, Copper-headed Trinket, Indian Rat Snake, Monocled Cobra and others are common. Among the lizard species seen on college campus are Tokay Gecko, Common House Gecko, Oriental Garden Lizard and Common Garden Skink. The college campus's pond contains a variety of fish, including the Pool barb, Swamp barb, Spotted Snakehead, Walking Catfish, and others. The area around the college campus is home to a wide variety of animal species, including mammals, birds, reptiles, amphibians, fish and invertebrates. The college campus has been home to about 14 different kinds of butterflies including the Common Evening Brown, Dark Evening Brown, Bluestriped Palmfly, Common Bushbrown, Common Nawab, Yellow Rajah, Common Leopard and Common Tiger.



To emphasise the faunal diversity of the campus, the Department of Zoology at Nowgong Girls' College has put together a thorough list of faunal species.



*Sciurus sp.*



*Junonia sp.*



*Passer domesticus*



*Calotes sp.*



**Figure 12: Faunal Diversity of Nowgong Girls' College**



**Table 10: Mammalian Diversity**

| SL.No. | Family      | Common Name                      | Scientific Name                   |
|--------|-------------|----------------------------------|-----------------------------------|
| 1.     | Herpestidae | Indian Grey Mongoose             | <i>Herpestes edwardsi</i>         |
| 2.     | Muridae     | House Rat                        | <i>Rattus rattus</i>              |
| 3.     |             | House Mouse                      | <i>Mus musculus</i>               |
| 4.     | Soricidae   | House shrew                      | <i>Suncus murinus</i>             |
| 5.     | Sciuridae   | Hoary-bellied Himalayan squirrel | <i>Callosciurus pygerithrus</i>   |
| 6.     | Viverridae  | Palm Civet                       | <i>Paradoxurus hermaphroditus</i> |
| 7.     |             | Small Indian Civet               | <i>Viverricula indica</i>         |
| 8.     |             | Large Indian Civet               | <i>Viverra zibetha</i>            |

**Table 11: Avian Diversity**

| SL.No. | Family            | Common Name                   | Scientific Name               |
|--------|-------------------|-------------------------------|-------------------------------|
| 1.     | Accipitridae      | Black Kite                    | <i>Milvus migrans</i>         |
| 2.     | Alcedinidae       | Common Kingfisher             | <i>Alcedo atthis</i>          |
| 3.     |                   | White Throated Kingfisher     | <i>Halcyon smyrnensis</i>     |
| 4.     | Ardeidae          | Cattle Egret                  | <i>Bubulcus ibis</i>          |
| 5.     |                   | Indian Pond Heron             | <i>Ardeola grayii</i>         |
| 6.     | Ciconiidae        | Greater Adjutant Stork        | <i>Leptoptilos dubius</i>     |
| 7.     |                   | Lesser adjutant stork         | <i>Leptoptilos javanicus</i>  |
| 8.     | Columbidae        | Spotted Dove                  | <i>Streptopelia chinensis</i> |
| 9.     |                   | Yellow footed green Pigeon    | <i>Treron phoenicoptera</i>   |
| 10.    | Paridae           | Cinereous tit                 | <i>Parus cinereus</i>         |
| 11.    |                   | Great tit                     | <i>Parus major</i>            |
| 12.    |                   | Oriental white eye            | <i>Zosterops palpebrosus</i>  |
| 13.    |                   | Grey headed canary flycatcher | <i>Culicicala ceylonensis</i> |
| 14.    | Phalacrocoracidae | Little cormorant              | <i>Phalacrocorax niger</i>    |

|     |              |                              |                               |
|-----|--------------|------------------------------|-------------------------------|
| 15. | Psittacidae  | Rose-ringed Parakeet         | <i>Psittacula krameria</i>    |
| 16. |              | Alexandrine parakeet         | <i>Psittacula eupatria</i>    |
| 17. | Picidae      | Fulvous breasted wood pecker | <i>Dendrocopos macei</i>      |
| 18. | Strigidae    | Spotted Owlet                | <i>Athene brama</i>           |
| 19. |              | Asian barred owlet           | <i>Glaucidium cuculoides</i>  |
| 20. | Megalaimidae | Lineated Barbet              | <i>Megalaima lineata</i>      |
| 21. |              | Blue-throated Barbet         | <i>M. asiatica</i>            |
| 22. |              | Coppersmith Barbet           | <i>M. haemacephala</i>        |
| 23. |              | Coppersmith Barbet           | <i>M. haemacephala</i>        |
| 24. | Muscicapidae | Oriental Magpie-Robin        | <i>Copsychus saularis</i>     |
| 25. | Cuculidae    | Asian koel                   | <i>Eudynamus scolopacea</i>   |
| 26. | Corvidae     | House Crow                   | <i>Corvus splendens</i>       |
| 27. |              | Large-billed Crow            | <i>C. macrorhynchos</i>       |
| 28. | Rallidae     | White Breasted Waterhen      | <i>Amauroruis phoenicurus</i> |
| 29. |              | Bronze winged jacana         | <i>Metopidius indicus</i>     |
| 30. | Sturnidae    | Asian Pied Starling          | <i>Sturnus contra</i>         |
| 31. |              | Common Myna                  | <i>Acridotheres tristis</i>   |
| 32. |              | Jungle Myna                  | <i>Acridotheres fuscus</i>    |
| 33. |              | Chestnut Tailed Starling     | <i>Sturnus malabaricus</i>    |
| 34. | Passeridae   | House Sparrow                | <i>Passer domesticus</i>      |
| 35. |              | Tree Sparrow                 | <i>Passer montanus</i>        |
| 36. | Pycnonotidae | Red Vented Bulbul            | <i>Pycnonotus cafer</i>       |
| 37. |              | Red whiskered bulbul         | <i>Pycnonotus jocosus</i>     |
| 38. | Lanidae      | Brown Shrike                 | <i>Lanius cristatus</i>       |
| 39. |              | Grey-Backed Shrike           | <i>Lanius tephronotus</i>     |
| 40. | Oriolidae    | Black-hooded Oriole          | <i>Oriolus xanthornus</i>     |
| 41. | Dicruridae   | Black Drongo                 | <i>Dicrurus macrocercus</i>   |
| 42. | Motacillidae | White Wagtail                | <i>Motacilla alba</i>         |
| 43. |              | Citrine wagtail              | <i>Motacilla citriola</i>     |



|     |               |                    |                            |
|-----|---------------|--------------------|----------------------------|
| 44. | Nectariniidae | Purple Sunbird     | <i>Cinnyris asiaticus</i>  |
| 45. | Cisticolidae  | Common Tailor Bird | <i>Orthotomus sutorius</i> |

**Table 12: Amphibian Diversity**

| Sl.No. | Family      | Common Name       | Scientific Name                   |
|--------|-------------|-------------------|-----------------------------------|
| 1.     | Bufonidae   | Common Asian Toad | <i>Duttaphrynus melanostictus</i> |
| 2.     | Rhaphoridae | Common Tree Frog  | <i>Polypedates teraiensis</i>     |
| 3.     | Ranidae     | Indian Bull Frog  | <i>Haplobatrachus tigerina</i>    |
| 4.     |             | Assam Forest Frog | <i>Hydrophylax leptoglossa</i>    |

**Table 13: Snake Diversity**

| Sl.No. | Family       | Common Name           | Scientific Name              |
|--------|--------------|-----------------------|------------------------------|
| 1.     | Colubridae   | Red necked keelback   | <i>Rhabophis subminiatus</i> |
| 2.     |              | Copper-headed Trinket | <i>Coelognathus radiates</i> |
| 3.     |              | Indian Rat snake      | <i>Ptyas mucosa</i>          |
| 4.     |              | Checkered keelback    | <i>Xenochrophis piscator</i> |
| 5.     |              | Painted bronzeback    | <i>Dendrelaphis pictus</i>   |
| 6.     |              | Common wolf snake     | <i>Lycodon aulicus</i>       |
| 7.     | Elapidae     | Monocled Cobra        | <i>Naja kaouthia</i>         |
| 8.     |              | Banded krait          | <i>Bungarus fasciatus</i>    |
| 9.     | Homalopsidae | Common water snake    | <i>Enhydris enhydris</i>     |

**Table 14: Lizard Diversity**

| Sl.No. | Family     | Common Name            | Scientific Name                |
|--------|------------|------------------------|--------------------------------|
| 1.     | Gekkonidae | Tokay Gecko            | <i>Gecko gecko</i>             |
| 2.     |            | Common house Gecko     | <i>Hemidactylus frenatus</i>   |
| 3.     | Agamidae   | Oriental garden lizard | <i>Calotes versicolor</i>      |
| 4.     | Scincidae  | Common garden skink    | <i>Lampropholis guichenoti</i> |

|    |  |                       |                            |
|----|--|-----------------------|----------------------------|
| 5. |  | Bengal monitor lizard | <i>Varanus bengalensis</i> |
|----|--|-----------------------|----------------------------|

**Table 15: Fish Diversity**

| Sl.No. | Family           | Common Name       | Scientific Name                |
|--------|------------------|-------------------|--------------------------------|
| 1.     | Cyprinidae       | Pool barb         | <i>Puntius sophore</i>         |
| 2.     |                  | Swamp barb        | <i>Puntius chola</i>           |
| 3.     |                  | Rohu              | <i>Labeo rohita</i>            |
| 4.     |                  | Catla             | <i>Catla catla</i>             |
| 5.     | Anabantidae      | Climbing perch    | <i>Anabus testudineus</i>      |
| 6.     | Channidae        | Spotted snakehead | <i>Channa punctata</i>         |
| 7.     | Clariidae        | Walking catfish   | <i>Clarius batrachus</i>       |
| 8.     | Heteropneustidae | Stinging catfish  | <i>Heteropneustes fossilis</i> |

**Table 16: Butterfly Diversity**

| Sl.No. | Family      | Common Name          | Scientific Name                  |
|--------|-------------|----------------------|----------------------------------|
| 1.     | Nymphalidae | Common Evening Brown | <i>Melanitis leda</i>            |
| 2.     |             | Dark Evening Brown   | <i>Melanitis phedima</i>         |
| 3.     |             | Bluestriped Palmfly  | <i>Elymnias patna patna</i>      |
| 4.     |             | Common Bushbrown     | <i>Mycalesis perseus blasius</i> |
| 5.     |             | Yellow Rajah         | <i>Charaxes marmax</i>           |
| 6.     |             | Tawny Rajah          | <i>Charaxes polyxenahlerax</i>   |
| 7.     |             | Common Castor        | <i>Ariodne merioneassama</i>     |
| 8.     |             | Common leopard       | <i>Phalanta phalantha</i>        |
| 9.     |             | Common Yeoman        | <i>Cirrochroatyche mithila</i>   |
| 10.    |             | Grey Pansy           | <i>Precis atlitesatlites</i>     |
| 11.    |             | Peacock pansy        | <i>Junonia almana</i>            |
| 12.    |             | Glassy Tiger         | <i>Parantica agleamelonoides</i> |
| 13.    |             | Common Tiger         | <i>Danaus genutia</i>            |



|     |              |                    |                           |
|-----|--------------|--------------------|---------------------------|
| 14. |              | Plain Tiger        | <i>Danaus chrysippus</i>  |
| 15. | Papilionidae | Common blue bottle | <i>Graphium sarpedon</i>  |
| 16. |              | Tailed jay         | <i>Graphium agamemnon</i> |
| 17. |              | Common mormon      | <i>Papilio polytes</i>    |
| 18. |              | Lime butterfly     | <i>Papilio demoleus</i>   |
| 19. |              | Great mormon       | <i>Papilio memnon</i>     |

**Table 17: Dragonfly Diversity**

| Sl.No. | Family       | Common Name         | Scientific Name             |
|--------|--------------|---------------------|-----------------------------|
| 1.     | Gomphidae    | Common Clubtail     | <i>Ictinogomphus rapax</i>  |
| 2.     | Libellulidae | Trumpet tail        | <i>Acisoma panorpoides</i>  |
| 3.     |              | Common picture wing | <i>Rhyothemis variegata</i> |
| 4.     |              | Ground skimmer      | <i>Diplacodes trivialis</i> |
| 5.     |              | Wandering glider    | <i>Pantala flavescens</i>   |

**Table 18: Spider Diversity**

| Sl.No. | Family      | Common Name               | Scientific Name             |
|--------|-------------|---------------------------|-----------------------------|
| 1.     | Araneidae   | Common Garden Spider      | <i>Neoscona mokerjei</i>    |
| 2.     |             | Tropical Tent Web Spider  | <i>Cyrtophora citricola</i> |
| 3.     |             | Garden Cross Spider       | <i>Argiope pulchella</i>    |
| 4.     | Salticidae  | Common Wall Jumper        | <i>Menemerus bivittatus</i> |
| 5.     |             | Adonson's Wall Jumper     | <i>Hasarius adansoni</i>    |
| 6.     | Theridiidae | Silver Comb Footed Spider | <i>Argyrodes argentatus</i> |
| 7.     | Sparassidae | Huntsman Spider           | <i>Heteropoda venatoria</i> |

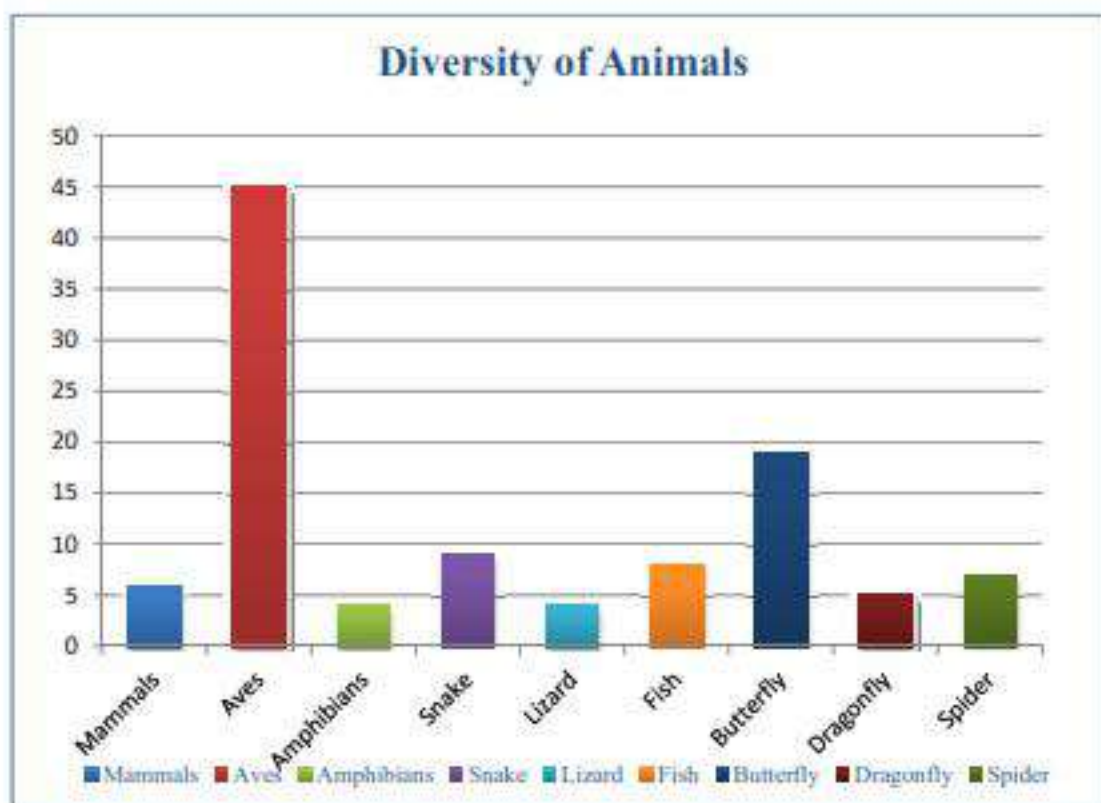


**Figure 13: Graphical representation of faunal diversity within the college campus**

#### **4.3 Riverine Ecosystem Conservation Site**

River restoration aims to recreate, initiate or accelerate the recovery of an ecosystem that has been disturbed. Due to human activities, the condition of the river has been deteriorated and the overall natural habitat is highly affected. Some ornamental plants were planted along the river to enhance beautification. The College has adopted measures to restore the natural ecosystem of the Kolong River and conserve an area near the college. In order to protect the riverside area in natural condition, a part has been fenced. Some naturally present flora are *Bombax ceiba*, *Gmelina arborea* etc, and fauna are *Paradoxurus hermaphroditus*, *Callosciurus pygerithrus* etc.

#### **5. Waste Management**

One of the most important elements in preserving a sustainable ecosystem is waste management. The institution produces solid waste, liquid waste containing hazardous metals, organic solvents and e-waste from different sources. Proper management is required for their



disposal to keep the college campus pollution-free. Waste containers marked with waste type labels are positioned in the appropriate places and all laboratories. The appropriate identification of these hazardous wastes, regular segregation, and final treatment after disposal are some of the important actions taken to maintain the campus cleanliness, sustainability and safety. The college has taken the necessary steps in this regard to reduce trash production, recycle waste and dispose of waste safely and without harming the environment. Ban on single use plastic is implemented in the College premise.

### **5.1. Solid Waste Management**

The college solid waste is regularly sorted into separate blue, green, and red bins, recycled, and burned in the institution's incinerator. The incinerator was made by Padmashri Udhab Bharali.

Vegetable peels, food scraps and other biodegradable wastes are utilized in the vermicompost and other waste assimilation facility. The manure produced in the vermicompost and waste assimilator unit is utilized for manuring the medicinal and flower garden of the college campus. The Nowgong Girls' College site also generates other types of solid waste, including glass, plastic, and construction trash. The amount of solid trash produced annually at Nowgong Girls' College was 1285.3 Kg. Construction and biodegradable garbage, each generating 600 kg of annual solid waste and 421.5 kg of annual solid waste. The minimum amount of plastic garbage is 52.10 kilograms per year.

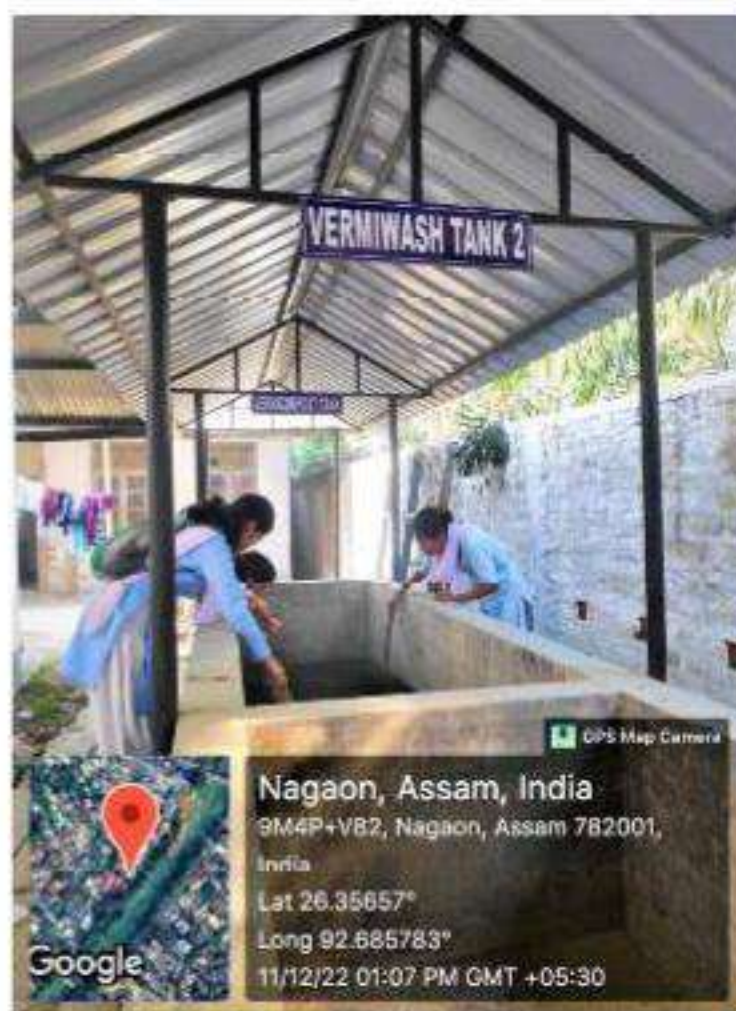


**Fig 14. Vermicompost Unit**



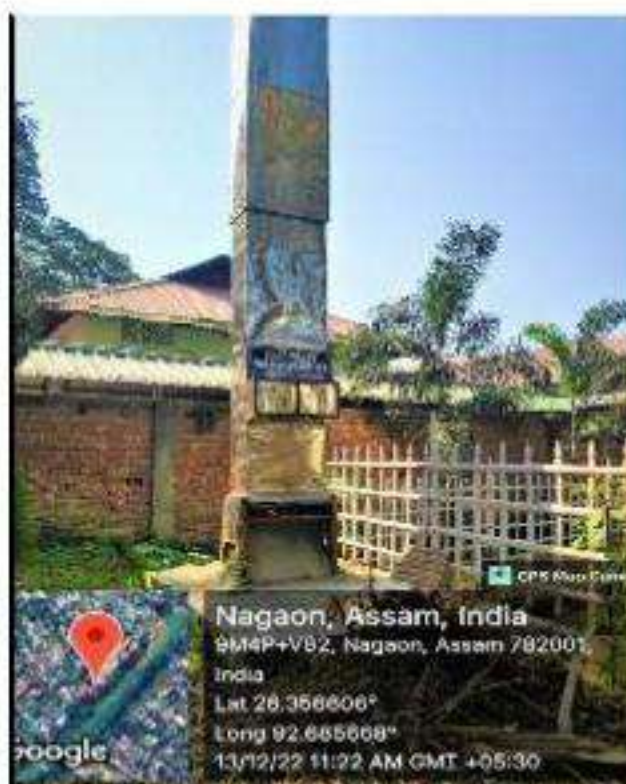


**Fig 15. Incinerator**

**Table 19: Solid Waste Generation at Nowgong Girls' College**

| Category of Waste | Biodegradable waste | Plastic waste | Construction waste | Glass waste | Others | Total  |
|-------------------|---------------------|---------------|--------------------|-------------|--------|--------|
| Quantity Kg/ Year | 421.5               | 52.10         | 600                | 121.2       | 90.5   | 1285.3 |
| Percentage        | 32.8                | 4.05          | 46.7               | 9.4         | 7.04   | 100    |

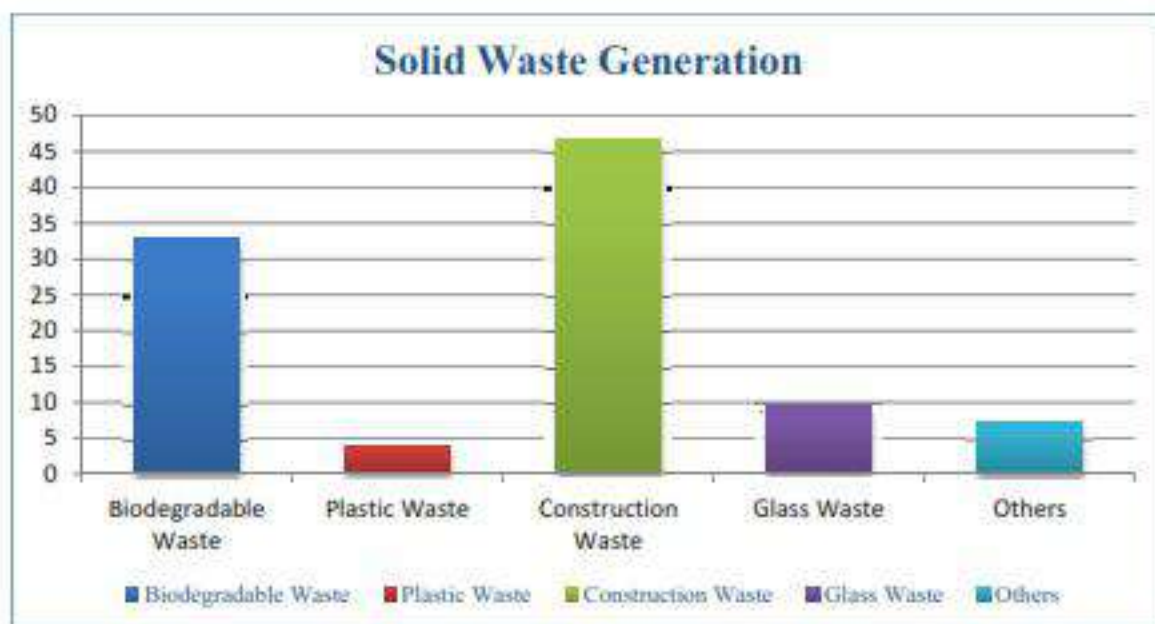


**Figure 16: Bar diagram showing the percentage of solid waste generated at Nowgong Girls' College per year**

## 5.2 Liquid Waste Management

The drainage system is correctly connected to the water bodies in the college campus after receiving liquid waste from run-outs and bathrooms.

The Nowgong Girls' College's laboratories produce a broad variety of hazardous compounds, including liquid wastes containing dangerous metals, reagents, and organic solvents. It is essential to properly identify these dangerous objects, store them separately and dispose properly in order to handle them effectively. The departments have taken the necessary steps in this regard to ensure the environment is not harmed during the disposal of toxic waste. The faculties educate the students about these regulations through orientation programmes in order to successfully apply these procedures. Here we have mentioned some of the procedures that are followed for minimising the generation of toxic hazards and their proper treatment.

The college strictly prohibits the use of any hazardous solvents or reagents, including the chlorinated. Used chemical solvents are kept separate and in their appropriate containers. In order to maximise their ability to be reused, used organic solvents are refined to their purest state. It is made sure that the used chemicals are adequately processed to render them safe before being disposed off. Acids and bases, for instance, are neutralised before being released into the drainage system. Organic solvents are employed for the majority of organic synthesis. However,



in order to reduce the usage of dangerous chemical solvents, alternative green chemistry approaches are used whenever possible. In case of the hazardous chemicals used and expired solid organic and inorganic chemicals are disposed of by land filling, whereas safe substances are disposed of in the drainage system. As seen in Table 20, the laboratories produce a variety of chemical wastes on average.

**Table 20: List of chemical wastes from laboratories**

| Sl. No.                     | Types of wastes     | Amount generated (kg) in 2022 | Percentage share | Disposal Procedure       |
|-----------------------------|---------------------|-------------------------------|------------------|--------------------------|
| 1.                          | Acids               | 18                            | 24.6             | Neutralization and Drain |
| 2.                          | Base                | 18                            | 24.6             | Neutralization and Drain |
| 3.                          | Organic Solvents    | 9                             | 12.28            | Recycle                  |
| 4.                          | Inorganic Chemicals | 3                             | 4.1              | Land filling or Drain    |
| 5.                          | Organic Chemicals   | 0.8                           | 1.1              | Land filling or Drain    |
| 6.                          | Toxic metals        | 0.5                           | 0.7              | Phytoremediation         |
| 7.                          | Glass & Sharps      | 9                             | 12.28            | Recycle                  |
| 8.                          | Solid               | 15                            | 20.47            | Burnt in Incineration    |
| <b>Total chemical waste</b> |                     | 73.3                          | 100              |                          |

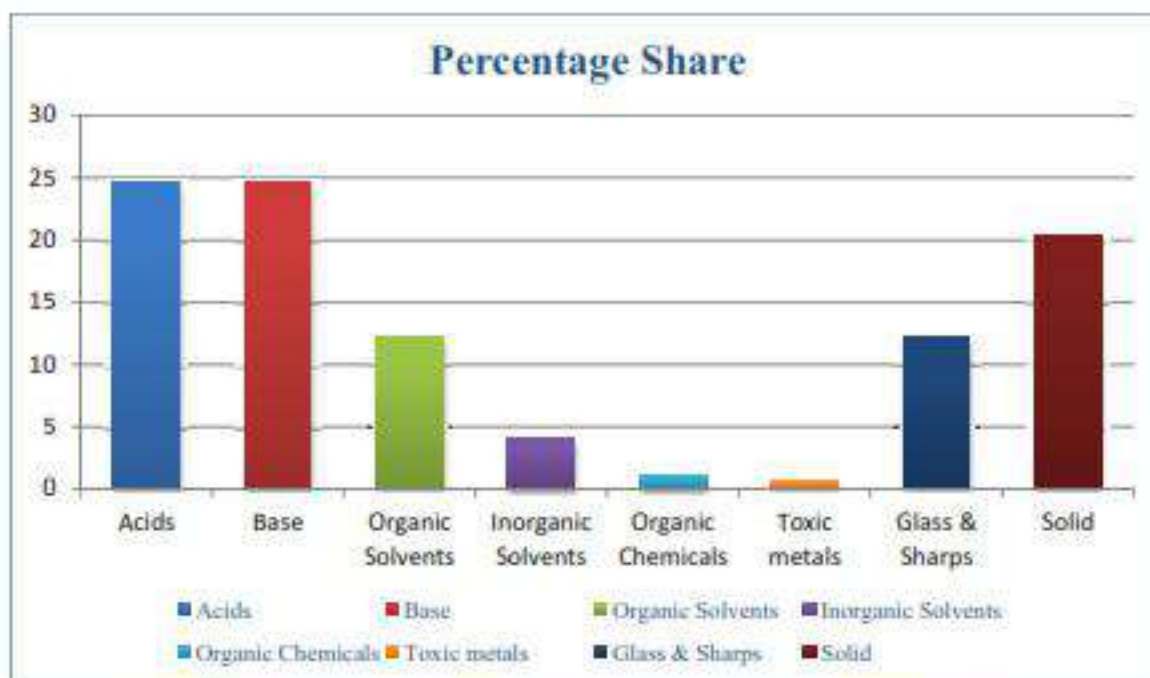


**Figure 17: Bar diagram showing the percentage of various chemical wastes generated in the laboratories. The wastes generated are accounted for Chemistry, Zoology and Botany department's laboratories**



**Figure 18: Liquid Waste Management**



### **5.2.1 Phytoremediation**

The phytoremediation unit in the college campus, where hydrophytes are grown to absorb various harmful substances from discharge water, treats the chemical-laden liquid waste produced in the college from laboratories and other sources. Aquatic plants like *Vallisneria* species, *Eichhornia* species, and *Azolla* species are grown in the tank. The *Eichhornia* species can tolerate the toxicity of substances including phenol, formaldehyde, acetic acid, and oxalic acid as well as poisonous metals. The amount of metal inside the container before disposing in the liquid tank is determined. As the enrollment of students have increased, the chemical waste from the departments has also increased, hence to minimize the affect of toxicity, phytoremediation tanks are also increased. The water is periodically released once the metal content has been lowered.

### **5.3. Electronic and scrap waste management**

Nowgong Girls' College generates e-waste such as computers, printers, scanners, xerox machines, internet routers, laptops and others used for administrative, department, library and computer laboratory work. Presently, the college e waste as per the report of IT cell of the college is very less so it is disposed along with other scraps to the local scrap traders. The average e-waste generated in the college this year is only 20kg. The total scraps disposed are nearly 600kg.

## **6. Environmental Quality Audit of Nowgong Girls' College**

### **6.1. Air Pollution Audit**

Vehicles, electricity generators, air conditioners, kitchen equipment in the college canteen, various equipment and certain volatile compounds used in the laboratories, dust, etc. are the main sources of air pollution in college campus. Increased plant growth in campus, reduced usage of machinery that releases hazardous gases, and increased bicycle riding are some common strategies employed by the college to mitigate air pollution.

The institute do not have internal infrastructure to track the monthly air quality data. In view of this, the information in the table below (Table 21) was taken from the website of the Central Pollution Control Board (CPCB), Department of the Indian Ministry of Environment, Forests, and Climate Change. A continuous evolution and monitoring of such datasets are therefore necessary to comment on the quality of air in this region.

**Table 21: Monthly averaged air quality data**

| Parameters (Units)                  | January<br>2021 | January<br>2022 |
|-------------------------------------|-----------------|-----------------|
| <b>Pollutants</b>                   |                 |                 |
| CO (ppm)                            | 1.85            | 1.72            |
| O <sub>3</sub> (ppb)                | 19.43           | 19.51           |
| NO                                  | 33.50           | 32.52           |
| NO <sub>2</sub> (ppb)               | 13.06           | 14.18           |
| NO <sub>x</sub> (ppb)               | 43              | 48              |
| NH <sub>3</sub> (ppb)               | 4.06            | 4.08            |
| PM <sub>2.5</sub> (ppb)             | 146             | 144             |
| PM <sub>10</sub> (ppb)              | 237             | 225             |
| SO <sub>2</sub> (ppb)               | 27              | 31              |
| Benzene (ppb)                       | 0               | 0               |
| <b>Meteorological Parameter</b>     |                 |                 |
| AT (°C)                             | 18              | 16              |
| BP (mmHg)                           | 891             | 788             |
| RH (%)                              | 79              | 82              |
| Solar Radiation (W/m <sup>2</sup> ) | 219             | 215             |
| Wind Speed (m/s)                    | 1               | 1               |



|                         |     |     |
|-------------------------|-----|-----|
| Wind Direction (degree) | 143 | 145 |
|-------------------------|-----|-----|

**Table Source: Pollution Control Board Assam, Bamunimaidam, Guwahati – 21**

## 6.2. Noise Level Audit in the Surrounding

The sound level was measured using a noise monitoring device or app called Sound Meter. Any sounds, noise, and music in the neighbourhood can be detected with a sound metre app. It includes the highest, lowest, and average decibel levels that were measured at key sites throughout Nowgong Girls' College in Nagaon. During the day (6am–6pm), measurements were made at each location for 60 seconds to record the noise levels. Students in the chemistry and physics departments of Nowgong Girls' College's sixth semester collected the data. The College Main Gate had an average maximum sound level of 81 dBA, whereas the College Library had an average minimum sound level of 40 dBA (Table 22).

**Table 22: Measurement of Noise in different locations of Nowgong Girls' College**

| Locations                                    | Measurements<br>(Duration in<br>Seconds) | Maximum<br>(dBA) | Minimum<br>(dBA) | Average<br>(dBA) |
|----------------------------------------------|------------------------------------------|------------------|------------------|------------------|
| Administrative Building and Science Block- B | 60                                       | 78               | 32               | 94               |
| Arts Block                                   | 60                                       | 73               | 31               | 88.5             |
| Auditorium                                   | 60                                       | 67               | 36               | 85               |
| Botany Department                            | 60                                       | 69               | 37               | 87.5             |
| Canteen                                      | 60                                       | 83               | 48               | 107              |
| College Main Gate                            | 60                                       | 85               | 52               | 111              |
| Digital Seminar Hall                         | 60                                       | 73               | 58               | 102              |
| Girls' Hostel (PDP)                          | 60                                       | 81               | 56               | 109              |
| Girls' Hostel(SBP)                           | 60                                       | 88               | 47               | 111.5            |
| Indoor Stadium                               | 60                                       | 78               | 76               | 116              |
| KKHSOU Study                                 | 60                                       | 76               | 42               | 97               |

| Centre and Post    |    |    |    |      |
|--------------------|----|----|----|------|
| Library            | 60 | 64 | 36 | 82   |
| Open Stage         | 60 | 78 | 48 | 102  |
| Physics Department | 60 | 72 | 31 | 87.5 |
| Play Ground        | 60 | 84 | 52 | 110  |
| Science Block-A    | 60 | 88 | 56 | 116  |

### 6.3. Water Pollution Audit

Water quality of the college is assessed in collaboration with P.H.E. Department, Mohkhuli, Nagaon, Assam and Regional Agricultural Research Station (AAU), Shillongani, Nagaon, Assam. We have collected three samples from the administrative block of the institute, Nowgong Girls' College hostel and a nearby town and analysed the various parameters as tabulated in Table 23. From the analysis it can be concluded that the quality of unfiltered water in all the three samples are below the BIS permissible limit, however some parameters are above the BIS limit. So, it can be inferred that the water samples are safe for drinking after filtration.

**Table 23: Water analysis report**

| Parameters | BIS Limit | BIS Permissible Limit | Observed Value |            |            | Methodology   |
|------------|-----------|-----------------------|----------------|------------|------------|---------------|
|            |           |                       | Sample 1       | Sample 2   | Sample 3   |               |
| Colour     |           |                       | Colourless     | Colourless | Colourless | Visual        |
| Ph         | 6.5-8.5   | 6.5-8.5               | 7.2            | 7.1        | 8.3        | IS 3025 [p11] |
| Turbidity  | 1 NTU     | 5 NTU                 | 0              | 0          | 0          | IS 3025 [p10] |
| Hardness   | 200 ppm   | 600 ppm               | 160 ppm        | 160 ppm    | 400 ppm    | IS 3025 [p21] |
| TDS        | 500 ppm   | 2000 ppm              | 350 ppm        | 250 ppm    | 800 ppm    | IS 3025 [p16] |
| Fe         | 0.30 ppm  | 1 ppm                 | 0.1 ppm        | 0.4 ppm    | 0 ppm      | IS 3025 [p53] |
| Cu         | 0.05 ppm  | 1.5 ppm               | 0              | 0          | 0          | IS 3025 [p65] |
| Mn         | 0.1 ppm   | 0.3 ppm               | 0              | 0          | 0          | IS 3025 [p65] |
| Mg         | 30 ppm    | 100 ppm               | 40 ppm         | 80 ppm     | 50 ppm     | IS 3025 [p65] |



|                               |         |          |         |        |         |               |
|-------------------------------|---------|----------|---------|--------|---------|---------------|
| Ca                            | 75 ppm  | 200 ppm  | 150 ppm | 70 ppm | 120 ppm | IS 3025 [p65] |
| F <sup>-</sup>                | 1 ppm   | 1.5 ppm  | 0       | 0      | 0       | ASTM D4646    |
| Cl <sup>-</sup>               | 250 ppm | 1000 ppm | 140 ppm | 90 ppm | 150 ppm | IS 3025 [p32] |
| Residual Cl                   | 0.2 ppm | 1 ppm    | 0       | 0      | 0       | IS 3025 [p26] |
| NO <sub>3</sub> <sup>-</sup>  | 45 ppm  | 45 ppm   | 5 ppm   | 10 ppm | 10 ppm  | IS 3025 [p34] |
| SO <sub>4</sub> <sup>2-</sup> | 200 ppm | 400 ppm  | 200 ppm | 80 ppm | 200 ppm | IS 3025 [p24] |

**Sample 1:** Collected from Administrative Block, Nowgong Girls' College.

**Sample 2:** Collected from Mukut Sarma Chariali, Nagaon, Assam

**Sample 3:** Collected from Nowgong Girls' College Hostel, Nagaon, Assam

#### 6.3.1. Water Management in the College

- Rain water harvesting system.
- Bore wells to recharge ground water.
- Small ponds for collection of runaway water.
- Conduction of water conservation awareness programmes.

#### 6.4. Soil Pollution Audit

Even if plastic bags are prohibited inside the college, plastic garbage from packets of snacks, chips and other foodstuffs as well as polythene carry bags contributes significantly to soil contamination in college campus. The college started a plastic-free campus initiative to lessen soil degradation. At designated locations, dustbins with clear labels are set up for the proper after-use disposal of all plastics.



**Figure 19: Use of 5R's in the college campus**

## **7. Management Strategy**

We have created a management strategy for Nowgong Girls' College that places emphasis on creating a clean, green campus environment.

- **Floral and Faunal Diversity and Management:** Proper naming of the plants, shrubs, and epiphytes. The campus has a diverse array of plants, but for better results in terms of faunal diversity, it is necessary to plant some indigenous species such as the *Barringtonia acutangula* (L.) Gaertn. (Mango Pine tree).
- **Solid Waste Management**
  - i. **Paper / Biodegradable Waste:** Use of IT Technology for communication and lesser use of paper.
  - ii. **Plastic Waste:** Ban on single-use plastic and recycling of plastics.





**Figure 20: Signboard displaying ban on single use plastic**

- Water Management:** The College has already established a rainwater harvesting system. Proper maintenance of plumbing facilities in the college is also initiated.



**Figure 21: Rainwater harvesting**

- **Energy Management:** Additional solar panel installation and upgrading existing lights and fans with more energy-efficient devices. Use of solar-powered water tank pumps. Further, solar-powered street light electrification is also done.
- **E-Waste Management:** Collection of e-waste by already concerned departments for recycling processes.



**ANDHRA PRADESH POLLUTION CONTROL BOARD  
ZONAL OFFICE: KURNOOL**

1<sup>st</sup> Floor, Shankar Bhawan Complex, Krishna Nagar Main Road  
Phone: 08518 - 234519  
E-mail: apzco.krn@gmail.com

**CONSENT & HW AUTHORIZATION ORDER**

Order No. ATP - 947/APPCB/EO-KNL/CFD&HWM/2018-2020 is hereby granted for operation under section 201(a) of the Water (Prevention & Control of Pollution) Act, 1974 and under section 21 of Air (Prevention & Control of Pollution) Act 1981 and amendments thereof and Authorization under Rule 8 of the Hazardous and other Wastes (Management and Transboundary Movement) Rules, 2016 and the rules and orders made there under (hereinafter referred to as 'the Act', 'the Rules') to:

**M/s. Binbag Recycling Services Pvt. Ltd.,  
Plot.No.83 & 84, APIC Growth Center,  
Thumukunta (V), Hindupuram (M),  
Anantapuram District.**

(hereinafter referred to as 'the Applicant') authorizing to operate the industrial plant, to discharge the effluents from the outlets and the quantity of Emissions per hour from the chimneys as detailed below.

**i) Outlets for discharge of effluents:**

| Outlet No. | Outlet Description | Max Daily Discharge | Point of Disposal                |
|------------|--------------------|---------------------|----------------------------------|
| 1          | Domestic           | 0.8 ltr./hr         | Septic tank followed by open pit |

**ii) Emissions from chimneys:**

| Chimney No. | Description of Chimney |
|-------------|------------------------|
| -           | -                      |

**iii) Hazardous Waste Authorization (Form-II) [see Rule 5 (2)]:**

M/s. Binbag Recycling Services Pvt. Ltd., Plot.No.83 & 84, APIC Growth Center, Thumukunta (V), Hindupuram (M), Anantapuram District is hereby granted an authorization to operate a facility for collection, reception, storage, treatment, transport and disposal of Hazardous waste namely:

**\* HAZARDOUS WASTE WITH DISPOSAL OPTION:**

| S. No. | Name of the Hazardous Waste                      | Stream          | Quantity of Hazardous Waste | Disposal Option                                          |
|--------|--------------------------------------------------|-----------------|-----------------------------|----------------------------------------------------------|
| 1      | Dust collected from cyclones & bag filter, etc., | SS.1 of Bahadur | About 01 Ton per Annum      | Shall be disposed to TSDF, Paravada, Visakhapatnam Dist. |


**Figure 22: Agency/Department collecting e-wastes and hazardous waste from Nowgong Girls' college.**



- **Fuel Management:** In order to save fuel and contribute less to air pollution, students are encouraged to use bicycles, battery-operated rickshaws (available in the town area), and two-wheelers instead of four-wheelers.
- **Air and Noise pollution Management:** Even if the air quality is good, planting some trees, such as the false Asoka i.e., *Polyalthia longifolia* (Sonn.) Thwaites is necessary for better outcome.

## 8. Green Activities

| ACTIVITY 1                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>Plantation Drive on the occasion of World Nature Conservation Day</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Date</b>                   | July 28, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Organised by</b>           | National Service Scheme, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Collaboration (if any)</b> | Departments of Assamese, Botany & IQAC, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Note</b>                   | A plantation drive was conducted at Jongal balahu on July 28, 2021 by the NSS unit in collaboration with the Departments of Assamese, Botany and IQAC of Nowgong Girls' College on the occasion of World Nature Conservation Day. Many saplings were planted in and around Jongal Bolhu Garh to mark the occasion. As a part of its institutional social responsibility (ISR), this place is maintained and landscaping is done by Nowgong Girls' College. As there was lockdown due to prevailing COVID situation, all COVID protocols were followed during the event. |

**Photographs**







## ACTIVITY 2

|                               |                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>Plantation Drive on the occasion International Youth Day</b>                                                                                                                                                                                                                                                                                                   |
| <b>Date</b>                   | August 12, 2021                                                                                                                                                                                                                                                                                                                                                   |
| <b>Organised by</b>           | Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                            |
| <b>Collaboration (if any)</b> | District Legal Services Authority, Nagaon, Social Forestry Division Nagaon                                                                                                                                                                                                                                                                                        |
| <b>Note</b>                   | International Youth Day was celebrated jointly by District Legal Services Authority, Nagaon, Social Forestry Division Nagaon and Nowgong Girls' College on August 12, 2021. Saplings were planted to mark the occasion. Several students, Teachers and officers of District Legal Services Authority and Social Forestry Division were involved in the programme. |
| <b>Photographs</b>            |                                                                                                                                                                                            |



### ACTIVITY 3

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|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b> | <b>Plantation Programme on the occasion of 75th Independence Day</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Date</b>           | August 15, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Organised by</b>   | Department of Assamese, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Note</b>           | 75th Independence Day was celebrated at Nowgong Girls' College amidst prevailing Covid situation with limited number of people. The Principal hosted the National Flag and National anthem was sung by all present. As a part of Azadi Ka Amrit Mahotsav, 75 saplings were planted in and around the college campus to mark the 75 years of independence from the colonial rule. Students of Nagaon Taekwondo Academy who has been conducting the self-defence course on behalf of Nowgong Girls' College also participated in the event. |
| <b>Photographs</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |





## ACTIVITY 4

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| <b>Activity Title</b>         | <b>Popular talk on "Orchid Flora of Assam"</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Date</b>                   | October 25, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Organised by</b>           | Dept. of Botany, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Collaboration (if any)</b> | IQAC, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Note</b>                   | The Department of Botany in collaboration with IQAC of Nowgong Girls' College organised a popular talk on 'Orchid Flora of Assam'. The programme was inaugurated by the Principal of the College Dr. Balin Kumar Bhuyan. The resource person of the programme was Khyanjeet Gogoi, Director, Regional Orchids Germplasm and Propagation Centre (Assam Circle). He has beautifully talked on the diversity of orchids found in the state and the Northeast region of the country and also urge all of us to conserve the flora in wild and only the hybrid varieties should be planted in garden of any Institute. Dr. Neeta Basumatary, Assistant Professor, Dept. of Botany have coordinated the programme. |
| <b>Photographs</b>            |  <p>Nagaon, Assam, India<br/>9M5P+9QJ, Nagaon, Assam 782001, India<br/>Lat 26.358483°<br/>Long 92.686648°<br/>17/02/22 01:39 PM</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |





## ACTIVITY 5

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| <b>Activity Title</b>         | <b>Lecture programme on "Cultivation of Vegetable Crops"</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Date</b>                   | November 12, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Organised by</b>           | Department of Botany & Department of Assamese, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Collaboration (if any)</b> | NSS, IQAC of Nowgong Girls' College in collaboration Regional Agricultural Research Station(RARS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Note</b>                   | An Extension activity on the occasion of Diamond Jubilee Year 2021-22 was initiated by the Department of Botany, Department of Assamese, NSS, IQAC of Nowgong Girls' College in collaboration Regional Agricultural Research Station (RARS) with an intension to educate the common people of the adopted village Itapara regarding the kitchen garden and the need of balanced diet in the daily food habits. Resource Person for the same were Dr. A. K Samah (RARS), Dr. N.Rahman (RARS). The programme focussed on enlightening the common villagers about small kitchen garden and to have a balanced diet full of organic elements in their nutrition. The programme was followed by distribution of plantlets to the villagers. Organizing members present in the Event were Dr. Amiya Patar (Dept. of Assamese) Dr. Rakhi Bhattacharyya (Dept. of Botany) Dr. Zina Moni Shandilya (Dept. of Botany). NSS volunteers actively helped to conduct the programme successfully. |
| <b>Photographs</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

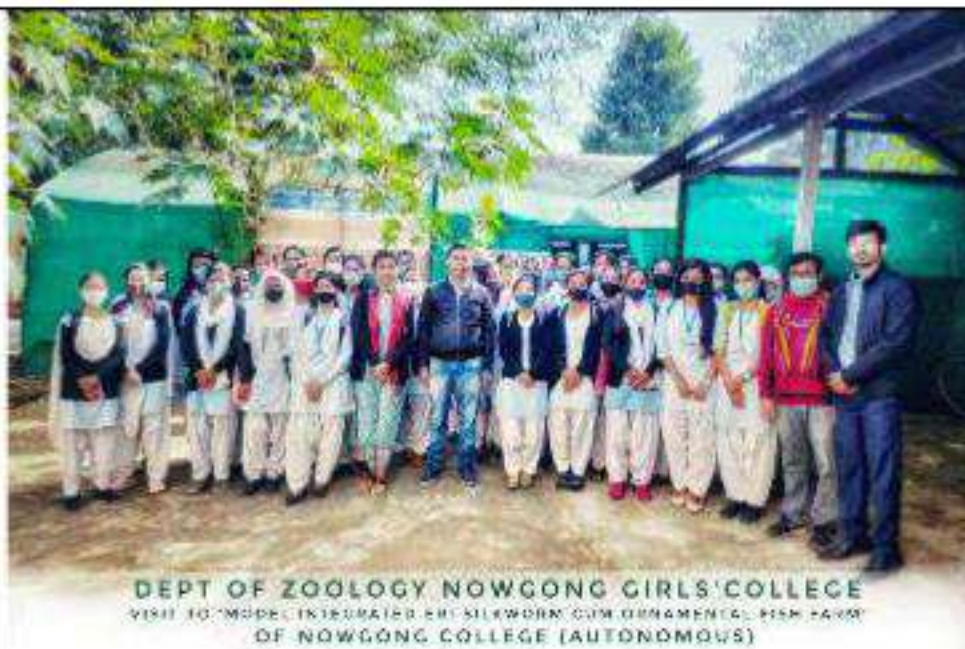


## ACTIVITY 6

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|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b> | <b>Exposure visit to Eri Silkworm cum ornamental fish farm, Nowgong College (Autonomous)</b>                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Date</b>           | December 31, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Organised by</b>   | Department of Zoology, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Note</b>           | An educational visit for the students of 3 <sup>rd</sup> semester, B.Sc. Honours, to Model integrated Eri Silkworm cum Ornamental fish farm of Nowgong college was conducted on 31/12/2021 as per paper ZOO-SE-3014, under Gauhati University B.Sc. Zoology, syllabus. A total of 38 students attended the programme and all of them were much benefitted. The students learnt a lot about integrated Eri silkworm and Ornamental fish farming practically and were encouraged to practice such farming in their future. |



*Photographs*



## ACTIVITY 7

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Activity Title</b> | <b>Extension activity on Cleanliness at Bhelohat tourist Spot, Karbi Anglong</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Date</b>           | January 05, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Organised by</b>   | Department of Education, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Note</b>           | <p>The Department of Education has conducted an extension activity about cleanliness at Bhelohat, a picnic spot at Karbi Anglong on 5/1/22. The main purpose of the programme was to make people sensitize about Cleanliness and its impact on human health. Generally it is seen that people throw waste products after having picnicked in the spot that makes the place dirty and unhealthy for other. Students have thrown their garbage in the specified place and urged others to do so. Masks have also been distributed to the vendors at the site and asked them to wear it regularly. All faculty members of the Department and as many as 49 students have involved with the programme.</p> |
| <b>Photographs</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |





## ACTIVITY 8

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|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b> | <b>Invited Lecture on 'Wetlands Conservation and Sustainability Issues'</b>                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Date</b>           | February 02, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Organised by</b>   | Department of Geography, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Note</b>           | On the occasion of World Wetlands Day, 2022, The Department organised a lecture programme in which Tinku Nath, Assistant Professor from the Department of Geography, Dhing College spoke on 'Wetlands Conservation and Sustainability Issues' He stressed on the importance of preserving wetlands since they provide a number of ecosystem services to the people inhabiting the nearby areas. A total of 13 students attended the said programme. |
| <b>Photographs</b>    |                                                                                                                                                                                                                                                                                                                                                                  |



## ACTIVITY 9

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>'Skill Development Training on Fish Feed Preparation and Management'</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Date</b>                   | February 17-19, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Organised by</b>           | Department of Economics, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Collaboration (if any)</b> | College of Fisheries, Raha, Nagaon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Note</b>                   | Department of Economics, Nowgong Girls' College and College of Fisheries, Raha, Nagaon organised a three day skill Development Training on Fish Feed Preparation and Management from 17 <sup>th</sup> February, 2022. The programme was sponsored by National Fisheries Development Board under NFDB-HRD-SCSP. Altogether 32 fish farmers belonging to Scheduled Caste category participated in the programme which was also attended by the students. Technical sessions of the event were conducted by resource persons from College of Fisheries, Raha, Nowgong Girls' College and Jasingfaa Aqua-tourism Society. |
| <b>Photographs</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |











## ACTIVITY 10

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| <b>Activity Title</b>         | <b>Installation of Sanitary Napkin Vending Machine and Incinerator</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Date</b>                   | February 25, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Organised by</b>           | Rotary Club of Nagaon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Collaboration (if any)</b> | Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Note</b>                   | Health and hygiene of girl students are topmost priority of the institution. A sanitary napkin vending machine and an incinerator were installed in the college campus by Rotary Club of Nagaon. It was inaugurated by Dr. SM Konwar, District Governor of Rotary Club and Dr. Balin Kumar Bhuyan, Principal of the college. Dr. Konwar spoke on the need of menstrual hygiene awareness among students. He emphasised on the fact that menstruation is a normal process of girls and they should not be ashamed for that. He also pointed out the need of hygiene and cleanliness during periods to the students.         |
| <b>Photographs</b>            |  <p>The photograph captures the inauguration of a sanitary napkin vending machine. A man in a green shirt is seen interacting with the machine, which is a pink and white vending unit. Other people are visible in the foreground, looking towards the machine. In the background, a yellow banner reads: 'at Nowgong Girls College', 'Inauguration by District Governor - Dr. S.M. Konwar', 'Principal - Dr. Balin Kumar Bhuyan', and 'ROTARY CLUB OF NAGAON'. The number '40' is visible on the wall to the left of the machine.</p> |





## ACTIVITY 11

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| <b>Activity Title</b>         | <b>Awareness programme on environmental protection</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Date</b>                   | June 04, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Organised by</b>           | Faculty of Sciences, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Collaboration (if any)</b> | Kiran Bala Goswami Girls' High School, Nagaon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Note</b>                   | Activity was organised to spread awareness about conservation of our environment at Kiran Bala Goswami Girls' High School, Nagaon. Mr. Prasanta Kumar Bordoloi, renowned environmentalist and Dr. Sandeep Choudhary were the resource person for the event. All faculty of Department of sciences, NGC and students of Kiran Bala Goswami High School and Nowgong Girls' College have participated in this programme. The speaker addressed the students about the harmful effect of climate change in our environment and how to prevent it. |
| <b>Photographs</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |





## ACTIVITY 12

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| <b>Activity Title</b>         | <b>Plantation programme at Kawaimari Chalchali Village on World Environment Day</b>                                                                                                                                                                                                                                              |
| <b>Date</b>                   | June 05, 2022                                                                                                                                                                                                                                                                                                                    |
| <b>Organised by</b>           | NSS unit, Nowgong Girls' College                                                                                                                                                                                                                                                                                                 |
| <b>Collaboration (if any)</b> | Department of Assamese, Nowgong Girls' College                                                                                                                                                                                                                                                                                   |
| <b>Note</b>                   | NSS and Department of Assamese, Nowgong Girls' College organized a plantation programme at Kawaimari Chalchali Village, Nagaon on the occasion of World Environment Day. Saplings were planted on road side by the students. The village Head and several other eminent personalities of the locality participated in the event. |
| <b>Photographs</b>            |                                                                                                                                                           |

### ACTIVITY 13

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| <b>Activity Title</b> | <b>Conferring of Green Hero Award</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Date</b>           | June 05, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Organised by</b>   | Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Note</b>           | <p>Nowgong Girls' College has been conferring Green Hero Award annually to persons working in the field of conservation and environment protection at the grassroot level as a mark of recognition to their service. The Green Hero Award, 2022 was awarded to a renowned environmental worker and documentary film-maker Mr. Prasanta Kumar Bordoloi. He has been working relentlessly for protection of wildlife, documentation, rescue and rehabilitation of endangered species etc. for last couple of years.</p> <p>Conferring the award to Mr. Bordoloi, Dr. Balin Kumar Bhuyan, Principal, Nowgong Girls' College called upon all to follow his example and to work for conservation of nature. Mr. Bordoloi pointed out that awareness among people is a must to ensure protection of environment.</p> |
| <b>Photographs</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



## পৰিৱেশকৰ্মী প্ৰশান্ত কুমাৰ বৰদলৈক সেউজ নায়ক বঁটা প্ৰদান

আমাৰ অসমৰ মহানগৰ বাৰ্তা, ৬ জুন : নগাওঁ ছোৱালী কলেজৰ তৰফৰ পৰা দেওবাৰে বিশ্ব পৰিৱেশ দিৱসৰ জগত সংগতি বাণি বিশিষ্ট পৰিৱেশকৰ্মী তথা তথ্যচিত্ৰ নিৰ্মাতা প্ৰশান্ত কুমাৰ বৰদলৈক 'সেউজ নায়ক বঁটা' প্ৰদান কৰা হয়। বৰদলৈয়ে কেইবাবছৰো ধৰি বনা জীৱ-জন্তুৰ সুৰক্ষা, বিলুপ্তপ্ৰায় তথা বিপন্ন জীৱৰ তথা সংগ্ৰহ, উদ্ধাৰ আৰু সংৰক্ষণ, পানীৰ সম্পৰ্কীয় গৱেষণা আদিৰ সৈতে জড়িত হৈ আছে। উপৰোক্ত, ২০১৮ বৰ্ষৰ পৰা নগাওঁ ছোৱালী কলেজে পৰিৱেশ সংৰক্ষণ তথা সজাগতাৰ বাবে তৃণমূল পৰ্যায়ত কাম কৰি থকা লোকক হেওঁলোকৰ কামৰ স্বীকৃতিস্বৰূপে 'সেউজ নায়ক বঁটা' প্ৰদান কৰি আহিছে। এই বঁটাত আছে এটি শ্ৰাৱক, এখন প্ৰশস্তিপত্ৰ আৰু নগদ ধন। ছোৱালী কলেজৰ অধ্যক্ষ ড° বলীন কুমাৰ ভূঞাই এই বঁটা প্ৰদান কৰি সকলোকে বৰদলৈৰ দৰে নীৰৱ কৰ্মীসকলৰ আদৰ্শৰে অনুপ্ৰাণিত হৈ পৰিৱেশ বন্ধাত ব্ৰতী হ'বলৈ আহ্বান জনায়। বঁটা গ্ৰহণ কৰি বৰদলৈয়ে জনসাধাৰণক সজাগ তথা সচেতন নহ'লে পৰিৱেশ সুসজ্জা জোঁগানতে আবদ্ধ হৈ থাকিব বুলি মত প্ৰকাশ কৰে। আনহাতে, নগাওঁ ছোৱালী কলেজৰ সম্প্ৰসাৰণ কাৰ্যসূচীৰ অংশ হিচাপে বিশ্ব পৰিৱেশ দিৱস উপলক্ষে কিৰণবালা গোস্বামী বালিকা বিদ্যাপীঠৰ ছাত্ৰীসকলৰ মাজত পৰিৱেশ বিষয়ক চিত্ৰাংকন আৰু কুইজ প্ৰতিযোগিতা আয়োজন কৰা হয়।

## ACTIVITY 14

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| <b>Activity Title</b> | <b>Celebrating " World Environment Day"</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Date</b>           | June 5, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Organised by</b>   | Department of Geography, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Note</b>           | On the 5 <sup>th</sup> of June, 2022, the department celebrated World Environment Day by planting mango saplings just outside the college campus along the banks of the Kolong river. The plantations were done by Dr. Nityananda Deka, Assistant Professor, Department of Geography, Gauhati University and Dr. Kulen Chandra Das, Assistant Professor, Department of Economics, Nowgong Girls' College. Dr. Deka stressed on the significance of environmental conservation in recent times owing to large scale deforestation and also urged the students to not restrict to planting saplings only on a single day. He was assisted by faculty members and students of the department. |
| <b>Photographs</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



## ACTIVITY 15

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| <b>Activity Title</b> | <b>Swachta Abhiyaan at Itapara</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Date</b>           | June 08, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Organised by</b>   | Extension Activity Cell, NSS unit, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Note</b>           | Swachh Bharat Abhijan is an initiative by the Government of India throughout the country from 2nd October 2014. Nowgong Girls' College has also fully involved in this flagship programme. On June 08, 2022, a cleanliness drive was conducted at the adopted village Itapara by the extension activity cell and NSS unit. The roads, schools and other public facilities were cleaned by the students. The villagers were also apprised about the importance Swachhata and hygiene.                                                                                                                      |
| <b>Photographs</b>    |  <p>The photograph shows a group of students in blue uniforms and caps standing behind a large white banner. The banner has the text: 'SWACHH BHARAT ABHIJAN AT ITAPARA VILLAGE (Adopted Village)'. Below this, it says 'Extension Activity Cell, NSS Unit, Nowgong Girls' College' and 'In Collaboration with Villagers Itapara Village'. The banner also features a small logo on the left and a signature on the right. The students are standing in a grassy area with trees and a building in the background.</p> |





## ACTIVITY 16

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| <b>Activity Title</b> | <b>Inauguration of Uttaran (Theme: Only One Earth)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Date</b>           | June 10, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Organised by</b>   | Department of Political Science, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Note</b>           | The department of Political Science annually publishes wall magazine Uttaran as a capacity building measure for its students. It provides an opportunity to the students to develop and express their capacity and talent. The wall magazine for the year 2022 was inaugurated on June 10, 2022 by Mr. Ranjit Barua, Coordinator IQAC. The theme for the wall magazine of the year was Only One earth. It represents the need of environment protection in the wake of global warming and climate change. |
| <b>Photographs</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                        |





## ACTIVITY 17

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>Swachhta Abhiyaan</b>                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Date</b>                   | 18-07-2022                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Organised by</b>           | NSS/Extension Activity Cell, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Collaboration (if any)</b> | Nagaon Municipal Board                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Note</b>                   | A cleanliness drive was conducted by the NSS Unit of Nowgong Girls' College in collaboration with Nagaon Municipal Board on 18-07-2022 in Dhaka Patty and Marwari Patty areas as part of Swachh Bharat Abhiyan. The programme commenced at 9 am and altogether 2 municipal wards were covered. A total of 37 NSS volunteers along with 3 teachers and 4 non-teaching staff from the College participated in the programme. |
| <b>Photographs</b>            |                                                                                                                                                                                                                                                                                                                                         |





### ACTIVITY 18

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b> | <b>Swachhta Abhiyaan at Itapara</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Date</b>           | June 08, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Organised by</b>   | Extension Activity Cell, NSS unit, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Note</b>           | Swachh Bharat Abhijan is an initiative by the Government of India throughout the country from 2nd October 2014. Nowgong Girls' College has also fully involved in this flagship programme. On June 08, 2022, a cleanliness drive was conducted at the adopted village Itapara by the extension activity cell and NSS unit. The roads, schools and other public facilities were cleaned by the students. The villagers were also apprised about the importance Swachhata and hygiene. |
| <b>Photographs</b>    |                                                                                                                                                                                                                                                                                                                                                                                                   |





## 9. Recommendations

- Increase the number of solar panels.
- Development of a biodiversity park.
- Water recycling units to be installed.
- More indigenous trees were planted, especially *Barringtonia acutangula* (L.) Gaertn. (Mango Pine) because of the favourable climate.
- Upgrading of the garden of medicinal plants.
- Organizing seminars, workshops and outreach programmes to raise awareness of the environment.
- Involvement of all faculties, staff, students, and other college members in environmental issues.
- Use of more solar energy and power saving technology and equipments.
- Use of 5R's (Refuse, Reduce, Reuse, Recycle, Rot) wherever possible.

## 10. Conclusion

An environmental/green audit can be used to determine the areas of sustainability in environmental management that need improvement. It aids in our efforts to discover solutions to environmental issues. The proper use of environmental, economic and social resources can be accomplished through a green audit. The college places the utmost priority on the green audit since it allows for an assessment of the campus environment and implementation of essential measures to make the campus more eco friendly and advance sustainable development.

# **GENDER AUDIT**

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



**NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)





## GENDER SENSITIZATION ACTION PLAN

### 1. INTRODUCTION

- Today's world has become more competitive, necessitating creativity and initiative to solve new difficulties. Programmes offered by higher educational institutions frequently become obsolete as a result of rapid technical advancements. No curriculum can possibly cover all pertinent topics. Therefore, Institutions of higher education must enhance, enrich and add to their curricula in order to better educate students for industry demands and their own interests and abilities.

### 2. SCOPE

The Scope of the Gender Sensitization Action Plan of Nowgong Girls' College pertains to -

- Continued emphasis on gender sensitivity
- Continued emphasis on women's empowerment
- Concentration on mental health concerns affecting women &
- Continued emphasis on resilience and strength development among young women.

### 3. PLAN ON GENDER SENSITIZATION

- a. The Internal Complaints Committee (ICC) shall work to –
  - avoid any incidents of sexual harassment
  - deal effectively with any complaints made by any stakeholder
  - raise awareness about gender-based issues through programmes and activities
- b. The Institution shall ensure -
  - A safe environment in college, free of harassment and violence, or any threat of the same
  - The codes of conduct for all stakeholders in the college are gender sensitive and are adhered to in letter and spirit

- Psychological counselling for students and faculty so that their emotional issues, particularly those stemming from gender discrimination and oppression, can be resolved
  - Freeships and scholarships for meritorious students from disadvantaged backgrounds to encourage them to complete their academic studies
  - Students work towards realising their full potential, with gender issues as one of the focal points
- c. The college shall organise -
- Regular self-defence training programmes
  - Regular excursions, field trips to provide exposure to learning outside the classroom
  - Various sports activities and competitions to enhance students' self-confidence and develop a spirit of sportsmanship and fair play
  - Career counselling for students for their fruitful careers and empowerment
  - regular interactions with experts on gender issues to generate awareness
  - Commemorative events and days in relation to gender
  - Extension activities highlighting gender issues among the society as a whole



# HEALTH AUDIT

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



**NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)

# **HEALTH AUDIT REPORT**

**2021-22**

**NOWGONG GIRLS' COLLEGE, NAGAON, ASSAM**



**Submitted by: Nowgong Girls' College**

**Nagaon, Assam**

**Submitted to: National Assessment and Accreditation Council  
(NAAC)**



## HEALTH AUDIT

The overall wellbeing of all students, faculties, staff and other college employees is of utmost importance. Numerous health awareness campaigns are regularly held in the college, including those for blood donation, blood pressure checks, blood group testing, diet, specific diseases and haemoglobin estimation. In college hostels, proper health care is given to the students and exercises like yoga are encouraged.

### Health Activities:

| ACTIVITY 1                    |                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>Awareness Programme on Mental Health</b>                                                                                                                                                                                                                                                                                                                                                       |
| <b>Date</b>                   | 9 October, 2021                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Organised by</b>           | Department of Economics                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Collaboration (if any)</b> | Joint Director of Health Services, Nagaon; Shine NGO, Nagaon; District Legal Services Authority                                                                                                                                                                                                                                                                                                   |
| <b>Note</b>                   | Joint Director of Health Services, Nagaon; Shine NGO, Nagaon; District Legal Services Authority and Nowgong Girls' College observed 'World Mental Health Day' with an awareness programme titled "Mental Health Care for All: Let's Make it a Reality" where several dignitaries and mental health care advocates and professionals delivered talks for awareness in the college Conference Hall. |

**Photographs**







## ACTIVITY 2

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>Workshop on 'Mental Health and Hygiene of Students'</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Date</b>                   | December 29, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Organised by</b>           | Department of Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Collaboration (if any)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Note</b>                   | <p>Like physical health, mental health is also equally important for human beings. Good mental health is very necessary for everyone. Keeping the importance of mental health and hygiene a workshop was organized by the Department of Education on "Mental Health and Hygiene of Students" on 29<sup>th</sup> December, 2021. The main purpose of the programme was to make aware our students about their mental health and hygiene. Dr. Swapna Neog, renowned academician has delivered the lecture stressing on maintaining mental health and hygiene among students particularly during the adolescence period. In her lecture, Dr. Neog laid special stress on opening up the psychological issues of students freely and urged them not to hide those problems. Timely identification of problems and adequate treatment surely resolve those problems. Many faculty members of the college and students were present in the programme.</p> |
| <b>Photographs</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |





## Workshop on mental health

By **ANIRBAN DEB**

**GUWAHATI:** The first of its kind workshop on mental health was organised by the college authorities at the college on Wednesday. The programme was organised by Dr. Bhabu D. Bhattacharya, principal of the college, in the presence of Dr. Anirban Deb, principal of the college, and Dr. Anirban Deb, principal of the college.

Dr. Anirban Deb, principal of the college, addressed the gathering and emphasised the importance of mental health in the lives of students.

The workshop was held at the college auditorium and was attended by a large number of students and faculty members. The programme was organised by Dr. Bhabu D. Bhattacharya, principal of the college, in the presence of Dr. Anirban Deb, principal of the college.

Dr. Anirban Deb, principal of the college, addressed the gathering and emphasised the importance of mental health in the lives of students. He said, "Mental health is an integral part of our overall health and well-being. It is essential for us to take care of our mental health and seek help when we need it. The workshop was a great opportunity for students to learn about mental health and how to take care of themselves."

## **Nowgong Girls' College organised workshop**

**Assam Rising, Nagaon, Dec 30:**

As part of the Diamond Jubilee of Nowgong Girls' College, the Education Department of the college organized a day long workshop on mental health and hygiene of students on Wednesday last at the college auditorium. The programme was chaired by Dr Balin Kr Bhuyan, principal of the college while Dr Manoj Kumar Chutia, head of education department, initiated the workshop. Dr Sapna Neog, former head of education department, Nowgong Girls' College, graced the occasion as keynote speaker. In her speech, Dr Neog stressed on the mental health and hygiene of students and urged the students community to set a positive mindset to sustain a strong mental health. Referring to the COVID pandemic situation, Dr Neog also stressed on hygiene of students as without a strong mental health none could develop their studies as well as careers. Ranjana Bora, head of the department, political science also graced the occasion and spoke on the topic. Over hundred students and teachers participated in the workshop, a release added.



### ACTIVITY 3

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>Career counselling and talk on Health Awareness for Hostel Boarders</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Date</b>                   | July 19, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Organised by</b>           | Red ribbon club/ICGC/Health Club                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Collaboration (if any)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Note</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Photographs</b>            | <p>A day-long Career Counselling and Health Awareness programme was organised for the boarders of SBP &amp; PDP hostels of the College. The programme was collaboratively organised by RRC, ICGC &amp; Health Centre, Nowgong Girls' College on July 19<sup>th</sup>, 2022. The venue of the programme was PDP Hostel and a total of 156 boarders participated in the programme. Mrs. Doli Baruah, President, Red Cross Society was the invited resource person for the programme.</p>  |

### ACTIVITY 4

|                               |                                                                                                                                                               |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>International Yoga Day</b>                                                                                                                                 |
| <b>Date</b>                   | June 21, 2022                                                                                                                                                 |
| <b>Organised by</b>           | Yoga Cell, NGC                                                                                                                                                |
| <b>Collaboration (if any)</b> | Vivekananda Kendra                                                                                                                                            |
| <b>Note</b>                   | The 8 <sup>th</sup> international Yoga Day was organised by the yoga cell in association with Vivekananda Kendra on 21 <sup>st</sup> June 2022 at the college |

auditorium. The event was supported by Nowgong Girls' College Teachers' Unit. Mrs Kalpana Bhattacharya, Vice Principal inaugurated the programme. The programme was graced by Ritumoni Dutta of Vivekananda Kendra, Dr. Sanjay Kumar Deka of Darang College and Mallika Sharma, noted advocate among others. In his keynote speech, Dr. Deka called upon all to practice yoga regularly for a healthy and stress-free life. The students also showcased different poses and *asanas* during the event.

**Photographs**







| <b>ACTIVITY 5</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>Health check-up drive for the villagers of Itapara village, Nagaon District</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Date</b>                   | June 24, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Organised by</b>           | NSS, RRC, YRC, Department of Assamese                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Collaboration (if any)</b> | BP Civil Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Note</b>                   | A health awareness programme was organised for the villagers of Itapara, Nagaon on the initiative of NSS unit, Red Ribbon Club, Youth Red Cross and the Department of Assamese. Bhogeswari Phookanani Civil Hospital also collaborated in the programme. Counsellors Riku Dutta, Jitumoni Gogoi, Dhaniram Boro and Bijumoni Bora Ligira spoke on various health related issues and precautions to be taken as preventive measure. They also pointed out various health related schemes and services available for disadvantaged group of people. |
| <b>Photographs</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |





## ACTIVITY 6

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>International Yoga Day</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Date</b>                   | June 21, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Organised by</b>           | Yoga Cell, NGC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Collaboration (if any)</b> | Vivekananda Kendra                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Note</b>                   | <p>The 8<sup>th</sup> international Yoga Day was organised by the yoga cell in association with Vivekananda Kendra on 21<sup>st</sup> June 2022 at the college auditorium. The event was supported by Nowgong Girls' College Teachers' Unit. Mrs Kalpana Bhattacharya, Vice Principal inaugurated the programme. The programme was graced by Ritumoni Dutta of Vivekananda Kendra, Dr. Sanjay Kumar Deka of Darang College and Mallika Sharma, noted advocate among others. In his keynote speech, Dr. Deka called upon all to practice yoga regularly for a healthy and stress-free life. The students also showcased different poses and <i>asanas</i> during the event.</p> |
| <b>Photographs</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



## ACTIVITY 7

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>Awareness Drive &amp; Skit on the occasion of World Blood Donor Day</b>                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Date</b>                   | June 14, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Organised by</b>           | BP Civil Hospital/RRC/NSS                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Collaboration (if any)</b> | Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Note</b>                   | World Blood Donor Day was celebrated on the initiative of Blood Centre, BP Civil Hospital, Nagaon in association with Nowgong Girls' College on 14 <sup>th</sup> June, 2022. The student volunteers of Nowgong Girls' College performed a skit for awareness of blood donation on the occasion. A voluntary blood donation camp was also organised on the occasion. Several teachers and students of Nowgong Girls' College donated blood in the camp. |



**Photographs**







# LIBRARY AUDIT

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



**NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)



Library Audit Report of  
Mahesh Chandra Dev Goswami Library  
Nowgong Girls' College

Year: July 2017 June 2018

Submitted by-

Dr. Kishore Kumar Sarmah  
Librarian  
Nowgong Girls' College



1. Collections-

| No. | Type                                   | Total          |
|-----|----------------------------------------|----------------|
| 1   | Total Collection                       | 43213          |
| 2   | Subject Books                          | 38395          |
| 3   | Reference Books                        | 1361+3457=4818 |
| 4   | Journals & Periodicals (J- 07 /P-14 )  | 21             |
| 5   | News Papers                            | 07             |
| 6   | Manuscripts                            | 75             |
| 7   | Bound Volumes                          | 22             |
| 8   | CDs/DVD                                | 43             |
| 9   | COHSSIP                                | 528            |
| 10  | North East Collection                  | 511 + 21= 532  |
| 11  | Rare Collection                        | 351            |
| 12  | Biography                              | 221 + 2 = 223  |
| 13  | Reports/Directory/Almanacs/Surveys/etc | 161 + 1 =162   |
| 14  | Sankardeva Collection                  | 56+8=64        |
| 15  | Rasanawali etc                         | 277            |
| 16  | Novels etc                             | 313            |
| 17  | Dictionaries                           | 217 + 2 = 219  |
| 18  | Encyclopaedias                         | 363            |
| 19  | Political figures                      | 425            |
| 20  | Natural Resource Management (NRM)      | 248            |
| 21  | Ph. D Thesis                           | 06             |
| 22  | MRP Reports                            | 15             |

Sl. No. 9-19 = 3457



## 2. Subject Wise Collection-

| No. | Subject               | Previous     | Added      | Reference   | Added     | Total        |
|-----|-----------------------|--------------|------------|-------------|-----------|--------------|
| 1   | Assamese              | 5886         | 47         | 244         | 03        | 6180         |
| 2   | Bengali               | 2493         | 15         | 120         | 01        | 2628         |
| 3   | Economics             | 2299         | 43         | 119         | 02        | 2463         |
| 4   | Education             | 2904         | 111        | 106         | 05        | 3126         |
| 5   | English               | 4882         | 36         | 130         | 01        | 5049         |
| 6   | Environmental Studies | 319          | 25         | 00          | 00        | 344          |
| 7   | Geography             | 2263         | 28         | 80          | 01        | 2372         |
| 8   | Hindi                 | 3636         | 163        | 60          | 07        | 3866         |
| 9   | History               | 1949         | 60         | 82          | 02        | 2093         |
| 10  | Mathematics           | 1725         | 01         | 31          | 00        | 1757         |
| 11  | Philosophy            | 2557         | 86         | 82          | 02        | 2727         |
| 12  | Political Science     | 3440         | 66         | 109         | 02        | 3617         |
| 13  | Sanskrit              | 2617         | 22         | 168         | 01        | 2808         |
| 14  | Statistics            | 485          | 00         | 03          | 00        | 488          |
| 15  | Home Science          | 221          | 03         | 00          | 00        | 224          |
| 16  | Computer Science      | 07           | 00         | 00          | 00        | 07           |
| 17  | Botany                | 00           | 01         | 00          | 00        | 01           |
| 18  | Zoology               | 00           | 02         | 00          | 00        | 02           |
| 19  | Chemistry             | 00           | 01         | 00          | 00        | 01           |
| 20  | Physics               | 00           | 02         | 00          | 00        | 02           |
|     |                       | <b>37683</b> | <b>712</b> | <b>1334</b> | <b>27</b> | <b>39756</b> |

Total text = 37683 + 712 = 38395

Total ref. = 1334 + 27 = 1361

G. Total = 39756



3. Library Holdings- (July 2017- June 2018)

Total : ( 787) from- 42426 to 43213

| Sl. No. | Subjects              | Text (Added) | Reference (Added) | Total |
|---------|-----------------------|--------------|-------------------|-------|
| 01      | Assamese              | 47           | 03                | 50    |
| 02      | Bengali               | 15           | 01                | 16    |
| 03      | Economics             | 43           | 02                | 45    |
| 04      | Education             | 111          | 05                | 116   |
| 05      | English               | 36           | 01                | 37    |
| 06      | Environmental Studies | 25           | 00                | 25    |
| 07      | Geography             | 28           | 01                | 29    |
| 08      | Hindi                 | 163          | 07                | 170   |
| 09      | History               | 60           | 02                | 62    |
| 10      | Home Science          | 03           | 00                | 03    |
| 11      | Mathematics           | 01           | 00                | 01    |
| 12      | Philosophy            | 86           | 02                | 88    |
| 13      | Political Science     | 66           | 02                | 68    |
| 14      | Sanskrit              | 22           | 01                | 23    |
| 15      | Statistics            | 00           | 00                | 00    |
| 16      | Encyclopaedia         | 00           | 00                | 00    |
| 17      | Dictionary            | 02           | 00                | 02    |
| 18      | Biography             | 02           | 00                | 02    |
| 19      | North East            | 35           | 00                | 35    |
| 20      | Novels                | 00           | 00                | 00    |
| 21      | Rachanawali           | 00           | 00                | 00    |
| 22      | Rules                 | 01           | 00                | 01    |
| 23      | Sankardev Collection  | 08           | 00                | 08    |
| 24      | Botany                | 01           | 00                | 01    |
| 25      | Zoology               | 02           | 00                | 02    |
| 26      | Chemistry             | 01           | 00                | 01    |
| 27      | Physics               | 02           | 00                | 02    |
|         |                       | 760          | 27                | 787   |

Total : (787) from 42426 to 43213



#### 4. Total Number of Journals & Periodicals

| No | Title                                   | Category   |
|----|-----------------------------------------|------------|
| 1  | Economic & Political Weekly             | Periodical |
| 2  | Gariyoshi                               | Periodical |
| 3  | National Geographic                     | Periodical |
| 4  | Careers                                 | Periodical |
| 5  | Down To Earth                           | Periodical |
| 6  | Outlook                                 | Periodical |
| 7  | Desh                                    | Periodical |
| 8  | Prantik                                 | Periodical |
| 9  | Competition Refresher                   | Periodical |
| 10 | Priyo Sakhi                             | Periodical |
| 11 | Career Guide (Assamese)                 | Periodical |
| 12 | Barah Utharah (12/18-Assamese)          | Periodical |
| 13 | Hariganddha                             | Periodical |
| 14 | Samakalin Sahitya Samachar              | Periodical |
| 15 | University News                         | Journal    |
| 16 | South Asia Politics                     | Journal    |
| 17 | The Heritage                            | Journal    |
| 18 | Prabuddha Bharata                       | Journal    |
| 19 | Journal of Indian Art History Congress  | Journal    |
| 20 | The Indian Journal of Political Science | Journal    |
| 21 | Samakalin                               | Journal    |

#### 5. Total Number of News Paper

| No | Name of the Paper     | Language |
|----|-----------------------|----------|
| 1  | Employment News       | English  |
| 2  | The Assam Tribune     | English  |
| 3  | The telegraph         | English  |
| 4  | Amar Asom             | Assamese |
| 5  | Dainik Asom           | Assamese |
| 6  | Sentinel              | Hindi    |
| 7  | Ananda Bazaar Patrika | Bengali  |





6. Issue & Return of Books: - Teachers

| MONTH     | ISSUE | RETURN |
|-----------|-------|--------|
| July      | 00    | 00     |
| August    | 11    | 25     |
| September | 53    | 24     |
| October   | 15    | 16     |
| November  | 15    | 12     |
| December  | 06    | 17     |
| January   | 06    | 10     |
| February  | 19    | 26     |
| March     | 31    | 32     |
| April     | 36    | 29     |
| May       | 31    | 25     |
| June      | 46    | 33     |

7. Issue & Return of Books: - Students

| MONTH     | ISSUE | RETURN |
|-----------|-------|--------|
| July      | 00    | 00     |
| August    | 147   | 18     |
| September | 1010  | 1453   |
| October   | 322   | 1275   |
| November  | 899   | 899    |
| December  | 230   | 153    |
| January   | 178   | 247    |
| February  | 392   | 179    |
| March     | 810   | 555    |
| April     | 1045  | 543    |
| May       | 851   | 663    |
| June      | 761   | 635    |



8. Number of Visitors:-

| Month     | Faculty Members | Students | Outsiders |
|-----------|-----------------|----------|-----------|
| July      | 13              | 56       | 191       |
| August    | 81              | 4805     | 16        |
| September | 45              | 2137     | 02        |
| October   | 08              | 2525     | 01        |
| November  | 17              | 897      | 01        |
| December  | 00              | 00       | 00        |
| January   | 24              | 342      | 00        |
| February  | 45              | 900      | 00        |
| March     | 32              | 945      | 00        |
| April     | 34              | 250      | 00        |
| May       | 29              | 67       | 00        |
| June      | 21              | 180      | 00        |

9. Number & Value of Reading Materials (July 2017 – June 2018)

| Category        | Existing |            | Newly Added/<br>Existing |           | Total  |            |
|-----------------|----------|------------|--------------------------|-----------|--------|------------|
|                 | Number   | Value      | Number                   | Value     | Number | Value      |
| Text Books      | 39008    | 4607094.00 | 774                      | 182866.00 | 39782  | 4789960.00 |
| Reference Books | 3417     | 1024769.00 | 14                       | 23180.00  | 3431   | 1047949.00 |
| e-books         | 07       | --         | 00                       | --        | 07     | --         |
| Journals        | 07       | 4195.00    | 00                       | --        | 07     | 4195.00    |
| Periodicals     | 14       | 14620.00   | 00                       | --        | 14     | 14620.00   |
| CD/DVD          | 50       | --         | 10                       | --        | 60     | --         |
| Manuscripts     | 75       | --         | --                       | --        | 75     | --         |



10. Facilities available:-

- I Computerization and Administration of the library data entry is through SOUL soft ware and OPAC facility is available
- II Open Access System- This system helps the users to go directly to the library stacks and retrieve books of their choice.
- III Separate Reading Rooms for the teachers and the students: - The student's reading room is situated on the first floor and can accommodate 120 students whereas the reading room for the teachers is locate on the ground floor and it can accommodate 12 number of teachers
- IV Provision of clean toilets for the users of the library:- As being an education institution, care is taken to see that there is a provision for all the basic needs.
- V Reprographic Centre: - There is a Xerox facility where the students can have their materials Xeroxed.
- VI A Separate Corner for Journals, Periodicals & News Papers: - There are a number of Journals, Periodicals and Newspaper for the users and they can browse these reading materials as and when needed.
- VII Provision of separate corners for Manuscripts & Donated Books: - The library has a good collection of manuscripts where the students can have a look. As for the donated books there is a separate corner for these books.
- VIII Separate Library Notice board for the users along with a complaint box for the library users.
- IX OPAC is open to the users and they can browse for the presence or absence of a book
- X Library Cooperation is present with the library of Anandaram Dhekial Phookan (ADP) College







## 1. Library Infrastructure: the library has its own carpet area as follows:

- |                                    |             |
|------------------------------------|-------------|
| a. Length of the stack room/area   | : 29.2 mts. |
| b. Length of the reading room/area | : 24.2 mts. |
| c. Breadth of both the rooms/areas | : 9.1 mts.  |

## 2. The library has a sitting capacity as follows:

- |             |            |
|-------------|------------|
| a. Students | : 120 nos. |
| b. Teachers | : 12 nos.  |

## 3. Services provided:

The library provides circulation, reference, OPAC and xeroxing services to the user. As the library is providing open access, the users are benefitted in retrieving the books from the stacks. The library is a member of INFLIBNET and as such its services are availed by the users of the library.

## 4. IT infrastructure:

The library has the following structures-

- |                      |             |
|----------------------|-------------|
| a. Computers         | : 2 nos.    |
| b. Printers          | : 1 no.     |
| c. CC Camera         | : 2 nos.    |
| d. Software (SOUL)   | : 1 no.     |
| e. Internet facility | : available |

## 5. Maintenance of the users:

The library has weeded out the un-used books from the main stacks and placed it on the stacks provided separately. There is an entry register for the teachers and the students at the library. In addition to that, there is a defaulter register to keep track on the records of books lost or not returned to the library.

**Observation and Suggestion**

Following observation and suggestions were made by the members-

The library lacks enough reading space and proper furniture for the users

1. Stack guides should be provided so that the users can be directed to the source
2. More books and stacks should be procured for the library
3. More computers are needed and digitization work should be started

Dr. Bipul Malakar  
Nowgong Girls' College

Ranjit Barua  
Nowgong Girls' College

Piklee Buragohain  
Nowgong Girls' College

Uday Bhan Bhagat  
Nowgong Girls' College

### Action taken and implemented:

Basing on the recommendation of the audit committee following actions have been taken-

1. Renovation work of the library has started
2. Stack guides were procured
3. Steps were taken to procure furniture
4. More number of books were procured





Library Audit Report of  
Mahesh Chandra Dev Goswami Library  
Nowgong Girls' College

Year: July 2018 June 2019

Submitted by-

Dr. Kishore Kumar Sarmah  
Librarian  
Nowgong Girls' College





# 1. Collections-

| No. | Type                                   | Total              |
|-----|----------------------------------------|--------------------|
| 1   | Total Collection                       | 43391              |
| 2   | Subject Books                          | 38554              |
| 3   | Reference Books                        | 1361 + 3476 = 4837 |
| 4   | Journals & Periodicals (J- 06 /P-10 )  | 16                 |
| 5   | News Papers                            | 07                 |
| 6   | Manuscripts                            | 75                 |
| 7   | Bound Volumes                          | 22                 |
| 8   | CDs/DVD                                | 43 + 17 = 60       |
| 9   | COHSSIP                                | 528                |
| 10  | North East Collection                  | 532 + 03 = 535     |
| 11  | Rare Collection                        | 351                |
| 12  | Biography                              | 223 + 4 = 227      |
| 13  | Reports/Directory/Almanacs/Surveys/etc | 162                |
| 14  | Sankardeva Collection                  | 64                 |
| 15  | Rasanawali etc                         | 277 + 3 = 280      |
| 16  | Novels etc                             | 313 + 9 = 322      |
| 17  | Dictionaries                           | 217 + 2 = 219      |
| 18  | Encyclopaedias                         | 363                |
| 19  | Political figures                      | 425                |
| 20  | Natural Resource Management (NRM)      | 248                |
| 21  | Ph. D Thesis                           | 06                 |
| 22  | MRP Reports                            | 15                 |

Sl. No. 9-19=3476



## 2. Subject Wise Collection-

| No. | Subject               | Previous     | Added      | Reference   | Added     | Total        |
|-----|-----------------------|--------------|------------|-------------|-----------|--------------|
| 1   | Assamese              | 5933         | 25         | 255         | 00        | 6213         |
| 2   | Bengali               | 2508         | 05         | 121         | 00        | 2634         |
| 3   | Economics             | 2342         | 06         | 123         | 00        | 2469         |
| 4   | Education             | 3015         | 18         | 116         | 00        | 3144         |
| 5   | English               | 4918         | 17         | 131         | 00        | 5066         |
| 6   | Environmental Studies | 344          | 01         | 00          | 00        | 345          |
| 7   | Geography             | 2291         | 11         | 80          | 00        | 2382         |
| 8   | Hindi                 | 3799         | 11         | 60          | 00        | 3870         |
| 9   | History               | 2009         | 12         | 82          | 00        | 2103         |
| 10  | Mathematics           | 1726         | 01         | 31          | 00        | 1758         |
| 11  | Philosophy            | 2643         | 19         | 82          | 00        | 2744         |
| 12  | Political Science     | 3506         | 15         | 109         | 00        | 3630         |
| 13  | Sanskrit              | 2639         | 09         | 168         | 00        | 2816         |
| 14  | Statistics            | 485          | 00         | 03          | 00        | 488          |
| 15  | Home Science          | 224          | 03         | 00          | 00        | 227          |
| 16  | Computer Science      | 07           | 00         | 00          | 00        | 07           |
| 17  | Botany                | 01           | 01         | 00          | 00        | 02           |
| 18  | Zoology               | 02           | 02         | 00          | 00        | 06           |
| 19  | Chemistry             | 01           | 01         | 00          | 00        | 02           |
| 20  | Physics               | 02           | 02         | 00          | 00        | 04           |
|     |                       | <b>38395</b> | <b>159</b> | <b>1361</b> | <b>00</b> | <b>39915</b> |

Total text = 38395 + 159 = 38554

Total ref. = 1361 + 00 = 1361

G. Total = 39915



3. Library Holdings- (July 2018- June 2019)  
Total : (178) from- 43213 to 43391

| Sl. No. | Subjects              | Text (Added) | Reference (Added) | Total |
|---------|-----------------------|--------------|-------------------|-------|
| 01      | Assamese              | 25           | 00                | 25    |
| 02      | Bengali               | 05           | 00                | 05    |
| 03      | Economics             | 06           | 00                | 06    |
| 04      | Education             | 18           | 00                | 18    |
| 05      | English               | 17           | 00                | 17    |
| 06      | Environmental Studies | 01           | 00                | 01    |
| 07      | Geography             | 11           | 00                | 11    |
| 08      | Hindi                 | 11           | 00                | 11    |
| 09      | History               | 12           | 00                | 12    |
| 10      | Home Science          | 03           | 00                | 03    |
| 11      | Mathematics           | 01           | 00                | 01    |
| 12      | Philosophy            | 19           | 00                | 19    |
| 13      | Political Science     | 15           | 00                | 15    |
| 14      | Sanskrit              | 09           | 00                | 09    |
| 15      | Statistics            | 00           | 00                | 00    |
| 16      | Encyclopaedia         | 00           | 00                | 00    |
| 17      | Dictionary            | 02           | 00                | 02    |
| 18      | Biography             | 04           | 00                | 04    |
| 19      | North East            | 03           | 00                | 03    |
| 20      | Novels                | 07           | 00                | 07    |
| 21      | Rachanawali           | 03           | 00                | 03    |
| 22      | Rules                 | 00           | 00                | 00    |
| 23      | Sankardev Collection  | 00           | 00                | 00    |
| 24      | Botany                | 01           | 00                | 01    |
| 25      | Zoology               | 02           | 00                | 02    |
| 26      | Chemistry             | 01           | 00                | 01    |
| 27      | Physics               | 02           | 00                | 02    |
|         |                       | 178          | 00                | 178   |





#### 4. Total Number of Journals & Periodicals

| No | Title                                   | Category   |
|----|-----------------------------------------|------------|
| 1  | Economic & Political Weekly             | Periodical |
| 2  | Gariyoshi                               | Periodical |
| 3  | National Geographic                     | Periodical |
| 4  | Career Guide (Assamese)                 | Periodical |
| 5  | Down To Earth                           | Periodical |
| 6  | Outlook                                 | Periodical |
| 7  | Desh                                    | Periodical |
| 8  | Prantik                                 | Periodical |
| 9  | Competition Refresher                   | Periodical |
| 10 | Priyo Sakhi                             | Periodical |
| 11 | University News                         | Journal    |
| 12 | South Asia Politics                     | Journal    |
| 13 | The Heritage                            | Journal    |
| 14 | Prabuddha Bharata                       | Journal    |
| 15 | The Indian Journal of Political Science | Journal    |
| 16 | Swarnalipi                              | Journal    |

#### 5. Total Number of News Paper

| No | Name of the Paper     | Language |
|----|-----------------------|----------|
| 1  | Employment News       | English  |
| 2  | The Assam Tribune     | English  |
| 3  | The telegraph         | English  |
| 4  | Amar Asom             | Assamese |
| 5  | Dainik Asom           | Assamese |
| 6  | Sentinel              | Hindi    |
| 7  | Ananda Bazaar Patrika | Bengali  |



6. Issue & Return of Books: - Teachers

| MONTH     | ISSUE | RETURN |
|-----------|-------|--------|
| July      | 00    | 00     |
| August    | 90    | 43     |
| September | 67    | 38     |
| October   | 18    | 33     |
| November  | 13    | 44     |
| December  | 22    | 53     |
| January   | 24    | 32     |
| February  | 29    | 25     |
| March     | 20    | 44     |
| April     | 21    | 32     |
| May       | 20    | 53     |
| June      | 35    | 35     |

7. Issue & Return of Books: - Students

| MONTH     | ISSUE | RETURN |
|-----------|-------|--------|
| July      | 130   | 10     |
| August    | 1549  | 712    |
| September | 1233  | 931    |
| October   | 727   | 951    |
| November  | 666   | 962    |
| December  | 362   | 1081   |
| January   | 207   | 544    |
| February  | 670   | 453    |
| March     | 903   | 825    |
| April     | 780   | 704    |
| May       | 687   | 718    |
| June      | 370   | 386    |



### 8. Number of Visitors:-

| Month     | Faculty Members | Students | Outsiders |
|-----------|-----------------|----------|-----------|
| July      | 00              | 55       | 154       |
| August    | 38              | 4259     | 21        |
| September | 26              | 4211     | 01        |
| October   | 25              | 2705     | 01        |
| November  | 28              | 1170     | 02        |
| December  | 59              | 214      | 09        |
| January   | 77              | 417      | 13        |
| February  | 67              | 1847     | 03        |
| March     | 50              | 1878     | 03        |
| April     | 31              | 362      | 06        |
| May       | 31              | 153      | 00        |
| June      | 19              | 366      | 14        |

### 9. Number & Value of Reading Materials (July 2018 – June 2019)

| Category        | Existing |            | Newly Added/<br>Existing |          | Total  |            |
|-----------------|----------|------------|--------------------------|----------|--------|------------|
|                 | Number   | Value      | Number                   | Value    | Number | Value      |
| Text Books      | 39782    | 4789960.00 | 165                      | 18296.00 | 39947  | 4808256.00 |
| Reference Books | 3431     | 1047949.00 | 13                       | 10200.00 | 3444   | 1058149.00 |
| e-books         | 07       | --         | --                       | --       | 07     | --         |
| Journals        | 07       | 15620.00   | --                       | --       | 06     | 15620.00   |
| Periodicals     | 14       | 13159.00   | --                       | --       | 10     | 13159.00   |
| CD/DVD          | 60       | --         | --                       | --       | 60     | --         |
| Manuscripts     | 75       | --         | --                       | --       | 75     | --         |
| e-journals      | -        | -          | 06                       | -        | 06     | -          |
| KOHA            | -        | -          | 01                       | 99120    | 01     | 99120.00   |
| D-Space         | -        | -          | 01                       | 44480    | 01     | 44480.00   |





#### 10. Facilities available:-

- I Computerization and Administration of the library data entry is through SOUL soft ware and OPAC facility is available
- II Open Access System- This system helps the users to go directly to the library stacks and retrieve books of their choice.
- III Separate Reading Rooms for the teachers and the students: - The student's reading room is situated on the first floor and can accommodate 120 students whereas the reading room for the teachers is locate on the ground floor and it can accommodate 12 number of teachers
- IV Provision of clean toilets for the users of the library:- As being an education institution, care is taken to see that there is a provision for all the basic needs.
- V Reprographic Centre: - There is a Xerox facility where the students can have their materials Xeroxed.
- VI A Separate Corner for Journals, Periodicals & News Papers: - There are a number of Journals, Periodicals and Newspaper for the users and they can browse these reading materials as and when needed.
- VII Provision of separate corners for Manuscripts & Donated Books: - The library has a good collection of manuscripts where the students can have a look. As for the donated books there is a separate corner for these books.
- VIII Separate Library Notice board for the users along with a complaint box for the library users.
- IX OPAC is open to the users and they can browse for the presence or absence of book- assistance
- X Library Cooperation is present with the library of Anandaram Dhekial Phookan (ADP) College



## 1. Know your Library :

|    |                                                                                                                                                   |                                                                                   |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1  | Name of the Parent institution                                                                                                                    | Nowgong Girls' College                                                            |
| 2  | Name of the Library                                                                                                                               | Mahesh Chandra Dev Goswami Library                                                |
| 3  | Year of establishment                                                                                                                             | 1962                                                                              |
| 4  | Location at the present building                                                                                                                  | 14 <sup>th</sup> September 1987                                                   |
| 5  | Length of -<br>a) Librarian's chamber and adjacent areas<br>b) Stack area:<br>c) Student's Reading Room<br>d) Digital corner<br>e) Old Stock Room | 4791.5 sq.ft<br>1507 sq.ft<br>1327 sq.ft<br>900 sq.ft<br>855 sq.ft<br>202.5 sq.ft |
| 6  | Opening & closing hours                                                                                                                           | 9.30 AM to 4.30 PM                                                                |
| 7  | Working days of the library                                                                                                                       | 6 days in a week                                                                  |
| 8  | Total number of rooms/Hall                                                                                                                        | 2 halls                                                                           |
| 9  | Total number of staff                                                                                                                             | 3 (2 permanent & 1 contractual)                                                   |
| 10 | Sitting capacity                                                                                                                                  | 56 students & 10 teachers                                                         |
| 11 | Mode of Access                                                                                                                                    | Open Access                                                                       |
| 12 | Classification system                                                                                                                             | Dewey Decimal Classification                                                      |
| 13 | Software used<br>Remote Access                                                                                                                    | KOHA<br>D-Space (ngc.digitallibrary.co.in)                                        |
| 14 | Holdings<br>a) Books<br>b) Journals / Periodicals<br>c) Newspaper<br>d) Ph.D Thesis                                                               | 43391<br>16 vols.<br>7 nos.<br>06                                                 |

## 2. IT Infrastructure:

| No | Particulars           | Remarks      |
|----|-----------------------|--------------|
| 1  | Computers             | 20           |
| 2  | Printers              | 2            |
| 3  | Barcode Printer       | 1            |
| 4  | Scanners              | 2            |
| 5  | Barcode Scanners      | 2            |
| 6  | CC Camera             | 2            |
| 7  | Bandwidth of Internet | Above 50mbps |



### 3. Services & Facilities:



The library provides:-

- ✓ Circulation, Reference and Reprographic services
- ✓ As the students hail from economically weaker section, more books are provided till the completion of their examinations.
- ✓ Large number of question papers, manuscripts, college magazines, teacher's publication, college publications, thesis, minor research projects etc. have been uploaded with the help of D-space for remote access.
- ✓ The library is a member of N-List and the users are availing its service.
- ✓ As the library has its own Wi-Fi, users are benefitted from its internet facility.

### 4. Maintenance of the Library:

The library has at present 3 number of staff who looks after the library and all possible assistance is provided to the users. The library is maintaining the following records for its smooth function and maintenance-

|                     |                  |
|---------------------|------------------|
| Attendance register | Teachers         |
| Attendance register | Students         |
| Attendance register | Outside visitors |
| Defaulter register  | Students         |

The defaulter register records the name of the students who have defaulted and are late in returning the books. It also records the number of books that are to be returned to the library. Books tend to get damaged or soiled, and they are withdrawn and their book cards are kept. As regard to un-used or obsolete books they are withdrawn from the main stacks and kept at a separate room where it can be browsed by the users.

### Observation, Comments and Suggestions

The undersigned members have under taken the job of observing some of the house keeping operations. Following observation and suggestions have been put forward by them-

#### 1. Stock and Collection:

*Observation:* the library has a good collection of information sources covering all the subjects.

*Comment/Suggestion:* The library has been procuring books for its readers but it is recommended that more reading materials should be procured.

#### 2. Physical facilities:

*Observation:* the library has developed in its physical facilities such as sitting capacity, ventilation and carpeting and tiling of the library.

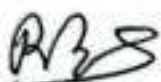
*Comments/Suggestion:* Keeping in mind the user's need proper ventilation and lights, increased sitting capacity of the reading room with comfortable chairs and tables, increase in stack area, tiles and carpeting of the floor has been done but it is recommended that more space is required for the teachers' reading room.



3. Digital Library and IT infrastructure:

*Observation:* It has been seen that there is a digital corner for the users where information sources are uploaded for the users.

*Comments/Suggestions:* the users especially the students are benefited with the uploading of the question papers where they can browse from their home.



Ranjit Barua  
Coordinator, IQAC  
Nowgong Girls' College



Dr. Abdul Jalil  
Librarian (Associate)  
Rupahi College, Rupahi



Dr. Manoj Kumar Chutia  
Nowgong Girls' College



Dr. Uday Bhan Bhagat  
Nowgong Girls' College



### Action Taken:

Following actions were taken basing on the recommendation:

- I. More number of reading materials were added to the collection
- II. Plans were there to increase the area of the library
- III. More information sources have been uploaded for the users





Library Audit Report of  
Mahesh Chandra DevGoswami Library  
Nowgong Girls' College

Session: July 2019-June 2020

Submitted by -

Dr. Kishore Kumar Sarmah

Librarian  
Nowgong Girls'College





# 1. Collection: 2019-2020

| Sl. No. | Type                               | Total             |
|---------|------------------------------------|-------------------|
| 1       | Total Collection                   | 45364             |
| 2       | Books on Subject                   | 41640             |
| 3       | Reference ( Subject + Sl. 9 to 20) | 155 + 3569 = 3724 |
| 4       | Journals & Periodicals (J-6/P-10)  | 16                |
| 5       | News Papers                        | 07                |
| 6       | Manuscripts                        | 75                |
| 7       | Bound Volumes                      | 22                |
| 8       | CD / DVD                           | 60                |
| 9       | COHSSIP                            | 528               |
| 10      | North East Collection              | 564               |
| 11      | Rare Collection                    | 351               |
| 12      | Biography                          | 232               |
| 13      | Reports, Rules etc                 | 162               |
| 14      | Shankardeva Collection             | 64                |
| 15      | Rasanawali                         | 321               |
| 16      | Novels                             | 322               |
| 17      | Dictionaries                       | 219               |
| 18      | Encyclopaedias                     | 363               |
| 19      | Political Figures                  | 425               |
| 20      | Religion                           | 18                |
| 21      | Natural Resource Management        | 248               |
| 22      | Ph.D Thesis                        | 08                |
| 23      | MRP Reports                        | 14                |

Sl. No. 9-20 = 3569



## 2. Subject Wise Collection:

| No | Subject               | Previous     | Added       | from Ref    | Ref        | Total        |
|----|-----------------------|--------------|-------------|-------------|------------|--------------|
| 1  | Assamese              | 5958         | 48          | 258         | 20         | 6261         |
| 2  | Bengali               | 2513         | 388         | 00          | 11         | 3022         |
| 3  | Economics             | 2348         | 101         | 00          | 08         | 2572         |
| 4  | Education             | 3033         | 41          | 87          | 12         | 3190         |
| 5  | English               | 4935         | 57          | 146         | 12         | 5123         |
| 6  | Environmental Studies | 345          | 00          | 00          | 00         | 345          |
| 7  | Geography             | 2302         | 162         | 00          | 10         | 2442         |
| 8  | Hindi                 | 3810         | 01          | 102         | 22         | 3871         |
| 9  | History               | 2021         | 20          | 47          | 10         | 2123         |
| 10 | Mathematics           | 1727         | 149         | 15          | 06         | 1907         |
| 11 | Philosophy            | 2662         | 02          | 67          | 11         | 2746         |
| 12 | Political Science     | 3521         | 107         | 371         | 16         | 3737         |
| 13 | Sanskrit              | 2648         | 04          | 20          | 05         | 2820         |
| 14 | Statistics            | 485          | 13          | 00          | 00         | 498          |
| 15 | Home Science          | 227          | 51          | 00          | 00         | 278          |
| 16 | Computer Science      | 07           | 01          | 00          | 00         | 08           |
| 17 | Botany                | 02           | 212         | 00          | 03         | 217          |
| 18 | Zoology               | 04           | 85          | 00          | 03         | 92           |
| 19 | Chemistry             | 02           | 244         | 00          | 03         | 249          |
| 20 | Physics               | 04           | 287         | 00          | 03         | 294          |
|    |                       | <b>38554</b> | <b>1973</b> | <b>1113</b> | <b>155</b> | <b>41795</b> |

Text 39769 + 1871 = 41640

Reference 155

- Some books have been shifted from the reference section to the main stack (1113)



### 3. Journal & Periodicals

| No | Title                            | Category   |
|----|----------------------------------|------------|
| 1  | Prantik                          | Periodical |
| 2  | Gariyoshi                        | Periodical |
| 3  | PriyoSakhi                       | Periodical |
| 4  | Career Guide (Assamese)          | Periodical |
| 5  | Outlook                          | Periodical |
| 6  | Desh                             | Periodical |
| 7  | National Geographic              | Periodical |
| 8  | Competition Refresher            | Periodical |
| 9  | Careers 360                      | Periodical |
| 10 | Down to Earth                    | Periodical |
| 11 | Economic and Political Weekly    | Periodical |
| 12 | Dream 2047                       | Journal    |
| 13 | The Journal of Political Science | Journal    |
| 14 | University News                  | Journal    |
| 15 | South Asia Politics              | Journal    |
| 16 | Aitihya: The Heritage            | Journal    |
| 17 | Swarnalipi                       | Journal    |

### 4. News Paper

| No | Name of the Paper     | Language |
|----|-----------------------|----------|
| 1  | Employment News       | English  |
| 2  | The Assam Tribune     | English  |
| 3  | The Telegraph         | English  |
| 4  | Amar Asom             | Assamese |
| 5  | DainikAsom            | Assamese |
| 6  | Sentinel              | Hindi    |
| 7  | Ananda Bazaar Patrika | Bengali  |





### 5. Issue & Return of Books- Faculty Members

| Month     | Issue | Return |
|-----------|-------|--------|
| July      | 13    | 24     |
| August    | 11    | 02     |
| September | 44    | 24     |
| October   | 11    | 12     |
| November  | 35    | 63     |
| December  | 27    | 52     |
| January   | 21    | 23     |
| February  | 39    | 34     |
| March     | 22    | 21     |
| April     | 22    | 34     |
| May       | 10    | 16     |
| June      | 00    | 00     |

### 6. Issue & Return of Books – Students

| Month     | Issue | Return |
|-----------|-------|--------|
| July      | 29    | 20     |
| August    | 12    | 12     |
| September | 80    | 50     |
| October   | 85    | 296    |
| November  | 401   | 406    |
| December  | 393   | 335    |
| January   | 575   | 422    |
| February  | 410   | 498    |
| March     | 315   | 386    |
| April     | 241   | 237    |
| May       | 274   | 111    |
| June      | 00    | 00     |



#### 7. Number of Visitors-

| Month     | Faculty Members | Students | Outside Visitors |
|-----------|-----------------|----------|------------------|
| July      | 00              | 36       | 135              |
| August    | 00              | 38       | 26               |
| September | 37              | 80       | 11               |
| October   | 78              | 102      | 17               |
| November  | 98              | 580      | 16               |
| December  | 99              | 567      | 04               |
| January   | 122             | 503      | 02               |
| February  | 103             | 757      | 17               |
| March     | 80              | 486      | 02               |
| April     | 125             | 186      | 00               |
| May       | 20              | 13       | 00               |
| June      | 00              | 00       | 00               |

#### 8. Number & value of the Reading Materials (July 2019-June2020)

| Category               | Existing |         | Newly added/ Existing |        | Total  |            |
|------------------------|----------|---------|-----------------------|--------|--------|------------|
|                        | Number   | Value   | Number                | Value  | Number | Value      |
| Text Books             | 39947    | 4808256 | 1818                  | 421745 | 41765  | 5230001.00 |
| Reference Books        | 3444     | 1058149 | 155                   | 78255  | 3599   | 1136404.00 |
| e-books                | 07       | --      | 80                    | --     | 87     | --         |
| Journals               | 06       | 15620   | --                    | --     | 06     | 15620.00   |
| Periodicals            | 10       | 13159   | --                    | --     | 10     | 13159.00   |
| CD/DVD                 | 60       | --      | --                    | --     | 60     | --         |
| Manuscripts            | 75       | --      | -                     | -      | 75     | --         |
| e-journals             | 06       | -       | 05                    | -      | 11     | --         |
| KOHA<br>(ver.-20.2)    | 01       | 99120   | --                    | --     | 01     | 99120.00   |
| D-Space<br>(ver.- 6.3) | 01       | 44480   | --                    | --     | 01     | 44480.00   |





## 9. Facilities available-

- i. The library practice Open Access System which helps the users to go directly to the stack to retrieve books of their choice
- ii. There is a separate reading room both for the teachers and the students. A total of 140 students can be accommodated in the reading room. The faculty members can browse the reading materials at the teacher's reading room
- iii. A separate corner is there for manuscripts, novels and other reference materials
- iv. Xerox facility is available in the library so that the students can have their materials xeroxed
- v. There is a separate digital corner at the library where the users can browse materials that are uploaded in the d-space
- vi. The library has KOHA software for entry of books
- vii. There is a provision of clean toilet facilities
- viii. A separate notice board and complaint box is available for the users





## 1. Library Staff and working hours:

- a. Staff : 3 nos. (1 professional & 2 non-professional)  
 b. Working hours : 9.30 Am to 4:30 PM

## 2. Physical Structure:

- The library is housed in a 2 storied building
- The ground floor comprises the librarian's chamber, stack room, Reference and the circulation section
- The first floor comprises the reading room of the students
- Digital section is placed on the first floor

## 3. IT infrastructure:

| No | Particulars           | Remarks      |
|----|-----------------------|--------------|
| 1  | Computers             | 20           |
| 2  | Printers              | 2            |
| 3  | Barcode Printer       | 1            |
| 4  | Scanners              | 2            |
| 5  | Barcode Scanners      | 2            |
| 6  | CC Camera             | 2            |
| 7  | Bandwidth of Internet | Above 50mbps |

## 4. Services &amp; Facilities:

The library provides-

- ✓ Circulation, Reference and Reprographic services
- ✓ As the students hail from economically weaker section, more books are provided till the completion of their examinations.
- ✓ Large number of question papers, manuscripts, college magazines, teacher's publication, college publications, thesis, minor research projects, e-books and e-journals etc. have been uploaded with the help of D-space for remote access ([ngc.digitallibrary.co.in](http://ngc.digitallibrary.co.in))
- ✓ The library is a member of N-List and the users are availing the services provided by INFLIBNET.
- ✓ As the library has its own Wi-Fi, users are benefitted from its internet facility.

## 5. Maintenance of the Library:

The library staff looks after the workings of the library and all possible assistance is provided to the users. The library is maintaining the following records for its smooth function -

|                           |                  |
|---------------------------|------------------|
| Daily Attendance register | Teachers         |
| Daily Attendance register | Students         |
| Daily Attendance register | Outside visitors |
| Defaulter register        | Students         |

The defaulter register records the name of the students who have defaulted it also records the number of books that are to be returned to the library. Books tend to get damaged or soiled, and they are withdrawn, and their book cards are kept. As regard to un-used or obsolete books they are withdrawn from the main stacks and kept at a separate room located at the first floor for further reference.

### Observation, Comments and Suggestions

Following observation and suggestions have been put forward by the members-

1. Book Stock and Collection:

*Observation:* the library has a good collection of books both text and reference covering all the subjects.

*Comment/Suggestion:* The library has been procuring books for its readers but it is recommended that more course related reading materials are needed.

2. Digital Library and IT infrastructure:

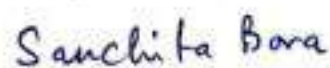
*Observation:* it has been seen that there is a digital corner for the users where information sources are uploaded for the users.

*Comments/Suggestions:* the users especially the students are benefited with the uploading of the question papers where they can browse from their home.

3. The library has a rich collection of manuscripts whose information should be provided not only to the users of this library but to the PG students of other colleges also.



Dr. Sanjita Singha  
Nowgong Girls' College



Dr. Sanchita Bora  
Nowgong Girls' College



Dr. Bipul Malakar  
Nowgong Girls' College



Recho Benjamin Teron  
Nowgong Girls' College



### **Action Taken**

Following actions were taken and implemented-

1. Formal MOUs were signed with the neighbouring colleges and this will lead to exchange of information.
2. Steps were taken to add more information sources to the collection and
3. Under the RUSA grant more books were procured.







Library Audit Report of  
Mahesh Chandra Dev Goswami Library  
Nowgong Girls' College

Session: July 2020-June 2021

Submitted by –

Dr. Kishore Kumar Sarmah

Librarian

Nowgong Girls' College



**1. Collection: 2020-2021**

| Sl. No. | Type                               | Total             |
|---------|------------------------------------|-------------------|
| 1       | Total Collection                   | 46281             |
| 2       | Books on Subject                   | 42555             |
| 3       | Reference ( Subject + Sl. 9 to 20) | 155 + 3571 = 3726 |
| 4       | Journals & Periodicals (J-4/P-10)  | 14                |
| 5       | News Papers                        | 07                |
| 6       | Manuscripts                        | 75                |
| 7       | Bound Volumes                      | 22                |
| 8       | CD / DVD                           | 60                |
| 9       | COHSSIP                            | 528               |
| 10      | North East Collection              | 564               |
| 11      | Rare Collection                    | 351               |
| 12      | Biography                          | 232               |
| 13      | Reports, Rules etc                 | 162               |
| 14      | Shankardeva Collection             | 64                |
| 15      | Rasanawali                         | 321               |
| 16      | Novels                             | 322               |
| 17      | Dictionaries                       | 219               |
| 18      | Encyclopaedias                     | 363               |
| 19      | Political Figures                  | 425               |
| 20      | Religion                           | 18 + 2 = 20       |
| 21      | Natural Resource Management        | 248               |
| 22      | Ph.D Thesis                        | 08                |
| 23      | MRP Reports                        | 14                |

Sl. No. 9-20 = 3571



## 2. Subject Wise Collection:

| No | Subject               | Previous     | Added      | Ref        | Total        |
|----|-----------------------|--------------|------------|------------|--------------|
| 1  | Assamese              | 6264         | 52         | 20         | 6336         |
| 2  | Bengali               | 2901         | 00         | 11         | 2912         |
| 3  | Economics             | 2449         | 16         | 08         | 2473         |
| 4  | Education             | 3161         | 12         | 12         | 3185         |
| 5  | English               | 5138         | 12         | 12         | 5162         |
| 6  | Environmental Studies | 345          | 00         | 00         | 345          |
| 7  | Geography             | 2464         | 178        | 10         | 2652         |
| 8  | Hindi                 | 3913         | 00         | 22         | 3935         |
| 9  | History               | 2088         | 15         | 10         | 2113         |
| 10 | Mathematics           | 1891         | 00         | 06         | 1897         |
| 11 | Philosophy            | 2731         | 05         | 11         | 2747         |
| 12 | Political Science     | 3999         | 196        | 16         | 4211         |
| 13 | Sanskrit              | 2672         | 00         | 05         | 2677         |
| 14 | Statistics            | 498          | 05         | 00         | 503          |
| 15 | Home Science          | 278          | 00         | 00         | 278          |
| 16 | Computer Science      | 08           | 00         | 00         | 08           |
| 17 | Botany                | 214          | 106        | 03         | 323          |
| 18 | Zoology               | 89           | 102        | 03         | 194          |
| 19 | Chemistry             | 246          | 107        | 03         | 356          |
| 20 | Physics               | 291          | 109        | 03         | 403          |
|    |                       | <b>41640</b> | <b>915</b> | <b>155</b> | <b>42710</b> |

Text 41640 + 915 = 42555

Reference 155





### 3. Journal & Periodicals

| No | Title                       | Category   |
|----|-----------------------------|------------|
| 1  | Prantik                     | Periodical |
| 2  | Guriyoshi                   | Periodical |
| 3  | Priyobakhi                  | Periodical |
| 4  | Career Guide (Assamese)     | Periodical |
| 5  | Outlook                     | Periodical |
| 6  | Desh                        | Periodical |
| 7  | National Geographic         | Periodical |
| 8  | Competition Refresher       | Periodical |
| 9  | Down to Earth               | Periodical |
| 10 | Economic & Political Weekly | Periodical |
| 11 | University News             | Journal    |
| 12 | South Asia Politics         | Journal    |
| 13 | Aitihya: The Heritage       | Journal    |
| 14 | Swarnalipi                  | Journal    |

### 4. News Paper

| No | Name of the Paper       | Language |
|----|-------------------------|----------|
| 1  | Employment News         | English  |
| 2  | The Assam Tribune       | English  |
| 3  | • The Telegraph         | English  |
| 4  | Amar Asom               | Assamese |
| 5  | Dainik Asom             | Assamese |
| 6  | Sentinel                | Hindi    |
| 7  | • Ananda Bazaar Patrika | Bengali  |
| 8  | The Hindu               | English  |

- Supply stopped temporarily due to Covid both Newspapers and some journals



### 5. Issue & Return of Books- Faculty Members

| Month     | Issue | Return |
|-----------|-------|--------|
| July      | 13    | 14     |
| August    | 11    | 02     |
| September | 44    | 24     |
| October   | 11    | 22     |
| November  | 35    | 63     |
| December  | 27    | 52     |
| January   | 21    | 23     |
| February  | 39    | 34     |
| March     | 22    | 21     |
| April     | 22    | 34     |
| May       | 10    | 16     |
| June      | 00    | 00     |

### 6. Issue & Return of Books – Students

| Month     | Issue | Return |
|-----------|-------|--------|
| July      | 29    | 20     |
| August    | 12    | 12     |
| September | 80    | 50     |
| October   | 88    | 296    |
| November  | 401   | 406    |
| December  | 393   | 335    |
| January   | 575   | 422    |
| February  | 410   | 498    |
| March     | 315   | 386    |
| April     | 241   | 237    |
| May       | 274   | 111    |
| June      | 00    | 00     |



### 7. Number of Visitors-

| Month     | Faculty Members | Students | Outside Visitors |
|-----------|-----------------|----------|------------------|
| July      | 00              | 36       | 00               |
| August    | 00              | 38       | 00               |
| September | 37              | 78       | 00               |
| October   | 78              | 102      | 52               |
| November  | 98              | 580      | 52               |
| December  | 99              | 567      | 35               |
| January   | 103             | 757      | 43               |
| February  | 122             | 503      | 48               |
| March     | 80              | 486      | 58               |
| April     | 125             | 186      | 46               |
| May       | 13              | 20       | 00               |
| June      | 00              | 00       | 00               |





8. Number & value of the Reading Materials (July 2020 to June 2021)

| Category            | Existing |         | Newly added/ Existing |       | Total  |         |
|---------------------|----------|---------|-----------------------|-------|--------|---------|
|                     | Number   | Value   | Number                | Value | Number | Value   |
|                     |          |         |                       |       | 42680  | 5235001 |
| Text Books          | 41765    | 5230001 | 915                   | 5000  |        |         |
| Reference Books     | 3599     | 1136404 | 2                     | -     | 3601   | 1136404 |
| e-books             | 87       | -       | 59                    | --    | 146    | -       |
| Journals            | 06       | 15620   | 2                     | 840   | 06     | 15620   |
| Periodicals         | 10       | 13159   | -                     | -     | 11     | 13159   |
| CD/DVD              | 60       | --      | -                     | -     | 60     | -       |
| Manuscripts         | 75       | --      | -                     | -     | 75     | -       |
| KOHA (ver.-20.2)    | 01       | 99120   | -                     | -     | 01     | 99120   |
| D-Space (ver.- 6.3) | 01       | 44480   |                       |       | 01     | 44480   |
| e-journals          | 11       | -       | 4                     | --    | 15     | -       |



#### 9. Facilities available-

- i. The library practice Open Access System which helps the users to go directly to the stack to retrieve books of their choice
- ii. There is a separate reading room both for the teachers and the students. A total of 56 students can be accommodated in the reading room. A total of 10 faculty members can browse the reading materials at the teacher's reading room
- iii. A separate corner is there for manuscripts, novels and other reference materials
- iv. Xerox facility is available in the library so that the students can have their materials xeroxed
- v. There is a separate digital corner at the library where the users can browse materials that are uploaded in the d-space. Question papers from 2016 to 2019 have been uploaded till date. A total of 20 manuscripts belonging to Sachipat and Tula pat have been uploaded.
- vi. The library has KOHA software for entry of books
- vii. There is a provision of clean toilet facilities
- viii. A separate notice board and complaint box is available for the users

**A. Library at a glance :**

|    |                                                                                                                                                   |                                                                                   |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1  | Name of the Parent institution                                                                                                                    | Nowgong Girls' College                                                            |
| 2  | Name of the Library                                                                                                                               | Mahesh Chandra Dev Goswami Library                                                |
| 3  | Year of establishment                                                                                                                             | 1962                                                                              |
| 4  | Location at the present building                                                                                                                  | 14 <sup>th</sup> September 1987                                                   |
| 5  | Length of -<br>a) Librarian's chamber and adjacent areas<br>b) Stack area:<br>c) Student's Reading Room<br>d) Digital corner<br>e) Old Stock Room | 4791.5 sq.ft<br>1507 sq.ft<br>1327 sq.ft<br>900 sq.ft<br>855 sq.ft<br>202.5 sq.ft |
| 6  | Opening & closing hours                                                                                                                           | 9.30 AM to 4.30 PM                                                                |
| 7  | Working days of the library                                                                                                                       | 6 days in a week                                                                  |
| 8  | Total number of rooms/Hall                                                                                                                        | 2 halls                                                                           |
| 9  | Total number of staff                                                                                                                             | 3 at present                                                                      |
| 10 | Sitting capacity                                                                                                                                  | 56 students & 10 teachers                                                         |
| 11 | Mode of Access                                                                                                                                    | Open Access                                                                       |
| 12 | Classification system                                                                                                                             | Dewey Decimal Classification                                                      |
| 13 | Software used<br>Remote Access                                                                                                                    | KOHA<br>D-Space (ngc.digitallibrary.co.in)                                        |
| 14 | Holdings<br>a) Books<br>b) Journals / Periodicals<br>c) Newspaper<br>d) Ph.D. Thesis                                                              | 46281<br>14 vols.<br>7 nos.<br>08                                                 |

**B. IT infrastructure:**

| No | Particulars           | Remarks      |
|----|-----------------------|--------------|
| 1  | Computers             | 20           |
| 2  | Printers              | 2            |
| 3  | Barcode Printers      | 1            |
| 4  | Scanners              | 2            |
| 5  | Barcode Scanners      | 2            |
| 6  | CC Camera             | 2            |
| 7  | Bandwidth of Internet | Above 50mbps |



### C. Services Provided:

The library is providing circulation, reference and reprographic services to its users. As most of the students hail from economically weaker section, the library has tried to provide books to those needy students till the completion of their examinations. With the development of IT, the library has a total of 20 computers where 16 are for the students and 4 are used for house keeping operations. Till now quite a good number of question papers, manuscripts, college magazines, teacher's publication, college publications, thesis, minor research projects etc. have been uploaded with the help of D-space. The library is a member of N-List and it has been rendering the facilities that can be had from INFLIBNET as the library has its own Wi-Fi, users are benefitted from its internet facility.

### C. Maintenance of the Library:

The library has at present 3 number of staff who looks after the library and all possible assistance is provided to the users. The library is maintaining the following records for its smooth function and maintenance-

|                     |                  |
|---------------------|------------------|
| Attendance register | Teachers         |
| Attendance register | Students         |
| Attendance register | Outside visitors |
| Defaulter register  | Students         |

The defaulter register records the name of the students who have defaulted and are late in returning the books. It also records the number of books that are to be returned to the library. Books tend to get damaged or soiled, and they are withdrawn and their book cards are kept. As regard to un-used or obsolete books they are withdrawn from the main stacks and kept at a separate room where it can be browsed by the users.

### Observation, Comments and Suggestions

Library Audit has come to occupy an important place as it reflects the workings of a library. The undersigned members have under taken the job of observing some of the house keeping operations. Following observation and suggestions have been put forward by the following members-

#### 1. Stock and Collection Development:

*Observation:* the library has got quite a good collection of reading materials covering all the subjects and streams

*Comment/Suggestion:* The library has been procuring books for its readers but due to Covid Pandemic, no reading materials have been procured. Hence it is recommended that more reading materials should be procured.

#### 2. Physical facilities:

*Observation:* the library has developed much regarding its physical facilities such as sitting capacity, ventilation and stack area.



*Comments/Suggestion:* more space has been created at the stack area, librarian's chamber and its adjacent areas. Keeping in mind the needs of the users, facilities such as proper ventilation, lights and increased sitting capacity of the reading room with comfortable chairs and tables, increase in stack area, tiles and carpeting of the floor has been done. It has been recommended that more space is required for the teachers' reading room.

3. Digital Library and IT Infrastructure:

*Observation:* It has been seen that there is a digital corner for the users where information sources are uploaded for the users.

*Comments/Suggestions:* with the help of the IT infrastructure present and provided by the library, the users especially the students were benefited with the uploading of the question papers where they can browse from their home.

Dr. Abdul Jalil  
Librarian  
Rupahi College, Rupahi

Ranjit Barua  
Coordinator, IOAC  
Nowgong Girls' College

Dr. Uday Bhan Bhagat  
Nowgong Girls' College

Munin Borah  
Nowgong Girls' College





### Action taken and Implemented:

- 1) Plans were taken to procure more books and in this regard book lists were prepared, and teachers were asked to provide such lists
- 2) With the help of D-Space more reading materials were uploaded and link ([ngc.digitallibrary.co.in](http://ngc.digitallibrary.co.in)) was provided to the users for remote access
- 3) The college has signed formal MOUs with other neighbouring colleges and institutions so that exchange of information can take place
- 4) Additional furniture has been procured and expansion of the stack area, tiling and carpeting of the floors were done to provide a user friendly and congenial atmosphere
- 5) More number of computers were provided for the user community.
- 6) Procurement of more number of stacks were done to keep the books







Audit Report of  
Mahesh Chandra Dev Goswami Library  
Nowgong Girls' College

Session: 2021-2022

Submitted by Dr. Kishore Kumar Sarmah  
Librarian  
Nowgong Girls' College



### 1. Bird's eye view of the Library:

|    |                                                                                                                                                   |                                                                                   |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1  | Name of the Parent institution                                                                                                                    | Nowgong Girls' College                                                            |
| 2  | Name of the Library                                                                                                                               | Mahesh Chandra Dev Goswami Library                                                |
| 3  | Year of establishment                                                                                                                             | 1962                                                                              |
| 4  | Location at the present building                                                                                                                  | 14 <sup>th</sup> September 1987                                                   |
| 5  | Length of -<br>a) Librarian's chamber and adjacent areas<br>b) Stack area:<br>c) Student's Reading Room<br>d) Digital corner<br>e) Old Stock Room | 4791.5 sq.ft<br>1507 sq.ft<br>1327 sq.ft<br>900 sq.ft<br>855 sq.ft<br>202.5 sq.ft |
| 6  | Opening & closing hours                                                                                                                           | 9.30 AM to 4.30 PM                                                                |
| 7  | Working days of the library                                                                                                                       | 6 days in a week                                                                  |
| 8  | Total number of rooms/Hall                                                                                                                        | 2 halls                                                                           |
| 9  | Total number of staff                                                                                                                             | 3 at present                                                                      |
| 10 | Sitting capacity                                                                                                                                  | 56 students & 10 teachers                                                         |
| 11 | Mode of Access                                                                                                                                    | Open Access System                                                                |
| 12 | Classification system                                                                                                                             | Dewey Decimal Classification                                                      |
| 13 | Software used<br>Remote Access                                                                                                                    | KOHA<br>D-Space (ngc.digitallibrary.co.in)                                        |
| 14 | Holdings<br>a) Text Books<br>b) Reference Books<br>b) Journals & Periodicals<br>c) Newspaper<br>d) Ph.D Thesis                                    | 43574 vols.<br>3730<br>12 nos.<br>08<br>08                                        |



## 2. Collection: 2021-2022

| No. | Type                                | Total         |
|-----|-------------------------------------|---------------|
| 1   | Total Collection                    | 47304         |
| 2   | Books on Subject                    | 43574         |
| 3   | Reference (Subject + Sl. 9-20)      | 3730          |
| 4   | Journals & Periodicals (J-5 / P-7 ) | 12            |
| 5   | News Papers                         | 08            |
| 6   | Manuscript                          | 75            |
| 7   | Bound Volumes                       | 22            |
| 8   | CD/DVD                              | 60            |
| 9   | COHSSIP                             | 528           |
| 10  | North East Collection               | 564           |
| 11  | Rare Collection                     | 351           |
| 12  | Biography                           | 232           |
| 13  | Reports, Rules Etc                  | 162           |
| 14  | Shankardeva Collection              | 64            |
| 15  | Rasanawali                          | 321           |
| 16  | Novels                              | 322 + 4 = 326 |
| 17  | Dictionaries                        | 219           |
| 18  | Encyclopaedias                      | 363           |
| 19  | Political Figures                   | 425           |
| 20  | Religion                            | 20            |
| 21  | Natural Resource Management (NRM)   | 248           |
| 22  | Ph.D thesis                         | 08            |
| 23  | MRP Reports                         | 14            |

Sl. No. 9-20 = 3575

Subject Ref. = 155

3730

(Previous + Added) 42554+1020 = 43574





### 3. Subject Wise Collection:

| No. | Subject               | Previous | Added | Ref | Total |
|-----|-----------------------|----------|-------|-----|-------|
| 1   | Assamese              | 6293     | 208   | 20  | 6521  |
| 2   | Bengali               | 3011     | 05    | 11  | 3027  |
| 3   | Economics             | 2580     | 157   | 08  | 2745  |
| 4   | Education             | 3190     | 29    | 12  | 3231  |
| 5   | English               | 5123     | 133   | 12  | 5268  |
| 6   | Environmental Studies | 345      | 10    | 00  | 355   |
| 7   | Geography             | 2610     | 47    | 10  | 2667  |
| 8   | Hindi                 | 3849     | 38    | 22  | 3909  |
| 9   | History               | 2128     | 60    | 10  | 2198  |
| 10  | Mathematics           | 1901     | 31    | 06  | 1938  |
| 11  | Philosophy            | 2740     | 20    | 11  | 2771  |
| 12  | Political Science     | 3917     | 201   | 16  | 4134  |
| 13  | Sanskrit              | 2815     | 08    | 05  | 2828  |
| 14  | Statistics            | 503      | 05    | 00  | 508   |
| 15  | Home Science          | 278      | 20    | 00  | 298   |
| 16  | Computer Science      | 08       | 00    | 00  | 08    |
| 17  | Botany                | 320      | 10    | 03  | 333   |
| 18  | Zoology               | 191      | 15    | 03  | 209   |
| 19  | Chemistry             | 352      | 12    | 03  | 367   |
| 20  | Physics               | 400      | 11    | 03  | 414   |
|     |                       | 42554    | 1020  | 155 | 43729 |



#### 4. Journals & Periodicals

| No. | Title                         | Category    |
|-----|-------------------------------|-------------|
| 1   | University News               | Journal     |
| 2   | Aitihya: The Heritage         | Journal     |
| 3   | Swarnalipi                    | Journal     |
| 4   | Samakalin Bharatia Sahitya    | Journal     |
| 5   | Indian Literature             | Journal     |
| 6   | Economic and Political Weekly | Periodicals |
| 7   | Outlook                       | Periodicals |
| 8   | Gariyoshi                     | Periodicals |
| 9   | Prantik                       | Periodicals |
| 10  | PriyoSakhi                    | Periodicals |
| 11  | Competetion Refresher         | Periodicals |
| 12  | Down to Earth                 | Periodicals |

#### 5. News Paper

| No. | Name of the Paper     | Language |
|-----|-----------------------|----------|
| 1   | The Telegraph         | English  |
| 2   | The AssamTribue       | English  |
| 3   | The Hindu             | English  |
| 4   | Employment News       | English  |
| 5   | Amar Asom             | Assamese |
| 6   | Dainik Asom           | Assamese |
| 7   | Sentinel              | Hindi    |
| 8   | Ananda Bazaar Patrika | Bengali  |





## 6. Issue & Return of Books

| Month     | Teachers |        | Students |        |
|-----------|----------|--------|----------|--------|
|           | Issue    | Return | Issue    | return |
| July      | 05       | 10     | 227      | 195    |
| August    | 29       | 20     | 153      | 114    |
| September | 41       | 54     | 178      | 391    |
| October   | 22       | 72     | 295      | 357    |
| November  | 29       | 36     | 691      | 631    |
| December  | 14       | 16     | 205      | 492    |
| January   | 32       | 49     | 201      | 279    |
| February  | 08       | 36     | 231      | 177    |
| March     | 30       | 17     | 221      | 181    |
| April     | 11       | 218    | 99       | 265    |
| May       | 33       | 76     | 679      | 381    |
| June      | 40       | 44     | 239      | 177    |

## 7. Number of visitors

| Month     | Teachers | Students | Outside Visitors |
|-----------|----------|----------|------------------|
| July      | 22       | 184      | 09               |
| August    | 23       | 170      | 23               |
| September | 71       | 256      | 35               |
| October   | 90       | 1089     | 15               |
| November  | 112      | 2033     | 02               |
| December  | 90       | 1387     | 240              |
| January   | 77       | 1251     | 53               |
| February  | 79       | 1081     | 71               |
| March     | 102      | 684      | 98               |
| April     | 105      | 703      | 17               |
| May       | 64       | 2156     | 27               |
| June      | 109      | 942      | 13               |





## 8. Number and Value of the Reading Materials

| Category                | Existing |         | Newly added |       | Total  |         |
|-------------------------|----------|---------|-------------|-------|--------|---------|
|                         | Number   | Value   | Number      | Value | Number | Value   |
| Text Books              | 42680    | 5235001 | 1020        |       | 43700  |         |
| Reference & Other Books | 3601     | 1136404 | 03          | -     | 3604   | 1136404 |
| e-books                 | 146      | -       | 05          | -     | 151    | -       |
| Journals                | 05       | 15620   | -           | -     | 05     | 15620   |
| Periodicals             | 11       | 13159   | -           | -     | 11     | 13159   |
| CD/DVD                  | 60       | -       | -           | -     | 60     | -       |
| Manuscripts             | 75       | -       | -           | -     | 75     | -       |
| KOHA                    | 01       | 99120   | -           | -     | 01     | 99120   |
| D-Space                 | 01       | 44480   | -           | -     | 01     | 44480   |
| e-journals              | 15       | -       | -           | -     | 15     | -       |

## 9. IT infrastructure:

| No | Particulars           | Remarks      |
|----|-----------------------|--------------|
| 1  | Computers             | 20           |
| 2  | Printers              | 2            |
| 3  | Barcode Printers      | 1            |
| 4  | Scanners              | 2            |
| 5  | Barcode Scanners      | 2            |
| 6  | CC Camera             | 2            |
| 7  | Bandwidth of Internet | Above 50mbps |

## 10. Services Provided:

Circulation, Reference and Reprographic services are some of the services provided to the users. As most of the students hail from economically weaker section, the library has tried to provide books to those needy students till the completion of their examinations. With the development of IT, the library has a total of 20 computers where 16 are for the students and 4 are used for housekeeping operations. Till now quite a good number of question papers, manuscripts, college magazines, teacher's publication, college publications, thesis, minor research projects etc. have been uploaded with the help of D-space. The library is a member of N-List and it has been rendering the facilities that can be had from INFLIBNET as the library has its own Wi-Fi, users are benefitted from its internet facility.



## 11. Maintenance of the Library:

The library has at present 3 number of staff who looks after the library and all possible assistance is provided to the users. The library rules govern the smooth functioning of the library operations. Moreover, the library is maintaining the following records for its smooth function and maintenance-

|                     |                  |
|---------------------|------------------|
| Attendance register | Teachers         |
| Attendance register | Students         |
| Attendance register | Outside visitors |
| Defaulter register  | Students         |

The defaulter register records the name of the students who have defaulted and are late in returning the books. It also records the number of books that are to be returned to the library. Books tend to get damaged or soiled, and they are withdrawn and their book cards are kept. As regard to un-used or obsolete books they are withdrawn from the main stacks and kept at a separate room where it can be browsed by the users.

## Observation, Comments and Suggestions

Library Audit occupies an important place as it reflects the services provided by a library towards its users and the undersigned members have under taken up the job of observing some of the house keeping operations. Following observation and suggestions have been put forward by the following members-

### 1. Stock and Collection Development:

*Observation:* the library has got a good collection of reading materials covering all the subjects and streams. These information sources are a great help to all the users of the library.

*Comment/Suggestion:* The library has been procuring books for its readers but due to Covid Pandemic, no reading materials have been procured. Hence it is recommended that more reading materials should be procured. Furthermore, information sources on competitive examinations can be procured by the library.

### 2. Physical facilities:

*Observation:* the library has developed much in regard to its physical facilities such as sitting capacity, ventilation, provision of basic amenities, stack area and a reading room for the teachers. There are separate corners for manuscripts, novels and reference books. There is also a xeroxing facility for the users.

*Comments/Suggestion:* more space has been created for the stack area, librarian's chamber and its adjacent areas. Keeping in mind the needs of the users, facilities such



(Circular stamp: Date.....)

as proper ventilation, lights and increased sitting capacity of the reading room with comfortable chairs and tables, increase in stack area, tiles and carpeting of the floor has been done. It has been recommended that more space is required for the teachers' reading room so that they can further enhance their research work.

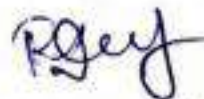
3. Digital Library and IT infrastructure:

*Observation:* there is a digital corner for the users where resources are uploaded for the users and they can browse the information with the help of IT

*Comments/Suggestions:* with the help of IT infrastructure, the users were benefited. Especially with the uploading of the question papers they can browse the information from their home. Furthermore, the old college magazines are a great source of information on the history of the college and as such the new users can have ample knowledge on the past history of the college. With the help of D-space the users were benefitted to a greater extend in regard to manuscripts, question papers, college and teacher's publication.



(Dr. Bipul Malakar)  
Nowgong Girls' College



(Dr. Rita Rani Dey)  
Nowgong Girls' College



(Dr. Nazneen Akhtar)  
Nowgong Girls' College



(Dr. Narayan Nayak)  
Nowgong Girls' College





## Action taken and implemented

1. Plans were there to procure more books including books on competition examination
2. Link was provided for remote access through D-space ([ngc.digitallibrary.co.in](http://ngc.digitallibrary.co.in))
3. More information resources were uploaded for the students
4. Barcoding of books were done for easy retrieval
5. Students were encouraged to use the computers to browse their source of information

# ISO CERTIFICATE

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



**NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)

# Certificate of Registration

GCPL hereby certifies that



Reg. No.: AB101NX02020240N

**NOWGONG GIRLS' COLLEGE**

NAGAON - 782002, ASSAM, INDIA.

has been independently assessed and is compliant with the requirement of

**ISO 9001:2015** Quality Management System

This certificate is applicable to the following product or service ranges:

PROVIDING THE COURSE OF GRADUATION FOR THE STREAM OF ARTS & SCIENCE.

Initial Issue Date : 24. March. 2021      1st surveillance : 24. March. 2022  
Expiry Date : 23. March. 2024      2nd surveillance : 24. March. 2023

\*Certificate validity is subject to clearing successful surveillance audit.



Signed for and on behalf of GCPL



UAF is a Member of International Accreditation Forum (IAF)

United Accreditation Foundation Inc 400 North Center DR STE 202 Norfolk, VA 23502 United States of America

To verify the validity of this certificate please visit: [www.uafaccreditation.org](http://www.uafaccreditation.org). Surveillance audits shall be conducted at least once a calendar year, except in re-certification years. This is to certify that the Management Systems of this company has been found to conform to the above. If the certified client does not allow surveillance, re-certification audits, certificate should be returned to GCPL. This certificate remains the property of GCPL and this certificate is recognized by GCPL.

Globus Certifications Pvt. Ltd. / Web: [www.globuscertifications.com](http://www.globuscertifications.com) / E-mail: [ceoglobus1@gmail.com](mailto:ceoglobus1@gmail.com)



Gd01 V2



# NAAC

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



## **NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)

The college is periodically reviewed by NAAC

[illegible]

**HBI Portal**

Home page of **NONGONG GIRLS' COLLEGE**

**APPLICATION STATUS**  
**IDA APPROVED**  
 Upd On: 19 Feb 2022

**EXAM STATUS**  
**28 Dec 2022**  
 Upd On: 28 Dec 2022

**PAYMENT STATUS**  
**PAID**  
 Upd On: 01 Nov 2021

**ADMISSION**  
 Upd On: 01 Nov 2021

**Institution Details**  
 Track ID: 20200011144

| Field            | Value   |
|------------------|---------|
| Institution Type | College |
| Current Cycle    | Cycle 2 |
| Previous Cycle   | Cycle 1 |
| Previous Grade   | A       |

**Support / Helpdesk**

| Field         | Value |
|---------------|-------|
| Issues Raised | 11    |
| Issues Closed | 11    |

**ANNOUNCEMENT**

# NIRF

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



## **NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)





Office of the Principal  
**Nowgong Girls' College**  
( RE-ACCREDITED AT GRADE 'A' BY NAAC )  
Nagaon - 782002 : Assam

☎: 03672 - 220667 (O)  
Fax : 03672-220667  
e\_mail: ngcprincipal2@gmail.com  
Website : nowgonggirlscollege.edu.in

Dr. Balin Kumar Bhuyan, M.Sc, Ph.D  
Principal & Secretary

Mobile : 94350-63617

Ref. : .....

Date : .....

## EMAIL REGISTRATION ACKNOWLEDGEMENT FOR NIRF

India Rankings 2023 – Data Capturing System (DCS) is now open – Reminder 1 Inbox x



India Rankings <no-reply2@nirfindia.org>  
to India

Dec 12, 2022, 6:15 PM (7 days ago)



Dear Sir/Ma'am,  
Greetings from NIRF!

With reference to email dated 28<sup>th</sup> November 2022, you are hereby informed that the online Data Capturing System (DCS) is open since 28<sup>th</sup> November 2022 to submit data for India Rankings 2023. You are requested to click on the link below and login with the credentials sent to the registered email id after completion of registration process:

<http://login.nirfindia.org/>

DCS will close on 6<sup>th</sup> January 2023.

In case you are not able to login or do not have Overall ID or password, you are requested to contact us on [techsupport@nirfindia.org](mailto:techsupport@nirfindia.org) or call on 079-23268247/89. For general queries call on 011-40159583/87/89, 011-24360653.

Please do not respond directly to this e-mail. The originating e-mail account is not monitored.

Regards,

Team NIRF

India Ranking 2023

  
Principal  
Nowgong Girls' College  
Nagaon : Assam



# ENERGY AUDIT

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



**NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)

## **ENERGY AUDIT FOR NOWGONG GIRLS' COLLEGE 2021-22**

### **CERTIFICATE**

This is to certify that the Energy Audit for Nowgong Girls' College, Haibargaon, Nagaon, Assam – 782002, has been done for the year 2021-22. The energy costs, availability, energy conservation technology, reliability of energy supply and efficiency in reducing energy consumption have been assessed and were found satisfactory.

Signature of the Expert

**(Mousumi Bardalai)**  
Sr. Environmental Engineer  
Regional Officer, Nagaon  
Pollution Control Board of Assam

Signature of the Expert

**(Himanshu Saikia)**  
Resident Engineer  
Deputy Manager, GIS Sonapur  
Electricity Grid Corporation Ltd. Assam



## 1. Objectives:

- To ensure campus development along with to educate the students about the necessity of sustainable use of energy.
- To ensure installation of devices that reduces energy and LPG consumption.
- To ensure optimum utilization of resources.
- To ensure compliance with present legislation of the nation, state and other legal authorities.
- Identification of gaps and suggest recommendation for improvement in the college.

## 2. Methodology:

The purpose of the energy audit of the College is to ensure the reduction of the power consumption in the college campus. The methodology includes physical inspection of the sites related to the audit, collection of data required for the audit and analysis of the collected data and documents. So, the methodology adopted for this audit can be subdivided into three major steps:

- i. Data Collection** – In this phase, exhaustive data collection was carried out using different tools and techniques like observation, survey, communicating with responsible persons and measurements. Steps followed for data collection include:
  - Team comprising of faculty, students and staff members (based on the type of data to be collected) visited each department, centre, library, hostel, canteen etc.
  - General information data was collected by observation and interview.
  - The power consumption of electrical appliances was recorded and averaged out for the given period of the audit
- ii. Data Analysis** – The collected data were carefully analysed and the process includes the steps like:
  - Calculation of energy consumption and analysis of electricity bills of the campus.
  - Use of different computer-based tools like software, excel, origin etc. for data analysis.

- iii. **Recommendation** – Based on the results of data analysis and observations, some steps for reducing power were recommended.

### 3. Electrical Power Consumption

Energy conservation is essential for the globe and the same has been practiced in Nowgong Girls' College attempting to reduce the use of electricity. To fulfill that, the college has installed solar plants and low power consuming LED bulbs within the campus as well as within the hostels.

**Table 1: List of electrical equipment in college**

| Sl. No. | Devices                      | No. of appliances | Power (W) |
|---------|------------------------------|-------------------|-----------|
| 1.      | Number of CFL bulbs          | 52                | 18        |
| 2.      | Number of Incandescent bulbs | 3                 | 60        |
| 3.      | LED Tube lights              | 10                | 18        |
| 4.      | LED bulbs                    | 60                | 10        |
| 5.      | Tube lights                  | 149               | 36        |
| 6.      | Fans                         | 222               | 60        |
| 7.      | ACs (7.5 Ton)                | 7                 | 7500      |
| 8.      | ACs (1 Ton)                  | 8                 | 1000      |
| 9.      | Computers                    | 96                | 186       |
| 10.     | Refrigerators                | 2                 | 150       |
| 11.     | Water pump                   | 2                 | 735       |
| 12.     | Water Filter                 | 15                | 100       |
| 13.     | Photocopier                  | 4                 | 1000      |
| 14.     | Printers                     | 28                | 120       |
| 15.     | LCD projector                | 10                | 350       |
| 16.     | Television                   | 10                | 100       |
| 17.     | Online UPS                   | 3                 | 557       |
| 18.     | Water heaters                | 2                 | 1500      |
| 19.     | Scanner                      | 6                 | 45        |

**Table 2: Equipment using electrical power in different Laboratories in the college**

| <b>Sl. No.</b> | <b>Devices</b>                    | <b>No. of appliances</b> | <b>Power (W)</b> |
|----------------|-----------------------------------|--------------------------|------------------|
| 1.             | Digital Balance                   | 4                        | 50               |
| 2.             | Magnetic Stirrer                  | 3                        | 500              |
| 3.             | Melting point apparatus           | 1                        | 100              |
| 4.             | Conductivity meter                | 1                        | 904              |
| 5.             | Calorimeter                       | 1                        | --               |
| 6.             | Oven-1                            | 1                        | 350              |
| 7.             | Distillation Plant                | 1                        | 3.5              |
| 8.             | PH Meter                          | 1                        | 100              |
| 9.             | Optical Microscope                | 11                       | 23               |
| 10.            | Water bath                        | 1                        | --               |
| 11.            | Paraffin wax bath                 | 1                        | --               |
| 12.            | Centrifuge                        | 2                        | 1050             |
| 13.            | Incubator                         | 1                        | --               |
| 14.            | Hot Air Oven                      | 1                        | 1000             |
| 15.            | Autoclave                         | 1                        | 1500             |
| 16.            | Haemocytometer                    | 2                        | --               |
| 17.            | Spectrophotometer                 | 1                        | --               |
| 18.            | Digital Automatic Colorimeter     | 2                        | 100              |
| 19.            | Boiler                            | 2                        | 1000             |
| 20.            | Galvanometer to Voltmeter/Ammeter | 3                        | —                |
| 21.            | Logic Gates                       | 3                        | —                |
| 22.            | Sodium Lamp                       | 4                        | 150              |



**Table 3: Electric Appliance Audit Sheet**

| Sl. No. | Devices              | No of appliances              | Power (W)        | Usage per day (Hours) | Average energy consumed (kWh) per day | Average energy consumed (kWh) per Month |
|---------|----------------------|-------------------------------|------------------|-----------------------|---------------------------------------|-----------------------------------------|
| 1.      | CFL bulbs            | 52                            | 18               | 6                     | 5.61                                  | 134.78                                  |
| 2.      | Incandescent bulbs   | 3                             | 60               | 2                     | 0.36                                  | 8.64                                    |
| 3.      | LED Tube lights      | 10                            | 18               | 6                     | 1.08                                  | 25.92                                   |
| 4.      | LED bulbs            | 60                            | 10               | 6                     | 3.6                                   | 86.40                                   |
| 5.      | Tube lights          | 149                           | 55               | 6                     | 49.17                                 | 1180.08                                 |
| 6.      | Fans                 | 222                           | 60               | 6                     | 79.92                                 | 1918.08                                 |
| 7.      | ACs (1 Ton)          | 8                             | 1000             | 2                     | 16                                    | 384.00                                  |
| 8.      | Computers            | 96                            | 186              | 6                     | 107.13                                | 2571.26                                 |
| 9.      | Refrigerators        | 2                             | 150              | 10                    | 3                                     | 72                                      |
| 10.     | Water pump           | 2                             | 735              | 2                     | 2.94                                  | 70.56                                   |
| 11.     | Water Filter         | 15                            | 100              | 3                     | 4.5                                   | 108                                     |
| 12.     | Photocopier          | 4                             | 1000             | 0.5                   | 2                                     | 48                                      |
| 13.     | Printers             | 28                            | 120              | 0.2                   | 0.67                                  | 16.12                                   |
| 14.     | LCD projector        | 10                            | 350              | 2                     | 7                                     | 168                                     |
| 15.     | Television           | 10                            | 100              | 2                     | 2                                     | 48                                      |
| 16.     | Online UPS           | 3                             | 557              | 2                     | 3.34                                  | 80.20                                   |
| 17.     | Water heaters        | 2                             | 1500             | 0.3                   | 0.9                                   | 21.6                                    |
| 18.     | Scanner              | 6                             | 45               | 0.3                   | 0.08                                  | 1.94                                    |
| 19.     | Laboratory Equipment | Inclusive of all laboratories | 10810.5 (Approx) | 1                     | 10.81                                 | 259.45                                  |
|         |                      |                               |                  |                       | <b>Total:</b>                         | <b>7203.03</b>                          |



**Figure 1. Diagrammatic representation of the Average Electrical energy consumed per month**

Nowgong Girls' College has been using 7312.13 kWh unit of Electricity (According to the APDCL electricity Bill) on an average per month. This power includes all the electrical devices present in the college premises and the two hostels. The approximate power consumption of all the electrical devices is tabulated in Table 1 and Table 2. In Table 3, total power consumption per month is calculated on the basis of existing electrical equipment.

The LED bulbs present in the campus contribute to 1.55 % of the total power. Similarly, the solar plants placed at the rooftop of the hostels and other place within the campus contributes 0.63 % of the total power requirements.



**Figure: LED bulbs in classrooms**



**Figure: Rooftop Solar Plants**

**Figure 2. Energy conservation and alternate sources of energy**

#### **4. LPG Consumption**

In addition to electricity, the fuel used in the canteen, laboratories, hostel and others (like Home Science department and administrative building) is LPG. The fuel consumption has been tabulated below:

**Table 4: LPG consumption at Nowgong Girls' College**

| <b>Sl. No.</b>            | <b>Place</b> | <b>Quantity used (kg/ year)</b> |
|---------------------------|--------------|---------------------------------|
| 1.                        | Canteen      | 468.6                           |
| 2.                        | Laboratories | 28.4                            |
| 3.                        | Hostel       | 1, 562                          |
| 4.                        | Others       | 14.2                            |
| <b>Total LPG consumed</b> |              | <b>2, 059</b>                   |



## 5. Management Strategy

We have prepared a Management Strategy for Nowgong Girls' College which will give priority in the improvement of the Energy consumption in the college.

- **Energy Management:** Installation of more solar panels and replacement of old lights and Fans with more energy efficient appliances. Use of solar pumps for water tanks. Street light electrification by solar energy.
- **Fuel Management:** Students are encouraged to travel by cycles and battery rickshaws (available in the town area), two wheelers rather than four wheelers which will lead to fuel saving.

## 6. Recommendations

- Installation of more solar panels.
- Replacement of old bulbs with low power consuming LED bulbs.
- Minimise use of electricity as much as possible and use of more solar energy.

## 7. Conclusion

Energy audit helps to identify the strength and weakness related to sustainable management of energy. It helps us to find ways to solve electricity and fossil fuel consumption problems. Through energy audit proper utilization of natural, economic and social resources can be done. The college gives utmost importance to energy audit of the campus through which necessary actions can be taken for sustainable development.

## ENERGY AUDIT FOR NOWGONG GIRLS' COLLEGE 2021-22

### CERTIFICATE

This is to certify that the Energy Audit for Nowgong Girls' College, Haibargaon, Nagaon, Assam – 782002, has been done for the year 2021-22. The energy costs, availability, energy conservation technology, reliability of energy supply and efficiency in reducing energy consumption have been assessed and were found satisfactory.

Signature of the External Expert:



**(Mousumi Bardalai)**  
Sr. Environmental Engineer,  
Regional Officer, Nagaon  
Pollution Control Board of Assam

Sr. Env. Engineer  
Regional Officer  
Pollution Control Board, Assam  
Regional Officer, Nagaon

Signature of the External Expert:



**(Himanshu Saikia)**  
Resident Engineer,  
Deputy Manager, GIS Sonapur  
Electricity Grid Corporation Ltd. Assam

Deputy Manager  
220/132/33 KV GIS  
AEGCL, Sonapur

# FINANCE AUDIT

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



**NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)



**INTERNAL AUDIT REPORT**  
**FOR THE FINANCIAL YEAR 2017- 2018**

=====

**NOWGONG GIRLS' COLLEGE**  
**P.O. & DIST.NAGAON ( ASSAM)**

=====

**AUDITED BY:**  
**SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS**  
**SANI MANDIR ROAD, HAIBARGAON: NAGAON: ASSAM: 782 002**

=====

**INTERNAL AUDIT REPORT**

We have audited the attached Receipt and Payment Accounts of **NOWGONG GIRLS' COLLEGE** : Nagaon (Assam) for the year ended **31st. March, 2018** in respect of :

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| 1 College General Fund               | 17 Scholarship Fund.                 |
| 2 U.G.C.Fund                         | 18 Reserve Fund.                     |
| 3 Library Fund                       | 19 Examination Fund (Axis Bank A/c)  |
| 4 Faculty Fund                       | 20 Examination Fund ( SBI. A/c)      |
| 5 Hostel Fund                        | 21 Registration Fund                 |
| 6 Student Fund                       | 22 Nagaon Girls' College Fund        |
| 7 Memorial Debating cum Lecture Fund | 23 Fixed Deposit Fund                |
| 8 Building Fund                      | 24 Rekha Dasgupta Merit Award Fund   |
| 9 Magazine Fund                      | 25 Meghnath Paul Merit Award Fund    |
| 10 Student Aid Fund                  | 26 Bhanu Padmapati Merit Award Fund  |
| 11 Miscellaneous Fund                | 27 Renu Mahanta Merit Award Fund     |
| 12 Common Room Fund                  | 28 Malati .Bora Merit Award Fund     |
| 13 Counselling Fund                  | 29 Kuntala Hazarika Merit Award Fund |
| 14 P.G.Fund.                         | 30 Muktaram Gayan Pratibha Bata Fund |
| 15 Social Fund                       | 31 Salary A/c                        |
| 16 Game Fund                         | 32 New UGC A/c                       |
|                                      | 33 Golden Jubilee Celebration Fund   |

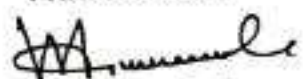
With the books of accounts produced before us and report that :  
Subject to our observations, we have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit.

The receipt and Payment Accounts are in agreement with the books of accounts.

In our opinion and to the best of our information and according to the explanations given to us, the said accounts gives a true and fair view of all receipts and payments disbursed by the College during the year ended on **31st.March, 2018**

For **SATYANARAYAN AGARWALA & CO.**  
CHARTERED ACCOUNTANTS

FRN. : 314021E



(S.N.Agarwala.)

PARTNER

M. No : 051446

Place : Haibargaon, Nagaon ( Assam)  
Date : The 4th.day of November, 2019



# *Satyanarayan Agarwala & Co.*

CHARTERED ACCOUNTANT

Sani Mandir Road,  
Haibargaon, Nagaon  
Assam : 782002  
PH : 03672-221881 (O)

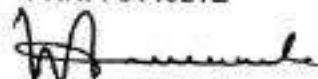
Observations as referred to our report (Internal Auditor's) of even date

- 1 **Books of Accounts :-** The College is maintaining only Cash Book, Bills Vouchers & Bank statements.
- 2 Bank balances of the funds are reconciled and where the difference with Bank statement and Cash book, the reconciliation statement is prepared



Place : Haibargaon, Nagaon ( Assam)  
Date :The 4th.day of November, 2019

For SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS  
FRN. : 314021E

  
(S.N. Agarwala )  
PARTNER  
M. No : 051446



**NOWGONG GIRLS' COLLEGE**  
**DIST. : NAGAON ( ASSAM )**

**COLLEGE GENERAL FUND ACCOUNT**  
**C/A. NO. 10965236638, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

**RECEIPTS**

**PAYMENTS**

|                                    |            |                                        |           |
|------------------------------------|------------|----------------------------------------|-----------|
| To <b>Opening Balance :</b>        |            | By Salary paid to Part time lecturer   | 378226.00 |
| Cash at bank                       | 550666.43  | By Salary paid to III .Grade staff     | 81817.00  |
| To Admission Fees.                 | 191600.00  | By Salary paid to IV .Grade staff      | 493420.00 |
| To Govt. Grant received            | 150000.00  | By Car Fare                            | 67000.00  |
| To Laboratory fee                  | 75400.00   | By Paid for TA Bill                    | 38385.00  |
| To Postal Rent                     | 18000.00   | By Electrical goods                    | 140758.00 |
| To Insurance premium               | 19160.00   | By Telephone bill.                     | 17152.00  |
| To Transfd. from Examination Fund. | 651420.00  | By Audit Fee                           | 12000.00  |
| To Certificate Fee                 | 3250.00    | By Exps. for Fieldwork for BA 6th term | 8000.00   |
| To GSLIC                           | 108022.00  | By Paid to the Director of             |           |
| To Emblam I Card                   | 100590.00  | Higher Education, Assam                | 651420.00 |
| To Electricity fee                 | 335300.00  | By Misc. expenses                      | 139908.34 |
| To Admission Form fee              | 433655.00  | By New Building exps.                  | 75500.00  |
| To GIS & GPF                       | 70200.00   | By College building exps.              | 109736.00 |
| To Centre fee                      | 3000.00    | By Computer accessories                | 14180.00  |
| To Fixed deposit tansfd. from      |            | By TDS Filing fees                     | 5800.00   |
| F. D. Fund.                        | 3699786.00 | By Electric fittings                   | 15020.00  |
| To Tuition Fee                     | 721800.00  | By Electrical bill.                    | 463864.00 |
| To Donation recd. from             |            | By Paid to Engg. for Drawings          | 23000.00  |
| Dr. B. Goswami                     | 100000.00  | By Exps. for Upgrade Software          | 4500.00   |
| To Tuition fees received. From     |            | By Printing & Stationery               | 183507.00 |
| Govt. Department                   | 1765799.00 | By Refreshment                         | 40138.00  |
| By Recd. from Director of          |            | By Diesel & Mobile                     | 10310.00  |
| Higher Education                   | 100000.00  | By Computer Instructor & Bearer        |           |
|                                    |            | Salary.                                | 30000.00  |
|                                    |            | By Laboratory goods exps.              | 3711.00   |
|                                    |            | By Furniture expenses                  | 11240.00  |
|                                    |            | By Exps. for Environment Day           | 8630.00   |
|                                    |            | By Paid for GSLIC                      | 108022.00 |
|                                    |            | By Advertisement exps.                 | 1000.00   |
|                                    |            | By Bank charges.                       | 1650.99   |
|                                    |            | By Travelling exps.                    | 18000.00  |
|                                    |            | By News paper & Periodicals            | 3144.00   |
|                                    |            | By Exps. for college Foundation day    | 107736.00 |
|                                    |            | By Exps. for College Educational tour  | 60000.00  |
|                                    |            | By Building Repairing exps.            | 151561.00 |
|                                    |            | By Exps. for Identity Card             | 6720.00   |
|                                    |            | By Training exps. At Delhi             | 31331.00  |
|                                    |            | By GIS & GPF paid                      | 54000.00  |
|                                    |            | By Exps. for Education Field Trip.     | 20000.00  |
|                                    |            | By Lawyer Fee                          | 17000.00  |
|                                    |            | By Refund to Examination Fund          | 651420.00 |
|                                    |            | By Administrative building rep. exps.  | 187048.00 |
|                                    |            | By Student Insurance fee paid          | 29760.00  |



9097648.43

4475615.33

continued to next page.....2

continued from page....1

**COLLEGE GENERAL FUND ACCOUNT**  
**C/A. NO. 10965236638, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

To B/F Total..... 9097648.43 B/F total..... 4475615.33

By Closing balance

Cash at bank 4622033.10

9097648.43

9097648.43

**Bank reconciliation statement as on 31-03-2018**

Bank balance as per Cash book 4622033.10

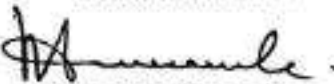
Add:- Cheque issued but not collected. As under:-

|                               |          |                   |
|-------------------------------|----------|-------------------|
| Cheque no.292612              | 7000.00  |                   |
| Cheque no.292639              | 1870.00  |                   |
| Cheque no.292652              | 775.00   |                   |
| Cheque no.292655              | 5000.00  |                   |
| Cheque no.292656              | 29760.00 |                   |
| Cheque no.292460              | 2371.00  |                   |
| Cheque no.292421              | 8635.00  |                   |
| Cheque no.292390              | 1000.00  |                   |
| Cheque no.292392              | 10155.00 | 66566.00          |
| Bank balance as per Pass book |          | <u>4688599.10</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E

  
(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019

**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**UGC FUND**

**S/B A/C NO. 10965243635, S.B.I. NAGAON**

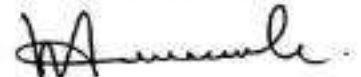
**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                            |                         |                            |                         |
|----------------------------|-------------------------|----------------------------|-------------------------|
| <b>To Opening Balance.</b> |                         | By Audit Fees              | 14000.00                |
| Cash at bank               | 134462.71               | By Paid for Honorarium     | 5000.00                 |
|                            |                         | By Refreshment             | 4759.00                 |
| To S/B A/c interest.       | 4011.00                 | By Diesel & Mobil          | 1020.00                 |
|                            |                         | By Misc.expenses           | 2369.00                 |
|                            |                         | By Exps.for Photo Print    | 2500.00                 |
|                            |                         | By Printing & Stationery   | 450.00                  |
|                            |                         | By Bank charges            | 118.00                  |
|                            |                         | <b>By Closing balance.</b> |                         |
|                            |                         | Cash at Bank.              | 108257.71               |
|                            | <b><u>138473.71</u></b> |                            | <b><u>138473.71</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**



**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019**



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**LIBRARY FUND.**  
**S/B NO.10965243410, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                                   |           |                                        |           |
|-----------------------------------|-----------|----------------------------------------|-----------|
| <b>To <u>Opening Balance.</u></b> |           |                                        |           |
| Cash at Bank                      | 749548.91 | By News paper & Periodicals.           | 5945.00   |
| To Fees Collection.               | 14141.00  | By Purchase of books.                  | 158310.00 |
| To S/B A/c Interest.              | 17906.00  | By Printing & Stationery               | 27246.00  |
| To Transfd.from Megazine Fund     | 600000.00 | By Computer accessories                | 14020.00  |
| To Transfd.from Examination Fund  | 117000.00 | By Exps.for renovation of Library room | 521569.00 |
|                                   |           | By Bank charges                        | 265.00    |
|                                   |           | <b>By <u>Closing balance.</u></b>      |           |
|                                   |           | Cash at Bank                           | 771240.91 |

**Rs. 1498595.91**

**Rs. 1498595.91**

**Bank reconciliation statement as on 31-03-2018**

|                                                            |                         |
|------------------------------------------------------------|-------------------------|
| <b>Bank Balance as per Cash book</b>                       | 771240.91               |
| <b>Add : Cheque issued but not collected as on 31/3/18</b> |                         |
| <b><u>Cheque No</u></b>                                    | <b><u>Amount</u></b>    |
| 0 02847                                                    | 3385.00                 |
| 0 02848                                                    | 6674.00                 |
| 0 02850                                                    | 330.00                  |
| 0 02853                                                    | 25755.00                |
| 0 02857                                                    | 13435.00                |
| 602824                                                     | 3375.00                 |
| 0 02818                                                    | 1700.00                 |
| 929084                                                     | 330.00                  |
| 0 02813                                                    | 360.00                  |
|                                                            | 55344.00                |
| <b>Bank balance as per pass book</b>                       | <b><u>826584.91</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN.:314021E

**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 4th.day of November, 2019**

S/B A/C NO.10965245145, S.B.I.NAGAON

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th day of November, 2019

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**  
**HOSTEL FUND**

**S/B A/C NO.10966243374,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                                   |            |                                   |           |
|-----------------------------------|------------|-----------------------------------|-----------|
| To <b><u>Opening Balance.</u></b> |            | By Salary to Staff.               | 671260.00 |
| Cash at bank                      | 1171726.62 | By Telephone Bill.                | 5475.00   |
| To Admission Fee.                 | 115600.00  | By Newspaper & periodicals.       | 7126.00   |
| To S/B A/c interest.              | 41061.00   | By Paid for Identity Card         | 119505.82 |
| To Transfd.from P.G.Fund          | 44800.00   | By Repairs & maintenance          | 942913.00 |
| To Tranfd.from Examination Fund   | 1054000.00 | By Electric & fittings            | 5715.00   |
|                                   |            | By Purchase of Electrical goods   | 12030.00  |
|                                   |            | By Exps.for National Women's Day  | 3596.00   |
|                                   |            | By Fooding charges.               | 5000.00   |
|                                   |            | By Electric bill                  | 115740.00 |
|                                   |            | By Bank charges.                  | 1488.75   |
|                                   |            | By <b><u>Closing Balance.</u></b> |           |
|                                   |            | Cash at Bank                      | 537338.05 |

Rs. 2427187.62

Rs. 2427187.62

**Bank reconciliation statement as on 31-03-2018**

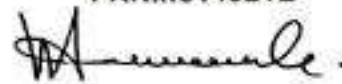
|                                                    |          |                  |                  |
|----------------------------------------------------|----------|------------------|------------------|
| <b>Bank Balance as per Bank Pass book</b>          |          |                  | 707363.05        |
| Less : Cheque issued on                            | 20-03-18 | Cheque No.055583 | 47250.00         |
|                                                    | 20-03-18 | Cheque No.055584 | 92325.00         |
|                                                    | 27-03-18 | Cheque No.055586 | 30450.00         |
|                                                    |          |                  | <u>170025.00</u> |
| <b>Bank balance as per Cash book as on 31/3/18</b> |          |                  | <u>537338.05</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
 CHARTERED ACCOUNTANTS.

FRN.:314021E

  
 (S.N.AGARWALA)  
 PARTNER.  
 M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
 DATE : The 4th.day of November, 2019



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**STUDENT FUND**  
**S/B A/C NO.10965243953,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                                   |                     |                                   |                     |
|-----------------------------------|---------------------|-----------------------------------|---------------------|
| <b>To <u>Opening Balance.</u></b> |                     | By Printing & Stationery          | 600.00              |
| Cash at Bank                      | 47183.25            | By Diesel expenses                | 500.00              |
|                                   |                     | By Exps.for Union Body Uniform    | 28161.00            |
| To Fees Collection.               | 2650.00             | By Refreshment.                   | 3287.00             |
| To Transfd.from Examination fund  | 46800.00            | By Purchase of TATA SKY Dish      | 2910.00             |
|                                   |                     | By <b><u>Closing Balance.</u></b> |                     |
| To S/B A/c Interest.              | 2581.00             | Cash at Bank                      | 63756.25            |
|                                   |                     |                                   |                     |
|                                   | Rs. <u>99214.25</u> |                                   | Rs. <u>99214.25</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E

(S.N.AGARWALA)

PARTNER.

M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MEMORIAL DEBATING CUM LECTURE FUND**

**S/B A/C NO.10965243170, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

| <b>To <u>Opening Balance.</u></b> |                             | <b>By <u>Closing Balance.</u></b> |                             |
|-----------------------------------|-----------------------------|-----------------------------------|-----------------------------|
| Cash at bank                      | 284725.06                   | Cash at Bank                      | 345667.06                   |
| To Fees collection.               | 2650.00                     |                                   |                             |
| To Transfd.from Examination fund  | 46800.00                    |                                   |                             |
| To S/B A/c interest.              | 11492.00                    |                                   |                             |
|                                   | <b>Rs. <u>345667.06</u></b> |                                   | <b>Rs. <u>345667.06</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**

  
**(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019**

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**BUILDING FUND**

**S/B A/C NO.10965245145, S.B.I.NAGAON**

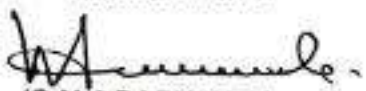
**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                                 |                              |                                    |                              |
|---------------------------------|------------------------------|------------------------------------|------------------------------|
| <b>o Opening Balance.</b>       |                              | By Carpenter Labour Payment        | 107950.00                    |
| Cash at bank                    | 935761.97                    |                                    |                              |
|                                 |                              | By Electric & Fittings.            | 1700.00                      |
| o Fees Collection.              | 15900.00                     |                                    |                              |
|                                 |                              | By Purchase of Building Materials. | 876717.00                    |
| o S/B A/c interest.             | 18338.00                     |                                    |                              |
|                                 |                              | By Painting charges.               | 58013.00                     |
| o Transfd.from Examination Fund | 280800.00                    | By Paid for Labour & Wages         | 368221.00                    |
| o Transfd.from KKHOUS           | 1000000.00                   | By Architech Fee                   | 39500.00                     |
| o Transfd.from New UGC Fund     | 700000.00                    | By Exps.for earth filling          | 84600.00                     |
|                                 |                              | By Timber purchased                | 50710.00                     |
|                                 |                              | By <b><u>Closing Balance.</u></b>  |                              |
|                                 |                              | Cash at Bank                       | 1363388.97                   |
|                                 | <b>Rs. <u>2950799.97</u></b> |                                    | <b>Rs. <u>2950799.97</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MAGAZINE FUND  
S/B NO.10965243421, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                                         |                       |                            |                       |
|-----------------------------------------|-----------------------|----------------------------|-----------------------|
| <b>To Opening Balance.</b>              |                       | <b>By Transferred to</b>   |                       |
| Cash at Bank                            | 1221860.70            | Library Fund               | 600000.00             |
| To Fees Collection,                     | 11600.00              | <b>By Closing Balance.</b> |                       |
| To S/B A/c Interest,                    | 47915.00              | Cash at Bank               | 800975.70             |
| To Transferred from<br>Examination fund | 119600.00             |                            |                       |
|                                         |                       |                            |                       |
|                                         | <b>Rs. 1400975.70</b> |                            | <b>Rs. 1400975.70</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**

**(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019**

**STUDENT AID FUND**  
**S/B A/C NO.10965243942,SBI,NAGAON.**

|                                   |                             |                                   |                             |
|-----------------------------------|-----------------------------|-----------------------------------|-----------------------------|
| <b>To <u>Opening Balance.</u></b> |                             | <b>By <u>Closing Balance.</u></b> |                             |
| Cash at Bank                      | 129049.39                   | Cash at Bank                      | 184191.39                   |
| To Fees Collection.               | 2650.00                     |                                   |                             |
| To Transfd.from Examinaiton Fund  | 46800.00                    |                                   |                             |
| To S/B A/c Interest.              | 5692.00                     |                                   |                             |
|                                   |                             |                                   |                             |
|                                   | <b>Rs. <u>184191.39</u></b> |                                   | <b>Rs. <u>184191.39</u></b> |



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019

**MISCELLANEOUS FUND**

S/B A/C NO.10965243432, S.B.I.NAGAON

**RECEIPTS AND PAYMENTS ACCOUNT**  
**(FOR THE PERIOD FROM 01-04-2017 to 31-03-2018)**

|                                          |                  |                                                |                  |
|------------------------------------------|------------------|------------------------------------------------|------------------|
| To <b><u>Opening Balance.</u></b>        |                  | By Salary to Instructor & Bearer               | 59500.00         |
| Cash at bank                             | 123338.30        | By Paid for Painting charges                   | 11000.00         |
|                                          |                  | By Telephone & Internet bill                   | 8532.00          |
| To Fees Collection,                      | 50480.00         | By Misc.expenses.                              | 26071.00         |
|                                          |                  | By Computer accessories &<br>maintenance exps. | 50250.00         |
| To Transferred from Examination<br>Fund, | 164960.00        | By Printing & Stationery                       | 25754.00         |
|                                          |                  | By Diesel Expenses,                            | 11900.00         |
| By S/b A/c interest,                     | 5568.00          | By Bank Charges,                               | 236.00           |
|                                          |                  | By Refreshment                                 | 13760.00         |
|                                          |                  | By <b><u>Closing Balance.</u></b>              |                  |
|                                          |                  | Cash at Bank                                   | 137343.30        |
|                                          |                  |                                                |                  |
| Rs.                                      | <u>344346.30</u> | Rs.                                            | <u>344346.30</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E

(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GIRLS' COMMON ROOM FUND A/C**

**S/B A/C NO.10966243374, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                                    |                      |                                   |                      |
|------------------------------------|----------------------|-----------------------------------|----------------------|
| <b><u>To Opening Balance.</u></b>  |                      |                                   |                      |
| Cash at bank                       | 745760.92            | By Repairing & Maintenance exps.  | 49440.00             |
| To Fees Collection.                | 2650.00              |                                   |                      |
| By S/b A/c interest.               | 28154.00             | By <b><u>Closing Balance.</u></b> |                      |
| To Transfd. from Examination Fund. | 46800.00             | Cash at Bank                      | 773924.92            |
|                                    |                      |                                   |                      |
|                                    | Rs. <u>823364.92</u> |                                   | Rs. <u>823364.92</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E

(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**COUNSELLING FUND**

**S/B A/C NO.10965245134, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

**o Opening Balance.**

|                             |           |                                            |           |
|-----------------------------|-----------|--------------------------------------------|-----------|
| Cash at bank                | 748176.14 | By Flexi Printing Expenditure              | 5816.00   |
| o Fees collection.          | 29670.00  | By Exps.for Film under<br>Cine Society.    | 3000.00   |
| o S/B A/c interest.         | 31543.00  | By Bank charges                            | 118.00    |
| o Transfd.from Hostel Fund. | 108800.00 | By <u>Closing Balance.</u><br>Cash at Bank | 909255.14 |

Rs. 918189.14

Rs. 918189.14

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E

(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**P.G.FUND**

**S/B A/C NO.10965243443, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

**To Opening Balance.**

|                      |                       |                                 |                       |
|----------------------|-----------------------|---------------------------------|-----------------------|
| Cash at bank         | 1702805.11            | By Paid for part time Lecturer. | 143200.00             |
|                      |                       | By Paid for Examination fee.    | 194210.00             |
| To Fees collection.  | 850450.00             | By Purchase of Books.           | 167310.00             |
|                      |                       | By Draft charges                | 448.00                |
| To S/B A/c interest. | 75871.00              | By Printing & Stationery.       | 13317.00              |
|                      |                       | By Paid for D.A.                | 1840.00               |
| To Admission fees    | 577800.00             | By Paid for Remuneration        | 6000.00               |
|                      |                       | By Paid for Centre Fee          | 24800.00              |
|                      |                       | By T.A.Bill                     | 1876.00               |
|                      |                       | By Exps.for Lecturer programme  | 7211.00               |
|                      |                       | By Refreshment                  | 891.00                |
|                      |                       | By Car fare                     | 7000.00               |
|                      |                       | By Transfd.to Hostel Fund       |                       |
|                      |                       | By Bank Charges                 | 1229.75               |
|                      |                       | By Centre fee                   | 24380.00              |
|                      |                       | By <b>Closing Balance.</b>      |                       |
|                      |                       | Cash at Bank                    | 2613213.36            |
|                      | <b>Rs. 3206926.11</b> |                                 | <b>Rs. 3206926.11</b> |

**BANK RECONSILIATION STATEMENT AS ON 31/3/18**

|                                              |                   |
|----------------------------------------------|-------------------|
| Bank Balance as per Pass Book -----          | 2631231.36        |
| <b>Less: Cheque issued but not collected</b> |                   |
| Cheque No.055738                             | 1890.00           |
| Cheque No.055752                             | 16128.00          |
| Bank balance as per Cash book                | <u>18018.00</u>   |
|                                              | <b>2613213.36</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E

*(Signature)*

**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**

**PLACE: Haibargaon :- Nagaon (Assam)**  
**DATE : The 4th.day of November, 2019**



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**SOCIAL FUND**  
**S/B NO.10965243465, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                                  |                             |                                     |                             |
|----------------------------------|-----------------------------|-------------------------------------|-----------------------------|
| To <u>Opening Balance.</u>       |                             | By Exps for Saraswati Puja          | 56140.00                    |
| Cash at Bank                     | 573912.11                   |                                     |                             |
| To Fee Collection.               | 17400.00                    | By Exps.for Relief at Kaliabor      | 39583.00                    |
| To S/B A/c Interest.             | 23256.00                    | By Exps.for Tithi of<br>Sankar Dev. | 17402.00                    |
| To Transfd.from Examination Fund | 179400.00                   | By Exps.for Fresher's Social        | 10286.00                    |
|                                  |                             | By <u>Closing Balance.</u>          |                             |
|                                  |                             | Cash at Bank                        | 670557.11                   |
|                                  | <b>Rs. <u>793968.11</u></b> |                                     | <b>Rs. <u>793968.11</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E

(S.N.AGARWALA)

PARTNER.

M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GAME FUND**

**S/B A/C NO.10965243396,S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                                      |                             |                               |                             |
|--------------------------------------|-----------------------------|-------------------------------|-----------------------------|
| To <u>Opening Balance.</u>           |                             | By Exps.for College Week.     | 138197.00                   |
| Cash at bank                         | 591804.14                   | By Printing & Stationery.     | 9208.00                     |
| To Fees collection.                  | 17400.00                    | By Purchase of books          | 37529.00                    |
| To S/B A/c interest.                 | 25235.00                    | By Paid for Tent Hire Charges | 5430.00                     |
| To Transferred from Examination Fund | 179400.00                   | By Exps.for Name Plate        | 3600.00                     |
|                                      |                             | By Refreshment                | 7170.00                     |
|                                      |                             | By Exps.for Photograph        | 4000.00                     |
|                                      |                             | By Purchase of Sports goods   | 6900.00                     |
|                                      |                             | By Misc.expenses              | 6160.00                     |
|                                      |                             | By <u>Closing Balance.</u>    |                             |
|                                      |                             | Cash at Bank                  | 595645.14                   |
|                                      | <b>Rs. <u>813839.14</u></b> |                               | <b>Rs. <u>813839.14</u></b> |

**BANK RECONCILIATION STATEMENT**

|                                                       |                  |
|-------------------------------------------------------|------------------|
| Bank balance as per Pass book                         | 616303.14        |
| Less:Cheque issued but not collected<br>as on 31/3/18 |                  |
| Cheque No.73212 Dtd. 3/3/18                           | 6160.00          |
| Cheque No.732125 Dtd. 3/3/18                          | 14498.00         |
| Bank balance as per Cash book as on 31/3/18           | <u>20658.00</u>  |
|                                                       | <u>595645.14</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

**FRN.:314021E**

*(Signature)*

**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**

PLACE: Haibargaon .. Nagaon (Assam)  
DATE : The 4th.day of November, 2019

SCHOLARSHIP FUND

**RECEIPTS AND PAYMENTS ACCOUNT**  
**(FOR THE PERIOD FROM 01-04-2017 to 31-03-2018)**

|                                   |           |                                   |          |
|-----------------------------------|-----------|-----------------------------------|----------|
| <b>To <u>Opening Balance.</u></b> |           | <b>By Return to Govt. Ac</b>      |          |
| Cash at bank                      | 166820.00 | through Challan                   |          |
|                                   |           | No.08/9171 dtd.4/9/17             | 91686.00 |
| <b>To Received through NEFT</b>   |           | No.8813 dtd.19/1/18               | 21950.00 |
| 04430 dtd.29/3/18                 | 920.00    | No.8814 dtd.19/1/18               | 12350.00 |
|                                   |           | <b>By Bank Charges.</b>           | 649.00   |
|                                   |           | <b>By <u>Closing Balance.</u></b> |          |
|                                   |           | Cash at Bank                      | 41105.00 |

Rs. 167740.00

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...314021E



(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th day of November, 2019



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**RESERVE FUND A/C**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

To Op. Fixed Deposit at  
U.B.I. Nagaon.

A/c No. 0031109035948

O/B 127783.29  
Add: Interest. 28418.12  
156201.41  
Less: TDS 3068.18

153133.23

A/c No. 0031109035957

O/B 129788.19  
Add: Interest. 26419.19  
156207.38  
Less: TDS 3063.79

153143.59

A/c No. 0031109035975

O/B 127784.59  
Add: Interest. 28418.40  
156202.99  
Less: TDS 3064.84

153138.15

A/c No. 0031109035966

O/B 139820.11  
Add: Interest. 31094.93  
170915.04

Less: TDS 3353.16 167561.88

Rs. 626976.85

By Fixed Deposit at UBI, Nagaon

A/c No. 0031109035948  
( MD. dtd. 30/10/21 )

153133.23

A/c No. 0031109035957  
( MD. dtd. 30/10/21 )

153143.59

A/c No. 0031109035975  
( MD. dtd. 30/10/21 )

153138.15

A/c No. 0031109035966  
( MD. dtd. 30/10/21 )

167561.88

Rs. 626976.85

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

**FRN.: 314021E**

*(Signature)*  
**(S.N. AGARWALA)**

**PARTNER.**

**M.NO: 051446**

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th day of November, 2019

# NOWGONG GIRLS' COLLEGE.

## NAGAON ( ASSAM )

### EXAMINATION FUND

S/B A/C NO.913010040184191 AXIS BANK, NAGAON

### RECEIPTS AND PAYMENTS ACCOUNT

( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )

|                             |            |                                       |            |
|-----------------------------|------------|---------------------------------------|------------|
| To Opening Balance.         |            | By Exps.for conducted for Exmination. | 617610.00  |
| Cash at Bank (Axis Bank)    | 2701813.00 | By Examination fee paid to G.U.       | 1312140.00 |
|                             |            | By Exm.Fee paid to Asstt.S.E          | 44800.00   |
| By Examination Fee received | 2064010.00 | By Paid for Adv.for Conduct Examn.    | 25000.00   |
| To Fees Receipts            | 4192550.00 | By Car Fare                           | 24000.00   |
|                             |            | By Printing & Stationery              | 22509.00   |
| To S/B A/c Interest.        | 118685.00  | By Refreshment                        | 4645.00    |
|                             |            | By Misc.expenses.                     | 48038.00   |
| By Centre Fee Receipts.     | 93600.00   | By Paid for T.A.                      | 14395.00   |
| To Transferred from         |            | By Paid for Examination fee           | 890.00     |
| college General Fund        | 651420.00  | By Postage exps.                      | 10655.00   |
|                             |            | By Fuel charges                       | 3020.00    |
|                             |            | By Admission Fee Return               | 18000.00   |
|                             |            | By Adv.for conduct the examination    | 33138.00   |
|                             |            | By Aquaguard Installation & fitting   | 43965.00   |
|                             |            | By Paid for adv.for Practical Exam.   | 58393.00   |
|                             |            | By Purchase of Almirah                | 4075.00    |
|                             |            | By Purchase of books                  | 3751.00    |
|                             |            | By Diesel exps                        | 5080.00    |
|                             |            | By Purchase of Laptop & Computer      |            |
|                             |            | Accessories                           | 46000.00   |
|                             |            | By Purchase of Acquaguard             | 35390.00   |
|                             |            | By Fund Transferred to :-             |            |
|                             |            | College General Fund                  | 651420.00  |
|                             |            | Nagaon Girls college Fund             | 1427150.00 |
|                             |            | Building Fund                         | 280800.00  |
|                             |            | Examination Fund( SBI)                | 140400.00  |
|                             |            | Library Fund                          | 117000.00  |
|                             |            | Student Union Fund                    | 46800.00   |
|                             |            | Game Fund                             | 179400.00  |
|                             |            | Social Fund                           | 179400.00  |
|                             |            | Girls Common Room Fund                | 46800.00   |
|                             |            | Megazine Fund                         | 119600.00  |
|                             |            | Student Aid Fund                      | 46800.00   |
|                             |            | Registration Fund                     | 372140.00  |
|                             |            | Faculty Fund                          | 46800.00   |
|                             |            | Misc. Fund.                           | 164960.00  |
|                             |            | Moral Debating Lecture Fund.          | 46800.00   |
|                             |            | Hostel Fund                           | 1054000.00 |
|                             |            | Counselling Fund                      | 28080.00   |
|                             |            | Teacher Finance.cum Scholarship       |            |
|                             |            | Fund.                                 | 18720.00   |
|                             |            | By Closing Balance                    |            |
|                             |            | Cash at Bank                          | 2479514.00 |

Rs. 9822078.00

Rs. 9822078.00



Continued to next page..2



Continued from page..1

Bank Reconciliation Statement as on 31/3/18

Bank balance as per Cash Book.....

2479514.00

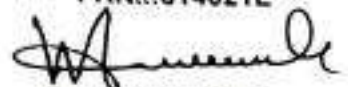
Add: Cheque issued but not collected as on 31/3/18

|                                          |          |                   |
|------------------------------------------|----------|-------------------|
| Cheque No. 151481                        | 630.00   |                   |
| Cheque No. 151482                        | 830.00   |                   |
| Cheque No. 151483                        | 1010.00  |                   |
| Cheque No. 151484                        | 6710.00  |                   |
| Cheque No. 151487                        | 43760.00 |                   |
| Cheque No. 151488                        | 700.00   |                   |
| Cheque No. 151489                        | 1050.00  |                   |
| Cheque No. 151490                        | 700.00   |                   |
| Cheque No. 151491                        | 1050.00  |                   |
| Cheque No. 151482                        | 1400.00  |                   |
| Cheque No. 151493                        | 700.00   |                   |
| Cheque No. 151494                        | 1050.00  |                   |
| Cheque No. 151495                        | 700.00   |                   |
| Cheque No. 151496                        | 1050.00  |                   |
| Cheque No. 151497                        | 700.00   |                   |
| Cheque No. 151498                        | 417.00   |                   |
| Cheque No. 151499                        | 35390.00 |                   |
| Cheque No. 151576                        | 700.00   |                   |
| Cheque No. 151440                        | 350.00   |                   |
| Cheque No. 151441                        | 700.00   |                   |
| Cheque No. 151444                        | 1400.00  |                   |
| Cheque No. 151460                        | 700.00   |                   |
| Cheque No. 151464                        | 1400.00  |                   |
| Cheque No. 151471                        | 540.00   |                   |
| Cheque No. 144817                        | 400.00   |                   |
| Cheque No. 144820                        | 400.00   |                   |
| Cheque No. 144757                        | 900.00   |                   |
| Cheque No. 144774                        | 600.00   | 105937.00         |
| Bank balance as per Pass book on 31/3/18 |          | <u>2585451.00</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E



(S.N. AGARWALA)

PARTNER.

M.NO: 051446



PLACE: Haibargaon :: Nagaon (Assam)  
DATE: The 4th day of November, 2019



**RECEIPTS AND PAYMENTS ACCOUNT**  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )

IN TERMS OF OUR REPORT OF EVEN DATE.



FRN.:314021E

*M. ...*

## PARTNER.

M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**REGISTRATION FUND.**

**S/B A/C NO.10965243454, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                                 |           |                                                    |           |
|---------------------------------|-----------|----------------------------------------------------|-----------|
| <b>o Opening Balance.</b>       |           |                                                    |           |
| Cash at bank                    | 259136.65 | By Paid for Permission fee for Gauhati University. | 50050.00  |
| o Fees collection               | 19560.00  | By Enlorment fees.                                 | 307940.00 |
| o S/B A/c interest.             | 7544.00   | By Renewal Registration fees.                      | 313760.00 |
| o Draft Return                  | 41800.00  | By Bank draft charges                              | 2399.00   |
| o Trasnfd.from Examination Fund | 372140.00 | By Bank charges                                    | 236.00    |
|                                 |           | By <b><u>Closing Balance.</u></b>                  |           |
|                                 |           | Cash at Bank                                       | 25795.65  |

Rs. 700180.65

Rs. 700180.65

**IN TERMS OF OUR REPORT OF EVEN DATE.**



LACE: Haibargaon :: Nagaon (Assam)  
ATE : The 4th.day of November, 2019

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E

(S.N.AGARWALA)

PARTNER.

M.NO: 051446

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**FIXED DEPOSIT FUND A/C**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

**To Op.F.D.at UBI,Nagaon**

|                              |           |
|------------------------------|-----------|
| No.0031109036035 Md. 20/8/18 | 821824.62 |
| No.0031109036026 Md. 20/8/18 | 821823.38 |
| No.0031109036017 Md. 20/8/18 | 821821.93 |

|                      |                   |
|----------------------|-------------------|
| No.0031109111707 O/B | 3468079.66        |
| Add:Interest.        | 231706.34         |
|                      | <u>3699786.00</u> |

|                                        |                   |       |
|----------------------------------------|-------------------|-------|
| Less:Mtrd & transfd.to<br>College G.F. | <u>3699786.00</u> | N I L |
|----------------------------------------|-------------------|-------|

|                      |            |
|----------------------|------------|
| No.0031109111664 O/B | 1155792.09 |
| To FD Interest.      | 74580.06   |

|                      |            |
|----------------------|------------|
| No.0031109111965 O/B | 1156029.58 |
| To FD Interest       | 74595.42   |

|                      |           |
|----------------------|-----------|
| No.0031109111682 O/B | 635813.70 |
| To FD Interest       | 41028.05  |

**To FD at Axis bank,Nagaon**

|                        |           |
|------------------------|-----------|
| No.914040030013256 O/B | 355821.00 |
| No.914040030013890 O/B | 355821.00 |

**To Op.FD at UBI**

|                     |           |
|---------------------|-----------|
| No.003109036008 O/B | 815723.58 |
|---------------------|-----------|

7130674.41

**By Fixed Deposit at U.B.I.**

|                                 |            |
|---------------------------------|------------|
| No.0031109036035 Md. 20/8/18    | 821824.62  |
| No.0031109036026 Md. 20/8/18    | 821823.38  |
| No.0031109036017 Md. 20/8/18    | 821821.93  |
| No.0031109111664 (MD.12/7/18)   | 1230372.15 |
| No.0031109111965 ( MD 16/7/18 ) | 1230625.00 |
| No.0031109111682 ( MD 12/7/18)  | 676841.75  |

**By FD at Axis Bank**

|                              |           |
|------------------------------|-----------|
| No.914040030013256 MD.4/8/18 | 355821.00 |
| No.914040030013890 Md.4/8/18 | 355821.00 |

**By FD at UBI.**

|                              |           |
|------------------------------|-----------|
| No.0031109036008 Md.20/8/18) | 815723.58 |
|------------------------------|-----------|

7130674.41

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN...314021E

*(Signature)*

**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**

**PLACE: Haibargaon :: Nagaon (Assam)**

**DATE : The 4th.day of November, 2019**



**NOWGONG GIRLS' COLLEGE.**

**NAGAON ( ASSAM )**

**REKHA DASGUPTA MERIT AWARD FUND**

**S/B A/C NO.00310103108400 U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 TO 31-03-2018 )**

**To Opening Balance.**

Cash at Bank

1311.39 By Fixed Deposit at UBI  
No.0031109034851

23696.00

**To S/B A/c Interest.**

48.00 MD.12/09/18

60.00

To F D.at UBI A/c  
( No.0031109034851  
MD.12/09/18

By Bank Charges

23696.00 By **Closing Balance**  
Cash at Bank

1299.39

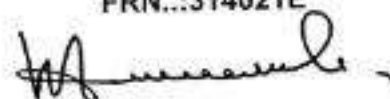
Rs. 25055.39

Rs. 25055.39

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN...314021E



**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**



**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 4th.day of November, 2019**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MEGHNATH PAUL MERIT AWARD FUND**

**S/B A/C NO.00310103168989, U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 TO 31-03-2018 )**

|                            |                     |                              |                     |
|----------------------------|---------------------|------------------------------|---------------------|
| <b>To Opening Balance.</b> |                     | By Paid Award to Puja Kumari |                     |
| Cash at Bank               | 58257.58            | Chowdhury on 22/9/17         |                     |
|                            |                     | vide Cheque No.625045        | 1500.00             |
| To S/B A/c Interest.       | 2181.00             |                              |                     |
|                            |                     | By <b>Closing Balance</b>    |                     |
|                            |                     | Cash at Bank                 | 58938.58            |
|                            |                     |                              |                     |
|                            | Rs. <u>60438.58</u> |                              | Rs. <u>60438.58</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN...314021E

**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 4th.day of November, 2019**





**NOWGONG GIRLS' COLLEGE.**

**NAGAON ( ASSAM )**

**RENU MAHANTA MERIT AWARD FUND**

**S/B A/C NO.0031013186170, U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 TO 31-03-2018 )**

|                            |                     |                                |                     |
|----------------------------|---------------------|--------------------------------|---------------------|
| <b>To Opening Balance.</b> |                     | <b>By Fixed Deposit.at UBI</b> |                     |
| Cash at Bank               | 3659.50             | No.0031109095959               |                     |
|                            |                     | ( MD. 24/7/2023)               | 10000.00            |
| To F.D.(No.0031109095959)  |                     |                                |                     |
| ( MD. 24/7/2023)           | 10000.00            | By Bank Charges.               | 61.75               |
| To F.D. Interest           | 876.00              | By Paid for Award on 22/9/17   | 2000.00             |
|                            |                     | By <b>Closing Balance</b>      |                     |
| To S/B A/c Interest.       | 21.00               | Cash at Bank                   | 2494.75             |
|                            |                     |                                |                     |
|                            | <b>Rs. 14556.50</b> |                                | <b>Rs. 14556.50</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**

**(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446**

**PLACE: Haibargaon :: Nagaon (Assam)**

**DATE : The 4th.day of November, 2019**

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**MALATI BORA MERIT AWARD FUND**

**S/B A/C NO.10965244902, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 TO 31-03-2018 )**

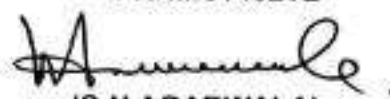
|                                   |                            |                                       |                            |
|-----------------------------------|----------------------------|---------------------------------------|----------------------------|
| <b>To <u>Opening Balance.</u></b> |                            | <b>By Fixed Deposit at SBI Nagaon</b> |                            |
| Cash at Bank                      | 15503.42                   | No.10965667166                        |                            |
|                                   |                            | ( M.D.26/7/2025)                      | 10000.00                   |
| <b>To Fixed deposit at SBI</b>    |                            | <b>By Paid to Award Seuli Jahan</b>   |                            |
| No.10965667166 O/b                |                            | by Chq.No.772606 22/9/16              | 1500.00                    |
| ( MD.26/7/2025)                   | 10000.00                   |                                       |                            |
| <b>To F.D. Interest</b>           | 798.00                     | <b>By <u>Closing Balance</u></b>      |                            |
| <b>To S/B A/c Interest.</b>       | 570.00                     | Cash at Bank                          | 15371.42                   |
|                                   |                            |                                       |                            |
|                                   | <b>Rs. <u>26871.42</u></b> |                                       | <b>Rs. <u>26871.42</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**KUNTALA HAZARIKA MERIT AWARD FUND**

**S/B A/C NO.10965412061, SBI.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 TO 31-03-2018 )**

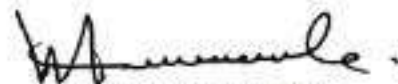
|                             |                     |                                        |                     |
|-----------------------------|---------------------|----------------------------------------|---------------------|
| <b>To Opening Balance.</b>  |                     | <b>By Fixed Deposit .at SBI Nagaon</b> |                     |
| Cash at Bank                | 10064.00            | No. 30299985594                        |                     |
|                             |                     | ( MD.28/12/2027)                       | 13000.00            |
| <b>To Fixed deposit.</b>    |                     | <b>By Paid to Miss Gitanjali Bora</b>  |                     |
| No.30299985594 O/B          | 13000.00            | vide Cheque No.377279 dtd.22/9/17      | 1000.00             |
| <b>To F.D. Interest</b>     | 1457.00             |                                        |                     |
|                             |                     | <b>By Closing Balance</b>              |                     |
| <b>To S/B A/c Interest.</b> | 371.00              | Cash at Bank                           | 10892.00            |
|                             |                     |                                        |                     |
|                             | <b>Rs. 24892.00</b> |                                        | <b>Rs. 24892.00</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E

  
(S.N.AGARWALA)

PARTNER.

M.NO: 051446

LACE: Haibargaon :: Nagaon (Assam)  
ATE : The 4th.day of November, 2019





**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**SALARY A/C.  
RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 TO 31-03-2018 )**

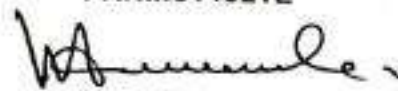
|                                                                              |                               |                                        |                               |
|------------------------------------------------------------------------------|-------------------------------|----------------------------------------|-------------------------------|
| To Budget allotment vide<br>No. DHE/Budget/Abantan-1<br>2016/41-A Dtd.6/4/17 | 64740000.00                   | By Net salary paid during the year.    | 57282138.00                   |
| To Allotment No.NAG/HE/147-<br>2017-18 (1)                                   | 4821000.00                    | By GPF                                 | 1867738.00                    |
| To Leave encashment received                                                 | 1509916.00                    | By GIS                                 | 262348.00                     |
| To GPF Received.                                                             | 459843.00                     | By Profession Tax                      | 161157.00                     |
| To Revised Arrear received.                                                  | 745315.00                     | By Income Tax                          | 6695760.00                    |
|                                                                              |                               | By N.P.S                               | 1226644.00                    |
|                                                                              |                               | By Leave Encashment.                   | 1509916.00                    |
|                                                                              |                               | By Arrear D.A.                         | 15400.00                      |
|                                                                              |                               | By GPF Paid                            | 459843.00                     |
|                                                                              |                               | By Revised Arrear paid                 | 743635.00                     |
|                                                                              |                               | By Paid for Phd.Adv.increament         | 70637.00                      |
|                                                                              |                               | By Arrear salary paid                  | 377312.00                     |
|                                                                              |                               | By Unspent budget amount<br>Surrender. | 1603546.00                    |
|                                                                              | <b>Rs. <u>72276074.00</u></b> |                                        | <b>Rs. <u>72276074.00</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446

**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**NEW UGC A/C  
S/B A/C NO. 36208028719, SBI,NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                             |                   |                                   |                   |
|-----------------------------|-------------------|-----------------------------------|-------------------|
| To Opening Balance          |                   | By Paid for MRP                   | 27500.00          |
| Cash at bank                | 729906.00         | By Paid for Seminar               | 150000.00         |
|                             |                   | By Paid for Seminar exps.         | 1500.00           |
| To S/B A/c interest.        | 96438.00          | By Printing & Stationery          | 27601.00          |
|                             |                   | By Contingencies                  | 5000.00           |
| To <u>Received from UGC</u> |                   | By Transfd.to Building Fund       | 700000.00         |
| GDA Grant received          | 2084000.00        | By Purchase of building materials | 480389.00         |
| Seminar Grant Received      | 221600.00         | By Paid for Labour & Wages        | 350000.00         |
|                             |                   | By Exps.for Earth filling         | 33750.00          |
|                             |                   | By Bank charges.                  | 258.75            |
|                             |                   | By <u>Closing balance.</u>        |                   |
|                             |                   | Cash at Bank.                     | 1355945.25        |
|                             | <u>3131944.00</u> |                                   | <u>3131944.00</u> |

**BANK RECONSILIATION STATEMENTS**

|                                             |                   |
|---------------------------------------------|-------------------|
| Bank balance as per Pass Book               | 1361245.25        |
| Less: Cheque No.180775 issued on 16/2/18    | <u>5300.00</u>    |
| Bank balance as per Cash book as on 31/3/18 | <u>1355945.25</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E

*(Signature)*

**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**

**PLACE: Haibargaon :: Nagaon (Assam)**

**DATE : The 4th.day of November, 2019**



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GOLDEN JUBILEE CELEBRATION FUND**

**A/C NO. 0031013112838, UBI,NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

**to Opening Balance**

Cash at bank

117490.75 By Expenses

NIL

By Closing Balance :

Cash at Bank

117490.75

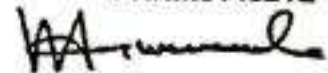
Rs. 117490.75

Rs. 117490.75

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E



**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**



**LACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th day of November, 2019**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**NAGAON GIRLS' COLLEGE A/C.**

**S/B A/C NO. 0031010310867, U.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

**Opening Balance**  
Cash at bank

409352.00 By Expenses

NIL

By **Closing Balance :**  
Cash at Bank

409352.00

Rs. 409352.00

Rs. 409352.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**



**(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019**

**INTERNAL AUDIT REPORT**  
**FOR THE FINANCIAL YEAR : 2018- 2019**

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**NOWGONG GIRLS' COLLEGE**  
**DIST. : NAGAON ( ASSAM )**

---

**AUDITED BY:**  
**SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS**  
**SANI MANDIR ROAD, HAIBARGAON: NAGAON: ASSAM: 782 002**

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**INTERNAL AUDIT REPORT**

We have audited the attached Receipt and Payment Accounts of **NOWGONG GIRLS' COLLEGE** : Nagaon (Assam) for the year ended **31st. March, 2019** in respect of :

- |                                      |                                              |
|--------------------------------------|----------------------------------------------|
| 1 College General Fund               | 17 Scholarship Fund.                         |
| 2 U.G.C.Fund                         | 18 Reserve Fund.                             |
| 3 Library Fund                       | 19 Examination Fund (Axis Bank A/c)          |
| 4 Faculty Fund                       | 20 Examination Fund ( SBI. A/c)              |
| 5 Hostel Fund                        | 21 Registration Fund                         |
| 6 Student Fund                       | 22 Nagaon Girls' College Fund                |
| 7 Memorial Debating cum Lecture Fund | 23 Fixed Deposit Fund                        |
| 8 Building Fund                      | 24 Rekha Dasgupta Merit Award Fund           |
| 9 Magazine Fund                      | 25 Meghnath Paul Merit Award Fund            |
| 10 Student Aid Fund                  | 26 Bhanu Padmapati Merit Award Fund          |
| 11 Miscellaneous Fund                | 27 Renu Mahanta Merit Award Fund             |
| 12 Common Room Fund                  | 28 Malati .Bora Merit Award Fund             |
| 13 Counselling Fund                  | 29 Kuntala Hazarika Merit Award Fund         |
| 14 P.G.Fund.                         | 30 Muktaram Gayan Pratibha Bata Fund         |
| 15 Social Fund                       | 31 Nowgong Girl's College Fund ( Bandan Bk.) |
| 16 Game Fund                         | 32 New UGC A/c                               |
|                                      | 33 Golden Jubilee Celebration Fund           |

With the books of accounts produced before us and report that :  
Subject to our observations, we have obtained all the information and explanations, which  
to the best of our knowledge and belief were necessary for the purpose of our audit.

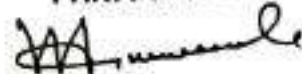
The receipt and Payment Accounts are in agreement with the books of accounts.

In our opinion and to the best of our information and according to the explanations  
given to us, the said accounts gives a true and fair view of all receipts and payments  
disbursed by the College during the year ended on **31st.March, 2019**



For **SATYANARAYAN AGARWALA & CO.**  
CHARTERED ACCOUNTANTS

FRN. : 314021E



( **S. N. AGARWALA** )

PARTNER

M. NO : 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020

**Satyanarayan Agarwala & Co.**

CHARTERED ACCOUNTANTS.

Sani Mandir Road,  
Haibargaon, Nagaon

Assam : 782002  
PH : 03672-221881 (O)

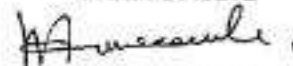
Observations as referred to our report (Internal Auditor's) of even date

- 1 Books of Accounts :- The College is maintaining only Cash Book, Bills Vouchers & Bank statements.
- 2 Bank balances of the funds are reconciled and where the difference with Bank statement and Cash book, the reconciliation statement is prepared



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020

For SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS  
FRN. : 314021E

  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296



**NOWGONG GIRLS' COLLEGE  
DIST. : NAGAON ( ASSAM )**

**COLLEGE GENERAL FUND ACCOUNT  
C/A. NO. 10965236638, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

| <b>RECEIPTS</b>                                        |                   | <b>PAYMENTS</b>                      |                   |
|--------------------------------------------------------|-------------------|--------------------------------------|-------------------|
| To Opening Balance :                                   |                   | By Salary paid to Part time lecturer | 900979.00         |
| Cash at bank                                           | 4622033.10        | By Salary paid to III .Grade staff   | 73810.00          |
| To Application fee for the post<br>of Asstt.Professor. | 88500.00          | By Salary paid to IV .Grade staff    | 529802.00         |
|                                                        |                   | By Paid to Computer Instructor       | 41760.00          |
| To Postal Rent.                                        | 18000.00          | By Paid to Bearer.                   | 3000.00           |
|                                                        |                   | By Painting charges.                 | 646.00            |
| To GPF & GIS                                           | 59400.00          | By Electronic goods.                 | 3617.00           |
|                                                        |                   | By Printing & Stationery             | 100388.00         |
| To Cheque issued but not<br>collected,now deposited    | 22161.00          | By Refreshment                       | 94585.00          |
|                                                        |                   | By Telephone bill                    | 17238.00          |
| To GSLIC                                               | 314974.00         | By Misc.expenses.                    | 52831.00          |
|                                                        |                   | By Labour payment                    | 60039.00          |
| To GPF                                                 | 5400.00           | By Computer accessories              | 14320.00          |
|                                                        |                   | By News paper & Periodicals          | 1817.00           |
| To Admission fees                                      | 149800.00         | By Remuneration                      | 25500.00          |
|                                                        |                   | By Exps.for Sports                   | 11470.00          |
| To Tuition Fees.                                       | 565320.00         | By Exps.for Trophy.                  | 5252.00           |
|                                                        |                   | By Advertisement exps.               | 11319.00          |
| To Laboratory fee                                      | 76600.00          | By Exps.for Training Programme.      | 3650.00           |
|                                                        |                   | By T.A.                              | 51985.00          |
| To Insurance Premium                                   | 14980.00          | By Electrical goods                  | 21591.00          |
|                                                        |                   | By Electric bill                     | 583813.00         |
| To Emblam I.Card                                       | 78645.00          | By Audit Fee                         | 41000.00          |
|                                                        |                   | By Fee for TDS return filling        | 8800.00           |
| To Electric fee                                        | 262150.00         | By Electric fittings.                | 16270.00          |
|                                                        |                   | By Exps.for lecturer interview.      | 31816.00          |
| To Canteen rent.                                       | 3000.00           | By Materials purchase                | 904346.00         |
|                                                        |                   | By Exps.for Admission                | 46620.00          |
| To Fees receipts( APSC)                                | 1000.00           | By Lawyer fee                        | 7000.00           |
|                                                        |                   | By GIS paid                          | 9200.00           |
| To Electric bill received from<br>Post Office          | 4801.00           | By Purchase of books                 | 1702.00           |
|                                                        |                   | By GPF paid                          | 115000.00         |
| To Admission receipts from<br>Govt.(18-19)             | 2315557.00        | By Paid for computer purchase        | 24500.00          |
|                                                        |                   | By GSLI paid                         | 285237.00         |
| To Certificate Fees                                    | 3050.00           | By Bank charges.                     | 2830.80           |
|                                                        |                   | By Diesel exps.                      | 1020.00           |
|                                                        |                   | By Freshers Social programme         | 25000.00          |
|                                                        |                   | By Exps.for Sankar Dev Tihi          | 17000.00          |
|                                                        |                   | By Exps.for Foundation Day.          | 22253.00          |
|                                                        |                   | By Exps.for Excursion                | 100000.00         |
|                                                        |                   | By Paid for Registration fee.        | 19800.00          |
|                                                        |                   | By Exps.for Merit Award.             | 7000.00           |
|                                                        |                   | By Pay for Identity Card.            | 132805.90         |
|                                                        |                   | By Insurance Premium paid            | 32400.00          |
|                                                        |                   | By Affiliation Fee paid              | 70150.00          |
|                                                        |                   | By Annual Enrolment Fee              | 218500.00         |
|                                                        |                   |                                      | <b>4749662.70</b> |
|                                                        | <b>8805371.10</b> |                                      |                   |

continued to next page.....2





continued from page....1

**COLLEGE GENERAL FUND ACCOUNT**  
**C/A. NO. 10965236638, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**(FOR THE PERIOD FROM 01-04-2018 to 31-03-2019)**

|                   |                   |                              |                   |
|-------------------|-------------------|------------------------------|-------------------|
| To B/F Total..... | 8605371.10        | B/F total.....               | 4749662.70        |
|                   |                   | By Exps.for Earth Filling.   | 160000.00         |
|                   |                   | By Paid for Student Aid Fund | 28600.00          |
|                   |                   | By <u>Closing balance</u>    |                   |
|                   |                   | Cash at bank                 | 3667108.40        |
|                   | <u>8605371.10</u> |                              | <u>8605371.10</u> |

**Bank reconciliation statement as on 31-03-2019**

|                                                   |                   |
|---------------------------------------------------|-------------------|
| Cash at bank.....                                 | 3705323.40        |
| Add:- Cheque issued but not collected. As under:- |                   |
| Cheque No. 855380                                 | 1300.00           |
| Cheque No. 855381                                 | 1300.00           |
| Cheque No. 855632                                 | 2800.00           |
| Cheque No. 855658                                 | 7700.00           |
| Cheque No. 855659                                 | 22400.00          |
| Cheque No. 855660                                 | 1255.00           |
| Cheque No. 855662                                 | <u>1460.00</u>    |
|                                                   | 38215.00          |
| As per Cash book cash at bank                     | <u>3667108.40</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS  
FRN. : 314021E



*(Signature)*  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296

PLACE: Haibargaon :: Nagaon, Assam  
DATE : The 12th day of February, 2020

**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**UGC FUND**

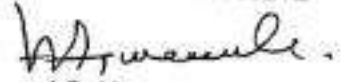
**S/B A/C NO. 10965243635, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                             |                  |                            |                  |
|---------------------------------------------|------------------|----------------------------|------------------|
| To <u>Opening Balance.</u>                  |                  | By Refund Seminar Grant.   | 40000.00         |
| Cash at bank                                | 108257.71        |                            |                  |
| To S/B A/c interest.                        | 3416.00          | By Paid for Internet       | 3920.00          |
|                                             |                  | By Printing & Stationery   | 24360.00         |
| To Receipts from Green Crop<br>through NEFT | 5000.00          | By Bank charges            | 220.00           |
|                                             |                  |                            |                  |
|                                             |                  | By <u>Closing balance.</u> |                  |
|                                             |                  | Cash at Bank,              | 48173.71         |
|                                             | <u>116673.71</u> |                            | <u>116673.71</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296



PLACE: Haibargaon :: Nagaon, Assam  
DATE : The 12th.day of February, 2020

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**LIBRARY FUND.**  
**S/B NO.10965243410, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                                  |           |                                      |           |
|--------------------------------------------------|-----------|--------------------------------------|-----------|
| <b>To Opening Balance.</b>                       |           |                                      |           |
| Cash at Bank                                     | 771240.41 | By Exps for Water supply accessories | 88341.00  |
| To Fees Collection.                              | 205.00    | By Painting charges                  | 6050.00   |
| To S/B A/c Interest.                             | 18309.00  | By Purchase of Hardware goods        | 343724.00 |
| To Cheque issued but not collected now deposited | 5765.00   | By Newspaper & Periodicals.          | 4555.00   |
| To Transfd.from Examination Fund(Axis bank)      | 93625.00  | By Purchase of books                 | 24371.00  |
|                                                  |           | By Misc.expenses.                    | 21820.00  |
|                                                  |           | <b>By Closing balance.</b>           |           |
|                                                  |           | Cash at Bank                         | 400283.41 |

**Rs. 889144.41**

**Rs. 889144.41**

**Bank reconciliation statement as on 31-03-2019**

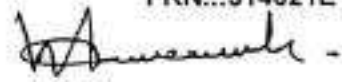
**Bank Balance as per Pass book** 411068.41  
**Less : Cheque issued but not collected as on 31/3/19**

| <u>Cheque No</u> | <u>Amount</u> |          |
|------------------|---------------|----------|
| 922279           | 1170.00       |          |
| 922280           | 540.00        |          |
| 922281           | 8075.00       |          |
| 922282           | 415.00        |          |
| 922265           | 585.00        | 10785.00 |

**Bank balance as per Cash book** 400283.41

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E

  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**FACULTY FUND  
S/B A/C NO.10965245145, S.B.I.NAGAON**

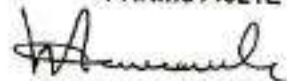
**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                                     |           |                                   |           |
|-----------------------------------------------------|-----------|-----------------------------------|-----------|
| <b>To <u>Opening Balance.</u></b>                   |           | <b>By <u>Closing Balance.</u></b> |           |
| Cash at bank                                        | 219216.13 | Cash at Bank                      | 264756.13 |
| <br>To S/B A/c interest.                            | 8090.00   |                                   |           |
| <br>To Transfd from<br>Examination Fund (Axis bank) | 37450.00  |                                   |           |
| <br><b>Rs. <u>264756.13</u></b>                     |           | <br><b>Rs. <u>264756.13</u></b>   |           |

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



  
( S. N. AGARWALA )  
PARTNER

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th day of February, 2020

M. NO : 051446  
UDIN : 20051446AAAACA4296

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**  
**HOSTEL FUND**

**S/B A/C NO.10966243374,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                              |                              |                             |                              |
|------------------------------|------------------------------|-----------------------------|------------------------------|
| To <u>Opening Balance.</u>   |                              | By Salary to Staff.         | 645312.00                    |
| Cash at bank                 | 537338.05                    | By Telephone Bill.          | 8002.00                      |
|                              |                              | By Newspaper & periodicals. | 3404.00                      |
| To Fees collection           | 464560.00                    |                             |                              |
|                              |                              | By Repairs & maintenance    | 1064908.00                   |
| To S/B A/c interest.         | 10765.00                     | By Electrification          | 14421.00                     |
|                              |                              | By Seat rent refund         | 18000.00                     |
| To Cash Deposit              | 4000.00                      | By Earth filling            | 60000.00                     |
|                              |                              | By Labour & Wages           | 198800.00                    |
| To Transfd.from College Fund |                              | By Electrical goods         | 200312.00                    |
| (Bandhan Bank )              | 1310000.00                   | By Bank charges.            | 767.00                       |
|                              |                              | By <u>Closing Balance.</u>  |                              |
|                              |                              | Cash at Bank                | 112737.05                    |
|                              |                              |                             |                              |
|                              | <b>Rs. <u>2326663.05</u></b> |                             | <b>Rs. <u>2326663.05</u></b> |

**Bank reconciliation statement as on 31-03-2019**

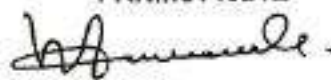
|                                                    |                  |
|----------------------------------------------------|------------------|
| Bank Balance as per Bank Pass book                 | 118059.05        |
| Less : Cheque issued but not collect as on 31/3/19 |                  |
| Cheque No.819977                                   | 5322.00          |
| Bank balance as per Cash book as on 31/3/19        | <u>112737.05</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020

  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN : 20051446AAAACA4296

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**STUDENT FUND**  
**S/B A/C NO.10965243953,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                               |          |                                  |          |
|-----------------------------------------------|----------|----------------------------------|----------|
| To <u>Opening Balance.</u>                    |          | By Labour payment                | 37500.00 |
| Cash at Bank                                  | 63756.25 | By Exps.for Union Body Uniform   | 23373.00 |
| To Transfd.from Examination Fund (Axis bank ) | 37450.00 | By Armed Forces Flack Day coupon | 2000.00  |
| To S/B A/c Interest.                          | 2533.00  | By <u>Closing Balance.</u>       |          |
|                                               |          | Cash at Bank                     | 40866.25 |

Rs. 103739.25

Rs. 103739.25

As per Pass book cash at bank..... 66239.25

Less:Cheque issued but not collected as on 31/3/19

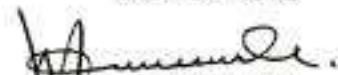
|                               |          |                 |
|-------------------------------|----------|-----------------|
| Cheque No. 588958             | 23373.00 |                 |
| Cheque No. 588959             | 2000.00  | 25373.00        |
| As per Cash book cash at bank |          | <u>40866.25</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E



PLACE: Haibargaon :: Nagaon, Assam  
DATE : The 12th.day of February, 2020

  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN : 20051446AAAACA4296





**BUILDING FUND**

S/B A/C NO.10965245145, S.B.I.NAGAON

|                                             |                   |                            |                   |
|---------------------------------------------|-------------------|----------------------------|-------------------|
| To <u>Opening Balance.</u>                  |                   | By Labour Payment          | 311630.00         |
| Cash at bank                                | 1363388.97        | By Electric & Fittings.    | 454492.00         |
|                                             |                   | By Painting charges.       | 88025.00          |
| To S/B A/c interest.                        | 29311.00          | By Painting goods          | 198972.00         |
| To Transfd.from Examination Fund(Axis bank) | 224700.00         | By Building materials      | 295175.00         |
|                                             |                   | By Grills & Fittings       | 85430.00          |
|                                             |                   | By Paid for Carpenter      | 26500.00          |
|                                             |                   | By Bank charges            | 300.90            |
|                                             |                   | By <u>Closing Balance.</u> |                   |
|                                             |                   | Cash at Bank               | 156875.07         |
| R <sup>s.</sup>                             | <u>1617399.97</u> | R <sup>s.</sup>            | <u>1617399.97</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

FRN.:314021E

(S. N. AGARWALA)  
PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296



PLACE: Haibargaon :: Naga  
DATE : The 12th.day of February, 2020

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**MAGAZINE FUND**  
**S/B NO.10965243421, S.B.I.NAGAON**

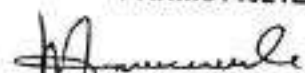
**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                             |                      |                            |                      |
|-----------------------------|----------------------|----------------------------|----------------------|
| To <u>Opening Balance.</u>  |                      | By Paid for Prospectus     |                      |
| Cash at Bank                | 800975.70            | Printing charges           | 176113.00            |
| To Fees Collection.         |                      | By Printing & Stationery   | 2541.00              |
| To S/B A/c Interest.        | 26621.00             | By Bank charges            | 118.00               |
| To Transferred from         |                      | By <u>Closing Balance.</u> |                      |
| Examination fund(Axis bank) | 123600.00            | Cash at Bank               | 780399.70            |
| To Sales of books           | 7975.00              |                            |                      |
|                             | <u>Rs. 959171.70</u> |                            | <u>Rs. 959171.70</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February 2020



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**STUDENT AID FUND**  
**S/B A/C NO.10965243942,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

**To Opening Balance.**

|              |           |                         |          |
|--------------|-----------|-------------------------|----------|
| Cash at Bank | 184191.39 | By Paid for Student Aid | 44200.00 |
|--------------|-----------|-------------------------|----------|

To Transfd.from Examinaiton Fund  
( AXIS BANK )

37450.00

**By Closing Balance.**

To S/B A/c Interest.

6639.00

Cash at Bank

184080.39

Rs. 228280.39

Rs. 228280.39

**BANK RECONSILIATION STATEMENT**

As per Pass book cash at bank

186680.39

Less: Cheque issued but not collected as on 31/3/19

Cheque No. 732410

1300.00

Cheque No. 732417

1300.00

2600.00

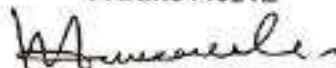
As per cash book cash at bank

184080.39

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E



( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020

**NOWGONG GIRLS' COLLEGE.**

**NAGAON ( ASSAM )**

**MISCELLANEOUS FUND**

**S/B A/C NO.10965243432, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                                  |           |                                   |           |
|--------------------------------------------------|-----------|-----------------------------------|-----------|
| To <u>Opening Balance.</u>                       |           | By Salary to Instructor & Bearer  | 45000.00  |
| Cash at bank                                     | 137343.30 | By Paid for Computer Accessories. | 31590.00  |
| To Fees Collection for Computer                  | 30900.00  | By Telephone & Internet bill      | 8384.00   |
| To Transferred from Examination Fund.(Axis bank) | 170420.00 | By Misc.expenses.                 | 8442.00   |
| To S/b A/c interest.                             | 4204.00   | By Electrification                | 10260.00  |
| To Collection for X'reox.                        | 1514.00   | By Refreshment.                   | 29339.00  |
|                                                  |           | By Printing & Stationery          | 28725.00  |
|                                                  |           | By Labour payment                 | 3000.00   |
|                                                  |           | By Bank Charges.                  | 619.50    |
|                                                  |           | By Exide Battery                  | 28000.00  |
|                                                  |           | By <u>Closing Balance.</u>        |           |
|                                                  |           | Cash at Bank                      | 151021.80 |

Rs. 344381.30

Rs. 344381.30

As per Pass book cash at bank

164009.80

Less: Cheque issued but not collected as on 31/3/19

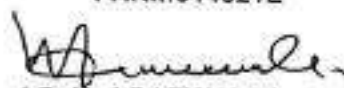
|                               |        |         |                  |
|-------------------------------|--------|---------|------------------|
| Cheque No.                    | 814048 | 5098.00 |                  |
| Cheque No.                    | 814049 | 480.00  |                  |
| Cheque No.                    | 814050 | 5110.00 |                  |
| Cheque No.                    | 814051 | 2300.00 | 12988.00         |
| As per cash book cash at bank |        |         | <u>151021.80</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN.:314021E

  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GIRLS' COMMON ROOM FUND A/C**

**S/B A/C NO.10966243374, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                                 |           |                                   |           |
|-------------------------------------------------|-----------|-----------------------------------|-----------|
| <b>To <u>Opening Balance.</u></b>               |           |                                   |           |
| Cash at bank                                    | 773924.92 | By Paid for Dot Red Yellow Tiles  | 34125.00  |
| To S/b A/c interest.                            | 27206.00  |                                   |           |
| To Transfd.from Examination<br>Fund.(Axis bank) | 37450.00  | <b>By <u>Closing Balance.</u></b> |           |
|                                                 |           | Cash at Bank                      | 804455.92 |

Rs. 838580.92

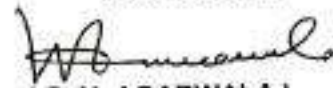
Rs. 838580.92

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E



  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**COUNSELLING FUND**

**S/B A/C NO.10965245134, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                               |                             |                                 |                             |
|-----------------------------------------------|-----------------------------|---------------------------------|-----------------------------|
| <b>To <u>Opening Balance.</u></b>             |                             |                                 |                             |
| Cash at bank                                  | 909255.14                   | By Transfd.to Counselling Fund  | 344560.00                   |
| To S/B A/c interest.                          | 23995.00                    | By Exps.for World Lecturer Day. | 3000.00                     |
|                                               |                             | By Refreshment                  | 1619.00                     |
| To Transfd from Examination Fund (Axis bank ) | 22470.00                    | By Misc.expenses                | 1700.00                     |
|                                               |                             | By Computer Repairing charges   | 13050.00                    |
|                                               |                             | By Painting charges             | 4050.00                     |
|                                               |                             | By Paid for remuneration        | 11000.00                    |
|                                               |                             | By Bank charges                 | 88.50                       |
|                                               |                             | By Exps.for Trophy.             | 5670.00                     |
|                                               |                             | By Printing & Stationery        | 350.00                      |
|                                               |                             | By <u>Closing Balance.</u>      |                             |
|                                               |                             | Cash at Bank                    | 570632.64                   |
|                                               | <b>Rs. <u>955720.14</u></b> |                                 | <b>Rs. <u>955720.14</u></b> |

**BANK RECONSILIATION STATEMENT**

|                                                     |                  |
|-----------------------------------------------------|------------------|
| As per Pass book cash at bank                       | 583597.44        |
| Less: Cheque issued but not collected as on 31/3/19 |                  |
| Cheque No.323673                                    | 12964.00         |
| As per cash book cash at bank                       | <u>570633.44</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E

*(Signature)*  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**P.G.FUND  
S/B A/C NO.10965243443, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                   |            |                                       |                       |  |
|-----------------------------------|------------|---------------------------------------|-----------------------|--|
| <b>To Opening Balance.</b>        |            |                                       |                       |  |
| Cash at bank                      | 2613213.36 | By Paid for part time Lecturer.       | 101400.00             |  |
|                                   |            | By Purchase of Books.                 | 850.00                |  |
| To Collection.for examiantion fee | 190190.00  | By Printing & Stationery.             | 6759.00               |  |
|                                   |            | By Paid for Special Lecture Programme | 10925.00              |  |
| To Collection.for Admission fee   | 1070000.00 | By Purchase of Hardware goods         | 468766.00             |  |
|                                   |            | By Examination Centre fee.            | 53255.00              |  |
| To S/B A/c interest.              | 105760.00  | By Affiliation fee.                   | 40430.00              |  |
|                                   |            | By T.A.Bill                           | 4435.00               |  |
| To Cheque return & deposit        | 18018.00   | By Exps.for Excursion.                | 20000.00              |  |
|                                   |            | By Refreshment                        | 8482.00               |  |
|                                   |            | By Car fare                           | 6000.00               |  |
|                                   |            | By Exps.for Sahitya Academy Pragmm    | 20835.00              |  |
|                                   |            | By Paid for Examination fee.          | 97550.90              |  |
|                                   |            | By Bank Charges                       | 761.40                |  |
|                                   |            | By Paid for Guest Faculty.            | 7700.00               |  |
|                                   |            | By Paid for Remuneration              | 4500.00               |  |
|                                   |            | By Misc.expenses.                     | 13110.00              |  |
|                                   |            | <b>By Closing Balance.</b>            |                       |  |
|                                   |            | Cash at Bank                          | 3131422.06            |  |
| <b>Rs. 3997181.36</b>             |            |                                       | <b>Rs. 3997181.36</b> |  |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**



*(Signature)*  
**( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN : 20051446AAAACA4296**

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February 2020

**NOWGONG GIRLS' COLLEGE,  
NAGAON ( ASSAM )**

**SOCIAL FUND  
S/B NO.10965243465, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                             |                      |                                |                      |
|---------------------------------------------|----------------------|--------------------------------|----------------------|
| To <u>Opening Balance.</u>                  |                      | By Exps for Saraswati Puja     | 54457.00             |
| Cash at Bank                                | 670557.11            |                                |                      |
| To S/B A/c Interest.                        | 24393.00             | By Exps. for earthe filling    | 35000.00             |
| To Transfd from Examination Fund (Aix bank) | 185400.00            | By Exps. for flower Plantation | 25000.00             |
|                                             |                      | By Refreshment                 | 2570.00              |
|                                             |                      | By Printing & Stationery       | 4580.00              |
|                                             |                      | By Misc. exps.                 | 9880.00              |
|                                             |                      | By Carrying charges            | 400.00               |
|                                             |                      | By Labour payment              | 19600.00             |
|                                             |                      | By Hardware goods purchase     | 31290.00             |
|                                             |                      | By <u>Closing Balance.</u>     |                      |
|                                             |                      | Cash at Bank                   | 697573.11            |
|                                             | <b>Rs. 880350.11</b> |                                | <b>Rs. 880350.11</b> |

**Bank reconciliation statement as on 31-03-2019**

|                                                   |                |
|---------------------------------------------------|----------------|
| As per pass book bank balance.....                | 752363.11      |
| Less: Cheque issued but not collected. As under:- |                |
| Cheque No. 732238                                 | 31290.00       |
| Cheque No. 732240                                 | 500.00         |
| Cheque No. 732241                                 | 19600.00       |
| Cheque No. 732239                                 | <u>3400.00</u> |
|                                                   | 54790.00       |

As per Cash book cash at bank

697573.11

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E



*(Signature)*  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th. day of February, 2020



**NOWGONG GIRLS' COLLEGE,  
NAGAON ( ASSAM )**

**GAME FUND**

**S/B A/C NO.10965243396,S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                                     |                      |                              |                      |
|-----------------------------------------------------|----------------------|------------------------------|----------------------|
| To <u>Opening Balance.</u>                          |                      | By Exps.for College Week.    | 143856.00            |
| Cash at bank                                        | 595645.14            | By Exps.for Earth filling    | 35000.00             |
| To Fees collection.                                 |                      | By Purchase of books         | 11043.00             |
| To S/B A/c interest.                                | 22086.00             | By Purchases of Sports goods | 11775.00             |
| To Transferred from<br>Examination Fund (Axis Bank) | 185400.00            | By Printing & Stationery.    | 14950.00             |
|                                                     |                      | By Exps.for Youth festivals. | 15524.00             |
|                                                     |                      | By <u>Closing Balance.</u>   |                      |
|                                                     |                      | Cash at Bank                 | 570983.14            |
|                                                     | <b>Rs. 803131.14</b> |                              | <b>Rs. 803131.14</b> |

As per Pass book cash at bank 663131.14

Less: Cheque issued but not collected.

|              |          |          |
|--------------|----------|----------|
| Ch.No.732138 | 38856.00 |          |
| Ch.No.732139 | 11043.00 |          |
| Ch.No.732140 | 11775.00 |          |
| Ch.No.732141 | 6000.00  |          |
| Ch.No.732142 | 4480.00  |          |
| Ch.No.732143 | 4470.00  |          |
| Ch.No.732144 | 15524.00 | 92148.00 |

As per Cash book cash at bank 570983.14

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...314021E

*(Signature)*

( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020

SCHOLARSHIP FUND

C/A. No. 10707349068, SBI Nagaon

**RECEIPTS AND PAYMENTS ACCOUNT**  
**(FOR THE PERIOD FROM 01-04-2018 to 31-03-2019)**

|                            |                 |                            |                 |
|----------------------------|-----------------|----------------------------|-----------------|
| To <u>Opening Balance.</u> |                 | By Disburse to student     | 4970.00         |
| Cash at bank               | 41105.00        |                            |                 |
|                            |                 | By Bank Charges.           | 649.00          |
| To Misc. receipts          | 4050.00         |                            |                 |
|                            |                 | By <u>Closing Balance.</u> |                 |
|                            |                 | Cash at Bank               | 39536.00        |
|                            |                 |                            |                 |
| Rs.                        | <u>45155.00</u> | Rs.                        | <u>45155.00</u> |

Bank reconciliation statement as on 31-03-2019

|                                                      |                 |
|------------------------------------------------------|-----------------|
| Bank Balance as per Pass book                        | 42476.00        |
| Less : Cheque issued but not collected as on 31/3/19 |                 |
| <u>Cheque No</u>                                     |                 |
| 946761                                               | 2940.00         |
| Bank balance as per Cash book                        | <u>39536.00</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

(S. N. AGARWALA)

## PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296



PLACE: Haibargaon :: Nagaon :: Nagaon

DATE : The 12th day of February 2021

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**RESERVE FUND A/C**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

To Op. Fixed Deposit at  
U.B.I. Nagaon.

A/c No.0031109035948

153133.23

By Fixed Deposit at UBI, Nagaon

A/c No.0031109035948

( Md.30/10/21)

153133.23

A/c No.0031109035957

153143.00

A/c No.0031109035957

( Md.30/10/21)

153143.00

A/c No.0031109035975

153138.15

A/c No.0031109035975

( Md.30/10/21)

153138.15

A/c No.0031109035966

167561.88

A/c No.0031109035966

( Md.30/10/21)

167561.88

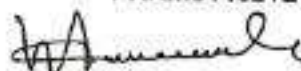
Rs. 626976.26

Rs. 626976.26

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E



( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296



PLACE: Haibargaon :: Nagaon, Assam  
DATE : The 12th day of February, 2020



# **NOWGONG GIRLS' COLLEGE.**

## **NAGAON ( ASSAM )**

### **EXAMINATION FUND**

**S/B A/C NO. 913010040184191 AXIS BANK, NAGAON**

### **RECEIPTS AND PAYMENTS ACCOUNT**

**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                                  |            |                                      |            |
|--------------------------------------------------|------------|--------------------------------------|------------|
| To <u>Opening Balance.</u>                       |            |                                      |            |
| Cash at Bank (Axis Bank)                         | 2479514.00 | By Examination fee paid to G.U.      | 1463430.00 |
|                                                  |            | By Examination fee paid for H.S      | 48800.00   |
| To Cheque issued but not collected now deposited | 7240.00    | By Misc.expenses                     | 22590.00   |
|                                                  |            | By Printing & Stationery             | 42567.00   |
| To Examination fee                               | 8385610.00 | By Refreshment                       | 33431.00   |
| To S/B A/c Interest.                             | 218925.00  | By Remuneration                      | 48350.00   |
|                                                  |            | By D.A.                              | 1300.00    |
| To Excess payment refund                         | 1440.00    | By Car Fare                          | 15000.00   |
|                                                  |            | By T.A.                              | 12075.00   |
| To Fees collection                               | 9618.00    | By Adv.for Conduct the Examination   | 169738.00  |
|                                                  |            | By Remuneration for Invigilator      | 126400.00  |
|                                                  |            | By Purchase of Hardware goods        | 294236.00  |
|                                                  |            | By Paid for Carpenter                | 56000.00   |
|                                                  |            | By Remuneration for External         | 6650.00    |
|                                                  |            | By Computer Accessories              | 16522.00   |
|                                                  |            | By Exps.for Field work               | 20000.00   |
|                                                  |            | By Materials purchase                | 70000.00   |
|                                                  |            | By Exps.for Gas line pipe connection | 108000.00  |
|                                                  |            | By Purchase of 6 Nos.Stool           | 67695.00   |
|                                                  |            | By Purchase of Laboratory equipments | 371857.00  |
|                                                  |            | By Purchase of Calculator.           | 6608.00    |
|                                                  |            | By Exps.for Practical examination    | 28704.00   |
|                                                  |            | By Car Fare                          | 6000.00    |
|                                                  |            | By Paid for painting                 | 12537.00   |
|                                                  |            | By Paid for Remuneration             | 65660.00   |
|                                                  |            | By <u>Fund Transferred to :-</u>     |            |
|                                                  |            | Nagaon Girls college Fund            | 1147495.00 |
|                                                  |            | Building Fund                        | 224700.00  |
|                                                  |            | Examination Fund( SBI)               | 112350.00  |
|                                                  |            | Library Fund                         | 93625.00   |
|                                                  |            | Student Union Fund                   | 37450.00   |
|                                                  |            | Game Fund                            | 185400.00  |
|                                                  |            | Social Fund                          | 185400.00  |
|                                                  |            | Girls Common Room Fund               | 37450.00   |
|                                                  |            | Megazine Fund                        | 123600.00  |
|                                                  |            | Student Aid Fund                     | 37450.00   |
|                                                  |            | Registration Fund                    | 329160.00  |
|                                                  |            | Faculty Fund                         | 37450.00   |
|                                                  |            | Misc. Fund.                          | 170420.00  |
|                                                  |            | Moral Debating Lecture Fund.         | 37450.00   |
|                                                  |            | Hostel Fund                          | 1310000.00 |
|                                                  |            | Counselling Fund                     | 22470.00   |
|                                                  |            | By Exps.for Conduct the examination  | 10000.00   |
|                                                  |            | By Remuneration paid for Exam.duty.  | 311520.00  |
|                                                  |            | By Exps.for Building materials.      | 57690.00   |
|                                                  |            | By Excess payment by Bank            | 5640.00    |
|                                                  |            | By <u>Closing Balance</u>            |            |
|                                                  |            | Cash at Bank                         | 3511477.00 |

11102347.00

Rs. 11102347.00



Continued to next page..2

Continued from page..1

Bank Reconsiliation Statemetn as on 31/3/19

Bank balance as per bank statement..... 3530574.00

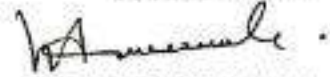
Less: Cheque issued but not collected as on 31/3/18

|                               |          |                   |
|-------------------------------|----------|-------------------|
| Cheque No.152372              | 6560.00  |                   |
| Cheque No.152369              | 12537.00 | 19097.00          |
| As per Cash book cash at bank |          | <u>3511477.00</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...:314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296



PLACE: Haibargaon : Nagaon (Assam)  
DATE : The 12th.day of February, 2020

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**  
**EXAMINATION FUND**  
S/B A/C NO.10966243385,SBI, NAGAON

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                  |            |                                    |           |
|----------------------------------|------------|------------------------------------|-----------|
| To <u>Opening Balance.</u>       |            | By Exps.for Alkosign Green Board   | 119900.00 |
| Cash at Bank                     | 1405027.32 | By Furniture purchase              | 395410.00 |
| To Fees Collection.              |            | By Bank charges                    | 5.90      |
| To S/B A/c Interest.             | 47596.00   | By Printing & Stationery           | 47483.00  |
| To Transfd.from Examination Fund |            | By Refreshment                     | 960.00    |
| ( Axis bank )                    | 112350.00  | By Purchase of Building materials. | 128451.00 |
|                                  |            | By GST Paid                        | 7440.00   |
|                                  |            | By Exps.for Boundary repairing     | 54500.00  |
|                                  |            | By Misc.expenses                   | 3350.00   |
|                                  |            | <u>By Closing Balance</u>          |           |
|                                  |            | Cash at Bank                       | 807473.42 |

Rs. 1564973.32

Rs. 1564973.32

|                                                  |                  |
|--------------------------------------------------|------------------|
| As per Pass book cash at bank                    | 931273.42        |
| Less: Cheque issued but not presented on 31/3/19 |                  |
| Ch.No.456557                                     | 59220.00         |
| Ch.No.456558                                     | 6730.00          |
| Ch.No.456559                                     | 54500.00         |
| Ch.No.456560                                     | 3350.00          |
| As per Cash book cash at bank                    | <u>123800.00</u> |
|                                                  | <u>807473.42</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
 CHARTERED ACCOUNTANTS.  
 FRN...314021E



*(Signature)*  
 ( S. N. AGARWALA )  
 PARTNER

M. NO : 051446  
 UDIN : 20051446AAAACA4296

PLACE: Haibargaon :: Nagaon (Assam)  
 DATE : The 12th.day of February, 2020



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**REGISTRATION FUND.**

**S/B A/C NO.10965243454, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

To Opening Balance.

Cash at bank

25795.85 By Registration fee

9080.00

To S/B A/c interest.

3683.00 By Affiliation Fee

63560.00

To Transfd. from Examination Fund  
(Axis Bank)

329160.00 By Bank charges

550.00

By Permission fee

36320.00

By Closing Balance.

Cash at Bank

249128.65

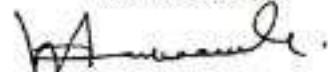
Rs. 358638.65

Rs. 358638.65

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E



( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th day of February, 2020

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**FIXED DEPOSIT FUND A/C**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

**To Op. F.D. at UBI, Nagaon**

|                  |            |
|------------------|------------|
| No.0031109036035 | 821824.62  |
| No.0031109036026 | 821823.38  |
| No.0031109036017 | 821821.93  |
| No.0031109111664 | 1230372.15 |
| No.0031109111965 | 1230625.00 |
| No.0031109111682 | 676841.75  |

**By Fixed Deposit at U.B.I.**

|                                 |            |
|---------------------------------|------------|
| No.0031109036035 Md. 20/8/21    | 1004730.59 |
| No.0031109036026 Md. 20/8/21    | 1004728.79 |
| No.0031109036017 Md. 20/8/21    | 1004729.41 |
| No.0031109111664 (MD 25/7/19)   | 1301075.86 |
| No.0031109111965 ( MD.16/7/19 ) | 1301343.54 |
| No.0031109111682 ( MD.12/7/19)  | 715736.30  |

**To FD Interest.**

|                  |           |
|------------------|-----------|
| No.0031109036035 | 182905.97 |
| No.0031109036026 | 182905.41 |
| No.0031109036017 | 182907.48 |
| No.0031109111664 | 70703.71  |
| No.0031109111965 | 70718.54  |
| No.0031109111682 | 38894.55  |

**By FD at UBI.**

|                             |           |
|-----------------------------|-----------|
| No.0031109036008 Md.3/1/20) | 997271.78 |
|-----------------------------|-----------|

**By FD at Axis Bank**

|                              |           |
|------------------------------|-----------|
| No.914040030013256 MD.5/8/19 | 370565.00 |
| No.914040030013890 Md5/8/19  | 400321.00 |

**To FD at UBI**

|                      |           |
|----------------------|-----------|
| No.0031109036008 O/B | 815723.58 |
|----------------------|-----------|

**To FD Interest.**

181548.20

**To FD at Axis bank, Nagaon**

|                        |           |
|------------------------|-----------|
| No.914040030013256 O/B | 355821.00 |
| No.914040030013890 O/B | 355821.00 |

**To FD Interest.**

|                    |          |
|--------------------|----------|
| No.914040030013256 | 14744.00 |
| No.914040030013890 | 44500.00 |

8100502.27

8100502.27

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**



*(Signature)*  
**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN : 20051446AAAACA4296**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020**

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**REKHA DASGUPTA MERIT AWARD FUND**

**S/B A/C NO.00310103108400 U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 TO 31-03-2019 )**

To Opening Balance.

Cash at Bank

1299.39 By Fixed Deposit at UBI  
No.0031109164505

To S/B A/c Interest.

64.00 MD.18/9/19 20000.00

To F.D.at UBI A/c  
( No.0031109034851  
MD.12/09/18

By Paid for Merit award on 27/9/18 4000.00

To FD Interest.

23696.00

338.44 By Closing Balance

Cash at Bank 1397.83

Rs. 25397.83

Rs. 25397.83

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



*(Signature)*  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296

PLACE: Haibargaon :: Nagaon, Assam  
DATE : The 12th day of February, 2020



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MEGHNATH PAUL MERIT AWARD FUND**

**S/B A/C NO.00310103168989, U.B.I.NAGAON**

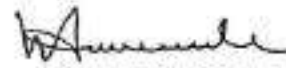
**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 TO 31-03-2019 )**

|                                   |          |                                    |          |
|-----------------------------------|----------|------------------------------------|----------|
| <b>To <u>Opening Balance.</u></b> |          | <b>By FD No/0031109164522</b>      |          |
| Cash at Bank                      | 58938.58 | UBI, on 18/9/18 ( MD.18/9/19)      | 50000.00 |
| To S/B A/c Interest.              | 1277.00  | By Paid for Merit award on 14/9/18 | 1500.00  |
|                                   |          | <b>By <u>Closing Balance</u></b>   |          |
|                                   |          | Cash at Bank                       | 8715.58  |
| Rs. <u>60215.58</u>               |          | Rs. <u>60215.58</u>                |          |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E**



  
**( S. N. AGARWALA )  
PARTNER**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020**

**M. NO : 051446  
UDIN : 20051446AAAACA4296**

PLACE: Haibargaon :: Nagaon-781124  
DATE : The 12th day of February, 2020

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**RENU MAHANTA MERIT AWARD FUND**

**S/B A/C NO.0031013186170, U.B.I.NAGAON**

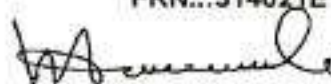
**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 TO 31-03-2019 )**

|                                   |                            |                                    |                            |
|-----------------------------------|----------------------------|------------------------------------|----------------------------|
| <b>To <u>Opening Balance.</u></b> |                            | <b>By Fixed Deposit.at UBI</b>     |                            |
| Cash at Bank                      | 2594.75                    | No.0031109095959                   |                            |
|                                   |                            | ( MD. 24/7/2023)                   | 10000.00                   |
| To F.D.(No.0031109095959)         |                            |                                    |                            |
| ( MD. 24/7/2023) O/B              | 10000.00                   | By Bank Charges.                   | 1.50                       |
| To F.D. Interest                  | 876.00                     | By Paid for Merit Award on 14/9/18 | 2000.00                    |
|                                   |                            | <b>By <u>Closing Balance</u></b>   |                            |
| To S/B A/c Interest.              | 75.00                      | Cash at Bank                       | 1544.25                    |
|                                   |                            |                                    |                            |
|                                   | <b>Rs. <u>13545.75</u></b> |                                    | <b>Rs. <u>13545.75</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**  
**FRN...:314021E**



  
**( S. N. AGARWALA )**  
**PARTNER**

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 12th.day of February, 2020**

**M. NO : 051446**  
**UDIN : 20051446AAAACA4296**



PLACE: Haibargaon :: Nagaland (Assam)  
DATE : The 12th day of February, 2020

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**KUNTALA HAZARIKA MERIT AWARD FUND**

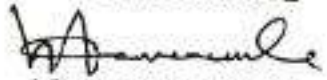
**S/B A/C NO.10965412061, SBI.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 TO 31-03-2019 )**

|                                         |                     |                                                                         |                     |
|-----------------------------------------|---------------------|-------------------------------------------------------------------------|---------------------|
| <u>To Opening Balance.</u>              |                     |                                                                         |                     |
| Cash at Bank                            | 10892.00            | By Fixed Deposit .at SBI Nagaon<br>No. 30299985594<br>( MD.28/12/2027 ) | 13000.00            |
| To Fixed deposit.<br>No.30299985594 O/B | 13000.00            | By Paid Merit award on 27/9/18                                          | 1000.00             |
| To F.D. Interest                        | 1128.00             |                                                                         |                     |
| To S/B A/c Interest.                    | 379.00              | By <u>Closing Balance</u><br>Cash at Bank                               | 11399.00            |
|                                         | <u>Rs. 25399.00</u> |                                                                         | <u>Rs. 25399.00</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E

  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN : 20051446AAAACA4296



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MUKTARAM GAYAN PRATIBHA BATA FUND**

**S/B A/C NO.10965243249, SBI.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2018 TO 31-03-2019 )**

|                                   |          |                                 |          |
|-----------------------------------|----------|---------------------------------|----------|
| <b>To <u>Opening Balance.</u></b> |          |                                 |          |
| Cash at Bank                      | 7629.60  | By Fixed Deposit .at SBI Nagaon |          |
| To Fixed deposit.                 |          | No.10965666898                  |          |
| No.10965666898 O/B                |          | ( MD.9/11/2022)                 | 14096.89 |
| ( MD.9/11/2017)                   | 14096.89 | By <u>Closing Balance</u>       |          |
| To F.D. Interest                  | 844.00   | Cash at Bank                    | 8758.60  |
| To S/B A/c Interest.              | 285.00   |                                 |          |

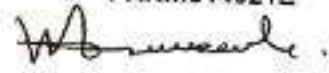
Rs. 22855.49

Rs. 22855.49

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296

PLACE: Haibargaon :: Nagaon, Assam  
DATE : The 12th.day of February, 2020



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**NOWGONG GIRLS' COLLEGE FUND**

**S/B. No. 50180013958314, Bandhan bank, Nagaon**

**RECEIPTS AND PAYMENTS ACCOUNT  
(WEF 22/05/2018 TO 31-03-2019)**

|                            |                       |                                           |                       |
|----------------------------|-----------------------|-------------------------------------------|-----------------------|
| <b>To Opening Balance.</b> |                       | <b>By Fd at Bandhan bank</b>              |                       |
| Cash at bank               | NIL                   | No.10180003742694 13/7/18<br>(MD.14/7/19) | 600000.00             |
| To Fees for Prospectus     | 1002370.00            | No.10180002967718 13/6/18<br>(MD.13/7/19) | 500000.00             |
| To S/b A/c Interest        | 10998.00              | No.10180003742774 13/7/18<br>(MD.14/7/19) | 200000.00             |
| To Admission fees for BSC  | 556000.00             | By Printing & Stationery                  | 4504.00               |
|                            |                       | <b>By Closing Balance.</b>                |                       |
|                            |                       | Cash at Bank                              | 264864.00             |
|                            | <b>Rs. 1569368.00</b> |                                           | <b>Rs. 1569368.00</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



PLACE: Haibargaon :: Nagaon, Assam  
DATE : The 12th.day of February, 2020

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E**

*(Signature)*  
**( S. N. AGARWALA )**

**PARTNER**

**M. NO : 051446**

**UDIN : 20051446AAAACA4296**

NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )

NEW UGC A/C  
S/B A/C NO. 36208028719, SBI,NAGAON

RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )

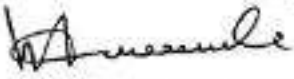
|                      |                   |                                   |                   |
|----------------------|-------------------|-----------------------------------|-------------------|
| To Opening Balance   |                   | By Purchase of building materials | 785613.00         |
| Cash at bank         | 1355945.25        | By T.A.Bill.                      | 1840.00           |
| To S/B A/c interest. | 13443.00          | By Car Fare                       | 2800.00           |
|                      |                   | By Labour charges                 | 420000.00         |
|                      |                   | By <u>Closing balance.</u>        |                   |
|                      |                   | Cash at Bank.                     | 159135.25         |
|                      | <u>1369388.25</u> |                                   | <u>1369388.25</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446  
UDIN : 20051446AAAACA4296

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GOLDEN JUBILEE CELEBRATION FUND**

**A/C NO. 0031013112838, UBI,NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                   |                      |                                  |                      |
|-----------------------------------|----------------------|----------------------------------|----------------------|
| <b>Opening Balance</b>            |                      |                                  |                      |
| Cash at bank                      | 117490.75            | By Exps.Faculty Research Project | 12000.00             |
| Donation Received                 | 273500.00            | By Exps Faculty Research Project | 45000.00             |
| Tiwa Bhasha Kala Krishil Parishad | 12000.00             | By Exps Faculty Research project | 30000.00             |
|                                   |                      | By Exps field trip exchange etc  | 10000.00             |
|                                   |                      | By Exps field trip exchange etc  | 38500.00             |
|                                   |                      | By Bank charges                  | 30.00                |
| o Tiwa Autonomous Council         | 45000.00             | By <b>Closing Balance :</b>      |                      |
|                                   |                      | Cash at Bank                     | 312460.75            |
|                                   | <b>Rs. 447990.75</b> |                                  | <b>Rs. 447990.75</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...314021E

(S.N.AGARWALA)

PARTNER.

M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February,2020



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**NAGAON GIRLS' COLLEGE A/C.**

**S/B A/C NO. 0031010310867, U.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

**Opening Balance**  
Cash at bank

409352.00 By Expenses

NIL

By Closing Balance :  
Cash at Bank

409352.00

Rs. 409352.00

Rs. 409352.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020

**INTERNAL AUDIT REPORT**  
**FOR THE FINANCIAL YEAR :2019- 2020**

**NOWGONG GIRLS' COLLEGE**  
**DIST. :NAGAON ( ASSAM)**

**AUDITED BY:**  
**SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS**  
**SANI MANDIR ROAD, HAIBARGAON; NAGAON; ASSAM: 782 002**

**INTERNAL AUDIT REPORT**

We have audited the attached Receipt and Payment Accounts of **NOWGONG GIRLS' COLLEGE** : Nagaon (Assam) for the year ended **31st. March, 2020** in respect of :

- |                                      |                                              |
|--------------------------------------|----------------------------------------------|
| 1 College General Fund               | 17 Scholarship Fund.                         |
| 2 U.G.C.Fund                         | 18 Reserve Fund.                             |
| 3 Library Fund                       | 19 Examination Fund (Axis Bank A/c)          |
| 4 Faculty Fund                       | 20 Examination Fund ( SBI. A/c)              |
| 5 Hostel Fund                        | 21 Registration Fund                         |
| 6 Student Fund                       | 22 Nagaon Girls' College Fund                |
| 7 Memorial Debating cum Lecture Fund | 23 Fixed Deposit Fund                        |
| 8 Building Fund                      | 24 Rekha Dasgupta Merit Award Fund           |
| 9 Magazine Fund                      | 25 Meghnath Paul Merit Award Fund            |
| 10 Student Aid Fund                  | 26 Bhanu Padmapati Merit Award Fund          |
| 11 Miscellaneous Fund                | 27 Renu Mahanta Merit Award Fund             |
| 12 Common Room Fund                  | 28 Malati .Bora Merit Award Fund             |
| 13 Counselling Fund                  | 29 Kuntala Hazarika Merit Award Fund         |
| 14 P.G.Fund.                         | 30 Muktaram Gayan Pratibha Bata Fund         |
| 15 Social Fund                       | 31 Nowgong Girl's College Fund ( Bandan Bk.) |
| 16 Game Fund                         | 32 New UGC A/c                               |
|                                      | 33 Golden Jubilee Celebration Fund           |

With the books of accounts produced before us and report that :  
Subject to our observations, we have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit.

The receipt and Payment Accounts are in agreement with the books of accounts.

In our opinion and to the best of our information and according to the explanations given to us, the said accounts gives a true and fair view of all receipts and payments disbursed by the College during the year ended on **31st.March, 2020**

For **SATYANARAYAN AGARWALA & CO.**  
CHARTERED ACCOUNTANTS  
FRN. : 314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 11th.day of March, 2022



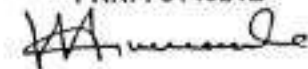
**Satyanarayan Agarwala & Co.**  
CHARTERED ACCOUNTANTS.

Sanl Mandir Road,  
Haibargaon, Nagaon  
Assam : 782002  
MOBILE NO. : 9845183717

Observations as referred to our report (Internal Auditor's) of even date

- 1 **Books of Accounts :-** The College is maintaining only Cash Book, Bills Vouchers & Bank statements.
- 2 Bank balances of the funds are reconciled and where the difference with Bank statement and Cash book, the reconciliation statement is prepared

For SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS  
FRN. : 314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022



**NOWGONG GIRLS' COLLEGE**  
**DIST. : NAGAON ( ASSAM )**

**COLLEGE GENERAL FUND ACCOUNT**  
**C/A. NO. 10965236638, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

**RECEIPTS**

**PAYMENTS**

|                                    |                   |                                      |                   |
|------------------------------------|-------------------|--------------------------------------|-------------------|
| <b>To Opening Balance :</b>        |                   | By Salary paid to Part time lecturer | 995000.00         |
| Cash at bank                       | 3667108.40        | By Salary paid to III .Grade staff   | 52000.00          |
| To Govt. Grant received from       |                   | By Salary paid to IV .Grade staff    | 458456.00         |
| Director of Higher Education       | 1000000.00        | By Paid to Lawyer                    | 44000.00          |
| To Education Tour from DHE         |                   | To T.A                               | 23371.00          |
| (Assam)                            | 100000.00         | By Electric bill                     | 681873.00         |
| To Purchase of Books from          |                   | By Bank charges.                     | 1888.00           |
| DHE (Assam)                        | 199863.00         | By Purchase of Elect.Goods           | 315792.00         |
| To Postal Rent                     | 16500.00          | By Telephone bill                    | 10731.00          |
| To Room Rent.                      | 2500.00           | By GLIC                              | 29737.00          |
| To Postal Electric bill            | 6285.00           | By Labour Payment                    | 31200.00          |
| To Application fee for the post of |                   | By Refreshment                       | 76603.00          |
| Asstt.Professor                    | 420000.00         | By Paid for Painter.                 | 21200.00          |
| To Cheque issued but not           |                   | By Paid for Tile Fittings            | 27860.00          |
| Collected.                         | 2600.00           | By Paid for Hostel Payment           | 102195.00         |
| To Govt Grant(                     |                   | By Paid for Building Constn.         | 641156.00         |
| (CEMTEX.DEPTT.GCR)                 | 100000.00         | By Car Fare                          | 30000.00          |
| To Cheque No.958221 issued on      |                   | By Diesel expenses                   | 17680.00          |
| 18/2/20 195369/- but debited       |                   | By Purchase of Laboratory Chemicals  | 284126.00         |
| Rs.195360/- diff.amt now           |                   | By Remuneration for G.B.Members.     | 2000.00           |
| credited                           | 9.00              | By Printing & Stationery             | 54564.00          |
| To Sale of damage goods            | 16500.00          | By Misc.expenses.                    | 16500.00          |
| To Fund Tranfd.from                |                   | By Purchase of Hardware goods        | 101683.00         |
| Nagaon Girls' College Fund         |                   | By Open for Biva devi Goswami Award  |                   |
| (Bandhan Bank)                     | 2545310.00        | Fund.                                | 100000.00         |
| To Waive Admission fee.            | 1470030.00        | By News paper & Periodicals.         | 1306.00           |
|                                    |                   | By TDS Return filing fees.           | 2100.00           |
|                                    |                   | By GST Paid                          | 2200.00           |
|                                    |                   | By Exps.for Education Tour           | 100000.00         |
|                                    |                   | By Paid for Labour & Wages.          | 126600.00         |
|                                    |                   | By Exps.for Advertisement            | 37438.00          |
|                                    |                   | By Purchase of Furniture for Canteen | 239540.00         |
|                                    |                   | By Purchase of Lap Top               | 174000.00         |
|                                    |                   | By Exps for College Foundation Day.  | 7000.00           |
|                                    |                   | By Paid to Director of H.E.Ghy.for   |                   |
|                                    |                   | 17-18 H.E.Ghy.for 17-18              | 1572900.00        |
| <b>C/F to Page No. 2</b>           | <b>9546705.40</b> | <b>C/F to Page No. 2</b>             | <b>6382699.00</b> |



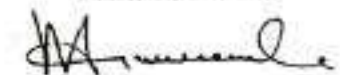
|                   |                   |                                         |                   |
|-------------------|-------------------|-----------------------------------------|-------------------|
| C/F to Page No. 2 | 9546705.40        | C/F to Page No. 2                       | 6382699.00        |
|                   |                   | By Exps.for Interview                   | 79296.00          |
|                   |                   | By Fooding & Loading                    | 9150.00           |
|                   |                   | By Paid for Remuneation                 | 6000.00           |
|                   |                   | By Paid for Student I.Card.             | 142885.00         |
|                   |                   | By Exps.for Online Software installtion | 50000.00          |
|                   |                   | By Purchase of Laboratory Instrument    | 184048.00         |
|                   |                   | By Purchase of building materials       | 48605.00          |
|                   |                   | By Purchase of Computer accessries.     | 195369.00         |
|                   |                   | By Purchase of Building Constr.         | 903832.00         |
|                   |                   | By Closing balance                      | 1544821.40        |
|                   | <u>9546705.40</u> |                                         | <u>9546705.40</u> |

**Bank reconciliation statement as on 31-03-2020**

|                                                    |                          |
|----------------------------------------------------|--------------------------|
| Cash at bank.....                                  | 1567406.00               |
| Less:- Cheque issued but not collected. As under:- |                          |
| Cheque No. 927541                                  | 2100.00                  |
| Cheque No. 958280                                  | <u>20485.00</u> 22585.00 |
| As per Cash book cash at bank                      | <u>1544821.00</u>        |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS  
FRN. : 314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022





**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**UGC FUND**

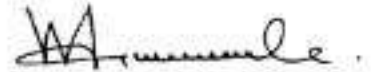
**S/B A/C NO. 10965243635, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                            |                 |                                   |                 |
|----------------------------|-----------------|-----------------------------------|-----------------|
| To <u>Opening Balance.</u> |                 | By Exps.for World Examination Day | 5000.00         |
| Cash at bank               | 48173.71        |                                   |                 |
| To S/B A/c interest.       | 1578.00         | By <u>Closing balance.</u>        |                 |
|                            |                 | Cash at Bank.                     | 49751.71        |
| To Received                | 5000.00         |                                   |                 |
|                            |                 |                                   |                 |
|                            | <u>54751.71</u> |                                   | <u>54751.71</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E



( S. N. AGARWALA )  
PARTNER

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**LIBRARY FUND.**  
**S/B NO.10965243410, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                              |           |                                   |           |
|------------------------------|-----------|-----------------------------------|-----------|
| <b>To Opening Balance.</b>   |           |                                   |           |
| Cash at Bank                 | 400283.41 | By Paid for Reasearch Journal     | 660.00    |
| To Fees Collection.          | 132.00    | By Purchase of books              | 16713.00  |
|                              |           | By Paid for Renewal of Megazine   | 11849.00  |
| To S/B A/c Interest.         | 16256.00  | By Exps.for Books binding.        | 2160.00   |
| To Cheque issued 27/10/08    |           | By Paid for Library card          | 29618.00  |
| No.922265 now credited.      | 585.00    | By Exps.for Carpet for Floor      | 48113.00  |
|                              |           | By Bank charges                   | 88.50     |
| To Cheque issued 30/03/19    |           | By Newspaper & Periodicals.       | 7256.00   |
| No.922280 now credited.      | 540.00    | By Computer Accessories.          | 170517.00 |
|                              |           | By Paid for Painting              | 3500.00   |
| To Tranfd.from Nagaon Girls' |           | By Paid for Salary                | 26000.00  |
| College Fund(Bandhan bank)   | 251000.00 | By Purchase of Furniture.         | 30000.00  |
|                              |           | By Paid for Annual Membership fee | 5900.00   |
|                              |           | By Repairs & Maintenance          | 11210.00  |
|                              |           | <b>By Closing balance.</b>        |           |
|                              |           | Cash at Bank                      | 305211.91 |
| <b>Rs. 668796.41</b>         |           | <b>Rs. 668796.41</b>              |           |

**Bank reconciliation statement as on 31-03-2020**

|                                                              |                  |
|--------------------------------------------------------------|------------------|
| As per Bank Statement Cash at Bank as on 31/3/20             | 305661.91        |
| Less : Cheque No.922308 issued on 26/2/20 but not Collected. | 450.00           |
| <b>As per cash book cash at bank</b>                         | <b>305211.91</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



*(Signature)*  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022





**NOWGONG GIRLS' COLLEGE.****NAGAON ( ASSAM )****HOSTEL FUND****S/B A/C NO.1096G243374,SBI,NAGAON.****RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                                |            |                                      |           |
|--------------------------------|------------|--------------------------------------|-----------|
| <b>To Opening Balance.</b>     |            | By Salary to Staff.                  | 534135.00 |
| Cash at bank                   | 112737.05  | By Sanitary & Water supply materials | 297501.00 |
|                                |            | By Painting materials.               | 109994.00 |
| To Fees collection             | 520000.00  | By Exps.for renovation works         | 309313.00 |
|                                |            | By Repairs & maintenance             | 55950.00  |
| To S/B A/c interest.           | 21144.00   | By Cleaning expenes.                 | 7168.00   |
|                                |            | By Newspaper & periodicals.          | 1716.00   |
| To Tranfd.from Nagaon Girls'   |            | By Paid for Labour & wages.          | 152500.00 |
| College Fund (Bandhan Bank)    | 1590000.00 | By Purchase of Kilchen materials.    | 12402.00  |
|                                |            | By Electrical goods                  | 20240.00  |
| To Recd.different amounts      |            | By Bank charges.                     | 619.50    |
| ( 3515-3315) vide Cheque       |            | By Telephone Bill                    | 3422.00   |
| No.967724                      | 200.00     | By Misc.expenses.                    | 3160.00   |
| To Che.No.967651 issued on     |            | <b>By Closing Balance.</b>           |           |
| but not collected now credited | 10520.00   | Cash at Bank                         | 746480.55 |

Rs. 2254601.05Rs. 2254601.05**Bank reconciliation statement as on 31-03-2020**

|                                                    |                         |
|----------------------------------------------------|-------------------------|
| As per bank statement bank balance as on 31/3/20   | 759330.55               |
| Less : Cheque issued but not collect as on 31/3/20 |                         |
| Cheque No. 610377                                  | 400.00                  |
| Cheque No. 610383                                  | 3000.00                 |
| Cheque No. 610392                                  | 6450.00                 |
| Cheque No. 610393                                  | 3000.00                 |
|                                                    | 12850.00                |
| <b>Bank balance as per Cash book as on 31/3/20</b> | <b><u>746480.55</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.****FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN.:314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 11th. day of March, 2022









**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MAGAZINE FUND**  
**S/B NO.10965243421, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                            |           |                                     |           |
|----------------------------|-----------|-------------------------------------|-----------|
| To <u>Opening Balance.</u> |           | By Exps.for Printing of Prospectus. | 187000.00 |
| Cash at Bank               | 780399.70 | By Exps.for Printing of Megazine    | 80000.00  |
| To Transferred from        |           | By Printing & Stationery            | 800.00    |
| Nowgong Girls' College.    | 197100.00 | By Paid for TA                      | 3000.00   |
| (Bandhan Bank)             |           | By Paid for Carpenter               | 30000.00  |
| To S/B A/c Interest.       | 24248.00  | By Bank charges.                    | 118.00    |
|                            |           | By <u>Closing Balance.</u>          |           |
|                            |           | Cash at Bank                        | 700829.70 |

Rs. 1001747.70

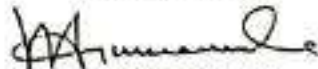
Rs. 1001747.70

**Bank reconciliation statement as on 31-03-2020**

|                                                    |                  |
|----------------------------------------------------|------------------|
| As per Bank Statement cash at Bank                 | 734629.70        |
| Less:- Cheque issued but not collected. As under:- |                  |
| Cheque No. 566118                                  | 800.00           |
| Cheque No. 566119                                  | 3000.00          |
| Cheque No. 566120                                  | 30000.00         |
|                                                    | <u>33800.00</u>  |
| As per Cash book cash at bank as on 31/3/2020      | <u>700829.70</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E

  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Halbargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022







**NOWGONG GIRLS' COLLEGE.**

**NAGAON ( ASSAM )**

**MISCELLANEOUS FUND**

**S/B A/C NO.10965243432, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                                |            |                                      |           |
|--------------------------------|------------|--------------------------------------|-----------|
| To <u>Opening Balance.</u>     |            | By Salary to Instructor & Bearer     | 99200.00  |
| Cash at bank                   | 151021.80  | By Paid for Annual membership fee    | 29500.00  |
| To Fees Received               | 20870.00   | By Telephone & Internet bill         | 13836.00  |
| To Fund Transferred from.      |            | By Misc.expenses.                    | 14051.00  |
| Nagaon Girls' College Fund     |            | By Electrification                   | 7000.00   |
| (Bandhan Bank)                 | 125500.00  | By Refreshment.                      | 31168.00  |
| To S/b A/c interest.           | 14270.00   | By Printing & Stationery             | 48217.00  |
| To FD Transferred from FD Fund | 1379975.82 | By Paid for Earth filling.           | 6000.00   |
| To Other received.             | 2900.00    | By Purchase of Hardware goods.       | 781384.00 |
|                                |            | By Diesel & Mobil                    | 4040.00   |
|                                |            | By Computer Accessories.             | 76845.00  |
|                                |            | By Software Installation             | 2000.00   |
|                                |            | By Labour & Wages.                   | 225500.00 |
|                                |            | By Repair & Maintenance              | 12000.00  |
|                                |            | By Purchase of Computer              | 135360.00 |
|                                |            | By Paid for Educational tour         | 21500.00  |
|                                |            | By Paid for Petty Cash book          | 5888.00   |
|                                |            | By Exps.for Workshop                 | 5870.00   |
|                                |            | By Paid for Curtain Cloth & fittings | 18438.00  |
|                                |            | By <u>Closing Balance.</u>           |           |
|                                |            | Cash at Bank                         | 156740.62 |

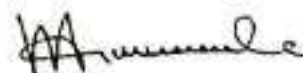
Rs. 1694537.62

Rs. 1694537.62

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN.:314021E



**( S. N. AGARWALA )**

**PARTNER**

**M. NO : 051446**

**UDIN : 22051446AEQDCY8198**

**PLACE: Halbargaon :: Nagaon (Assam)**

**DATE : The 11th. day of March, 2022**



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**GIRLS' COMMON ROOM FUND A/C**

**S/B A/C NO.10966243374, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT'**  
**FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

To Opening Balance.

Cash at bank

804455.92

By Purchase of Building materials

225390.00

To S/b A/c interest.

24314.00

By Paid for Labour & wages

417300.00

By Closing Balance.

Cash at Bank

186079.92

Rs. 828769.92

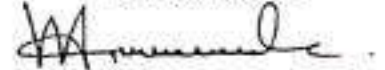
Rs. 828769.92

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.

CHARTERED ACCOUNTANTS.

FRN.:314021E



( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 11th. day of March, 2022



### COUNSELLING FUND

**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                      |                  |                                   |                  |
|----------------------|------------------|-----------------------------------|------------------|
| To Opening Balance.  |                  |                                   |                  |
| Cash at bank         | 570633.44        | By Labour & Wages.                | 83900.00         |
| To S/B A/c Interest. | 13838.00         | By Printing & Stationery          | 5880.00          |
|                      |                  | By Exps.for Counselling Programme | 17750.00         |
|                      |                  | By Paid for Lawyer Fee.           | 60000.00         |
|                      |                  | By Paid for Academic Trip         | 18500.00         |
|                      |                  | By Purchase of books              | 5355.00          |
|                      |                  | By Refreshment                    | 11720.00         |
|                      |                  | By Purchase of Printer & Toner.   | 19000.00         |
|                      |                  | By Exps.for Yoga Programme        | 18240.00         |
|                      |                  | By Workshop on Bengali Deptt.     | 2375.00          |
|                      |                  | By Printing & Stationery.         | 1620.00          |
|                      |                  | By Exps.for SSC Coaching          | 3922.00          |
|                      |                  | By Purchase of Cartain Cloth      | 16226.00         |
|                      |                  | By Purchase of LED TV             | 220926.00        |
|                      |                  | By GST Paid                       | 3526.00          |
|                      |                  | By Closing Balance.               |                  |
|                      |                  | Cash at Bank                      | 95531.44         |
|                      |                  |                                   |                  |
| R <sup>s</sup> .     | <u>584471.44</u> | R <sup>s</sup> .                  | <u>584471.44</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.

FRN.:314021E



M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Halbargaon :: Nagaon  
DATE : The 11th. day of March, 2022



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**P.G.FUND**

**S/B A/C NO.10965243443, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                            |            |                                      |                       |
|----------------------------|------------|--------------------------------------|-----------------------|
| To <u>Opening Balance.</u> |            | By Paid for part time Lecturer.      | 83850.00              |
| Cash at bank               | 3131422.06 | By Remuneration                      | 52720.00              |
|                            |            | By Printing & Stationery.            | 16326.00              |
| To Examination Fees        | 73830.00   | By Postal charges.                   | 3389.00               |
|                            |            | By Paid for debating Programme       | 17000.00              |
| To Admission fees.         | 610000.00  | By Paid for Examination fees.        | 12842.50              |
|                            |            | By Paid for Examination Centre fees  | 465.00                |
| To S/B A/c interest.       | 98586.00   | By T.A.Bill                          | 2660.00               |
|                            |            | By Advertisement exps.               | 22500.00              |
| To Prospectus Fees         | 17200.00   | By Refreshment                       | 7550.00               |
|                            |            | By Car fare                          | 5600.00               |
|                            |            | By Exps.for renovation of PG Deptt.  | 111536.00             |
|                            |            | By Purchase of Almirah               | 25724.00              |
|                            |            | By Fuel charges                      | 1100.00               |
|                            |            | By Paid for Guest Faculty.           | 21500.00              |
|                            |            | By Paid for Inspection               | 15000.00              |
|                            |            | By Bank charges                      | 84.16                 |
|                            |            | By Misc.expenses.                    | 1360.00               |
|                            |            | By Labour & Wages.                   | 50400.00              |
|                            |            | By Purchase of Grass cutting Machine | 103000.00             |
|                            |            | By Paid for Registration.fees        | 13310.00              |
|                            |            | By Exps.for constructions            | 16380.00              |
|                            |            | By Paid for Earth filling            | 28400.00              |
|                            |            | By Exps.for Tower Clock              | 150000.00             |
|                            |            | By <u>Closing Balance.</u>           |                       |
|                            |            | Cash at Bank                         | 3168341.40            |
|                            |            |                                      | <u>Rs. 3931038.06</u> |
|                            |            |                                      | <u>Rs. 3931038.06</u> |

**BANK RECONSILIATION STATEMENT AS ON 31/3/2020**

|                                                    |                   |
|----------------------------------------------------|-------------------|
| As per Pass book cash at Bank                      | 3189141.40        |
| Less : Cheque issued but not Created as on 31/3/20 |                   |
| Cheque No. 55867                                   | 4000.00           |
| Cheque No. 55869                                   | 16800.00          |
| As per cash book cash at bank                      | <u>3168341.40</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**



*(Signature)*  
**( S. N. AGARWALA )  
PARTNER**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022**

**M. NO : 051446  
UDIN : 22051446AEQDCY8198**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**SOCIAL FUND  
S/B NO.10965243465, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                           |           |                                      |                      |
|---------------------------|-----------|--------------------------------------|----------------------|
| To <u>Opening Balance</u> |           | By Exps for Sanlardev Tithi          | 9500.00              |
| Cash at Bank              | 697573.11 | By Paid for Remuneration             | 36400.00             |
| To Transfd. from          |           | By Labour payment                    | 1100.00              |
| Nagaon Girls Fund         | 125500.00 | By Exps. for Freshers Social         | 39490.00             |
| (Bandhan bank)            |           | By Exps. for Car fare                | 9500.00              |
| To S/B A/c Interest.      | 21667.00  | By Refreshment.                      | 2196.00              |
|                           |           | By Paid for Hotel Room rent.         | 2516.00              |
|                           |           | By Paid for Diesel                   | 2020.00              |
|                           |           | By Paid for Stage Deccoration.       | 13000.00             |
|                           |           | By Paid for Earth filling.           | 14500.00             |
|                           |           | By Paid for Freshers Foundation Day. | 37875.00             |
|                           |           | By Paid for Photographer.            | 2300.00              |
|                           |           | By Exps for Internal Yoga Day.       | 12070.00             |
|                           |           | By Exps. for Environmental Day       | 1000.00              |
|                           |           | By Exps. for Saraswati Pooja.        | 75000.00             |
|                           |           | By Purchase of Flower Seeds.         | 18220.00             |
|                           |           | By Exps. for Republic Day.           | 4046.00              |
|                           |           | By <u>Closing Balance</u>            |                      |
|                           |           | Cash at Bank                         | 564007.11            |
|                           |           |                                      | <u>Rs. 844740.11</u> |
| <u>Rs. 844740.11</u>      |           |                                      |                      |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**



*(Signature)*  
**( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN : 22051446AEQDCY8198**

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GAME FUND**

**S/B A/C NO.10965243396,S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                                                        |                       |                                            |                       |
|--------------------------------------------------------|-----------------------|--------------------------------------------|-----------------------|
| To <u>Opening Balance.</u>                             |                       |                                            |                       |
| Cash at bank                                           | 570983.14             | By Purchases of Furniture.                 | 42480.00              |
|                                                        |                       | By Bank Charges.                           | 118.00                |
| To Tranfd.from<br>Nagaon Girls Fund<br>(Bandhan bank ) | 454000.00             | By Printing & Stationery                   | 200.00                |
|                                                        |                       | By Registration Fees paid.                 | 1200.00               |
| To S/B A/c interest.                                   | 26341.00              | By Paid for College week Festival.         | 188534.00             |
|                                                        |                       | By Refreshment                             | 1420.00               |
|                                                        |                       | By Puchase of Trophy.                      | 28402.00              |
|                                                        |                       | By Purchase of books for Youth<br>Festival | 4025.00               |
|                                                        |                       | By Purchase of Stage Deccoration.          | 12000.00              |
|                                                        |                       | By <u>Closing Balance.</u>                 |                       |
|                                                        |                       | Cash at Bank                               | 772945.14             |
|                                                        | <b>Rs. 1051324.14</b> |                                            | <b>Rs. 1051324.14</b> |

**Bank reconciliation statement as on 31-03-2020**

|                                                      |                  |
|------------------------------------------------------|------------------|
| Bank balance as per Bank Statementook as on 31/3/20  | 804409.14        |
| Less : Cheque issued but not Cleared as on 31/3/2020 |                  |
| Ch.No.732153                                         | 483.00           |
| Ch.No.732156                                         | 14956.00         |
| Ch.No.732157                                         | 4025.00          |
| Ch.No.732158                                         | 12000.00         |
|                                                      | 31464.00         |
| As per Cash book cash at bank                        | <u>772945.14</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



*(Signature)*  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022



**SCHOLARSHIP FUND**

**C/A. No. 10707349068, SBI Nagaon**

To Opening Balance,  
Cash at bank

39536.00

By Disburse to Handycaped student

7920.00

By Bank Charges.

649.00

To Fund receipts from  
Shisu Sarathi

7920.00

**By Closing Balance.**  
Cash at Bank

38887.00

Rs. 47456.00

Rs. 47456.00

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

(S. N. AGARWALA)  
PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**RESERVE FUND A/C**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                                                |           |                                        |           |
|------------------------------------------------|-----------|----------------------------------------|-----------|
| To Op.Fixed Deposit at<br><u>U.B.I.Nagaon.</u> |           | By Fixed Deposit at UBI,Nagaon         |           |
| A/c No.0031109035948                           | 153133.23 | A/c No.0031109035948<br>( Md.30/10/21) | 153133.23 |
| A/c No.0031109035957                           | 153143.00 | A/c No.0031109035957<br>( Md.30/10/21) | 153143.00 |
| A/c No.0031109035975                           | 153138.15 | A/c No.0031109035975<br>( Md.30/10/21) | 153138.15 |
| A/c No.0031109035966                           | 167561.88 | A/c No.0031109035966<br>( Md.30/10/21) | 167561.88 |
| Rs. <u>626976.26</u>                           |           | Rs. <u>626976.26</u>                   |           |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
( S. N. AGARWALA )  
PARTNER

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022

M. NO : 051446  
UDIN : 22051446AEQDCY8198



# NOWGONG GIRLS' COLLEGE.

## NAGAON ( ASSAM )

### EXAMINATION FUND

S/B A/C NO.913010040184191 AXIS BANK, NAGAON

### RECEIPTS AND PAYMENTS ACCOUNT

FOR THE PERIOD FROM 01-04-2019 to 31-03-2020

|                                                        |            |                                                   |            |
|--------------------------------------------------------|------------|---------------------------------------------------|------------|
| To <u>Opening Balance.</u>                             |            | By Examination fees paid to G.U.                  | 603989.00  |
| Cash at Bank (Axis Bank)                               | 3511477.00 | By Examination fees paid.                         | 18400.00   |
|                                                        |            | By Misc.expenses                                  | 5470.00    |
| To Cheque issued but not debited now deposited to bank | 1400.00    | By Printing & Stationery                          | 66069.00   |
|                                                        |            | By Refreshment                                    | 6750.00    |
| To Examination fees                                    | 990565.00  | By Exps. For conduct the Exam.                    | 212132.00  |
| To S/B A/c Interest.                                   | 95473.00   | By Purchase of Furniture.                         | 53772.00   |
|                                                        |            | By Labour charges for carpenter                   | 309300.00  |
| To Credited by bank                                    | 2330.00    | By T.A.                                           | 11025.00   |
|                                                        |            | By Remuneration paid for Invigilator              | 281880.00  |
| To Practical Exam.fee received.                        | 6120.00    | By Remuneration paid for Exam.                    | 122850.00  |
|                                                        |            | By Repairing charges.                             | 37500.00   |
| To Excess payment for Invigilator fees return          | 2800.00    | By Paid for labour & Wages                        | 177600.00  |
|                                                        |            | By Remuneration for Official staff.               | 43250.00   |
|                                                        |            | By Computer Accessesories                         | 81910.00   |
|                                                        |            | By Exps.for Field Trip.                           | 25000.00   |
|                                                        |            | By Purchase of building materials.                | 165200.00  |
|                                                        |            | By Debited by bank                                | 2330.00    |
|                                                        |            | By Exps.for Software Installation                 | 137500.00  |
|                                                        |            | By Purchae of Allumunium Glass etc. & fittings    | 187168.00  |
|                                                        |            | By Purchase of Timber                             | 644235.00  |
|                                                        |            | By Exps. For Internet Link.                       | 134435.00  |
|                                                        |            | By Car Fare                                       | 18000.00   |
|                                                        |            | By Paid for painting                              | 35073.00   |
|                                                        |            | By Packing charges.                               | 10591.00   |
|                                                        |            | By Remuneration paid for examination to Principal | 20000.00   |
|                                                        |            | By Remuneration paid for Office-in-Charges.       | 16000.00   |
|                                                        |            | By Remuneration paid to Office staff              | 15600.00   |
|                                                        |            | By <u>Closing Balance</u>                         |            |
|                                                        |            | Cash at Bank                                      | 1167136.00 |
| Rs. <u>4610165.00</u>                                  |            | Rs. <u>4610165.00</u>                             |            |

IN TERMS OF OUR REPORT OF EVEN DATE.



FOR SATYANARAYAN AGARWALA & CO.

CHARTERED ACCOUNTANTS.

FRN.:314021E

*(Signature)*

( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 11th. day of March, 2022



**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

IN TERMS OF OUR REPORT OF EVEN DATE.



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**REGISTRATION FUND.**

**S/B A/C NO.10965243454, S.B.I.NAGAON**

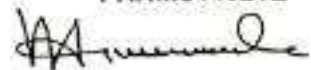
**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

**To Opening Balance.**

|                                                             |                              |                            |                              |
|-------------------------------------------------------------|------------------------------|----------------------------|------------------------------|
| Cash at bank                                                | 249128.65                    | By Registration fees paid. | 186440.00                    |
| To Tranfd.from Nagaon Girls'<br>College Fund (Bandhan bank) | 734280.00                    | By Bank charges            | 365.00                       |
| To S/B A/c interest.                                        | 21156.00                     | By Draft Charges.          | 575.00                       |
|                                                             |                              | By <u>Closing Balance.</u> |                              |
|                                                             |                              | Cash at Bank               | 817184.65                    |
|                                                             | <b>Rs. <u>1004564.65</u></b> |                            | <b>Rs. <u>1004564.65</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E**



**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN : 22051446AEQDCY8198**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022**



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**NOWGONG GIRLS' COLLEGE FUND**

**S/B. No. 50180013958314, Bandhan bank, Nagaon**

**RECEIPTS AND PAYMENTS ACCOUNT**

**WEF 01-04-2019 to 31-03-2020**

|                               |            |                               |            |
|-------------------------------|------------|-------------------------------|------------|
| <b>To Opening Balance.</b>    |            |                               |            |
| Cash at bank                  | 264864.00  | <b>By F.D.at Bandhan Bank</b> |            |
|                               |            | No.10180002967718(13/8/20)    | 537611.00  |
| To Fees for Prospectus        | 727990.00  | No.10180003742694(14/7/20)    | 640193.00  |
|                               |            | No.101800037612774(14/7/20)   | 213940.00  |
| To Sib A/c Interest           | 96509.00   | <b>By Transferred to:-</b>    |            |
|                               |            | College General Fund          | 2545310.00 |
| To Admission fees             | 8052340.00 | Building Fund                 | 627500.00  |
|                               |            | Examination Fund              | 243240.00  |
| To Received from Hostel fees  | 1530000.00 | Library Fund                  | 251000.00  |
|                               |            | Student Union Fund            | 131400.00  |
| To Examination Fees received  | 1387720.00 | Game Fund                     | 454000.00  |
|                               |            | Social Fund                   | 125500.00  |
|                               |            | Megazine Fund                 | 197100.00  |
| <b>To F.D.at Bandhan Bank</b> |            | Student aid Fund              | 62750.00   |
| No.10180002967718             |            | Registration fund             | 734280.00  |
| (MD.13/7/19)                  | 500000.00  | Miscellaneous Fund            | 125500.00  |
| No.10180003742694             |            | Memorial Debating cum Lecture | 62750.00   |
| (MD.14/7/19)                  | 600000.00  | Hostel Fund.                  | 1590000.00 |
| No.101800037612774            |            | Establishment Fund            | 994300.00  |
| (MD.14/7/19)                  | 200000.00  | NSS Fund                      | 37650.00   |
| <b>To F.D Interest.</b>       |            | <b>By Fixed Deposit on</b>    |            |
| No.10180002967718             | 37611.00   | Dtd.27/08/2019                | 1500000.00 |
| No.10180003742694             | 40193.00   | Dtd.27/08/2019                | 1000000.00 |
| No.101800037612774            | 13940.00   |                               |            |
|                               |            | <b>By Closing Balance.</b>    |            |
|                               |            | Cash at Bank                  | 1377143.00 |

**Rs. 13451167.00**

**Rs. 13451167.00**

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E



*(Signature)*  
( S. N. AGARWALA )  
PARTNER

PLACE: Halbargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022

M. NO : 051446  
UDIN : 22051446AEQDCY8198



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**FIXED DEPOSIT FUND A/C**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

**To Op.F.D.at UBI,Nagaon**

|                             |            |
|-----------------------------|------------|
| No.0031109036035 MD.20/8/21 | 1004730.59 |
| No.0031109036026 MD.20/8/21 | 1004728.79 |
| No.0031109036017 MD.20/8/21 | 1004729.41 |
| No.0031109111965 MD 16/7/19 | 1301343.54 |
| No.0031109111682 MD 12/7/19 | 715736.30  |

**By Fixed Deposit at U.B.I.**

|                                 |            |
|---------------------------------|------------|
| No.0031109036026 Md. 20/8/21    | 1004728.79 |
| No.0031109036017 Md. 20/8/21    | 1004729.41 |
| No.0031109111965 ( MD.16/7/20 ) | 1372457.70 |
| No.0031109111682 ( MD.12/7/20 ) | 758168.50  |
| No.0031109036035( MD.20/8/21 )  | 1004730.59 |

**To FD Interest. UBI**

|                             |          |
|-----------------------------|----------|
| No.0031109111965 MD 16/7/19 | 71114.16 |
| No.0031109111682 MD 12/7/19 | 42432.20 |

**By FD at Axis Bank**

|                              |           |
|------------------------------|-----------|
| No.914040030013256 MD.6/8/20 | 397661.00 |
| No.914040030013890 Md 5/8/20 | 420272.00 |

**To F.D.at UBI,Nagaon**

|                |            |
|----------------|------------|
| No.00311091166 | 1301075.86 |
| Add:Interest.  | 78899.96   |
|                | 1379975.82 |

Less:Matured 25/7/19 1379975.82 NIL

**To F.D.at UBI,Nagaon**

|                  |            |
|------------------|------------|
| No.0031109036008 | 997271.78  |
| Add:Interest.    | 66412.57   |
|                  | 1063684.35 |

Less:Matured 25/7/19 1063684.35 NIL

**To FD at Axis bank,Nagaon**

|                           |           |
|---------------------------|-----------|
| No.914040030013256 5/8/19 | 370565.00 |
| No.914040030013890 5/8/19 | 400321.00 |

**To FD Interest.**

|                    |          |
|--------------------|----------|
| No.914040030013256 | 27096.00 |
| No.914040030013890 | 19951.00 |

5962747.99

5962747.99

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**



*(Signature)*  
**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN : 22051446AEQDCY8198**

**PLACE: Haibargaon :: Nagaon (Assam)**

**DATE : The 11th. day of March, 2022**



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MEGHNATH PAUL MERIT AWARD FUND**

**S/B A/C NO.00310103168989, U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 TO 31-03-2020**

|                                                        |          |                                                        |          |
|--------------------------------------------------------|----------|--------------------------------------------------------|----------|
| To <u>Opening Balance.</u><br>Cash at Bank             | 8715.58  | By FD NoI0031109164522<br>UBI,on 18/9/18 ( MD.18/9/19) | 50000.00 |
| To S/B A/c Interest.                                   | 286.00   | By Paid for Merit award on 12/9/19                     | 1500.00  |
| By FD NoI0031109164522<br>UBI,on 18/9/18 ( MD.18/9/19) | 50000.00 | By <u>Closing Balance</u><br>Cash at Bank              | 7501.58  |
| Rs. <u>59001.58</u>                                    |          | Rs. <u>59001.58</u>                                    |          |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022













**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**KUNTALA HAZARIKA MERIT AWARD FUND**

**S/B A/C NO.10965412061, SBI.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 TO 31-03-2020**

|                                   |          |                                        |          |
|-----------------------------------|----------|----------------------------------------|----------|
| <b>To <u>Opening Balance.</u></b> |          | <b>By Fixed Deposit .at SBI Nagaon</b> |          |
| Cash at Bank                      | 11399.00 | No. 30299985594                        |          |
|                                   |          | ( MD.28/12/2027)                       | 13000.00 |
| <b>To Fixed deposit.</b>          |          |                                        |          |
| No.30299985594 O/B                | 13000.00 | <b>By Paid Merit award on 12/09/19</b> | 1000.00  |
| MD. 28/12/27                      |          |                                        |          |
| <b>To F.D. Interest</b>           | 1128.00  |                                        |          |
|                                   |          | <b>By <u>Closing Balance</u></b>       |          |
| <b>To S/B A/c Interest.</b>       | 386.00   | Cash at Bank                           | 11913.00 |
|                                   |          |                                        |          |
| <b>Rs. <u>25913.00</u></b>        |          | <b>Rs. <u>25913.00</u></b>             |          |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 11th. day of March, 2022





**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**NEW UGC A/C  
S/B A/C NO. 36208028719, SBI,NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                                    |                  |                                             |                  |
|------------------------------------|------------------|---------------------------------------------|------------------|
| To Opening Balance<br>Cash at bank | 159135.25        | By <u>Closing balance.</u><br>Cash at Bank. | 164426.25        |
| To S/B A/c interest.               | 5291.00          |                                             |                  |
|                                    | <u>164426.25</u> |                                             | <u>164426.25</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E



( S. N. AGARWALA )  
PARTNER

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022

M. NO : 051446  
UDIN : 22051446AEQDCY8198





**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GOLDEN JUBILEE CELEBRATION FUND**

**A/C NO. 0031013112838, UBI,NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2019 to 31-03-2020 )**

**Opening Balance**

|                                   |           |                                  |           |
|-----------------------------------|-----------|----------------------------------|-----------|
| Cash at bank                      | 312460.75 | By Exps.Faculty Research Project | 30000.00  |
| Tiwa Bhasha Kala Krishti Parishad | 8000.00   | By Exps Faculty Research Project | 8000.00   |
| Tiwa Autonomous Council           | 30000.00  | By Exps for computer Purchase    | 228000.00 |
|                                   |           | By <u>Closing Balance :</u>      |           |
|                                   |           | Cash at Bank                     | 84460.75  |

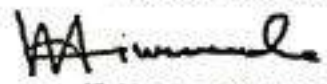
Rs. 350460.75

Rs. 350460.75

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



  
(S.N.AGARWALA)  
PARTNER.

PLACE: Haibargaon : Nagaon (Assam)  
DATE : The 11th.day of March, 2022

M.NO: 051446  
UDIN : 22051446AEQDCY8198

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**NAGAON GIRLS' COLLEGE A/C.**

**S/B A/C NO. 0031010310867, U.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2019 to 31-03-2020 )**

**Opening Balance**  
Cash at bank

|           |                               |           |
|-----------|-------------------------------|-----------|
| 409352.00 | By Exps.for Computer Purchase | 304000.00 |
|           | By Bank charges               | 30.00     |
|           | By Labour payment             | 49900.00  |
|           | By <u>Closing Balance :</u>   |           |
|           | Cash at Bank                  | 55422.00  |

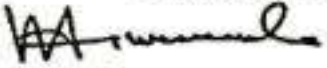
Rs. 409352.00

Rs. 409352.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**

  
**(S.N.AGARWALA)  
PARTNER.**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of March, 2022**

**M.NO: 051446  
UDIN : 22051446AEQDCY8198**

**INTERNAL AUDIT REPORT**  
**FOR THE FINANCIAL YEAR :2020- 2021**

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**NOWGONG GIRLS' COLLEGE**  
**DIST. :NAGAON ( ASSAM)**

~~~~~

**AUDITED BY:**  
**SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS**  
**SANI MANDIR ROAD, HAIBARGAON: NAGAON: ASSAM: 782 002**

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### INTERNAL AUDIT REPORT

We have audited the attached Receipt and Payment Accounts of **NOWGONG GIRLS' COLLEGE** : Nagaon (Assam) for the year ended **31st. March, 2021** in respect of :

- |                                         |                                        |
|-----------------------------------------|----------------------------------------|
| 1 College General Fund                  | 18 PG Fund                             |
| 2 Social Fund                           | 19 Student Aid Fund                    |
| 3 Faculty Fund                          | 20 Girls' common Room Fund             |
| 4 Examination Fund (Axis Bank A/c)      | 21 Scholarship Fund                    |
| 5 Examination Fund ( SBI. A/c)          | 22 Nagaon Girls' College Fund(PNB A/c) |
| 6 Hostel Fund                           | 23 Reserve Fund                        |
| 7 Library Fund                          | 24 UGC Fund(Old)                       |
| 8 Miscellaneous Fund                    | 25 Establishment Fund                  |
| 9 Building Fund                         | 26 Rekha Dasgupta Merit Award Fund     |
| 10 Registration Fund                    | 27 Meghnath Paul Merit Award Fund      |
| 11 Magazine Fund                        | 28 Bhanu Padmapati Merit Award Fund    |
| 12 Game Fund                            | 29 Renu Mahanta Merit Award Fund       |
| 13 Counselling Fund                     | 30 Malati .Bora Merit Award Fund       |
| 14 Memorial Debating cum Lecture Fund   | 31 Kuntala Hazarika Merit Award Fund   |
| 15 Nowgong Girls' College Fund(Bandhan) | 32 Muktaram Gayan Pratibha Bata Fund   |
| 16 New UGC A/c                          | 33 Bibha Devi Goswami Award Fund       |
| 17 Student Fund                         | 34 Golden Jubilee Celebration Fund     |

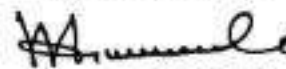
With the books of accounts produced before us and report that :  
Subject to our observations, we have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit.

The receipt and Payment Accounts are in agreement with the books of accounts.

In our opinion and to the best of our information and according to the explanations given to us, the said accounts gives a true and fair view of all receipts and payments disbursed by the College during the year ended on **31st.March, 2021**

For **SATYANARAYAN AGARWALA & CO.**  
CHARTERED ACCOUNTANTS  
FRN. : 314021E



  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th day of May, 2022

UDIN : 22051446AEQDCY8198

# Satyanarayan Agarwala & Co.

CHARTERED ACCOUNTANTS.

Sani Mandir Road,  
Haibargaon, Nagaon  
Assam : 782002  
PH : 9845183717 (M)

Observations as referred to our report (Internal Auditor's) of even date

- 1 Books of Accounts :- The College is maintaining only Cash Book, Bills Vouchers & Bank statements.
- 2 Bank balances of the funds are reconciled and where the difference with Bank statement and Cash book, the reconciliation statement is prepared



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

For SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS

FRN. : 314021E

( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 22051446AJQOVH1820



**NOWGONG GIRLS' COLLEGE**  
**DIST. : NAGAON ( ASSAM )**

**COLLEGE GENERAL FUND ACCOUNT**  
**C/A. NO. 10965236638, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

**RECEIPTS**

|                                            |                   |
|--------------------------------------------|-------------------|
| To Opening Balance :                       |                   |
| Cash at bank                               | <b>1544821.40</b> |
| To Admission fee received.                 | 2353053.09        |
| To Admission fee(PG)                       | 802680.39         |
| To Post Office house rent                  | 39000.00          |
| To Post Office Electric bill               | 5949.00           |
| To PG Prospectus fees                      | 38745.65          |
| To Application fee for Lecturer post       | 1119910.00        |
| To Hostel Fee received.                    | 770544.24         |
| To Examination fee received                | 872531.19         |
| To Bvoc/ computer/ etc.                    | 91688.30          |
| To GSLIC                                   | 189254.00         |
| To Auditorium Rent                         | 2000.00           |
| To Higher Education received               | 50000.00          |
| To Misc. receipts.                         | 4413.00           |
| To Govt. Waive Fee received.               | 9327634.00        |
| To Cheque No.927841 not deposited by payee | 2100.00           |

**PAYMENTS**

|                                       |            |
|---------------------------------------|------------|
| By Salary paid to Part time lecturer  | 1100940.00 |
| By Salary paid to III .Grade staff    | 122000.00  |
| By Salary paid to IV .Grade staff     | 489103.00  |
| By T.A                                | 37970.00   |
| By Electric bill                      | 384088.00  |
| By Bank charges.                      | 2360.00    |
| By Purchase of Elect.Goods            | 231090.00  |
| By Exps.for Examination(PG)           | 19500.00   |
| By Exps.for Interview                 | 143540.00  |
| By Labour Payment                     | 1106835.00 |
| By Refreshment                        | 80787.00   |
| By Paid for Painter.                  | 129276.00  |
| By Paid for Painting materials.       | 82853.00   |
| By Paid for Remuneation               | 7000.00    |
| By Repairs & maintenance              | 30686.00   |
| By Car Fare                           | 80000.00   |
| By Diesel expenses                    | 12130.00   |
| By Purchase of Laboratory equipmt     | 213222.00  |
| By Telephone bill                     | 7362.00    |
| By Printing & Stationery              | 77223.00   |
| By Misc. expenses.                    | 126979.00  |
| By Purchase of building materials     | 1947950.00 |
| By Exps. for Water supply materials   | 86285.00   |
| By Exps. for Examination              | 106964.00  |
| By Paid for Laboratory equipments     | 174050.00  |
| By Exps. for installation of software | 43004.72   |
| By Paid for GSLI                      | 189254.00  |
| By Labour cess                        | 5865.00    |
| By Exps. for Advertisement            | 94692.00   |
| By Exps. for Earth Filling            | 454300.00  |
| By Paid for Petty Cash book           | 20578.00   |
| By Exps. for College Foundation Day.  | 16658.00   |
| By Paid to Carpenter.                 | 244400.00  |
| By Remuneration paid for interview    | 26000.00   |
| By Exps. for GB Meeting.              | 45360.00   |
| By Exps. for Computer accessries.     | 342475.00  |
| By Exps. for I.Card                   | 124500.00  |
| By Renewal fee for Software           | 8750.00    |
| By Paid for Internet                  | 10868.00   |
| By Exps for Educational tour          | 33700.00   |
| By Exps. for Tent & Deccorator        | 22570.00   |
| By Exps. for Electrification          | 17200.00   |
| By Purchase of Furniture              | 15104.00   |
| By Exps. for National Security Day    | 41000.00   |

**17214324.26**

**8556471.72**

continued to next page.....2





continued from page....1

**COLLEGE GENERAL FUND ACCOUNT**  
**C/A. NO. 10965236638, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021)**

|                 |                    |                                      |                    |
|-----------------|--------------------|--------------------------------------|--------------------|
| B/F Total ----- | 17214324.26        | B/F Total -----                      | 8556471.72         |
|                 |                    | By Purchase of Invertor Battery      | 22950.00           |
|                 |                    | By Salary for Hostel Staff           | 50755.00           |
|                 |                    | By Tiles & Materials.                | 138392.00          |
|                 |                    | By Purchase of Timber                | 98451.00           |
|                 |                    | By TDS deduction for GST             | 586.00             |
|                 |                    | By Paid to Computer Instructor       | 10000.00           |
|                 |                    | By Exps. for National Seminar Day    | 1545.00            |
|                 |                    | By Exps. for Intnl women's Day       | 3190.00            |
|                 |                    | By Exps. for Gift items              | 11802.00           |
|                 |                    | By Newspaper & Periodicals.          | 6421.00            |
|                 |                    | By EMS Registration fees             | 11800.00           |
|                 |                    | By Paid for New a/c open             | 1000.00            |
|                 |                    | By Exps. for onlien software Instln. | 20000.00           |
|                 |                    | By <b>Closing balance</b>            |                    |
|                 |                    | Cash at bank                         | 8280960.54         |
|                 | <u>17214324.26</u> |                                      | <u>17214324.26</u> |

**Bank reconciliation statement as on 31-03-2021**

|                                                   |           |                   |
|---------------------------------------------------|-----------|-------------------|
| Cash at bank as per Bank Statement -----          |           | 8795143.54        |
| Less: Cheque issued but not debited as on 31/3/21 |           |                   |
| as under :-                                       |           |                   |
| Cheque No.218549                                  | 6000.00   |                   |
| Cheque No.218555                                  | 6000.00   |                   |
| Cheque No.218556                                  | 2000.00   |                   |
| Cheque No.218563                                  | 15340.00  |                   |
| Cheque No.218568                                  | 16410.00  |                   |
| Cheque No.218569                                  | 1220.00   |                   |
| Cheque No.218571                                  | 970.00    |                   |
| Cheque No.218579                                  | 98451.00  |                   |
| Cheque No.218585                                  | 9642.00   |                   |
| Cheque No.218588                                  | 38400.00  |                   |
| Cheque No.218592                                  | 7800.00   |                   |
| Cheque No.218594                                  | 44100.00  |                   |
| Cheque No.218596                                  | 20800.00  |                   |
| Cheque No.218598                                  | 151064.00 |                   |
| Cheque No.218599                                  | 64163.00  |                   |
| Cheque No.218600                                  | 1058.00   |                   |
| Cheque No.218601                                  | 30179.00  |                   |
| Cheque No.218602                                  | 586.00    | 514183.00         |
| Cash at bank as per Cash book.....                | Rs.       | <u>8280960.54</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN...:314021E



*(Signature)*  
**( S. N. AGARWALA )**  
**PARTNER**

M. NO : 051446

UDIN :22051446AJQOVH1820

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 26th.day of May, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**SOCIAL FUND**  
**S/B NO.10965243465, S.B.I.NAGAON**

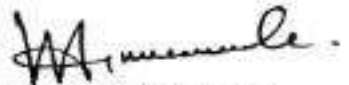
**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                            |                      |                                 |                      |
|----------------------------|----------------------|---------------------------------|----------------------|
| <u>To Opening Balance.</u> |                      |                                 |                      |
| Cash at Bank               | 564007.11            | By Labour payment               | 53800.00             |
| To S/B A/c Interest.       | 14529.00             | By Misc.expenses.               | 6820.00              |
|                            |                      | By Exps.for Farewell            | 10610.00             |
|                            |                      | By Refreshment.                 | 8559.00              |
|                            |                      | By Printing & Stationery        | 850.00               |
|                            |                      | By Exps. for Minister Programme | 50000.00             |
|                            |                      | By Paid for Photographer.       | 2050.00              |
|                            |                      | By Exps.for Saraswati Pooja.    | 97472.00             |
|                            |                      | <u>By Closing Balance.</u>      |                      |
|                            |                      | Cash at Bank                    | 348375.11            |
|                            | <u>Rs. 578536.11</u> |                                 | <u>Rs. 578536.11</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**  
**FRN.:314021E**

  
**( S. N. AGARWALA )**  
**PARTNER**  
**M. NO : 051446**  
**UDIN :22051446AJQOVH1820**

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 26th.day of May, 2022**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**FACULTY FUND  
S/B A/C NO.10965245145, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                                                                                       |            |                                            |            |
|---------------------------------------------------------------------------------------|------------|--------------------------------------------|------------|
| To <u>Opening Balance.</u>                                                            |            | By Remuneration for Data Entry<br>for IQAC | 6900.00    |
| Cash at bank                                                                          | 273356.13  |                                            |            |
| To Fund received from<br>North East Centre for Technologies<br>Application on 25/3/21 | 738150.00  | By Purchase of Tower Clock                 | 169580.00  |
|                                                                                       |            | By Deducted for CGST/SGST                  | 10518.00   |
| To S/B A/c interest.                                                                  | 10226.00   | By Purchase of Hardware Goods              | 785007.00  |
| To F.D. Transferred from<br>Fixed Deposit Fund<br>(UBI a/c No.0031109036035)          | 1004730.59 | By <u>Closing Balance.</u>                 |            |
|                                                                                       |            | Cash at Bank                               | 1170568.14 |
| To Fixed Deposit Interest<br>( Mtd.on 29/01/21)                                       | 116110.42  |                                            |            |

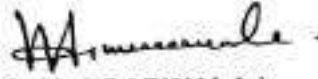
Rs. 2142573.14

Rs. 2142573.14

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E



  
( S. N. AGARWALA )  
PARTNER

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

M. NO : 051446  
UDIN :22051446AJQOVH1820



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**EXAMINATION FUND**

**S/B A/C NO.913010040184191 AXIS BANK, NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**

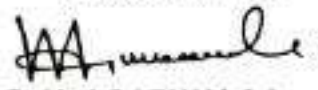
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                                   |                              |                                                   |                              |  |
|-----------------------------------|------------------------------|---------------------------------------------------|------------------------------|--|
| <b>To <u>Opening Balance.</u></b> |                              |                                                   |                              |  |
| Cash at Bank (Axis Bank)          | 1167136.00                   | By Remuneration paid for Invigilator              | 25900.00                     |  |
|                                   |                              | By Remuneration paid for conducting the Exam.     | 19000.00                     |  |
| To Examination fees.              | 177100.00                    | By Exps. for conduct the exam.                    | 17693.00                     |  |
|                                   |                              | By Packing charges.                               | 1890.00                      |  |
| To S/B A/c Interest.              | 8256.00                      | By Purchase of Water supply materials.            | 120584.00                    |  |
|                                   |                              | By Paid to Carpenter                              | 35800.00                     |  |
|                                   |                              | By Printing & Stationery                          | 20480.00                     |  |
|                                   |                              | By Purchase of building materials.                | 457797.00                    |  |
|                                   |                              | By Tower Clock Setting charges                    | 90000.00                     |  |
|                                   |                              | By Exps. for conduct the examination Control Room | 256077.00                    |  |
|                                   |                              | By Deduction for Labour Cess                      | 8273.00                      |  |
|                                   |                              | By Examination fee paid                           | 136164.00                    |  |
|                                   |                              | By Postal charges                                 | 12080.00                     |  |
|                                   |                              | By Refreshment                                    | 350.00                       |  |
|                                   |                              | By Fuel charges.                                  | 2030.00                      |  |
|                                   |                              | By TA                                             | 920.00                       |  |
|                                   |                              | <b>By <u>Closing Balance</u></b>                  |                              |  |
|                                   |                              | Cash at Bank                                      | 147454.00                    |  |
|                                   | <b>Rs. <u>1352492.00</u></b> |                                                   | <b>Rs. <u>1352492.00</u></b> |  |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**  
**FRN.:314021E**

  
**( S. N. AGARWALA )**  
**PARTNER**

**M. NO : 051446**

**UDIN :22051446AJQOVH1820**

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 26th. day of May, 2022**

**NOWGONG GIRLS' COLLEGE.**

**NAGAON ( ASSAM )**

**EXAMINATION FUND**

**S/B A/C NO.10965243385,SBI, NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**

**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                            |                      |                                   |                      |
|----------------------------|----------------------|-----------------------------------|----------------------|
| To <u>Opening Balance.</u> |                      | By Exps.for T.A.                  | 750.00               |
| Cash at Bank               | 879115.52            | By Exps.for Electrical goods      | 53930.00             |
| To S/B A/c Interest.       | 18121.00             | By Misc.expenses                  | 10500.00             |
|                            |                      | By Labour & Wages                 | 46800.00             |
|                            |                      | By Refreshment                    | 1594.00              |
|                            |                      | By Purchase of Almirah            | 15589.00             |
|                            |                      | By Paid for Earth filling         | 75000.00             |
|                            |                      | By Purchase of Building Materials | 434308.00            |
|                            |                      | By Printing & Stationery          | 30485.00             |
|                            |                      | By Paid for Carpenter             | 57400.00             |
|                            |                      | By Computer Accessories           | 22490.00             |
|                            |                      | By Repairing & Maintenance        | 11800.00             |
|                            |                      | By Deducted for GST               | 1344.00              |
|                            |                      | By Paid for Painting              | 37100.00             |
|                            |                      | By <u>Closing Balance</u>         |                      |
|                            |                      | Cash at Bank                      | 98146.52             |
|                            | <b>Rs. 897236.52</b> |                                   | <b>Rs. 897236.52</b> |

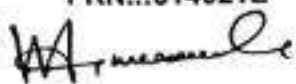
**BANK RECONCILIATION STATEMENT**

|                                     |                 |
|-------------------------------------|-----------------|
| Cash at bank as per bank statements | 104396.52       |
| Less:Cheque issued 456585           | 5500.00         |
| Cheque issued 456588                | 750.00          |
| Cash at bank as per cash book       | <u>98146.52</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

**FRN.:314021E**

  
**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN :22051446AJQOVH1820**



**PLACE: Haibargaon :: Nagaon (Assam)**

**DATE : The 26th.day of May, 2022**

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**  
**HOSTEL FUND**

**S/B A/C NO.10966243374,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                                                                    |           |                                   |           |
|--------------------------------------------------------------------|-----------|-----------------------------------|-----------|
| <b>To <u>Opening Balance.</u></b>                                  |           | By Salary to Staff.               | 473455.00 |
| Cash at bank                                                       | 746480.55 | To Printging & stationery         | 4322.00   |
| To S/B A/c interest.                                               | 10638.00  | By Paid for painting              | 42382.00  |
| To Cheque issued on 11/2/20<br>No.610377 not deposited by<br>Payee | 400.00    | By Paid for Labour & wages.       | 32200.00  |
| To Cheque issued on 2/6/20<br>No.610427 not deposited by<br>Payee  | 3500.00   | By Exps.for Water Supply matrials | 102158.00 |
| To Cheque issued on 2/6/20<br>No.610429 not deposited by<br>Payee  | 6000.00   | By Bank charges                   | 619.50    |
|                                                                    |           | By Misc.expenses.                 | 900.00    |
|                                                                    |           | By <b><u>Closing Balance.</u></b> |           |
|                                                                    |           | Cash at Bank                      | 110982.05 |

Rs. 767018.55

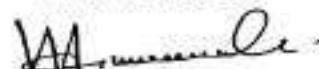
Rs. 767018.55

**IN TERMS OF OUR REPORT OF EVEN DATE.**



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E

  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN :22051446AJQOVH1820



DATE : The 26th day of May, 2022

## MISCELLANEOUS FUND

S/B A/C NO.10965243432, S.B.I.NAGAON

|                                   |                  |                                   |                  |
|-----------------------------------|------------------|-----------------------------------|------------------|
| To <u><b>Opening Balance.</b></u> |                  | By Paid to Computer Instructor    | 100000.00        |
| Cash at bank                      | 156740.62        | By Paid for Bearer                | 6000.00          |
| To Fees Received                  | 4200.00          | By Paid for Internet bill         | 37358.00         |
| To S/b A/c interest.              | 1989.00          | By Printing & Stationery          | 120.00           |
|                                   | -                | By Refreshment.                   | 2025.00          |
|                                   | -                | By <u><b>Closing Balance.</b></u> |                  |
|                                   |                  | Cash at Bank                      | 17426.62         |
| R <sup>s.</sup>                   | <u>162929.62</u> | R <sup>s.</sup>                   | <u>162929.62</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E

( S. N. AGARWALA )  
PARTNER

**M. NO : 051446**

UDIN :22051446AJQOVH1820

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**BUILDING FUND**

**S/B A/C NO.10965245145, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

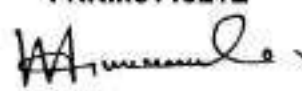
|                                       |                              |                                   |                              |
|---------------------------------------|------------------------------|-----------------------------------|------------------------------|
| <b>To Opening Balance.</b>            |                              | By Purchase of Building material. | 1173106.00                   |
| Cash at bank                          | 325223.07                    | By Purchase of Tiles              | 160339.00                    |
| To S/B A/c interest.                  | 14337.00                     | By Paid for Labour & wages        | 34300.00                     |
| To Fixed Deposit matured on<br>4/6/20 | 1004729.41                   | By <b><u>Closing Balance.</u></b> |                              |
| ( UBI. FD No.0031109036017 )          |                              | Cash at Bank                      | 59569.44                     |
| To F.D. Interest                      | 83024.96                     |                                   |                              |
|                                       |                              |                                   |                              |
|                                       | <b>Rs. <u>1427314.44</u></b> |                                   | <b>Rs. <u>1427314.44</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

  
**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446  
UDIN : 22051446AJQOVH1820**



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**REGISTRATION FUND.**

**S/B A/C NO.10965243454, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                            |                             |                                   |                             |
|----------------------------|-----------------------------|-----------------------------------|-----------------------------|
| <b>To Opening Balance.</b> |                             |                                   |                             |
| Cash at bank               | 817184.65                   | By Paid for Affiliation fee       | 122880.00                   |
|                            |                             | By Bank charges                   | 600.00                      |
| To S/B A/c interest.       | 22416.00                    | By TA                             | 720.00                      |
|                            |                             | By <b><u>Closing Balance.</u></b> |                             |
|                            |                             | Cash at Bank                      | 715400.65                   |
|                            | <b>Rs. <u>839600.65</u></b> |                                   | <b>Rs. <u>839600.65</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...:314021E

( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820



PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 26th.day of May, 2022

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MAGAZINE FUND**  
**S/B NO.10965243421, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                            |           |                                     |           |
|----------------------------|-----------|-------------------------------------|-----------|
| To <u>Opening Balance.</u> |           | By Exps.for Printing of Prospectus. | 208329.00 |
| Cash at Bank               | 700829.70 |                                     |           |
| To S/B A/c Interest.       | 14622.00  | By <u>Closing Balance.</u>          |           |
| To Misc.receipts.          | 3350.00   | Cash at Bank                        | 510472.70 |

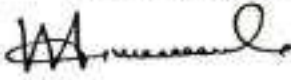
Rs. 718801.70

Rs. 718801.70

IN TERMS OF OUR REPORT OF EVEN DATE.



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GAME FUND**

**S/B A/C NO.10965243396,S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

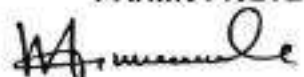
|                            |                      |                                    |                      |
|----------------------------|----------------------|------------------------------------|----------------------|
| <b>To Opening Balance.</b> |                      |                                    |                      |
| Cash at bank               | 772945.14            | By Paid for College week Festival. | 16605.00             |
| To Fee received            | 4200.00              | By Paid for Paints & Painter       | 57300.00             |
| To S/B A/c interest.       | 18362.00             | By Printing & Stationery           | 11904.00             |
|                            |                      | By Exps.for Elect.goods            | 11500.00             |
|                            |                      | By Paid for Software installation. | 63980.00             |
|                            |                      | By Labour & Wages.                 | 140400.00            |
|                            |                      | By Refreshment                     | 810.00               |
|                            |                      | By Bank charges.                   | 265.50               |
|                            |                      | <b>By Closing Balance.</b>         |                      |
|                            |                      | Cash at Bank                       | 492742.64            |
|                            | <b>Rs. 795507.14</b> |                                    | <b>Rs. 795507.14</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E



**( S. N. AGARWALA )  
PARTNER**

M. NO : 051446

UDIN :22051446AJQOVH1820

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022**



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**  
**COUNSELLING FUND**

**S/B A/C NO.10965245134, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                            |                     |                                   |                     |
|----------------------------|---------------------|-----------------------------------|---------------------|
| <b>To Opening Balance.</b> |                     |                                   |                     |
| Cash at bank               | 95531.44            | By Paid to Computer Operator      | 15900.00            |
| To S/B A/c interest.       | 2066.00             | By Refreshment                    | 10560.00            |
|                            |                     | By Paid for recharge              | 2500.00             |
|                            |                     | By Paid for Renewal fee           | 20650.00            |
|                            |                     | By <b><u>Closing Balance.</u></b> |                     |
|                            |                     | Cash at Bank                      | 47987.44            |
|                            | Rs. <u>97597.44</u> |                                   | Rs. <u>97597.44</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN.:314021E



**( S. N. AGARWALA )**  
**PARTNER.**

M. NO : 051446

UDIN :22051446AJQOVH1820

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 26th.day of May, 2022**

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**NOWGONG GIRLS' COLLEGE FUND**

**S/B. No. 50180013958314, Bandhan bank, Nagaon**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

**To Opening Balance.**

Cash at bank

1377143.00

By **Closing Balance.**

Cash at Bank

1458862.00

**To S/b A/c Interest**

81719.00

Rs. 1458862.00

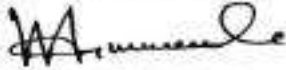
Rs. 1458862.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...:314021E



( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 26th.day of May, 2022



**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**NEW UGC A/C**  
**S/B A/C NO. 36208028719, SBI,NAGAON**

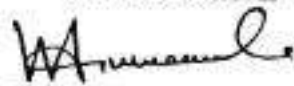
**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                      |                  |                            |                  |
|----------------------|------------------|----------------------------|------------------|
| To Opening Balance   |                  |                            |                  |
| Cash at bank         | 164426.25        | By <u>Closing balance.</u> |                  |
|                      |                  | Cash at Bank.              | 168944.25        |
| To S/B A/c interest. | 4518.00          |                            |                  |
|                      |                  |                            |                  |
|                      | <u>168944.25</u> |                            | <u>168944.25</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E

  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**STUDENT FUND**  
**S/B A/C NO.10965243953,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

To Opening Balance.

Cash at Bank 71479.25 By Printing & Stationery 330.00

To S/B A/c Interest. 1956.00

By Closing Balance.

Cash at Bank 73105.25

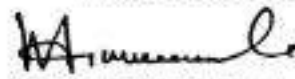
Rs. 73435.25

Rs. 73435.25

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E



  
( S. N. AGARWALA )  
PARTNER

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

M. NO : 051446  
UDIN :22051446AJQOVH1820

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**P.G.FUND**

**S/B A/C NO.10965243443, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**

**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                                   |                              |                                        |                              |
|-----------------------------------|------------------------------|----------------------------------------|------------------------------|
| <b>To <u>Opening Balance.</u></b> |                              | <b>By Paid for part time Lecturer.</b> |                              |
| Cash at bank                      | 3168341.40                   | & Office Staff                         | 63300.00                     |
|                                   |                              | By Purchase of Tiles & Materials.      | 289418.00                    |
| To PG Examination Fees            | 18790.00                     | By Paid for Exm. Permission fees       | 11086.00                     |
|                                   |                              | By TA                                  | 1560.00                      |
| To S/B A/c interest.              | 82502.00                     | By Repairs & maintenance               | 3650.00                      |
|                                   |                              | By Paid for Painter                    | 9300.00                      |
|                                   |                              | By Earth Filling exps.                 | 60000.00                     |
|                                   |                              | By Purchase of Alkesign Green Board.   | 37950.00                     |
|                                   |                              | By Paid for Labour payment             | 20500.00                     |
|                                   |                              | By Purchase of Building materials      | 70460.00                     |
|                                   |                              | By Purchase of books                   | 700.00                       |
|                                   |                              | By Deduction of GST                    | 750.00                       |
|                                   |                              | <b>By <u>Closing Balance.</u></b>      |                              |
|                                   |                              | Cash at Bank                           | 2700959.40                   |
|                                   | <b>Rs. <u>3269633.40</u></b> |                                        | <b>Rs. <u>3269633.40</u></b> |

**BANK RECONCILIATION STATEMENT AS ON 31/3/2021**

|                                         |                          |
|-----------------------------------------|--------------------------|
| Cash at bank as per bank statement      | 2701659.40               |
| Less: Cheque issued on 6/3/21 No.055899 | 700.00                   |
| <b>As per cash book cash at bank</b>    | <b><u>2700959.40</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**  
**FRN.:314021E**

*(Signature)*

**( S. N. AGARWALA )**  
**PARTNER**

**M. NO : 051446**

**UDIN :22051446AJQOVH1820**

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 26th.day of May, 2022**



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**STUDENT AID FUND**  
**S/B A/C NO.10965243942,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

To Opening Balance.

Cash at Bank

256879.39

By Closing Balance.

Cash at Bank

263937.39

To S/B A/c Interest.

7058.00

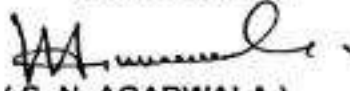
Rs. 263937.39

Rs. 263937.39

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**SCHOLARSHIP FUND**

**C/A. No. 10707349068, SBI Nagaon**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

**To Opening Balance.**

Cash at bank

38887.00

By Bank Charges.

649.00

To Fund receipts from  
Shisu Sarathi

640.00

By Closing Balance.

Cash at Bank

38878.00

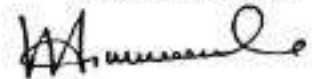
Rs. 39527.00

Rs. 39527.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**NAGAON GIRLS' COLLEGE A/C.**

**S/B A/C NO. 0031010310867, U.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

**Closing Balance  
Cash at bank**

55422.00 By Labour payment 21000.00

By Closing Balance :  
Cash at Bank 34422.00

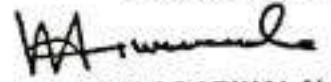
Rs. 55422.00

Rs. 55422.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

**FRN...314021E**

  
**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**

**UDIN : 22051446AJQOVH1820**



**LACE: Halibargaon :: Nagaon (Assam)**  
**DATE : The 26th.day of May, 2022**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**RESERVE FUND A/C**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

To Op. Fixed Deposit at  
U.B.I. Nagaon.

By Fixed Deposit at UBI, Nagaon

A/c No. 0031109035948

153133.23

A/c No. 0031109035948

( Md. 30/10/21 )

153133.23

A/c No. 0031109035957

153143.00

A/c No. 0031109035957

( Md. 30/10/21 )

153143.00

A/c No. 0031109035975

153138.15

A/c No. 0031109035975

( Md. 30/10/21 )

153138.15

A/c No. 0031109035966

167561.88

A/c No. 0031109035966

( Md. 30/10/21 )

167561.88

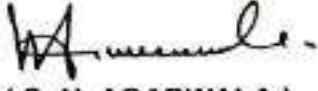
Rs. 626976.26

Rs. 626976.26

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.: 314021E

  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 22051446AJQOVH1820



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th. day of May, 2022

**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**UGC FUND (OLD)**

**S/B A/C NO. 10965243635, S.B.I. NAGAON**

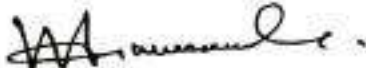
**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                                                                           |                  |                            |                  |
|---------------------------------------------------------------------------|------------------|----------------------------|------------------|
| <b>To Opening Balance.</b>                                                |                  | <b>By Closing balance.</b> |                  |
| Cash at bank                                                              | 49751.71         | Cash at Bank.              | 970566.71        |
| To Received from Director of<br>Cold Water Fisheries Research<br>Nainital | 908000.00        |                            |                  |
| To S/b A/c interest.                                                      | 12815.00         |                            |                  |
|                                                                           | <u>970566.71</u> |                            | <u>970566.71</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

**FRN.:314021E**



**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN :22051446AJQOVH1820**



**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 26th.day of May, 2022**



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**ESTABLISHMENT FUND**  
**C/A NO.38584620799,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                                                      |                      |                            |                      |
|------------------------------------------------------|----------------------|----------------------------|----------------------|
| To <u>Opening Balance.</u>                           |                      | By Salary to Staff         | 319448.00            |
| Cash at Bank                                         | 318682.95            |                            |                      |
| To Postal rent arrear received.                      | 39550.00             | By Bank Charges            | 2596.00              |
| To Cheque issued No.116501<br>not deposited by Payee | 10000.00             |                            |                      |
|                                                      |                      | By <u>Closing Balance.</u> |                      |
|                                                      |                      | Cash at Bank               | 46188.95             |
|                                                      | Rs. <u>368232.95</u> |                            | Rs. <u>368232.95</u> |

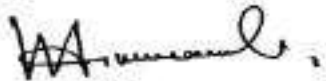
**IN TERMS OF OUR REPORT OF EVEN DATE.**



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**REKHA DASGUPTA MERIT AWARD FUND**

**S/B A/C NO.00310103108400 U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 TO 31-03-2021 )**

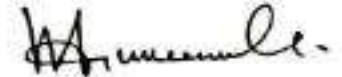
**Opening Balance.**

|                                    |                     |                                               |                     |
|------------------------------------|---------------------|-----------------------------------------------|---------------------|
| Cash at Bank                       | 411.83              | By Fixed Deposit at UBI<br>( No.0031109164505 |                     |
| S/B A/c Interest.                  | 10.00               |                                               | 20000.00            |
| F.D.at UBI A/c<br>No.0031109164505 | 20000.00            | By Bank charges                               | 421.83              |
|                                    |                     | By <u>Closing Balance</u><br>Cash at Bank     | NIL                 |
|                                    | Rs. <u>20421.83</u> |                                               | Rs. <u>20421.83</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MEGHNATH PAUL MERIT AWARD FUND**

**S/B A/C NO.00310103168989, U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 TO 31-03-2021 )**

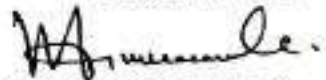
|                                   |          |                                  |          |
|-----------------------------------|----------|----------------------------------|----------|
| <b>To <u>Opening Balance.</u></b> |          | <b>By FD Nol0031109164522</b>    |          |
| Cash at Bank                      | 7501.58  | UBI,on 18/9/18 ( MD.18/9/19)     | 50000.00 |
| To S/B A/c Interest.              | 239.00   | By Bank charges                  | 17.70    |
| By FD Nol0031109164522            |          | By <b><u>Closing Balance</u></b> |          |
| UBI,on 18/9/18 ( MD.18/9/19)      | 50000.00 | Cash at Bank                     | 7722.88  |
| Rs. <u>57740.58</u>               |          | Rs. <u>57740.58</u>              |          |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820



**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 TO 31-03-2021 )**

IN TERMS OF OUR REPORT OF EVEN DATE.



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**

FRN.:314021E

( S. N. AGARWALA )  
PARTNER

## PARTNER

**M. NO : 051446**

UDIN :22051446AJQOVH1820

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**RENU MAHANTA MERIT AWARD FUND**

**S/B A/C NO.0031013186170, U.B.I.NAGAON**

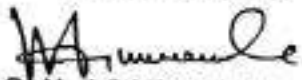
**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 TO 31-03-2021 )**

|                         |                     |                           |                     |
|-------------------------|---------------------|---------------------------|---------------------|
| <u>Closing Balance.</u> |                     | By Fixed Deposit.at UBI   |                     |
| Cash at Bank            | 963.75              | .No.0031109095959         |                     |
|                         |                     | ( MD. 24/7/2023)          | 10000.00            |
| (No.0031109095959)      |                     |                           |                     |
| MD. 24/7/2023) O/B      | 10000.00            | By Bank Charges.          | 230.60              |
| D. Interest             | 871.00              |                           |                     |
| B A/c Interest.         | 42.00               | By <u>Closing Balance</u> |                     |
|                         |                     | Cash at Bank              | 1646.15             |
|                         |                     |                           |                     |
|                         | Rs. <u>11876.75</u> |                           | Rs. <u>11876.75</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E



  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN :22051446AJQOVH1820

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**MALATI BORA MERIT AWARD FUND**

**S/B A/C NO.10965244902, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 TO 31-03-2021 )**

**Opening Balance.**

Cash at Bank

15017.42

By Fixed Deposit at SBI Nagaon

No.10965667166

( M.D.26/7/2025)

10000.00

Fixed deposit at SBI  
No.10965667166 O/b  
( MD.26/7/2025)

10000.00

F.D. Interest

798.00

By Closing Balance

S/B A/c Interest.

427.00

Cash at Bank

16242.42

Rs. 26242.42

Rs. 26242.42

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN.:314021E





( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 26th.day of May, 2022



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**KUNTALA HAZARIKA MERIT AWARD FUND**

**S/B A/C NO.10965412061, SBI.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 TO 31-03-2021 )**

**Opening Balance.**

Cash at Bank

11913.00

By Fixed Deposit ,at SBI Nagaon

No. 30299985594

( MD.28/12/2027 )

13000.00

Fixed deposit.

No.30299985594 O/B

13000.00

MD. 28/12/27

F.D Interest

1118.00

By Closing Balance

Cash at Bank

13368.00

S/B A/c Interest.

337.00

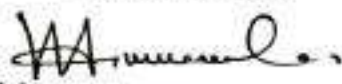
Rs. 26368.00

Rs. 26368.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 26th.day of May, 2022

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MUKTARAM GAYAN PRATIBHA BATA FUND**

**S/B A/C NO.10965243249, SBI.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2020 TO 31-03-2021 )**

**Opening Balance.**

Cash at Bank

9918.60

Fixed deposit.

By Fixed Deposit .at SBI Nagaon

No.10965666896

( MD.9/11/2022)

14096.89

10965666896 O/B

D.9/11/2022)

14096.89

By Closing Balance

Cash at Bank

11046.60

D. Interest

844.00

B A/c Interest.

284.00

Rs. 25143.49

Rs. 25143.49

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.

CHARTERED ACCOUNTANTS.

FRN.:314021E





( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 26th.day of May, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**  
**BIBHA DEVI GOSWAMI AWARD FUND**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD FROM 01-04-2020 TO 31-03-2021 )**

To Opening Balance.

To Fixed deposit.at Bandhan Bank  
No.10190008289690 16/9/20  
( MD16/9/21)

106775.00

By Fixed deposit.at Bandhan Bank  
No.10190008289690 16/9/20  
( MD16/9/21)

106775.00

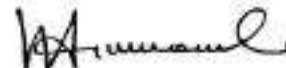
Rs. 106775.00

Rs. 106775.00

IN TERMS OF OUR REPORT OF EVEN DATE.



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
( S. N. AGARWALA )  
PARTNER

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

M. NO : 051446  
UDIN :22051446AJQOVH1820



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GOLDEN JUBILEE CELEBRATION FUND**

**A/C NO. 0031013112838, UBI,NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

**Opening Balance**

|              |          |                               |          |
|--------------|----------|-------------------------------|----------|
| Cash at bank | 84460.75 | By Exps. LCD Projector        | 61592.00 |
| Donation     | 95000.00 | By Exps for computer Purchase | 69600.00 |
|              |          | By Exps.for Electrical goods  | 32000.00 |
|              |          | By <u>Closing Balance :</u>   |          |
|              |          | Cash at Bank                  | 16268.75 |

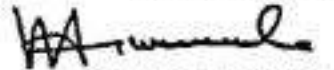
**Rs. 179460.75**

**Rs. 179460.75**

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**





**(S.N.AGARWALA)  
PARTNER.**

**M.NO: 051446**

**UDIN : 22051446AEQDCY8198**

**LACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022**

**INTERNAL AUDIT REPORT**  
**FOR THE FINANCIAL YEAR :2021- 2022**

~~~~~

**NOWGONG GIRLS' COLLEGE**  
**DIST. :NAGAON ( ASSAM)**

~~~~~

**AUDITED BY:**  
**SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS**  
**SANI MANDIR ROAD, HAIBARGAON: NAGAON: ASSAM: 782 002**

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**INTERNAL AUDIT REPORT**

We have audited the attached Receipt and Payment Accounts of **NOWGONG GIRLS' COLLEGE** :Nagaon (Assam) for the year ended **31st. March, 2022** in respect of :

- |                                          |                                      |
|------------------------------------------|--------------------------------------|
| 1 College General Fund                   | 18 Rekha Dasgupta Merit Award Fund   |
| 2 Miscellaneous Fund                     | 19 Meghnath Paul Merit Award Fund    |
| 3 Student Fund                           | 20 Bhanu Padmapati Merit Award Fund  |
| 4 Examination Fund (Axis Bank A/c)       | 21 Renu Mahanta Merit Award Fund     |
| 5 Examination Fund ( SBI. A/c)           | 22 Malati Bora Merit Award Fund      |
| 6 Hostel Fund                            | 23 Kuntala Hazarika Merit Award Fund |
| 7 Library Fund                           | 24 Muktaram Gayan Pratibha Bata Fund |
| 8 Building Fund                          | 25 Bibha devi Goswami Award Fund     |
| 9 New UGC A/c                            | 26 Establishment Fund                |
| 10 Student Aid Fund                      | 27 Social Fund                       |
| 11 Girls' Common Room Fund               | 28 Faculty Fund                      |
| 12 UGC Fund (Old)                        | 29 Game Fund                         |
| 13 P.G.Fund                              | 30 Magazine Fund                     |
| 14 Nowgong Girl's College Fundo(Bandhan) | 31 Scholarship Fund.                 |
| 15 Memorial Debating cum Lecture Fund    | 32 Reserve Fund                      |
| 16 Counselling Fund                      | 33 Nowgong Girl's College Fund (PNB) |
| 17 Registration Fund                     | 34 Fixed Deposit Fund                |
|                                          | 35 Golden Jubilee Celebration Fund   |

With the books of accounts produced before us and report that :  
Subject to our observations, we have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit.

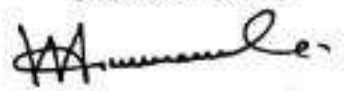
The receipt and Payment Accounts are in agreement with the books of accounts.

In our opinion and to the best of our information and according to the explanations given to us, the said accounts gives a true and fair view of all receipts and payments disbursed by the College during the year ended on **31st.March, 2022**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

**FRN.:314021E**

  
**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN :22051446AEQDCY8198**

**PLACE: Haibargaon :: Nagaon (Assam)**

**DATE : The 11th.day of July, 2022**



# Satyanarayan Agarwala & Co.

CHARTERED ACCOUNTANTS.

Sani Mandir Road,  
Haibargaon, Nagaon

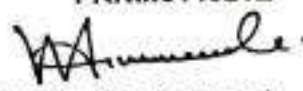
Assam : 782002  
PH : 9845183717 (M)

Observations as referred to our report (Internal Auditor's) of even date

- 1 Books of Accounts :- The College is maintaining only Cash Book, Bills Vouchers & Bank statements.
- 2 Bank balances of the funds are reconciled and where the difference with Bank statement and Cash book, the reconciliation statement is prepared

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...314021E

  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN:22051446AMQVT6885



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022

**NOWGONG GIRLS' COLLEGE**  
**DIST. : NAGAON ( ASSAM )**

**COLLEGE GENERAL FUND ACCOUNT**  
**C/A. NO. 10965236638, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

**RECEIPTS**

|                                      |            |
|--------------------------------------|------------|
| To Opening Balance :                 |            |
| Cash at bank                         | 8280960.54 |
| To Admission fee received            | 5473090.51 |
| To Admission fee(PG)                 | 1481321.76 |
| To Postal Rent                       | 36000.00   |
| To Postal Electric bill              | 4685.00    |
| To PG Prospectus fees                | 31789.00   |
| To PGDCA & Exam fees                 | 28794.32   |
| To Tower Rent receipts               | 69806.45   |
| To Examination fee received          | 3485886.54 |
| To Sale of damage goods              | 8560.00    |
| To GSLIC received                    | 272059.00  |
| To Collection for Diamond Jubilee    | 581272.31  |
| To PG Examination fee                | 20500.00   |
| To Auditorium Rent                   | 14500.00   |
| To Misc receipts                     | 37484.90   |
| To Certificate fee recd.             | 8600.00    |
| To Hostel fee recd.                  | 1364762.44 |
| To Received from<br>Higher Education | 17000.00   |

**PAYMENTS**

|                                       |            |
|---------------------------------------|------------|
| By Salary paid to Part time lecturer  | 879600.00  |
| By Salary paid to III .Grade staff    | 177000.00  |
| By Salary paid to IV .Grade staff     | 740058.00  |
| By T A                                | 24500.00   |
| By Electric bill                      | 458149.00  |
| By Internet bill paid                 | 44302.00   |
| By Bank charges.                      | 3935.96    |
| By Purchase of Elect.Goods            | 656602.00  |
| By Honorarium to resource person      | 42000.00   |
| By Exps.Bloomi Kopou Festival exp     | 6837.00    |
| By Labour Payment                     | 1932018.00 |
| By Refreshment                        | 119990.00  |
| By Installation of onlie class softwr | 161861.00  |
| By Purchase of Paints                 | 1278898.00 |
| By Electrification in Auditorium      | 102880.00  |
| By Repairs & maintenance              | 46755.00   |
| By Car Fare                           | 44000.00   |
| By Diesel expenses                    | 33008.00   |
| By Enrolment fee paid                 | 271000.00  |
| By Purchase of Photostat machin       | 54000.00   |
| By Printing & Stationery              | 277420.00  |
| By Misc.expenses.                     | 223114.00  |
| By Purchase of building materials     | 5185425.00 |
| By Exps.for Water supply materials    | 587573.00  |
| By Exps.for Examination               | 25179.00   |
| By Paid for Laboratory materials      | 208573.00  |
| By Exps.for loading video progme      | 8500.00    |
| By Paid for carpenter                 | 391468.00  |
| By Paid to Painter                    | 411000.00  |
| By Newspaper & Periodicals.           | 28108.28   |
| By Exps.for College Tour.             | 7325.00    |
| By Exps.for software Installation     | 147125.84  |
| By Exps.for Computer accessries.      | 376607.00  |
| By Paid for Earth work                | 212000.00  |
| By Renewal fee for Software           | 34215.28   |
| By Paid for computer operator         | 285980.00  |
| By Exps for PG Examination            | 2715.00    |
| By Exps.for Garden.fancing.           | 50150.00   |
| By Exps for Electrification           | 66050.00   |
| By Purchase of Furniture              | 218418.00  |
| By Renewal fee for Membership         | 20650.00   |
| By Salary for Hostel Staff            | 648684.00  |
| By Paid for PG                        | 26000.00   |
| By Purchase of                        | 143544.00  |

**21217072.77**

**16663218.36**

continued from page....1





**COLLEGE GENERAL FUND ACCOUNT**  
**C/A. NO. 10965236638, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022)**

|                 |                    |                                   |                    |
|-----------------|--------------------|-----------------------------------|--------------------|
| B/F Total ----- | 21217072.77        | B/F Total -----                   | 16663218.36        |
|                 |                    | By Exps.for Tent & Decorator      | 31670.00           |
|                 |                    | By Exps.for Flower Plantation     | 56735.00           |
|                 |                    | By Purchase of Alumunium shut     | 177658.00          |
|                 |                    | By Exps.for College Foundn Day    | 9885.00            |
|                 |                    | By Annual membership for Library  | 5900.00            |
|                 |                    | By Advertisement exps             | 20213.00           |
|                 |                    | By Paid for GSLIC                 | 272059.00          |
|                 |                    | By Renwal fee for Natioi Georaphy | 4305.00            |
|                 |                    | By Purchase of Bledger.           | 70448.00           |
|                 |                    | By University permission fee.     | 24200.00           |
|                 |                    | By Paid for subscription          | 1275.00            |
|                 |                    | By Paid for Renewal fee           | 2975.00            |
|                 |                    | By Installation of UPS Services   | 18565.00           |
|                 |                    | By Renewal for Computer Softwre   | 8047.64            |
|                 |                    | By Exps.for Swaraswati Puja       | 90850.00           |
|                 |                    | By Laboratory Equipments.         | 543347.00          |
|                 |                    | By Purchase of Flower Tub         | 9240.00            |
|                 |                    | By Purchase of Flower Seeds       | 40000.00           |
|                 |                    | By Paid for conducting the Exam.  | 61003.00           |
|                 |                    | By Paid for computer services.    | 2500.00            |
|                 |                    | By Exps.for Student Field trip    | 4810.00            |
|                 |                    | By International Women's Day      | 7848.00            |
|                 |                    | By <u>Closing balance</u>         |                    |
|                 |                    | Cash at bank                      | <u>3090320.77</u>  |
|                 | <u>21217072.77</u> |                                   | <u>21217072.77</u> |

**Bank reconciliation statement as on 31-03-2021**

Cash at bank as per Bank Statement ----- 3125335.77

Less: Cheque issued but not debited as on 31/3/22 as under:

|                  |         |          |
|------------------|---------|----------|
| Cheque No.549529 | 740.00  |          |
| 549600           | 6000.00 |          |
| 549610           | 6480.00 |          |
| 549613           | 600.00  |          |
| 549630           | 9000.00 |          |
| 505263           | 3300.00 |          |
| 529468           | 7475.00 |          |
| 529493           | 1120.00 |          |
| 529498           | 300.00  | 35015.00 |

Cash at bank as per Cash book..... .. Rs. 3090320.77

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**  
**FRN...314021E**



*(Signature)*

**( S. N. AGARWALA )**  
**PARTNER**

**M. NO : 051446**

**UDIN:22051446AMOQVT6885**

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**MISCELLANEOUS FUND**

**S/B A/C NO.10965243432, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

To Opening Balance.  
Cash at bank

17426.62 By Closing Balance.  
Cash at Bank

17901.62

To S/b A/c interest.

475.00

Rs. 17901.62

Rs. 17901.62

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E





( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN:22051446AMQV76885

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**STUDENT FUND**  
**S/B A/C NO.10965243953,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

|                           |          |                            |          |
|---------------------------|----------|----------------------------|----------|
| o <u>Opening Balance.</u> |          |                            |          |
| Cash at Bank              | 73105.25 | By <u>Closing Balance.</u> |          |
|                           |          | Cash at Bank               | 75100.25 |
| o S/B A/c Interest.       | 1995.00  |                            |          |

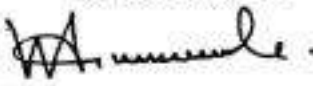
Rs. 75100.25

Rs. 75100.25

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E



  
( S. N. AGARWALA )  
PARTNER

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022

M. NO : 051446  
UDIN:22051446AMOQVT6885

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**EXAMINATION FUND**

**S/B A/C NO.913010040184191 AXIS BANK, NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**

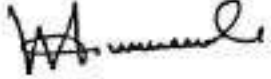
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

|                             |                      |                                   |                      |
|-----------------------------|----------------------|-----------------------------------|----------------------|
| <b>To Opening Balance.</b>  |                      |                                   |                      |
| Cash at Bank (Axis Bank)    | 147454.00            | By Exps.for Practical examination | 660.00               |
|                             |                      | By Paid for Examination fee       | 58110.00             |
| <b>To S/B A/c Interest.</b> | 2627.00              | By Remuneration to Examiner       | 3910.00              |
|                             |                      | By Refreshment                    | 1040.00              |
|                             |                      | By Diesel                         | 2020.00              |
|                             |                      | <b>By Closing Balance</b>         |                      |
|                             |                      | Cash at Bank                      | 84341.00             |
|                             | <b>Rs. 150081.00</b> |                                   | <b>Rs. 150081.00</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885

**PLACE:** Haibargaon :: Nagaon (Assam)  
**DATE :** The 11th.day of July, 2022



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**  
**EXAMINATION FUND**  
**S/B A/C NO.10965243385,SBI, NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

|                              |                      |                                             |                      |
|------------------------------|----------------------|---------------------------------------------|----------------------|
| To <u>Opening Balance.</u>   |                      | By Paid to Office in Charge for Examination | 93500.00             |
| Cash at Bank                 | 98146.52             |                                             |                      |
| To S/B A/c Interest.         | 3552.00              | By Paid for Examination fee                 | 11700.00             |
| To Examination fees received | 546450.00            | By Misc.expenses                            | 2000.00              |
|                              |                      | By Exps.for postage                         | 3535.00              |
|                              |                      | By Purchase of Alkosign Board               | 9947.64              |
|                              |                      | By Repairs & maintenance                    | 8855.00              |
|                              |                      | By Printing & Stationery                    | 38460.00             |
|                              |                      | By Bank charges                             | 326.86               |
|                              |                      | By <u>Closing Balance</u>                   |                      |
|                              |                      | Cash at Bank                                | 479824.02            |
|                              |                      |                                             | <u>Rs. 648148.52</u> |
|                              | <u>Rs. 648148.52</u> |                                             |                      |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
 CHARTERED ACCOUNTANTS.  
 FRN.:314021E



*(Signature)*  
 ( S. N. AGARWALA )  
 PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885

PLACE: Haibargaon :: Nagaon (Assam)  
 DATE : The 11th.day of July, 2022

S/B A/C NO.10966243374,SBI,NAGAON.

**PLACE:** Haibargaon :: Nagaon (Assam)  
**DATE :** The 11th.day of July, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**  
**LIBRARY FUND.**  
**S/B NO.10965243410, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

o Opening Balance.

Cash at Bank

37186.91 By Closing balance.  
Cash at Bank

38201.91

o S/B A/c Interest.

1015.00

Rs. 38201.91

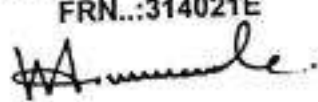
Rs. 38201.91

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022

  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN:22051446AMOQVT6885



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**BUILDING FUND**

**S/B A/C NO.10965245145, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

**Opening Balance.**

Cash at bank

59569.44 By Closing Balance.

Cash at Bank

61193.44

B/B A/c interest.

1624.00

Rs. 61193.44

Rs. 61193.44

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN...:314021E



**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN:22051446AMOQVT6885**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022**

**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**NEW UGC A/C  
S/B A/C NO. 36208028719, SBI,NAGAON**

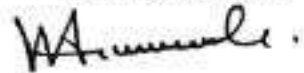
**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

|                                    |                  |                                             |                  |
|------------------------------------|------------------|---------------------------------------------|------------------|
| To Opening Balance<br>Cash at bank | 168944.25        | By <u>Closing balance.</u><br>Cash at Bank. | 198553.25        |
| To S/B A/c interest.               | 4609.00          |                                             |                  |
| To Received from UGC               | 25000.00         |                                             |                  |
|                                    | <u>198553.25</u> |                                             | <u>198553.25</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E



**( S. N. AGARWALA )  
PARTNER**

M. NO : 051446

UDIN:22051446AMOQVT6885



**PLACE:** Haibargaon :: Nagaon (Assam)  
**DATE :** The 11th.day of July, 2022

**NAGAON ( ASSAM )**

**STUDENT AID FUND**

**S/B A/C NO.10965243942,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

o **Opening Balance.**

Cash at Bank

263937.39 By **Closing Balance.**

Cash at Bank

271135.39

o **S/B A/c Interest.**

7198.00

Rs. 271135.39

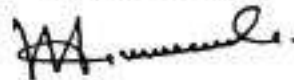
Rs. 271135.39

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN.:314021E



  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885

**PLACE:** Haibargaon :: Nagaon (Assam)

**DATE :** The 11th.day of July, 2022



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**GIRLS' COMMON ROOM FUND A/C**

**S/B A/C NO.10966243374, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

To Opening Balance.  
Cash at bank

191192.92

By Closing Balance.  
Cash at Bank

196407.92

To S/b A/c interest.

5215.00

Rs. 196407.92

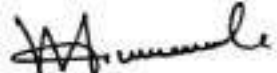
Rs. 196407.92

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...314021E



  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN:22051446AMQVT6885

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022

**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**UGC FUND (OLD)**

**S/B A/C NO. 10965243635, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

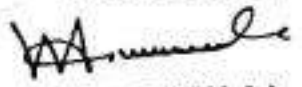
|                                   |                  |                                |                  |
|-----------------------------------|------------------|--------------------------------|------------------|
| <b>To <u>Opening Balance.</u></b> |                  | By Paid to Dr.Kulen Ch.Das for |                  |
| Cash at bank                      | 970566.71        | Project                        | 915727.00        |
|                                   |                  |                                | 1040.00          |
| <b>To Received</b>                | 5000.00          | By T.A.                        |                  |
|                                   |                  | By Misc.expenses               | 13424.00         |
| <b>To S/b A/c interest.</b>       | 12518.00         |                                |                  |
|                                   |                  | By <u>Closing balance.</u>     |                  |
|                                   |                  | Cash at Bank.                  | 57893.71         |
|                                   | <u>988084.71</u> |                                | <u>988084.71</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E





**( S. N. AGARWALA )  
PARTNER**

M. NO : 051446

UDIN:22051446AMOQVT6885

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 11th.day of July, 2022**

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**P.G.FUND**

**S/B A/C NO.10965243443, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**

**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

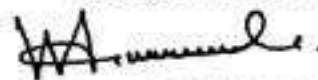
|                         |                              |                                               |                              |
|-------------------------|------------------------------|-----------------------------------------------|------------------------------|
| <b>Opening Balance.</b> |                              | By Paid for Guest Faculty salary              | 241039.00                    |
| Cash at bank            | 2700959.40                   | By Renewal of Temporary<br>affiliation fee    | 17190.00                     |
|                         |                              | By Bank charges.                              | 355.50                       |
| PG Examination Fees     | 6800.00                      | By Paid for NIC Fees to GU                    | 13250.00                     |
|                         |                              | By Refreshment                                | 4850.00                      |
| S/B A/c interest.       | 54601.00                     | By T.A.                                       | 9800.00                      |
| Admission Fee received  | 49000.00                     | By Paid for Internet link &<br>Installation   | 151323.00                    |
| Payee Cheque deposit.   | 6700.00                      | By Paid for Installation of<br>Software       | 149860.00                    |
|                         |                              | By Paid for Labour & Wages.                   | 381650.00                    |
|                         |                              | By Purchase of building materials             | 1137207.00                   |
|                         |                              | By Purchase of Shuttering timber              | 69050.00                     |
|                         |                              | By Purchase of Books                          | 50000.00                     |
|                         |                              | By Car fare                                   | 4000.00                      |
|                         |                              | By Paid for Computer Operator                 | 12500.00                     |
|                         |                              | By Exps.for Inauguration of<br>Dimond Jubilee | 39275.00                     |
|                         |                              | By <b><u>Closing Balance.</u></b>             |                              |
|                         |                              | Cash at Bank                                  | 536710.90                    |
|                         | <b>Rs. <u>2818060.40</u></b> |                                               | <b>Rs. <u>2818060.40</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN...314021E





( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**NOWGONG GILRS' COLLEGE FUND**

**S/B. No. 50180013958314, Bandhan bank, Nagaon**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

|                         |            |                                   |           |
|-------------------------|------------|-----------------------------------|-----------|
| <b>Opening Balance.</b> |            | By Paid for Laboratory Equipments | 368127.00 |
| Cash at bank            | 1458862.00 | By Purchase of Software goods     | 471618.00 |
| Misc. receipts.         | 1.00       | By Purchase of building materials | 266757.00 |
| B/b A/c Interest        | 73931.00   | By Paid for Earth Filling         | 134700.00 |
|                         |            | By <b>Closing Balance.</b>        | 291592.00 |
|                         |            | Cash at Bank                      |           |

**Rs. 1532794.00**

**Rs. 1532794.00**

**Bank Reconciliation Statement as on 31/3/2022**

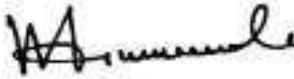
|                                                                     |                         |
|---------------------------------------------------------------------|-------------------------|
| Cash at bank as per Bank statement                                  | 343692.00               |
| Less: Cheque issued but not collected<br>as on 31/3/22 Ch.No.000010 | <u>52100.00</u>         |
| Cash at bank as per cash book                                       | <u><u>291592.00</u></u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN...:314021E



  
**( S. N. AGARWALA )**  
**PARTNER**

M. NO : 051446

UDIN:22051446AMOQVT6885

**PLACE** Halbargaon :: Nagaon (Assam)  
**DATE** The 11th day of July, 2022

**NOWGONG GIRLS' COLLEGE,  
NAGAON ( ASSAM )**

**MEMORIAL DEBATING CUM LECTURE FUND**

**S/B A/C NO.10965243170, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

|                            |          |                                                      |          |
|----------------------------|----------|------------------------------------------------------|----------|
| By <u>Opening Balance.</u> |          |                                                      |          |
| Cash at bank               | 88326.06 | By Paid for Resource person<br>for Lecture Programme | 4000.00  |
|                            |          | By Refreshment                                       | 735.00   |
| By B/D A/c Interest.       | 2363.00  |                                                      |          |
|                            |          | By <u>Closing Balance.</u>                           |          |
|                            |          | Cash at Bank                                         | 85954.06 |

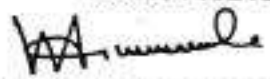
Rs. 90689.06

Rs. 90689.06

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446  
UDIN:22051446AMOQVT6885

PLACE: Haibergaon :: Nagaon (Assam)  
DATE: The 11th.day of July, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**COUNSELLING FUND**

**S/B A/C NO.10965245134, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

**Opening Balance.**  
Cash at bank

47987.44 By **Closing Balance.**  
Cash at Bank

**85790.44**

**To B/D A/c interest.**

1803.00

**To Misc.receipts**

36000.00

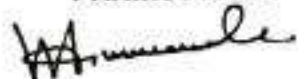
Rs. 85790.44

Rs. 85790.44

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN.:314021E

  
**( S. N. AGARWALA )**  
**PARTNER**

**M. NO : 051446**

**UDIN:22051446AMOQVT6885**



**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE: The 11th.day of July, 2022**



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**REGISTRATION FUND.**

**S/B A/C NO.10965243454, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

**Opening Balance.**

Cash at bank

715400.65 By Paid for student enrolment  
fees for session 2019-20 208000.00

B/B A/c interest.

13300.00 By Msc.expenses. 29511.80

By Bank charges 832.00

By **Closing Balance.**  
Cash at Bank 490356.85

Rs. 728700.65

Rs. 728700.65

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885

**PLACE:** Haibargaon :: Nagaon (Assam)  
**DATE:** The 11th.day of July, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**ESTABLISHMENT FUND**  
**C/A NO.38584620799,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

**To Opening Balance.**

Cash at Bank

46188.95 By Bank Charges

649.00

**By Closing Balance.**

Cash at Bank

45539.95

Rs. 46188.95

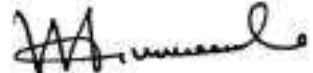
Rs. 46188.95

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN.:314021E



  
**( S. N. AGARWALA )**  
**PARTNER**

**M. NO : 051446**

**UDIN:22051446AMOQVT6885**

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 11th.day of July, 2022**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**SOCIAL FUND**  
**S/B NO.10965243465, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

To Opening Balance.  
Cash at Bank

348375.11 By Closing Balance.

To S/B A/c Interest.

9502.00

Cash at Bank

357877.11

Rs. 357877.11

Rs. 357877.11

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E



( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN:22051446AMQVT6885

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**FACULTY FUND  
S/B A/C NO.10965245145, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

**Opening Balance.**

Cash at bank

1170568.14 By Purchase of Digital Language  
Lab with materials & installation 1506342.00

Fund received from  
North East Centre for  
Technologies

783342.00 By Closing Balance.  
Cash at Bank

S/B A/c interest.

23701.00

471269.14

Rs. 1977611.14

Rs. 1977611.14

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN...:314021E



**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN:22051446AMQVT6885**



**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022**

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**MAGAZINE FUND**

S/B NO.10965243421, S.B.I.NAGAON

**RECEIPTS AND PAYMENTS ACCOUNT**  
**(FOR THE PERIOD FROM 01-04-2021 to 31-03-2022)**

|                           |                      |                     |                      |
|---------------------------|----------------------|---------------------|----------------------|
| To Opening Balance.       |                      | By Bank charges     | 354.00               |
| Cash at Bank              | 510472.70            |                     |                      |
| To S/B A/c Interest.      | 16452.00             | By Closing Balance. | 756220.70            |
|                           |                      | Cash at Bank        |                      |
| To Magazine fees received | 229650.00            |                     |                      |
|                           |                      |                     |                      |
|                           | <u>Rs. 756574.70</u> |                     | <u>Rs. 756574.70</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E

FRN...:314021E

(S. N. AGARWALA)  
PARTNER

**PARTNER**

**M. NO : 051446**

M. NO : 051446  
UDIN:22051446AMOQVT6885

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022

DATE : The 11th day of July, 2022





RESERVE FUND A/C

10 Op Fixed Deposit at

U.B.I.Nagaon.

A/c No.0031109035948

FD Interest

A/c No.0031109035957

FD Interest

A/c No.0031109035975

FD Interest

A/c No 0031109035966

FD Interest

By Fixed Deposit at UBI, Nagaon

A/c No.0031109035948

( Md.30/10/21)

A/c No.0031109035957

( Md.30/10/21)

A/c No.0031109035975

( Md.30/10/21)

A/c No.0031109035966

( Md.30/10/21)

177319.00

181568.00

181562.00

198662

Rs. 739111.00

**Rs. 739111.00**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E

~~W. W.~~

( S. N. AGARWALA )

## PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th day of July, 2022

DATE : The 11th day of July, 2022

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**FIXED DEPOSIT FUND A/C**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

**To Op.F.D.at UBI,Nagaon**

No.0031109015421 MD 25/8/21 1182409.00  
No.0031109111965 MD 16/7/21 1526785.00  
No.0031109111682 MD 12/7/21 844579.00

**By Op.F.D.at UBI,Nagaon**

No.0031109015421 MD 25/8/21 1182409.00  
No.0031109111965 MD 16/7/21 1526785.00  
No.0031109111682 MD 12/7/21 844579.00

**To FD at Axis bank,Nagaon**

No.914040030013256 8/8/21 439812.00  
No.914040030013890 8/8/21 472853.00

**By FD at Axis bank,Nagaon**

No.914040030013256 8/8/21 439812.00  
No.914040030013890 8/8/21 472853.00

**To Op.F.D.at PNB,Nagaon**

No.0031109036248 MD 20/8/21 34129.00  
No.0031109036239 MD 20/8/21 68206.00

**By Op.F.D.at PNB,Nagaon**

No.0031109036248 MD 20/8/21 34129.00  
No.0031109036239 MD 20/8/21 68206.00

**To Op.F.D.at Bandhan bank**

No.10180003742774 15/7/21 241993.00  
No.10180003742694 15/7/21 724143.00  
No.10180003740808 27/8/21 1688852.00  
No.10190007640928 27/8/21 1125903.00  
No.10190008289690 16/9/21 112494.00  
No.10180002967718 13/9/21 609977.00

**By Op.F.D.at Bandhan bank**

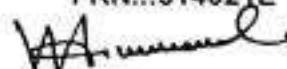
No.10180003742774 15/7/21 241993.00  
No.10180003742694 15/7/21 724143.00  
No.10180003740808 27/8/21 1688852.00  
No.10190007640928 27/8/21 1125903.00  
No.10190008289690 16/9/21 112494.00  
No.10180002967718 13/9/21 609977.00

9072135.00

9072135.00

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E



**( S. N. AGARWALA )  
PARTNER**

M. NO : 051446

UDIN:22051446AMOQVT6885



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022



ATB The 11th day of July, 2022



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**MEGHNATH PAUL MERIT AWARD FUND**

**S/B A/C NO.00310103168989, U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 TO 31-03-2022 )**

|                            |          |                               |          |
|----------------------------|----------|-------------------------------|----------|
| By <u>Opening Balance.</u> |          | By FD No10031109164522        |          |
| Cash at Bank               | 7722.88  | UBI, on 18/9/18 ( MD.18/9/21) | 59780.00 |
| By FD No10031109164522     |          |                               |          |
| Matured on 18/9/21         | 50000.00 |                               |          |
| By <u>Closing Balance</u>  |          |                               |          |
| By FD A/c Interest.        | 9780.00  | Cash at Bank                  | 7950.88  |
| By Savings a/c interest    | 228.00   |                               |          |
| Rs. <u>67730.88</u>        |          | Rs. <u>67730.88</u>           |          |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E



  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**BHANU PADMAPATI MERIT AWARD FUND**

**S/B A/C NO.0031013091492, U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 TO 31-03-2022 )**

|                            |                      |                            |                      |
|----------------------------|----------------------|----------------------------|----------------------|
| To <u>Opening Balance.</u> |                      | By UBI FD No.0031109164514 |                      |
| Cash at Bank               | 27185.51             | dtd.18/9/21                | 89670.00             |
| To S/B A/c Interest.       | 804.00               |                            |                      |
| To UBI FD No.0031109164514 |                      | By <u>Closing Balance</u>  |                      |
| reinvest on 18/9/21        | 75000.00             | Cash at Bank               | 27989.51             |
| To FD Interest             | 14670.00             |                            |                      |
|                            | <u>Rs. 117659.51</u> |                            | <u>Rs. 117659.51</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E



  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN:22051446AMOQVT6885

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**RENU MAHANTA MERIT AWARD FUND**

**S/B A/C NO.0031013186170, U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 TO 31-03-2022 )**

|                        |                     |                           |                     |
|------------------------|---------------------|---------------------------|---------------------|
| Opening Balance.       |                     | By Fixed Deposit.at UBI   |                     |
| Cash at Bank           | 1646.15             | No.0031109095959          |                     |
|                        |                     | ( MD. 24/7/2023)          | 10000.00            |
| P.D.(No.0031109095959) |                     |                           |                     |
| ( MD. 24/7/2023) O/B   | 10000.00            | By Bank Charges.          | 779.80              |
| P.D. Interest          | 875.00              |                           |                     |
| U/B A/c Interest.      | 50.00               | By <u>Closing Balance</u> |                     |
|                        |                     | Cash at Bank              | 1791.35             |
|                        |                     |                           |                     |
|                        | Rs. <u>12571.15</u> |                           | Rs. <u>12571.15</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...:314021E



( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885

PLACE: Haibargaon :: Nagaon (Assam)  
DATE: The 11th.day of July, 2022



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**MALATI BORA MERIT AWARD FUND**

**S/B A/C NO.10965244902, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 TO 31-03-2022 )**

|                            |                     |                                |                     |
|----------------------------|---------------------|--------------------------------|---------------------|
| <b>To Opening Balance.</b> |                     | By Fixed Deposit at SBI Nagaon |                     |
| Cash at Bank               | 16242.42            | No.10965667166                 |                     |
|                            |                     | ( M.D.26/7/2025)               | 10000.00            |
| To Fixed deposit at SBI    |                     |                                |                     |
| No.10965667166 O/b         |                     |                                |                     |
| ( MD.26/7/2025)            | 10000.00            |                                |                     |
| To P.D. Interest           | 798.00              | By <u>Closing Balance</u>      |                     |
| To B/B A/c Interest.       | 458.00              | Cash at Bank                   | 17498.42            |
|                            |                     |                                |                     |
|                            | <u>Rs. 27498.42</u> |                                | <u>Rs. 27498.42</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

**FRN.:314021E**



*(Signature)*  
**( S. N. AGARWALA )**

**PARTNER**

**M. NO : 051446**

**UDIN:22051446AMQVT6885**

**PLACE: Haibargaon :: Nagaon (Assam)**

**DATE : The 11th.day of July, 2022**

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**KUNTALA HAZARIKA MERIT AWARD FUND**

**S/B A/C NO.10965412061, SBI.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 TO 31-03-2022 )**

**To Opening Balance.**

Cash at Bank

13368.00

By Fixed Deposit .at SBI Nagaon

No. 30299985594

( MD.28/12/2027 )

13000.00

To Fixed deposit.

No.30299985594 O/B

MD. 28/12/27

13000.00

To F.D. Interest

1106.00

By Closing Balance

Cash at Bank

14848.00

To B/D A/c Interest.

374.00

Rs. 27848.00

Rs. 27848.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**  
**FRN.:314021E**



**( S. N. AGARWALA )**  
**PARTNER**

**M. NO : 051446**

**UDIN:22051446AMOQVT6885**

**PLACE:** Haibargaon :: Nagaon (Assam)  
**DATE:** The 11th.day of July, 2022

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th day of July, 2022



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**BIBHA DEVI GOSWAMI AWARD FUND**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2021 TO 31-03-2022 ]**

To Opening Balance.

By Fixed deposit.at Bandhan Bank  
No.10190008289690 16/9/20  
( MD16/9/21)

106775.00

To Fixed deposit.at Bandhan Bank  
No.10190008289690 16/9/20  
( MD16/9/21)

106775.00

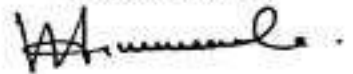
Rs. 106775.00

Rs. 106775.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**





**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN:22051446AMQVT6885**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**SCHOLARSHIP FUND**

**C/A. No. 10707349068, SBI Nagaon**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

**Opening Balance.**

Cash at bank:

38878.00 By Bank Charges.

649.00

By **Closing Balance.**

Cash at Bank

38229.00

Rs. 38878.00

Rs. 38878.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN...:314021E



*(Signature)*  
**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN:22051446AMQVT6885**

**PLACE: Haibargaon :: Nagaon (Assam)**

**DATE : The 11th.day of July, 2022**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**NAGAON GIRLS' COLLEGE A/C.**

**S/B A/C NO. 0031010310867, U.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

Opening Balance  
Cash at bank

34422.00 By Expenses

NIL

By Closing Balance :  
Cash at Bank

34422.00

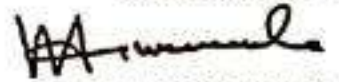
Rs. 34422.00

Rs. 34422.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E**



  
(S.N.AGARWALA)  
PARTNER.

M.NO: 051446

UDIN : 22051446AMOQVT6885

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GOLDEN JUBILEE CELEBRATION FUND**

**A/C NO. 0031013112838, UBI,NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

Opening Balance

Cash at bank

16268.75 By Expenses

NIL

By Closing Balance :

Cash at Bank

16268.75

Rs. 16268.75

Rs. 16268.75

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

**FRN.:314021E**

**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**

**UDIN : 22051446AEQDCY8198**

**PLACE: Halbargaon :: Nagaon (Assam)**

**DATE : The 11th.day of July,, 2022**

# ACADEMIC AUDIT

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



**NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)

# **ACADEMIC AND ADMINISTRATIVE AUDIT**

## **NOWGONG GIRLS' COLLEGE**

**Nagaon:::Assam**

**Session: 2017-18**

### **➤ The Team & Date of Visit**

An Internal Academic and Administrative Audit (AAA) Committee was formed with the Principal and Coordinator, IQAC. The AAA was conducted by the Team on 30-06-2018. The team visited the departments, library and the office and interacted with the faculty members, librarian, library staff and the office staff.

### **➤ Overview of the Institution**

- Nowgong Girls' College was established in 1962.
- It is a single faculty college offering Undergraduate and Higher Secondary programmes in Arts.
- The institution has 14 departments. All departments except Home Science and Statistics offer both Major Course and General Course while these two departments offer only General Course.
- Post-Graduate programme has been offered by the Department of Assamese since 2013.
- It has completed two cycles of accreditation of NAAC in 2004 and 2015.
- In its second cycle of assessment in 2015, it was accredited at A Grade by the NAAC.



### ➤ **Details of the Visit**

The departments of Assamese, Hindi, English, Philosophy, History, Education, Home Science, Sanskrit, Mathematics and Statistics were visited from 10 AM onwards up to 1.30 PM. After lunch break from 1.30 PM to 2 PM, the departments of Political Science, Economics, Bengali and Geography were visited by the team. It was followed by the visit to the library and the office from 3.30 PM to 4.30 PM.

### ➤ **Findings**

Based on the observations and interactions, SWOC analysis of the institution was done by the AAA Team.

#### **Strengths of the Institute:**

- Efficient, effective and committed management
- Qualified, skilled and sincere faculty members
- Clean, eco-friendly and peaceful campus
- Student representation from all sections of the society

#### **Weakness of the Institute:**

- Lack of space for physical expansion
- Weak placement activities
- Inadequate use of ICT in teaching-learning
- Research activities on low-key basis
- Insufficient documentation at different levels

#### **Opportunities:**

- The college has all the potential to introduce UG in science and more PG programmes

- Availability of faculty and student exchange programmes through collaboration
- The college has the opportunities for introduction of more market oriented vocational courses
- Collaboration with reputed educational and research Institutes

### **Challenges:**

- Resource Mobilization for augmentation of physical and learning infrastructure for development.
- The students are from rural and poor socio- economic background
- The students, in general, prefer to study in vernacular language
- Encouraging students for competitive examinations and higher education

### **➤ Recommendations**

Based on the findings, the AAA committee recommends the following for enhancing the quality of the College:

- Development of physical infrastructures, laboratories, smart classes to be initiated.
- More add-on and value-enrichment courses should be introduced.
- Steps should be initiated for introduction of science stream.
- More students should be involved in the extension activities.
- Participation of teachers in FDP, FIP etc. should be encouraged.
- More collaboration needs to be established.
- Research culture needs improvement.

- Office records and filing system has to be improved.
- Thrust should be on automation of library.



Principal  
Nowgong Girls' College  
Nagaon : Assam



Coordinator, IQAC  
Nowgong Girls' College  
Nagaon (Assam)



# **ACADEMIC AND ADMINISTRATIVE AUDIT**

**(Internal)**

**NOWGONG GIRLS' COLLEGE**

**Session 2018-19**



**Conducted by**

**Dr. Khargeswar Bhuyan, Preslent, Governing Body, Nowgong Girls' College**

**Dr.Balin Kr. Bhuyan, Principal, Nowgong Girls' College**

**Ranjit Barua, Coordinator, IQAC, Nowgong Girls' College**

A committee for Internal Academic and Administrative Audit (AAA) was formed with three members- the President, Governing Body, the Principal, IQAC Coordinator. The Committee conducted internal audit of the College on 28<sup>th</sup> June, 2019. The team visited all the departments and interacted with concerned faculty members. They also visited the central library and the computer center and interacted with the office staff.

❖ **Visit schedule of the AAA visit:**

The following schedule was followed for the visit

| Department                 | Time     |
|----------------------------|----------|
| English                    | 9.30 am  |
| Bengali                    | 9.50 am  |
| Economics                  | 10.10 am |
| Education                  | 10.30 am |
| Assamese                   | 10.50 am |
| Political Science          | 11.10 am |
| Sanskrit                   | 11.30 am |
| Mathematics, Statistics    | 11.50 am |
| Philosophy                 | 12.20 pm |
| Geography                  | 12.40 pm |
| Hindi                      | 1.00 pm  |
| History                    | 1.20 pm  |
| Home Science               | 1.40 pm  |
| <i>Lunch Break</i>         |          |
| Physics, Chemistry, Botany | 2.30 pm  |
| Visit to Library           | 3.00 pm  |
| Visit to Computer Centre   | 3.30 pm  |
| Visit to Office            | 3.50 pm  |
| Final Meeting              | 4.30 pm  |

❖ **General Observations**

1. Nowgong Girls' College ensures effective curriculum delivery adhering to the academic calendar of the affiliating university. To meet the local requirement and for the betterment of the student community, the Academic Council and IQAC make minor modifications in the curriculum and prepare the college academic calendar accordingly.

2. Academic activities are planned and executed through the Academic Council and IQAC. Examinations are conducted adhering to the norms and practices formulated by the university.
3. Research publications of teachers need improvement. More focus on books and chapters with ISBN is evident.
4. The college has executed various extension activities through different departments, cells and committees on social, environment and educational issues including Swachh Bharat, AIDS awareness, plantation etc.
5. There exists a proper monitoring system regarding the utilization of different facilities such as –library, digital classroom, reading room, college canteen, conference room, auditorium, laboratories etc.
6. Nowgong Girls' College Students' Union (NGCSU) provides the platform for the students to engage and involve in various social activities like 'Swaccha Bharat Abhiyan', Blood Donation camps etc. along with NSS, NCC etc. NGCSU different culture programmes and observes important days such as Republic Day, Independence Day, Gandhi Jayanti, Rastriya Ekta Divas etc.
7. Nowgong Girls' College administration involves the entire college fraternity for various academic responsibilities. Specific committees are formed for the smooth functioning and overall academic development of the college.
8. The functioning of the library is monitored by the Library Advisory Committee. The library is under vigilance of CCTV camera. There is a provision for book-bank facility to the students according to their needs.
9. Documentation and record keeping is found to be short of expectation. Many departments, cells and office need improvement in the documentation procedure.
10. Introduction of science stream on self-financing mode is a welcome step towards spread of science education among girls.

#### ❖ **Recommendations**

The following recommendations are made with a view to helping the College to move forward towards ensuring quality enhancement.

- Research culture needs improvement and interdisciplinary research to be initiated.
- Research publications by faculty members should be strengthened with more publications in peer reviewed quality journals.
- Proper documentation is required for all activities.
- Best practices of individual departments for various aspects need to be institutionalized.
- Academic calendar may be prepared at the department level.



- More students should be involved in the extension activities.
- More collaboration needs to be established for faculty exchange, student exchange, internship etc.
- Teachers should be encouraged to participate in different faculty development programmes.
- The departments should take measures to open up certificate courses/students internship program to enhance the quality inventiveness of undergraduate students.
- Use of ICT in teaching to be increased.
- The Faculty members may be encouraged to apply for Minor/Major Research Projects from various funding agencies.



President  
Governing Body  
Nowgong Girls' College  
Nagaon (Assam)

**Dr. Khargeswar Bhuyan**

President, Governing Body



Principal  
Nowgong Girls' College  
Nowgong Girls' College  
Nagaon : Assam



Coordinator, IQAC  
Nowgong Girls' College  
Nagaon (Assam)



# Internal Academic and Administrative Audit

## Nowgong Girls' College

### Session 2020-21

#### 1. Introduction

Academic and Administrative Audit is the process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system, etc.

The academic session of 2020-21 was one of the most challenging in the history of the College due to the effects, challenges and restrictions due to COVID-19. In spite of these, the Internal Quality Assurance Cell (IQAC), Nowgong Girls' College took the initiative to conduct Academic and Administrative Audit in the 18 departments and other cells, committees and branches of the institution during the academic session of 2020-21.

#### 2. Internal Academic and Administrative Audit Committee

The Internal AAA for the Academic Session 2020-21 was conducted by the following members:

1. **Dr. Balin Kumar Bhuyan**, Principal, Nowgong Girls' College
2. **Kalpana Bhattacharjya**, Vice Principal, Nowgong Girls' College
3. **Ranjit Barua**, Coordinator, IQAC, Nowgong Girls' College

#### 3. Internal Academic and Administrative Audit Schedule

Efforts were made to conduct this exercise as comprehensively as possible within the limitations of COVID-19 restrictions. Therefore, the Internal AAA process was spread over a period of 2 days instead on a single-day exercise as was prevalent till date during previous Internal AAAs.

The Internal Academic and Administrative Audit on 26<sup>th</sup> & 27<sup>th</sup> November, 2021 as per the following is the schedule for the AAA –



| <b>DAY 1 - 26<sup>th</sup> November 2021</b>  |                          |                     |
|-----------------------------------------------|--------------------------|---------------------|
| <b>Sl.</b>                                    | <b>Department/Branch</b> | <b>Time</b>         |
| <b>1</b>                                      | Assamese                 | 9.30 am – 9.50 am   |
| <b>2</b>                                      | Bengali                  | 9.50 am – 10.10 am  |
| <b>3</b>                                      | Botany                   | 10.10 am – 10.30 am |
| <b>4</b>                                      | Chemistry                | 10.30 am – 11.20 am |
| <b>Tea Break</b>                              |                          |                     |
| <b>5</b>                                      | Economics                | 11.20 am – 11.40 am |
| <b>6</b>                                      | Education                | 12.00 pm – 12.20 pm |
| <b>7</b>                                      | English                  | 12.20 pm – 12.40 pm |
| <b>8</b>                                      | Geography                | 12.40 pm – 1.00 pm  |
| <b>9</b>                                      | Hindi                    | 1.00 pm – 1.20 pm   |
| <b>Lunch Break</b>                            |                          |                     |
| <b>10</b>                                     | History                  | 2.00 pm – 2.20 pm   |
| <b>11</b>                                     | Home Science             | 2.20 pm – 2.40 pm   |
| <b>12</b>                                     | Mathematics              | 2.40 pm – 3.00 pm   |
| <b>13</b>                                     | Philosophy               | 3.00 pm – 3.20 pm   |
| <b>14</b>                                     | Physics                  | 3.20 pm – 3.40 pm   |
| <b>Tea Break</b>                              |                          |                     |
| <b>15</b>                                     | Mathematics              | 3.40 pm – 4.00 pm   |
| <b>16</b>                                     | Sanskrit                 | 4.00 pm – 4.20 pm   |
| <b>17</b>                                     | Statistics               | 4.20 pm – 4.40 pm   |
| <b>18</b>                                     | Zoology                  | 4.40 pm – 5.00 pm   |
| <b>DAY 2 - 27<sup>th</sup> November, 2021</b> |                          |                     |
| <b>19</b>                                     | MCDG Central Library     | 9.30 am – 9.50 am   |
| <b>20</b>                                     | General Branch           | 9.50 am – 10.10 am  |
| <b>21</b>                                     | Accounts Branch          | 10.10 am – 10.30 am |
| <b>22</b>                                     | IQAC                     | 10.30 am – 11.30 am |
| <b>Tea Break</b>                              |                          |                     |
| <b>23</b>                                     | Other Cells & Committees | 11.45 am – 1.45 pm  |
| <b>Lunch</b>                                  |                          |                     |
| <b>24</b>                                     | Conclusion Meeting       | 2.30 pm – 4.00 pm   |

#### **4. Parameters of Internal Academic and Administrative Audit**

The Internal Academic & Administrative Audit was performed under the following 4 aspects:

- Curriculum Aspects
- Faculty Profile
- Departmental Infrastructure
- Departmental Activities





**Internal Academic and Administrative Audit – Session 2020-21**  
**Nowgong Girls' College**

| Key | Departments |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
|-----|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|     | Ass         | Ben | Bot | Chm | Eco | Edu | Eng | Geo | Hin | His | HSc | Mat | Phi | Pol | Phy | Sns | Sts | Zoo |
| 1   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 2   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 3   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 4   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 5   | Y           | Y   | Y   | Y   | N   | Y   | Y   | Y   | Y   | N   | N   | N   | Y   | Y   | Y   | Y   | N   | Y   |
| 6   | Y           | Y   | Y   | Y   | N   | Y   | Y   | Y   | Y   | Y   | N   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 7   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 8   | Y           | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | Y   | N   | N   |
| 9   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 10  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 11  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 12  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 13  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 14  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 15  | Y           | N   | Y   | Y   | N   | Y   | N   | Y   | N   | N   | N   | N   | Y   | Y   | N   | Y   | N   | N   |

Ass- Assamese, Ben – Bengali, Bot- Botany, Chm – Chemistry, Eco – Economics, Edu – Education, Eng – English, Geo – Geography, Hin – Hindi, His – History, HSc – Home Science, Mat – Mathematics, Phi – Philosophy, Pol – Political Science, Phy – Physics, Sns – Sanskrit, Sts – Statistics, Zoo – Zoology

| Criteria                       | Parameters                                                                   | Keys |
|--------------------------------|------------------------------------------------------------------------------|------|
| <b>Curricular Aspects</b>      | Use of ICT in Academic Transactions                                          | 1    |
|                                | Conduct of Regular Online Classes & Evaluation                               | 2    |
|                                | Internal Assessment Process                                                  | 3    |
|                                | Add On Courses                                                               | 4    |
| <b>Faculty Profile</b>         | Participation in Talks, Seminars, conferences etc.                           | 5    |
|                                | Publications in Articles, Papers, Books & Conduct of Research Work           | 6    |
|                                | Participation in Orientation, Refresher Course, Short Term Course, FDPs etc. | 7    |
|                                | Acted as Resource Persons, recipient of awards etc.                          | 8    |
| <b>Infrastructure</b>          | Adequate Number of Classrooms                                                | 9    |
|                                | ICT Facilities                                                               | 10   |
|                                | Departmental Library                                                         | 11   |
| <b>Departmental Activities</b> | Curriculum Delivery & Progression Record Keeping                             | 12   |
|                                | Academic & Activity Record Maintenance                                       | 13   |
|                                | Conduct of Parent-Teacher Meetings, Surveys etc.                             | 14   |
|                                | Extension Activities                                                         | 15   |





## 5. Comments & Observations

- a) **Curricular Aspects:** - The college follows the syllabus and curriculum of Gauhati University. Online academic and evaluation transaction modules were enhanced to cope with COVID-19 challenges and restrictions through the College website and App. Faculties were oriented to the use of ICT and Online learning & evaluation modules. Efforts were made by faculties and the departments to provide e-learning resources to the students. Post-COVID-19 transition to offline academic and evaluation was a challenge for most departments. Add-on course options were offered to the students through the online mode to enhance their learning process, values and ensuring skill development.
- b) **Faculty Profile:** - A number of faculty members participated in webinars, online FDPs, Refresher Courses and other such online academic and professional enrichment activities. Many departments conducted webinars, and talks for the students by using tools such as Google Meet, Cisco Webex, ZOOM etc. Many faculty members published their research works in journals, books etc. However, there is scope to enhance faculty research publications in UGC CARE listed and Scopus journals.
- c) **Infrastructure:** The College website i.e. [www.nowgonggirlscollege.edu.in](http://www.nowgonggirlscollege.edu.in) was enhanced into a robust e-learning tool to face the challenges of online academic and evaluation works by adding a number of modules. Given the need for providing e-learning facilities to the large number of enrolled students of the College, subscription-based apps such as ZOOM was used for academic transactions. In spite of COVID-19 restrictions, the College was able to continue the necessary developmental works related to infrastructure augmentation. There are adequate number of classrooms however there is need to explore addition of more rooms for providing the various cells with dedicated working spaces.
- d) **Activities:** In spite of COVID-19 lockdown, the institution, many of the cells and many faculty members ensured continuation of extension activities, within the prevalent restrictions. Such activities included relief distribution, blood donation, feeding of stray animals and destitute, rescue and rehabilitation of animals etc. However, naturally the degree of involvement of students was



severely restricted. Even then, the volunteers of the NSS unit of the College were involved in many extension and community works in collaboration with the district administration. Academic activities were conducted through online mode through most of the academic year by online mode. Off-campus access to reading materials of the MCDG Central Library was enhanced for the benefit of the students.

## 6. Recommendations

- a) Further strengthen online academic and evaluation transaction process.
- b) Strengthen ICT facilities in the institution
- c) Add more modules for online learning in the College website and App
- d) Encourage publication of research papers in UGC CARE list journals among faculty members
- e) Organise online FDPs, Workshops, Conferences, Webinars etc. to supplement similar activities in offline mode.
- f) Explore funding avenues for research and developmental works of faculties and the institution
- g) Encourage faculty, departmental and institutional publications
- h) Improve level of automation and digital record keeping in administrative branches.

Date: 27<sup>th</sup> November, 2021

Coordinator, IQAC  
Nowgong Girls' College  
Nagaon (Assam)

**(Ranjit Barua)**  
Coordinator, IQAC  
Nowgong Girls' College

HOD  
Department of Statistics  
Nowgong Girls' College

**(Kalpana Bhattacharjya)**  
Vice Principal  
Nowgong Girls' College

  
Principal  
Nowgong Girls' College  
Nagaon : Assam

**(Dr. Balin Kumar Bhuyan)**  
Principal  
Nowgong Girls' College





# **Internal Academic and Administrative Audit**

## **Session 2021-22**

### **Introduction**

NAAC requires HEIs to conduct Academic and Administrative Audits (AAA) to monitor and evaluate institutional processes through a systematic peer review, physical site visits, and self-study. Academic audits identify system weaknesses and strengths to suggest reforms to produce, assure, and continuously improve quality. It encourages departments to standardise curricular and co-curricular programmes, infrastructure, and support services based on predetermined benchmarks.

The Internal Quality Assurance Cell (IQAC) of Nowgong Girls' College has taken the initiative to conduct Academic and Administrative Audit in the 18 departments and other cells, committees and branches of the institution during the academic year 2021-22.

### **Academic and Administrative Audit Committee**

The Internal AAA for the session 2021-22 was conducted by the following members:

1. **Dr. Toseshwar Nath**, President, Governing Body, Nowgong Girls' College
2. **Dr. Balin Kumar Bhuyan**, Principal, Nowgong Girls' College
3. **Ranjit Barua**, Coordinator, IQAC, Nowgong Girls' College

### **Schedule for Academic and Administrative Audit**

The College's teaching departments and administrative branches underwent the process of Internal Academic and Administrative Audit on July 15-16, 2022. The following is the schedule for the AAA –



| <b>DAY 1</b><br><b>(July 15, 2022)</b> |                          |                     |
|----------------------------------------|--------------------------|---------------------|
| <b>Sl.</b>                             | <b>Department/Branch</b> | <b>Time</b>         |
| <b>1</b>                               | Assamese                 | 9.00 am – 9.30 am   |
| <b>2</b>                               | Bengali                  | 9.30 am – 10.00 am  |
| <b>3</b>                               | Botany                   | 10.00 am – 10.30 am |
| <b>4</b>                               | Chemistry                | 10.30 am – 11.00 am |
| <b>5</b>                               | Economics                | 11.00 am – 11.30 am |
| <b>Tea Break</b>                       |                          |                     |
| <b>6</b>                               | Education                | 12.00 pm – 12.30 pm |
| <b>7</b>                               | English                  | 12.30 pm – 1.00 pm  |
| <b>8</b>                               | Geography                | 1.00 pm – 1.30 pm   |
| <b>9</b>                               | Hindi                    | 1.30 pm – 2.00 pm   |
| <b>Lunch Break</b>                     |                          |                     |
| <b>10</b>                              | History                  | 2.30 pm – 3.00 pm   |
| <b>11</b>                              | Home Science             | 3.00 pm – 3.30 pm   |
| <b>12</b>                              | Mathematics              | 3.30 pm – 4.00 pm   |
| <b>13</b>                              | Philosophy               | 4.30 pm – 5.00 pm   |
| <b>14</b>                              | Physics                  | 5.00 pm – 5.30 pm   |
| <b>DAY 2</b><br><b>(July 16, 2022)</b> |                          |                     |
| <b>15</b>                              | Mathematics              | 9.00 am – 9.30 am   |
| <b>16</b>                              | Sanskrit                 | 9.30 am – 10.00 am  |
| <b>17</b>                              | Statistics               | 10.00 am – 11.00 am |
| <b>18</b>                              | Zoology                  | 11.00 am – 11.30 am |
| <b>Tea Break</b>                       |                          |                     |
| <b>18</b>                              | General Branch           | 11.45 am – 12.45 pm |
| <b>19</b>                              | Accounts Branch          | 12.45 pm – 1.45 pm  |
| <b>Lunch</b>                           |                          |                     |
| <b>18</b>                              | IQAC                     | 2.30 pm – 3.30 pm   |
| <b>19</b>                              | Other Cells & Committees | 3.30 pm – 4.30 pm   |
| <b>20</b>                              | Conclusion Meeting       | 4.30 pm – 5.30 pm   |





## Parameters of Academic and Administrative Audit

The Academic & Administrative Audit was performed under the following four aspects:

- Curriculum Transaction
- Faculty Profile
- Departmental Infrastructure
- Departmental Activities

| Key | Departments |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
|-----|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|     | Ass         | Ben | Bot | Chm | Eco | Edu | Eng | Geo | Hin | His | HSc | Mat | Phi | Pol | Phy | Sns | Sts | Zoo |
| 1   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 2   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 3   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 4   | Y           | N   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | N   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 5   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | N   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 6   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | N   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 7   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | N   | Y   | Y   | Y   | Y   | N   | Y   | Y   |
| 8   | Y           | N   | N   | N   | N   | Y   | N   | Y   | Y   | N   | N   | N   | Y   | Y   | N   | Y   | N   | N   |
| 9   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 10  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 11  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | N   | Y   | Y   | Y   | Y   | Y   | Y   |
| 12  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 13  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 14  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 15  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |

Ass- Assamese, Ben – Bengali, Bot- Botany, Chm – Chemistry, Eco – Economics, Edu – Education, Eng – English, Geo – Geography, Hin – Hindi, His – History, HSc – Home Science, Mat – Mathematics, Phi – Philosophy, Pol – Political Science, Phy – Physics, Sns – Sanskrit, Sts – Statistics, Zoo – Zoology

| Criteria           | Observation Aspect                                                    | Key |
|--------------------|-----------------------------------------------------------------------|-----|
| Curricular Aspects | Whether ICT based classes are taken                                   | 1   |
|                    | Is Internal Assessment Process robust and compressive                 | 2   |
|                    | Is the Departmental record keeping process comprehensive and complete | 3   |
|                    | Add on courses are offered                                            | 4   |





|                                |                                                                 |    |
|--------------------------------|-----------------------------------------------------------------|----|
| <b>Faculty Profile</b>         | Seminars, conferences attended                                  | 5  |
|                                | Articles, papers, books published, Research Projects            | 6  |
|                                | Orientation, Refresher Course, Short Term Course, FDPs attended | 7  |
|                                | Acted as Resource Persons, recipient of awards etc.             | 8  |
| <b>Infrastructure</b>          | Adequate Classrooms                                             | 9  |
|                                | ICT Facilities                                                  | 10 |
|                                | Departmental Library                                            | 11 |
| <b>Departmental Activities</b> | Curriculum Delivery & Progression Record                        | 12 |
|                                | Academic & Activity Record Maintenance                          | 13 |
|                                | Conduct of Talks, Lectures, Seminars etc.                       | 14 |
|                                | Extension Activities                                            | 15 |

## Observations

- **Curricular Aspects:** - The college follows the syllabus and curriculum of Gauhati University. Departments use audio-visual methods to teach. ICT use in classroom is satisfactory. Students are guided to work on individual academic projects. All departments conduct internal exams regularly. Students receive answer scripts for discussions and see their grades on departmental noticeboards. Add on courses are being run properly by the departments. There is scope to improve departmental libraries in some of the departments.
- **Faculty Profile:** - There is scope to improve the number of faculty members of the arts departments who are involved in research and publication works. Faculty members regularly attend seminars and conferences. Several faculty members have served as resource people on various academic platforms. However, faculty participation, again especially from the arts departments, in publication of research articles in UGC CARE listed journals is relatively low. A large number of faculty members have taken advantage of online courses and professional development programmes. A significant number of students are involved in extra-curricular & co-curricular activities. Study tours and field visits are regularly conducted by the departments as a part of their curriculum as well as curriculum enrichment. The departments regularly maintain and update the departmental website pages and departmental alumni WhatsApp groups have become an effective means to get in touch with the pass out students of the departments.



- **Infrastructure:** The college is having adequate number of classrooms, seminar halls etc. All departments have dedicated classrooms for honours classes. Some classrooms are shared by departments for taking classes for regular courses. Practical based subjects are having well maintained laboratories, although the infrastructure needs to be more developed. Departments are having departmental libraries. There are many numbers of ICT enabled classrooms. The Mahesh Chandra Dev Goswami Central Library has adequate number of digital and printed reading resources. There are adequate facilities for sports and extra-curricular activities.
- **Activities:** The IQAC, ICGC, departments hold regular meetings with students, collect feedback from students on academic matters and other student-related matters, and take appropriate action as needed. Some departments hosted a significant number of invited lectures/seminars/webinars/workshops on a virtual platform. The majority of extension activities are carried out under the auspices of the Extension & Outreach Cell, NCC, NSS, RRC & YRC. Some departments have held events in collaboration with other institutions. Accounts section needs to be digitized further and the documentation process in the General Branch needs further streamlining. Overall functioning of the administrative sections of the college is satisfactory.

## Recommendations

- Encourage faculty members to publish research papers in UGC CARE list journals, as well as articles or books with ISBN numbers.
- Encourage faculty participation in FDP, RC, OC, Training Program, and Workshops.
- Encourage departments to hold conferences/seminars/workshops with external/internal funding.
- Increased interaction with industry, research centres, and educational institutions.
- Encourage faculty members to submit proposals for Major/Minor Research Projects to various funding agencies
- Further improvement and addition of campus ICT facilities.





- Increase the number of classrooms to accommodate a large number of students.
- Encourage departments to publish newsletters/magazines on a regular basis.
- Departments must make every effort to organise study tours, exhibitions, and training programmes for their students.
- Students should be encouraged to participate in extracurricular or co-curricular activities.
- Enhance the level of digitization of the general and accounts branches.

Date: 16<sup>th</sup> July, 2022

Place: Nowgong Girls' College

Coordinator, IQAC  
Nowgong Girls' College  
Nagaon (Assam)

**(Ranjit Barua)**  
Coordinator, IQAC  
Nowgong Girls' College

President  
Governing Body  
Nowgong Girls' College  
Nagaon (Assam)

**(Dr. Toseshwar Nath)**  
President, Governing Body  
Nowgong Girls' College

  
Principal  
Nowgong Girls' College  
Nagaon : Assam

**(Dr. Balin Kumar Bhuyan)**  
Principal  
Nowgong Girls' College





# NOWGONG GIRLS' COLLEGE

Re-Accredited at A Grade (2nd Cycle) by the  
National Assessment and Accreditation Council



## CRITERIA 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.5.2: Quality assurance initiatives of the institution



Submitted to  
The NAAC for 3rd Cycle of Assessment and Accreditation

# AISHE

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



**NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)





Government of India

Ministry of Education

Department of Higher Education

Statistics Division

New Delhi

# Certificate



**Reference No.C-17199-2016**

This is to certify that Smarajit Ojah of Nowgong Girl's College has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2016-2017.

( Madan Mohan )

Deputy Director General

**Dated: 20/12/2022**

**Name of the signatory**





Government of India

Ministry of Education

Department of Higher Education

Statistics Division

New Delhi

# Certificate



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Deputy Director General

**Dated: 20/12/2022**

**Name of the signatory**





Government of India

Ministry of Education

Department of Higher Education

Statistics Division

New Delhi

# Certificate



**Reference No.C-17199-2017**

This is to certify that Smarajit Ojah of Nowgong Girl's College has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2017-2018.

( Madan Mohan )

Deputy Director General

**Dated: 20/12/2022**

**Name of the signatory**





Government of India

Ministry of Education

Department of Higher Education

Statistics Division

New Delhi

# Certificate



**Reference No.C-17199-2017**

This is to certify that Smarajit Ojah of Nowgong Girl's College has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2017-2018.

( Madan Mohan )

Deputy Director General

**Dated: 20/12/2022**

**Name of the signatory**





Government of India  
Ministry of Education  
Department of Higher Education  
Statistics Division  
New Delhi

# Certificate



**Reference No.C-17199-2020**

This is to certify that Smarajit Ojah of Nowgong Girl's College has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2020-2021.

*R Rajesh*

( Shri R. Rajesh )

Deputy Director General

**Dated: 20/12/2022**





Government of India

Ministry of Education

Department of Higher Education

Statistics Division

New Delhi

# Certificate



**Reference No.C-17199-2020**

This is to certify that Smarajit Ojah of Nowgong Girl's College has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2020-2021.

*R Rajesh*

( Shri R. Rajesh )

Deputy Director General

**Dated: 20/12/2022**

# NAAC

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



## **NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)



The college is periodically reviewed by NAAC

HEI Portal

Account Information

Admin (1-790)

Home

Dashboard

Management

Manage HR

Manage HRV

Manage Performance

Manage Quality

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| 1      | ADWACONS COLLEGE | 0808   | C-17-19       | 2020-2021      | 27-07-2022 | Accepted | 2      | <a href="#">ACAR Review Details</a><br><a href="#">Print Report</a> | <a href="#">ACAR Report</a> |
| 2      | ADWACONS COLLEGE | 0808   | C-17-19       | 2019-2020      | 31-12-2021 | Accepted | 2      | <a href="#">ACAR Review Details</a><br><a href="#">Print Report</a> | <a href="#">ACAR Report</a> |
| 3      | ADWACONS COLLEGE | 0808   | C-17-19       | 2019-2020      | 31-03-2023 | Accepted | 2      | <a href="#">ACAR Review Details</a><br><a href="#">Print Report</a> | <a href="#">ACAR Report</a> |
| 4      | ADWACONS COLLEGE | 0808   | C-17-19       | 2014-2015      | 12-03-2020 | Accepted | 2      | <a href="#">ACAR Review Details</a><br><a href="#">Print Report</a> | <a href="#">ACAR Report</a> |

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## **NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)





Office of the Principal  
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Principal & Secretary

Mobile : 94350-63617

Ref. : .....

Date : .....

## EMAIL REGISTRATION ACKNOWLEDGEMENT FOR NIRF

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Regards,

Team NIRF

India Ranking 2023

  
Principal  
Nowgong Girls' College  
Nagaon : Assam



# ISO CERTIFICATE

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



**NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)

# Certificate of Registration

GCPL hereby certifies that



Reg. No.: AB101NX02020240N

**NOWGONG GIRLS' COLLEGE**

NAGAON - 782002, ASSAM, INDIA.

has been independently assessed and is compliant with the requirement of

**ISO 9001:2015** Quality Management System

This certificate is applicable to the following product or service ranges:

PROVIDING THE COURSE OF GRADUATION FOR THE STREAM OF ARTS & SCIENCE.

Initial Issue Date : 24. March. 2021      1st surveillance : 24. March. 2022  
Expiry Date : 23. March. 2024      2nd surveillance : 24. March. 2023

\*Certificate validity is subject to clearing successful surveillance audit.



*[Signature]*

Signed for and on behalf of GCPL



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Gd01 V2

# GREEN AUDIT

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



**NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)



# **GREEN AND ENVIRONMENT AUDIT REPORT**

**2021-22**

**NOWGONG GIRLS' COLLEGE**

**NAGAON, ASSAM**



**Submitted by: Nowgong Girls' College**

**Nagaon, Assam**

**Submitted to: National Assessment and Accreditation Council  
(NAAC)**

## CERTIFICATE

This is to certify that Newcent Girls' College has undergone Green, Energy and Environment Audit on various aspects for maintaining a sustainable environment ~~at campus and green campus initiative. It has been observed that college is~~ ~~initiating the eco-friendly initiatives in academic, technical and other~~ stakeholders of green campus initiative.



Siddharth Ojah,

Manager, Ojah

(Health, Safety Environment Engineering HSE  
& DuCE (P-C) & Management of Safety, Health & Environment)

Debraj Koro College, Cuttack



Dr. Rajeev Basumatary,

Head, P.G.

Department of Zoology

Debraj Koro College, Cuttack

## **PREFACE**

Green Audit is an approach of identification, quantification and evaluation of the effects that an institution has caused on the environment. It serves as a tool for locating and accessing environmental activities on and near the college campus that have an impact on the environment's eco-friendliness. The college has adopted green campus initiatives to determine the utilization of energy, resources and water. The objective of a green audit is to minimize pollution, manage campus's natural resources sustainably, and foster an eco-friendly environment for students, faculty, and other collegiate fraternity members. The Green Audit Report (2021-2022) of Nowgong Girls' College is a cumulative work of Botany, Zoology, Chemistry, Geography, Statistics, Physics and Mathematics Departments where all the faculties and students have participated actively in this noble initiative for clean and green campus.

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## **1. Introduction**

### **1.1 . Brief Outline of Nowgong Girls' College:**

Nowgong Girls' College is a premiere institution of higher education for women in central Assam. It has been continuing its journey since 12<sup>th</sup> September 1962. Established as Nowgong Women's College, this institution was later named as Lal Chand Todi Girls' College and finally in 1968 it was renamed as Nowgong Girls' College. It has travelled a long way imparting higher education to the aspiring girl students of Nagaon and adjoining districts. The college is accredited with 'A' Grade by NAAC, UGC during its 2<sup>nd</sup> cycle of assessment. The college is affiliated to Gauhati University and is included under section 2(f) of the UGC Act, 1956. The college owes its existence to the inspired pioneering works and foresightedness of its prime mover and guiding spirit Late Mahesh Chandra Dev Goswami (1917-1989), the founder principal and eminent educationist of Assam.

The college has 18 UG and 2 PG Departments, Computer courses, self-sponsored courses and KKHSOU study centre. For the session of 2021-22 a total of 1976 students enrolled for UG and PG Courses. There are 5 buildings in the college campus with more than 40 classrooms with necessary requirements and proper laboratory facilities in the Departments of Botany, Chemistry, Physics, Zoology, Education, Geography and Mathematics. The Library of the college (Mahesh Chandra Dev Goswami Library) has 2 numbers of Halls with more than 46 thousand books. The Administrative office consists of 5 spacious rooms with all necessary facilities and technology including internet. There are 5 numbers of Digital Seminar/Conference Halls with all necessary facilities for conduction of different activities of the college and the departments. The college have one Auditorium with Centralized Air Conditioning facility with two green rooms and one Open Stage for big functions. One Canteen is present in the campus for providing tea, snacks and lunch. There are 2 numbers of Girl's Hostel (Padmawati Devi Phookonani Hostel and Swahid Bhogeswari Phookonani Hostel) with above 200 capacity and facilities like canteen, T.V., study room, library is present. Indoor Stadium covers badminton facility with 2 numbers of rooms and a balcony. One Gymnasium and a Book Stall are present inside the campus.



The College is situated on the right bank of river Kolong. The Kolong River has a length of approximately 230 km, is a tributary of the Brahmaputra that originates near Jakhalabandha. The river and its catchment area start from Hatimura and ends at Kajalimukh. It crosses several smaller streams including Diyu, Misa, Haria and Digaru. About 5300 square kilometres make up the river's whole basin, which is located in Assam's northern plains in the Nagaon and Morigaon districts. The college significantly benefited by the river. The total area of the college is 25,440 Sq. m. The campus is fragmented into four parts with an area of 12,731, 4775, 1431 and 6503 Sq. m. The main campus area of the college is characterized by almost even topography with an average elevation of 58 meter from mean Sea Level. The Campus is characterized by high floral and faunal diversity of species.



**Figure 1: View of Nowgong Girls' College**



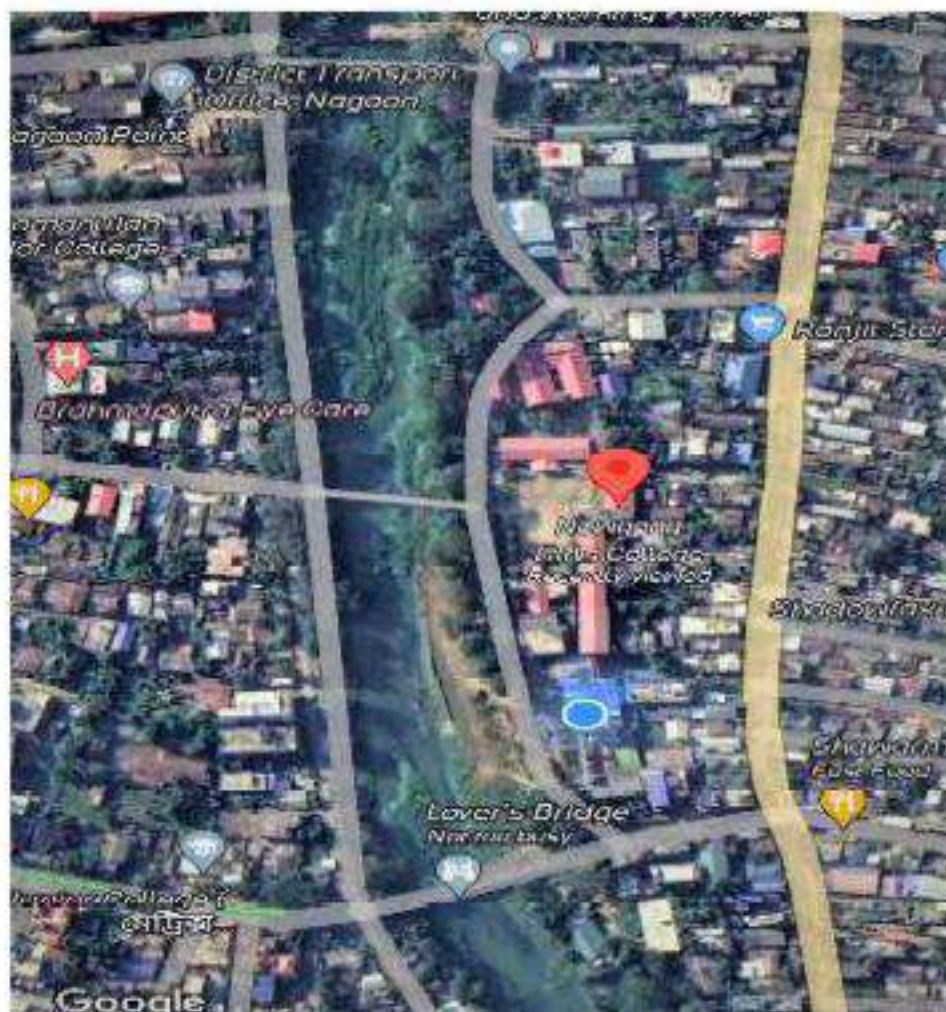


Figure 2: A satellite image showing Nowgong Girls' College Campus (04/05/2022)

### 1.2. Objectives:

- To ensure both environmental protection and campus development.
- To educate the students about the necessity of biodiversity and environmental conservation.
- To ensure sustainable utilization of natural resources in and around campus.
- To monitor water quality assessment and ensure sustainable use of water resource.
- To ensure eco- friendly disposal of all types of waste.
- To ensure compliance with present legislation of the nation, state and other legal authorities.

- Identification of gaps and suggest recommendation for improvement in the college environment.

### **1.3. Importance of Green Audit**

A green audit is an effective technique to assess an organization's environmental effects and make decisions about how to manage. The importance of the green audit includes:

- Reducing environmental impacts by:
  - Planting trees.
  - Creating habitats for many life forms, including terrestrial, aquatic and aerial ones.
- Reducing the cost of electricity, water, and waste.
- To ensure adherence to environmental regulations.
- Supplying data to determine the institute's needs, strengths, and weaknesses.
- Establishing a base for environmental management.
- It would be helpful for making the college more environments friendly.
- Enhance awareness of environmental obligations and rules.
- Demonstrate institutes' approach to environmental protection to students, employees and public.

## **2. Methodology:**

The purpose of the green/Environment audit of the College is to ensure that the practices in accordance with the environmental protection are followed in the campus. The methodology includes physical inspection of the sites related to the audit, collection of data required for the audit and analysis of the collected data and documents. So, the methodology adopted for this audit can be subdivided into three major steps:

- i. Data Collection** – In this phase, exhaustive data collection was carried out using different tools and techniques like observation, survey, communicating with responsible persons and measurements. Steps followed for data collection include:
  - Team comprising of faculty, students and staff members (based on the type of data to be collected) visited each department, centre, library, hostel, canteen etc.



- General information data was collected by observation and interview.
  - Workshops, talks etc. were conducted to train the designated teams for identification and data collection on biodiversity in the campus
- ii. **Data Analysis** – The collected data were carefully analysed and the process includes the steps like:
- Analysis of data related to water usages, waste management etc. using appropriate methodology,
  - Use of different computer-based tools like GIS, and spreadsheet programs.
- iii. **Recommendation** – Based on the results of data analysis and observations, some steps for environment and biodiversity conservation, proper treatment of different waste material and other related activities for environmental protection were recommended.

### 3. Geographical Settings of Nowgong Girls' College

#### 3.1. Land-Use Categories

The college campus is characterised by mosaic of different land use categories. The built-up environment of this college is characterised by different categories of Buildings with respect to various departments, several constructions as well as land covers including trees and vegetation, ponds etc. which gives diverse ecosystem for the domicile of flora and fauna inside the campus. A general survey was conducted using both traditional survey and cartographic method and GPS surveying methods in 2021, which shows that a total of 25,440 sq. meters of land in the main college campus with 23 nos. of land use and land cover classes. The natural vegetation cover of the campus is characterized by various deciduous, semi-deciduous plantations. To enhance the beautification of the campus, numerous evergreen trees are also planted. The overall land use and land cover categories are shown in Table 1.



**Table 1: Land use categories in Nowgong Girls' College Campus (Based on survey 2021)**

| <b>Sl. No.</b> | <b>Land Use category</b>                 | <b>Area (Sq. meters)</b> |
|----------------|------------------------------------------|--------------------------|
| 1.             | Administrative Block and Science Block B | 785                      |
| 2.             | Girls' Hostel (SBP)                      | 948                      |
| 3.             | Arts Block                               | 1603                     |
| 4.             | Auditorium                               | 537                      |
| 5.             | Menial Quarter 1                         | 99.3                     |
| 6.             | Canteen                                  | 371                      |
| 7.             | Digital Seminar Hall                     | 100                      |
| 8.             | Foot Over Bridge                         | 74.5                     |
| 9.             | Girls' Hostel (PDP)                      | 1369                     |
| 10.            | Indoor Stadium                           | 681                      |
| 11.            | Menial Quarter 2                         | 119                      |
| 12.            | Menial Quarter 3                         | 119                      |
| 13.            | KKHSOU Study Centre and Post Office      | 152                      |
| 14.            | Kolong River                             | 13,436                   |
| 15.            | Dept. of Physics                         | 1002                     |
| 16.            | Open Space                               | 4462                     |
| 17.            | Open Stage                               | 155                      |
| 18.            | Playground                               | 1506                     |
| 19.            | Science Block A                          | 350                      |
| 20.            | Martyrs Memorial and Fountain            | 116                      |
| 21.            | Hoarding Structure                       | 115                      |
| 22.            | River Bank                               | 2825                     |
| 23.            | Vegetation                               | 7951.2                   |
| 24.            | College Campus                           | 25,440                   |

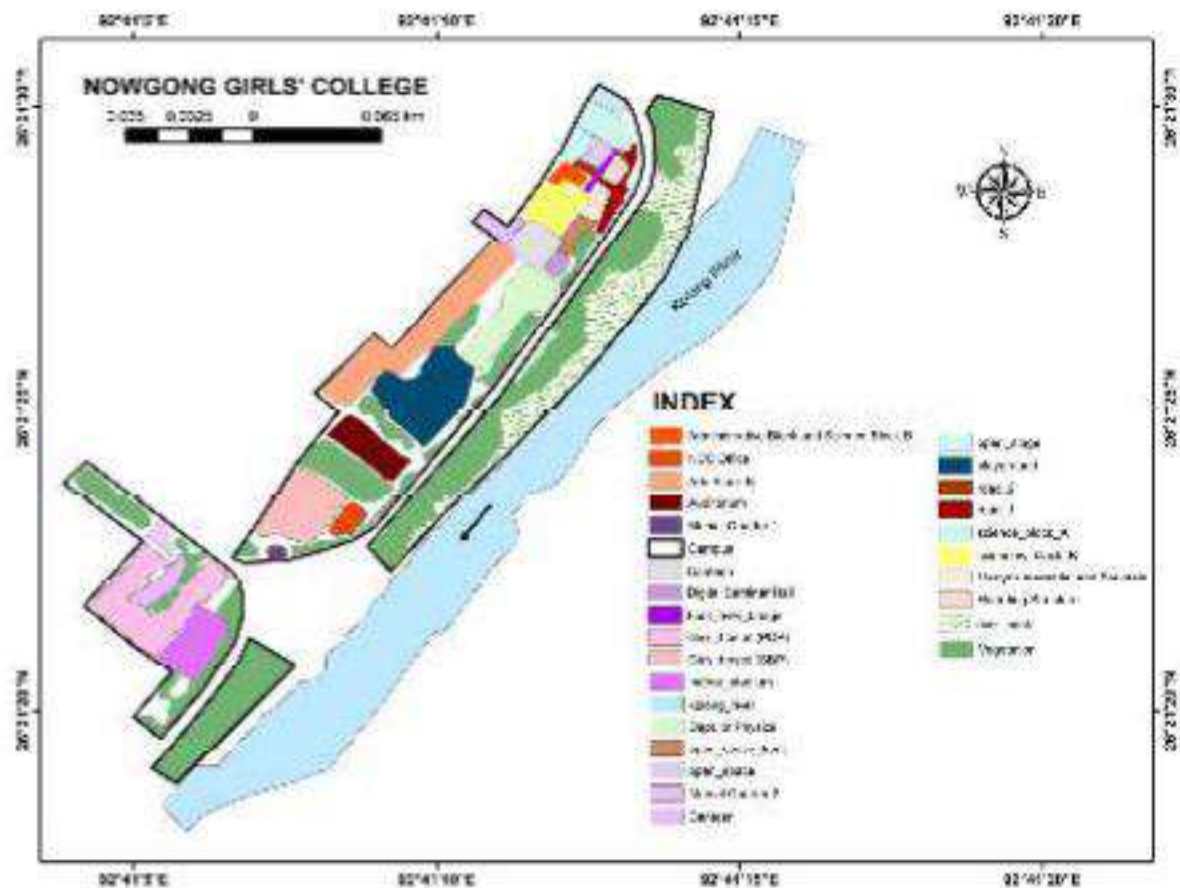


**Figure 3: Land use in the campus**

### 3.2. Terrain Characteristics

For the evaluation of general terrain condition of Nowgong Girls' College a GPS based study has been conducted by the Department of Geography. The location and elevation data are generated throughout the four campus using GPS devices. After the collection of the elevation data a Digital Elevation Model is generated using GIS software. The IDW (Inverse distance weighting) method is applied while preparing the map. After the creation of the specified DEM a contour map is also generated that gives an overall idea of the terrain as a plain area. As we get only two contours with an interval of one. There is also a slight difference of only 3.12 metres in and around the campus. Hence, we can assume that the campus is situated in a fairly uniform topography.

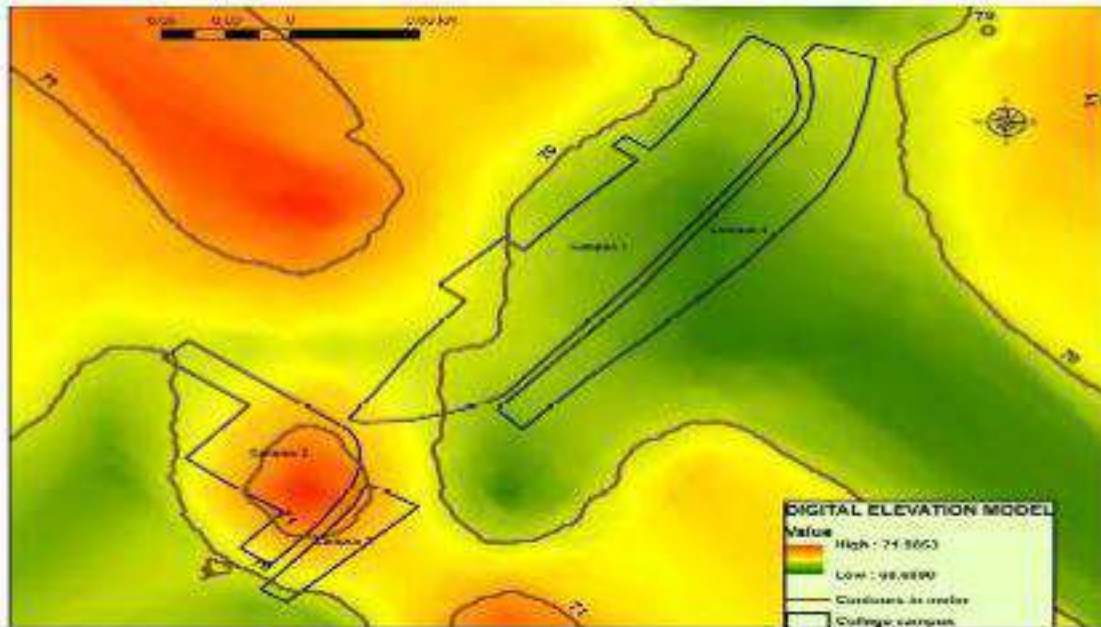


**Figure 4: Digital Elevation Model based on GPS survey**

A slope map is also prepared based on the created Digital Elevation Model. As the overall terrain condition is uniform, there is no such huge variation of slopes within the area.

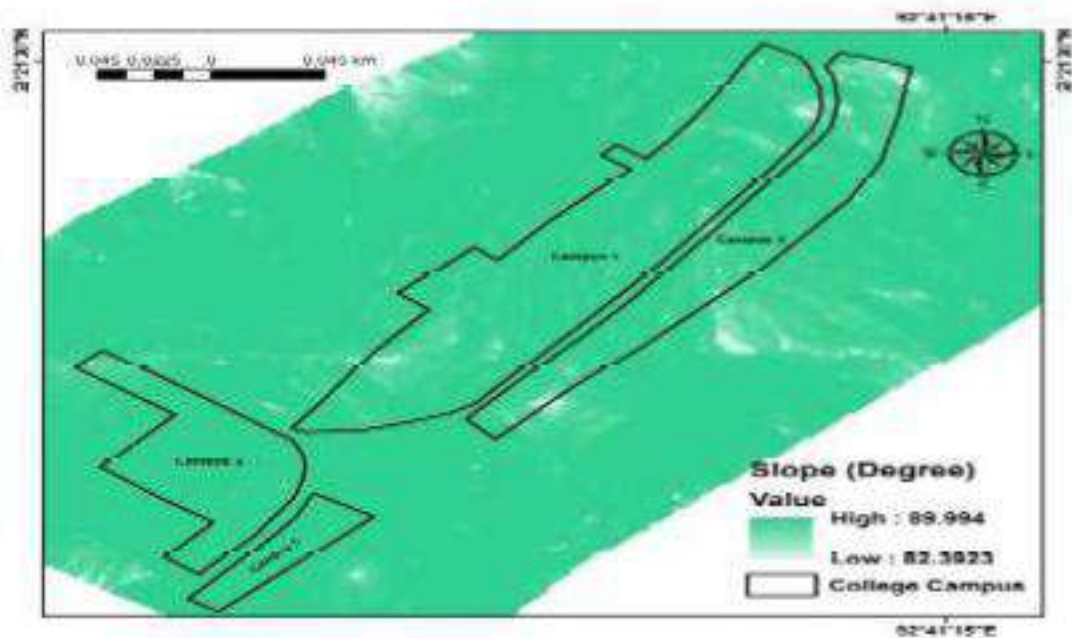


**Figure 5: Slope map of College Campus**



### 3.3. Climatic conditions

The college campus experiences weather similar to that of the Brahmaputra valley. With diverse physiographic settings, the seasonality of monsoon winds regulates the regional climate of Assam. The region experiences frequent thunderstorms and heavy rain during monsoon season. It has hot, humid summers and cool, dry winters. The map is created using GIS software after the temperature and rainfall data are taken from the worldclim website. An average yearly temperature of  $25.48^{\circ}\text{C}$  is shown on the temperature map. Using GIS software, a rainfall data map is produced, giving an average value of 130 mm of rainfall in and around the campus. In addition, the temperature data collected from the college campus recorded the maximum temperatures of  $28\text{--}34^{\circ}\text{C}$  between 12 and 4 p.m.

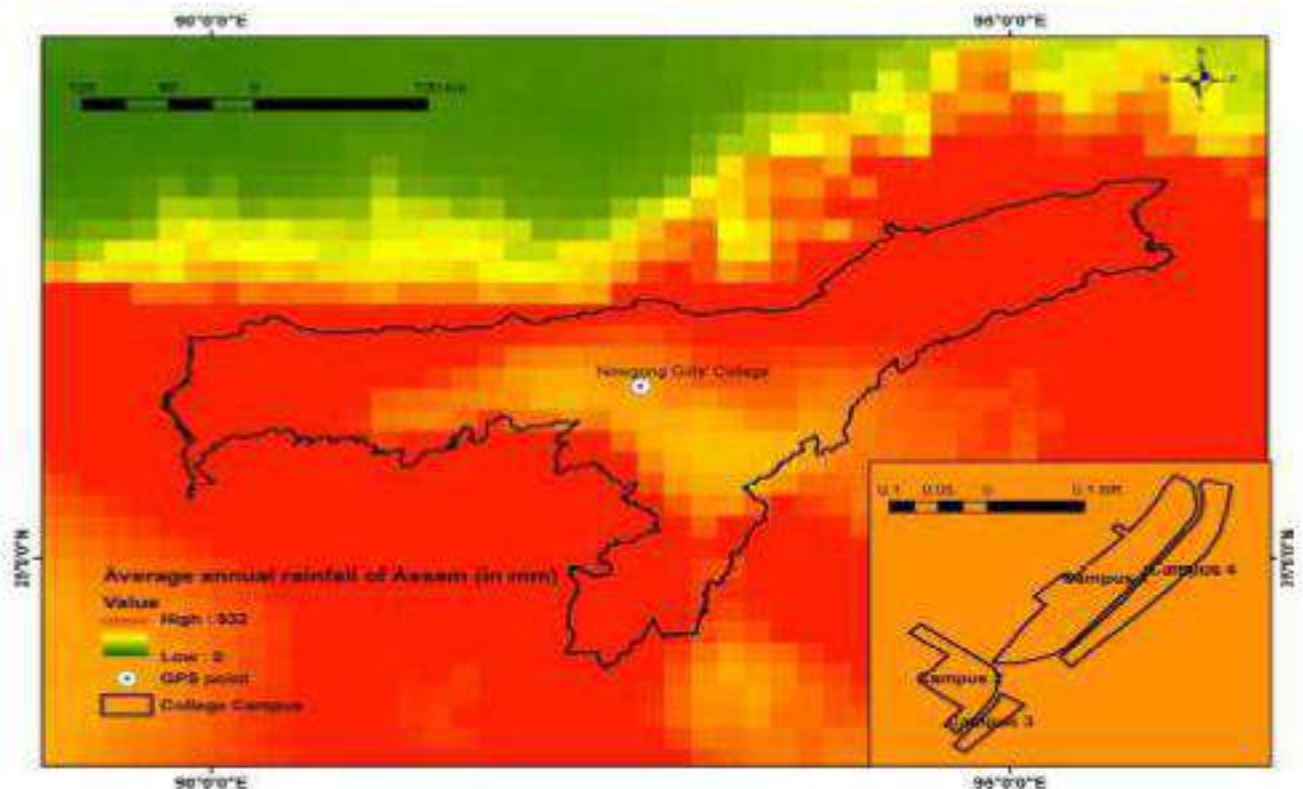


Figure 6: Average Annual Rainfall





**Figure 8: Weather Monitoring Station**

|                | <b>Years</b> |              |
|----------------|--------------|--------------|
| <b>Months</b>  | <b>2021</b>  | <b>2022</b>  |
| January        | 82           | 78           |
| February       | 76           | 69           |
| March          | 71           | 63           |
| April          | 75           | 76           |
| May            | 81           | 86           |
| June           | 85           | 89           |
| July           | 87           | 83           |
| August         | 81           | 89           |
| September      | 88           | 89           |
| October        | 83           | 82           |
| November       | 76           | 79           |
| December       | 76           | 82           |
| <b>Average</b> | <b>80.08</b> | <b>80.41</b> |



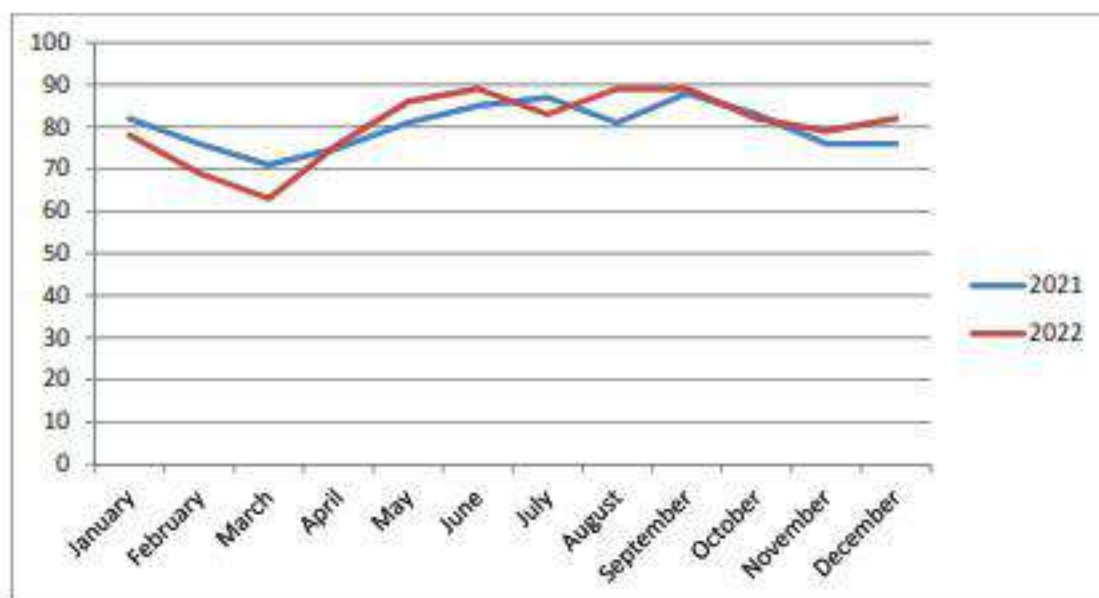


**Figure 9: Humidity in percentage for Nowgong Girls' College**

#### **4. Biodiversity Audit of Nowgong Girls' College**

The great variety of floral, faunal and microbiological species on Earth is referred as "biodiversity." Around 8.7 million different species of plants and animals are thought to exist. The United Nations General Assembly reportedly officially accepted the resolution designating 2021–2030 as "The UN Decade of Ecosystem Restoration," with the goal of massive ecosystem restoration as a tried-and-true strategy to combat the climate crisis, biodiversity loss and water availability. The production of oxygen, reduction of carbon dioxide, balancing the water cycle, best air purifier, protection of water resources and contribution to climate stability and maintenance of ecosystems are the environmental services provided by biodiversity. It also aids in reducing soil, water and air pollution. However, the majority of the planet's biodiversity is in danger as a result of natural disasters and human involvement. The rate of extinction of species has increased at an alarming rate as a result of these concerns. Because it would be highly expensive to replace these crucial services provided by biodiversity, sustainability can help to promote economic growth, increase greenery and reduce global warming.

A Biodiversity richness map is prepared using GIS which shows the distribution of richness within the campus.

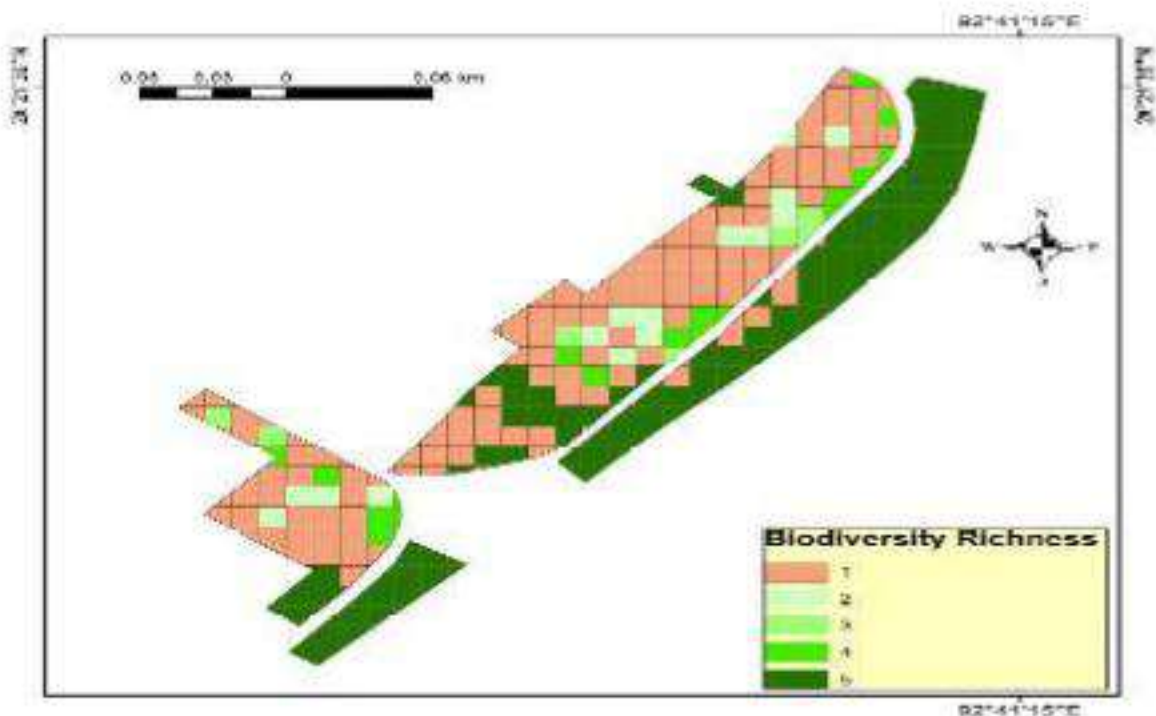


**Figure 10: Biodiversity Richness Map using S/W index.**

#### **4.1. Floral Diversity:**

In an effort to promote the greenery both inside and outside the campus over the past five years, the college has carried out a number of plantation programmes under the initiative of teachers and students both inside the college as well as in the nearby area and in the adopted village (*Itapara*). Due to its location along the Kolong river bank, the region is home to a variety of plants and animals. The Nowgong Girls' College Green Audit Committee also sought to plant indigenous trees. Plants are also house to a number of insects and birds. The college campus also has a garden of colourful seasonal flowers that enhances the aesthetic charm. It also has a wide diversity of plant species, including several aquatic plant species as well as herbs, shrubs, trees, climbers and epiphytes. As a creative land-use initiative, a kitchen garden in the college was promoted by growing fruits and vegetables. Additionally, a medicinal plant garden with numerous medicinally significant herbs and shrubs is also maintained in the premise.





**Fig 11: Some tree species in the college campus**



In the present study it is revealed that the Nowgong Girls' College campus has a rich diversity consisting of 198 floral species (57 herbs, 28 shrubs, 38 trees, 09 climbers, 09 aquatic plants, 07 epiphytes, 29 seasonal flowers and ornamental plants and 24 seasonal vegetables) belonging to various families. The following are the plant species abundant in the campus.

**Table 2: List of Herbs**

| Sl. No. | Scientific name of plants                              | Family         | Common names          |
|---------|--------------------------------------------------------|----------------|-----------------------|
| 1.      | <i>Achyranthus aspera</i> L.                           | Amaranthaceae  | Prickly Chaff Flower  |
| 2.      | <i>Ageratum conyzoides</i> (L.) L.                     | Compositae     | Goat weed             |
| 3.      | <i>Aloe vera</i> (L.) Burm. f.                         | Xanthorrhaceae | Aloe vera             |
| 4.      | <i>Alternanthera philoxeroides</i> (Mart.) Griseb.     | Amaranthaceae  | Alligator weed        |
| 5.      | <i>Alternanthera sessilis</i> (L.) R. Br. Ex DC        | Amaranthaceae  | Stalkless Joyweed     |
| 6.      | <i>Amaranthus spinosus</i> L.                          | Amaranthaceae  | Prickly Amaranth      |
| 7.      | <i>Amaranthus viridis</i> L.                           | Amaranthaceae  | Green Amaranth        |
| 8.      | <i>Argemone mexicana</i> L.                            | Papaveraceae   | Mexican Prickly Poppy |
| 9.      | <i>Basella alba</i> L.                                 | Basellaceae    | Malabar Spinach       |
| 10.     | <i>Bidens pilosa</i> L.                                | Compositae     | Beggar Tick           |
| 11.     | <i>Boerhavia diffusa</i> L.                            | Nyctaginaceae  | Red Spiderling        |
| 12.     | <i>Brassica juncea</i> (L.) Czern                      | Brassicaceae   | Mustard               |
| 13.     | <i>Bryophyllum pinnatum</i> (Lam.) Oken                | Crassulaceae   | Cathedral bells       |
| 14.     | <i>Canna indica</i> L.                                 | Cannaceae      | Indian Shot           |
| 15.     | <i>Centella asiatica</i> (L.) Urb.                     | Apiaceae       | Indian Pennywort      |
| 16.     | <i>Chellocostus speciosus</i> J. (Koenig) C.D. Specht. | Costaceae      | Crepe Ginger          |
| 17.     | <i>Clerodendrum infortunatum</i> L.                    | Lamiaceae      | Hill Glory Bower      |
| 18.     | <i>Codiaeum variegatum</i> (L.) Rumph. Ex. A. Juss     | Euphorbiaceae  | Croton                |

|     |                                                |                 |                            |
|-----|------------------------------------------------|-----------------|----------------------------|
| 19. | <i>Cyanthillium cinereum</i> (L.) H. Roxb.     | Compositae      | Little Ironweed            |
| 20. | <i>Cynodon dactylon</i> (L.) Pers.             | Poaceae         | Bermuda Grass              |
| 21. | <i>Cyprus rotundus</i> L.                      | Poaceae         | Nut Grass                  |
| 22. | <i>Drymaria cordata</i> (L.) Willd. Ex Schultz | Caryophyllaceae | Tropical Chickweed         |
| 23. | <i>Eclipta prostrata</i> (L.) L.               | Compositae      | False Daisy                |
| 24. | <i>Eryngium foetidum</i> L.                    | Apiaceae        | Long Coriander             |
| 25. | <i>Euphorbia hirta</i> L.                      | Euphorbiaceae   | Asthma weed                |
| 26. | <i>Houttuynia cordata</i> Thunb.               | Sauraceae       | Chameleon Plant            |
| 27. | <i>Hydrocotyle sibthorpioides</i> Lam.         | Araliaceae      | Water Pennywort            |
| 28. | <i>Hypoeste sphylostachya</i> Baker            | Acanthaceae     | Polka Dot Plant            |
| 29. | <i>Impatiens balsamina</i> L.                  | Balsaminaceae   | Garden Balsam              |
| 30. | <i>Justicia adhatoda</i> L.                    | Acanthaceae     | Malabar Nut                |
| 31. | <i>Leonurus sibicus</i> L.                     | Lamiaceae       | Honeyweed                  |
| 32. | <i>Leucas aspera</i> (Willd.) Link             | Lamiaceae       | Common Leucas              |
| 33. | <i>Matteuccia struthiopteris</i> (L.) Tod.     | Onocleaceae     | Fiddlehead                 |
| 34. | <i>Mazus pumilus</i> (Burm.f.) Steenis         | Phrymaceae      | Asian Mazus                |
| 35. | <i>Mentha arvensis</i> L.                      | Lamiaceae       | Mint                       |
| 36. | <i>Mentha spicata</i> L.                       | Lamiaceae       | Spearmint                  |
| 37. | <i>Mimosa pudica</i> L.                        | Leguminosae     | Touch-me-not               |
| 38. | <i>Mirabilis jalapa</i> L.                     | Nyctaginaceae   | Four O'clock               |
| 39. | <i>Oxalis corniculata</i> L.                   | Oxalidaceae     | Creeping Weed Sorrel       |
| 40. | <i>Oxalis debilis</i> Kunth.                   | Oxalidaceae     | Large-Flowered Pink Sorrel |
| 41. | <i>Peperomia pellucida</i> L. Kunth            | Piperaceae      | Shiny Bush                 |
| 42. | <i>Phyllanthus fraternus</i> G.L. Webster      | Phyllanthaceae  | Gulf Leaf Flower           |
| 43. | <i>Pogostemon benghalensis</i>                 | Lamiaceae       | Bengal Pogostemon          |

|     |                                                  |                |                        |
|-----|--------------------------------------------------|----------------|------------------------|
|     | (Burm.f.) Kuntze                                 |                |                        |
| 44. | <i>Puzosia zeylanica</i> (L.) Benn. & R. Br.     | Urticaceae     | Graceful Pouzol's Bush |
| 45. | <i>Rauwolfia serpentina</i> (L.) Benth. Ex. Kurz | Apocynaceae    | Indian Snakeroot       |
| 46. | <i>Ricinus communis</i> L.                       | Apocynaceae    | Castor Bean Plant      |
| 47. | <i>Sauropus androgynus</i> L. Merr.              | Phyllanthaceae | Sweet Leaf Bush        |
| 48. | <i>Scoparia dulcis</i> L.                        | Plantaginaceae | Sweet Broom Weed       |
| 49. | <i>Scutellaria indica</i> L.                     | Lamiaceae      | Bicolor Skullcap       |
| 50. | <i>Sida cordifolia</i> L.                        | Malvaceae      | Heart-shaped Sida      |
| 51. | <i>Smilax macrophylla</i> Roxb.                  | Smilacaceae    | Greenbriers            |
| 52. | <i>Solanum nigrum</i> L.                         | Solanaceae     | Black Nightshade       |
| 53. | <i>Sphagneticola calendulacea</i> L.             | Asteraceae     | Chinese Wedelia        |
| 54. | <i>Spilanthes acmella</i> (L.) L.                | Compositae     | Toothache Plant        |
| 55. | <i>Tradescantia pallida</i> (Rose) D.R. Hunt     | Commelinaceae  | Purple Heart           |
| 56. | <i>Urtica ardens</i> Link.                       | Urticaceae     | Himalayan Nettle       |
| 57. | <i>Zingiber officinale</i> Roscoe                | Zingiberaceae  | Ginger                 |

**Table 3: List of Shrubs**

| Sl. No. | Scientific name of plants               | Family        | Common name      |
|---------|-----------------------------------------|---------------|------------------|
| 1.      | <i>Calotropis gigantea</i> (L.) Dryand. | Apocynaceae   | Milkweed         |
| 2.      | <i>Carissa carandas</i> L.              | Apocynaceae   | Karanda          |
| 3.      | <i>Celosia argentea</i> L.              | Amaranthaceae | Plumed cockscomb |
| 4.      | <i>Celosia cristata</i> L.              | Amaranthaceae | Cockscomb        |
| 5.      | <i>Citrus medica</i> L.                 | Citraceae     | Fingered Citron  |
| 6.      | <i>Clerodendrum indicum</i> (L.) Kuntz. | Lamiaceae     | Tube-flower      |



|     |                                                                    |                |                              |
|-----|--------------------------------------------------------------------|----------------|------------------------------|
| 7.  | <i>Codiaeum variegatum</i> (L.)<br>Rumph. Ex. A. Juss              | Euphorbiaceae  | Croton                       |
| 8.  | <i>Cyperus scariosus</i> R.Br.                                     | Cyperaceae     | Nutgrass                     |
| 9.  | <i>Datura stramonium</i> L.                                        | Solanaceae     | Jimsonweed                   |
| 10. | <i>Euphorbia milii</i> Des. Moul.                                  | Euphorbiaceae  | Christ plant                 |
| 11. | <i>Flemingia strobilifera</i> (L.) W.T.<br>Aiton.                  | Fabaceae       | Luck plant                   |
| 12. | <i>Gardenia jasminoides</i> J. Ellis                               | Rubiaceae      | Cape jasmine                 |
| 13. | <i>Hibiscus rosa-sinensis</i> L.                                   | Malvaceae      | Chinese hibiscus             |
| 14. | <i>Hibiscus sabdariffa</i> L.                                      | Malvaceae      | Roselle                      |
| 15. | <i>Hydrangea quercifolia</i> W.<br>Bartram.                        | Hydrangeaceae  | Oakleaf hydrangea            |
| 16. | <i>Jasminum grandifolia</i> L.                                     | Oleaceae       | Spanish jasmine              |
| 17. | <i>Justicia adhatoda</i> L.                                        | Acanthaceae    | Malabar Nut                  |
| 18. | <i>Lantana camara</i> L.                                           | Verbenaceae    | Spanish flag                 |
| 19. | <i>Michelia champaca</i> L.                                        | Magnoliaceae   | Champa                       |
| 20. | <i>Murraya koenigii</i> (L.) Spreng.                               | Rutaceae       | Curry tree                   |
| 21. | <i>Nerium oleander</i> L.                                          | Apocynaceae    | Oleander                     |
| 22. | <i>Nyctanthus arbor-tristis</i> L.                                 | Oleaceae       | Coral Jasmine                |
| 23. | <i>Ocimum tenuiflorum</i> L.                                       | Lamiaceae      | Holy basil                   |
| 24. | <i>Ricinus communis</i> L.                                         | Euphorbiaceae  | Castor oil plant             |
| 25. | <i>Rosa indica</i> L.                                              | Rosaceae       | Rose                         |
| 26. | <i>Sauropus androgynus</i> (L.) Merr.                              | Phyllanthaceae | Star gooseberry              |
| 27. | <i>Tabernaemontana divaricata</i><br>(L.) R. Br. Ex Room & Schultz | Apocynaceae    | Crape jasmine or<br>Moonbeam |
| 28. | <i>Vitex negundo</i> L.                                            | Lamiaceae      | Chinese Chaste Tree          |

**Table 4: List of Trees**

| Sl. No. | Scientific name of plants                          | Family        | Common name                         |
|---------|----------------------------------------------------|---------------|-------------------------------------|
| 1.      | <i>Albizia procera</i> (Roxb.) Benth.              | Leguminosae   | White siris                         |
| 2.      | <i>Alstonia scholaris</i> (L.) R. Br.              | Apocynaceae   | Devil's tree                        |
| 3.      | <i>Araucaria columnaris</i> (G.Forst) Hook         | Araucariaceae | Christmas tree                      |
| 4.      | <i>Areca catechu</i> L.                            | Arecaceae     | Betel nut                           |
| 5.      | <i>Artocarpus heterophyllus</i> Lam.               | Moraceae      | Jackfruit                           |
| 6.      | <i>Averrhoa carambola</i> L.                       | Averrhoaceae  | Starfruit                           |
| 7.      | <i>Azadirachta indica</i> A. Juss.                 | Meliaceae     | Indian lilac                        |
| 8.      | <i>Bambusa vulgaris</i> Schrad. Ex. J.C. Wendl.    | Poaceae       | Clumping bamboo                     |
| 9.      | <i>Bauhinia purpurea</i> L.                        | Leguminosae   | Orchid tree, butterfly tree         |
| 10.     | <i>Butea monosperma</i> (Lam.) Taub.               | Leguminosae   | Flame-of-the-forest or Bastard teak |
| 11.     | <i>Cassia fistula</i> L.                           | Leguminosae   | Indian laburnum                     |
| 12.     | <i>Ceasalpinia pulcherrima</i> (L.) Sw.            | Leguminosae   | Peacock flower                      |
| 13.     | <i>Cinnamomum verum</i> J.Presl                    | Lauraceae     | Cinnamon                            |
| 14.     | <i>Cocos nucifera</i> L.                           | Arecaceae     | Coconut palm                        |
| 15.     | <i>Combretum indicum</i> (L.) De Fillips           | Combretaceae  | Rangoon creeper                     |
| 16.     | <i>Dyopsis decaryi</i> (Jum.) Beentje & J. Dransf. | Arecaceae     | Triangle palm                       |
| 17.     | <i>Ficus elastic</i> Roxb. Ex. Hornem              | Moraceae      | Rubber tree                         |
| 18.     | <i>Ficus hispida</i> L.                            | Moraceae      | Hairy fig                           |
| 19.     | <i>Ficus racemosa</i> L.                           | Moraceae      | Cluster fig or Red river fig        |
| 20.     | <i>Mallotus phillipensis</i> (Lam.) Mull. Arg.     | Euphorbiaceae | Kaamla tree or Kumkum tree          |
| 21.     | <i>Mangifera indica</i> L.                         | Anacardiaceae | Mango tree                          |
| 22.     | <i>Melia azedarach</i> L.                          | Meliaceae     | Persian lilac                       |

|     |                                                  |                |                          |
|-----|--------------------------------------------------|----------------|--------------------------|
| 23. | <i>Mimusops elengi</i> L.                        | Sapotaceae     | Spanish cherry           |
| 24. | <i>Moringa oleifera</i> Lam.                     | Moringaceae    | Drumstick tree           |
| 25. | <i>Oroxylum indicum</i> Vent.                    | Bignoniaceae   | India Trumpet Tree       |
| 26. | <i>Phyllanthus emblica</i> L.                    | Phyllanthaceae | Indian gooseberry        |
| 27. | <i>Plumeria obtuse</i> L.                        | Apocynaceae    | White Fragipani          |
| 28. | <i>Polyalthia longifolia</i> (Sonn.)<br>Thwaites | Annocaeae      | False Asoka              |
| 29. | <i>Prunus dulchis</i> (Mill.) D.A. Webb          | Rosaceae       | Almond                   |
| 30. | <i>Psidium guajava</i> L.                        | Myrtaceae      | Guava tree               |
| 31. | <i>Roystonea regia</i> (Kunth) O.F.<br>Cook      | Arecaceae      | Royal palm               |
| 32. | <i>Sapindus saponria</i> L.                      | Sapindaceae    | Soapberries              |
| 33. | <i>Saraca asoca</i> (Roxb.) Willd.               | Fabaceae       | Asoka Tree               |
| 34. | <i>Spondias pinnata</i> (L.f.) Kurz              | Anacardiaceae  | Wild mango               |
| 35. | <i>Syzygium campanulatum</i> Korth               | Myrtaceae      | Christina tree           |
| 36. | <i>Tectona grandis</i> L.f.                      | Lamiaceae      | Teak                     |
| 37. | <i>Thuja occidentalis</i> L.                     | Cupressaceae   | North White Cedar        |
| 38. | <i>Ziziphus jujuba</i> Mill.                     | Rhamnaceae     | Red date or Chinese date |

**Table 5: List of Climbers**

| Sl. No. | Scientific name of plants                     | Family         | Common name                          |
|---------|-----------------------------------------------|----------------|--------------------------------------|
| 1.      | <i>Asparagus racemosus</i> Willd.             | Asparagaceae   | Climbing Asparagus                   |
| 2.      | <i>Clitoria ternatea</i> L.                   | Leguminosae    | Asian pigeon wings                   |
| 3.      | <i>Cuscuta reflexa</i> Roxb.                  | Convolvulaceae | Dodder plant                         |
| 4.      | <i>Lagenaria siceraria</i> (Molina)<br>Standl | Cucurbitaceae  | Bottle gourd                         |
| 5.      | <i>Mikania micrantha</i> Kunth                | Compositae     | Bitter vine or climbing<br>hemp vine |
| 6.      | <i>Momordica charantia</i> L.                 | Cucurbitaceae  | Bitter gourd                         |



|    |                                        |                |                   |
|----|----------------------------------------|----------------|-------------------|
| 7. | <i>Paederia foetida</i> L.             | Rubiaceae      | Skunk vine        |
| 8. | <i>Piper nigrum</i> L.                 | Piperaceae     | Black pepper      |
| 9. | <i>Tinospora sinensis</i> Lour. (Merr) | Menispermaceae | Chinese tinospora |

**Table 6: List of Aquatic Plants**

| Sl. No. | Scientific name of plants                       | Family           | Common name           |
|---------|-------------------------------------------------|------------------|-----------------------|
| 1.      | <i>Eichhornia crassipes</i> Mart.               | Pontederiaceae   | Common water hyacinth |
| 2.      | <i>Hydrilla verticillata</i> (L.f.) Royle       | Hydrocharitaceae | Water thyme           |
| 3.      | <i>Hymenachne amplexicaulis</i><br>(Rudge) Nees | Poaceae          | Marsh grass           |
| 4.      | <i>Ipomoea 24aradis</i> Forssk.                 | Convolvulaceae   | Water morning glory   |
| 5.      | <i>Marsilea quadrifolia</i> L.                  | Marsileaceae     | Water clover          |
| 6.      | <i>Pericaria glabra</i> (Willd.)<br>M.Gomez     | Polygonaceae     | Dense flower Knotweed |
| 7.      | <i>Pistia stratiotes</i> L.                     | Araceae          | Water lettuce         |
| 8.      | <i>Vallisneria 24aradis</i> L.                  | Hydrocharitaceae | Eelgrass              |
| 9.      | <i>Vallisneria spiralis</i> L.                  | Hydrocharitaceae | Tapegrass             |

**Table 7: List of Epiphytes**

| Sl. No. | Scientific name of plants                     | Family      | Common Names            |
|---------|-----------------------------------------------|-------------|-------------------------|
| 1.      | <i>Acampe rigida</i> (Buch.-Ham. Ex Sm.)      | Orchidaceae | Stiff Acampe            |
| 2.      | <i>Aerides rosea</i> Lodd. Ex Lindl. & Paxton | Orchidaceae | Fox Brush Orchid        |
| 3.      | <i>Coelogyne assamica</i> Linden & Rehb. F.   | Orchidaceae | The Assam Coelogyne     |
| 4.      | <i>Cymbidium aloifolium</i> (L.) Sw.          | Orchidaceae | Aloe-leafed cymbidium   |
| 5.      | <i>Dendrobium lituiflorum</i> Lindl.          | Orchidaceae | Bent-racemed dendrobium |
| 6.      | <i>Liparis viridiflora</i> (Blume)            | Orchidaceae | Green-Flowered Liparis  |

|    |                                        |             |                |
|----|----------------------------------------|-------------|----------------|
|    | Lindle.                                |             |                |
| 7. | <i>Rhynchostylis retusa</i> (L.) Blume | Orchidaceae | Foxtail orchid |

**Table 8: List of Seasonal Flowers and Ornamental Plants**

| Sl. No | Scientific name of plants                               | Family        | Common Names          |
|--------|---------------------------------------------------------|---------------|-----------------------|
| 1.     | <i>Anthurium andraeanum</i> Linden ex Andre             | Araceae       | Flamingo Flower       |
| 2.     | <i>Araucaria heterophylla</i> (Salisb.) Franco          | Araucariaceae | Christmas Tree        |
| 3.     | <i>Bambusa multiplex</i> (Lour.) Raeusch. Ex Schult. F. | Poaceae       | Hedge Bamboo          |
| 4.     | <i>Bougainvillea glabra</i> Choisy                      | Nyctaginaceae | Bougainvillea         |
| 5.     | <i>Caesalpinia pulcherrima</i> (L.) Sw.                 | Fabaceae      | Peacock Flower        |
| 6.     | <i>Chrysanthemum grandiflorum</i> (Ramat.) Hemsl.       | Asteraceae    | Indian Crysanthemum   |
| 7.     | <i>Clitoria ternatea</i> L.                             | Fabaceae      | Butterfly Pea         |
| 8.     | <i>Combretum indicum</i> (L.) DeFilipps                 | Cobretaceae   | Rangoon Creeper       |
| 9.     | <i>Cycas 25aradisi</i> Thunb.                           | Cycadaceae    | Sago Palm             |
| 10.    | <i>Dahlia pinnata</i> Carv.                             | Asteraceae    | Dahlia                |
| 11.    | <i>Draceana trifasciata</i> (Prain) Mabb.               | Asparagaceae  | Snake plant           |
| 12.    | <i>Dypsis lutescens</i> (H.Wendl.) Beentje & J.Dransf.  | Arecaceae     | Golden Cane Palm      |
| 13.    | <i>Euphorbia milii</i> Des. Moul.                       | Euphorbiaceae | Giant Crown of Thorns |
| 14.    | <i>Ficus benjamina</i> L.                               | Moraceae      | Weeping Fig           |
| 15.    | <i>Gerbera jamesonii</i> Bolus ex Hooker.f.             | Asteraceae    | Gerbera Daisy         |
| 16.    | <i>Helianthus annuus</i> L.                             | Asteraceae    | Sunflower             |
| 17.    | <i>Hibiscus rosa-sinensis</i> L.                        | Malvaceae     | China Rose            |

|     |                                                            |               |                  |
|-----|------------------------------------------------------------|---------------|------------------|
| 18. | <i>Hydrangea macrophylla</i> (Thunb.) Ser.                 | Hydrangeaceae | Hydrangea        |
| 19. | <i>Ixora coccinea</i> L.                                   | Rubiaceae     | Jungle Geranium  |
| 20. | <i>Petunia atkinsiana</i> (Sweet) D.Don ex W.H. Baxter     | Solanaceae    | Petunia          |
| 21. | <i>Pinus roxburghii</i> Sarg.                              | Pinaceae      | Chir Pine        |
| 22. | <i>Portulaca oleraceae</i> L.                              | Portulacaceae | Purslane         |
| 23. | <i>Pyrostegia venusta</i> (Ker Gawl.) Miers                | Bignoniaceae  | Flame vine       |
| 24. | <i>Rosa indica</i> L.                                      | Rosaceae      | Rose             |
| 25. | <i>Salvia splendens</i> Sellow ex J.A. Schultes            | Lamiaceae     | Scarlet Sage     |
| 26. | <i>Tabernaemontana divaricata</i> R.Br. ex Roem. & Schult. | Apocynaceae   | Crepe jasmine    |
| 27. | <i>Tagetes erecta</i> L.                                   | Asteraceae    | Mexican marigold |
| 28. | <i>Tradescantia 26aradi</i> (Rose) D.R. Hunt               | Commelinaceae | Purple heart     |
| 29. | <i>Wodyetia bifurcate</i> A.K. Irvine                      | Areceae       | Foxtail palm     |

**Table 9: List of Vegetables Cultivated**

| Sl. No | Scientific name of plants<br>(Common name)                   | Family         | Common Names     |
|--------|--------------------------------------------------------------|----------------|------------------|
| 1.     | <i>Allium cepa</i> L.                                        | Amaryllidaceae | Onion            |
| 2.     | <i>Amaranthus caudatus</i> L.                                | Amaranthaceae  | Foxtail Amaranth |
| 3.     | <i>Brassica oleracea</i> var. <i>botrytis</i> L.             | Brassicaceae   | Cauliflower      |
| 4.     | <i>Brassica oleracea</i> var. <i>capitata</i> f. <i>alba</i> | Brassicaceae   | Cabbage          |
| 5.     | <i>Brassica oleraceae</i> var <i>gongylodes</i> L.           | Solanaceae     | Kohlrabi         |



|     |                                                   |               |                      |
|-----|---------------------------------------------------|---------------|----------------------|
| 6.  | <i>Brassica oleraceae</i> var. <i>Italic</i> L.   | Solanaceae    | Broccoli             |
| 7.  | <i>Capsicum annum</i> L.                          | Solanaceae    | Chilly               |
| 8.  | <i>Capsicum chinense</i> Jacq.                    | Solanaceae    | Habanero-type pepper |
| 9.  | <i>Carica papaya</i> L.                           | Caricaceae    | Papaya               |
| 10. | <i>Colocasia esculenta</i> (L.) Schott.           | Araceae       | Taro                 |
| 11. | <i>Cucumis sativus</i> L.                         | Cucurbitaceae | Cucumber             |
| 12. | <i>Cymbopogon citratus</i> (DC.) Stapf.           | Poaceae       | Lemon-Grass          |
| 13. | <i>Fragaria ananassa</i> Duchesne                 | Rosaceae      | Strawberry           |
| 14. | <i>Lagenaria siceraria</i> (Molina) Standl.       | Cucurbitaceae | Bottle Gourd         |
| 15. | <i>Momordica dioica</i> Roxb. Ex Willd.           | Cucurbitaceae | Teasel Gourd         |
| 16. | <i>Musa 2727acuminata</i> Collasp.                | Musaceae      | Banana               |
| 17. | <i>Musa 2727paradisiaca</i> L.                    | Musaceae      | Plaintain            |
| 18. | <i>Pleurotus ostreatus</i> (Jacq. Ex Fr.) P.Kumm. | Pleurotaceae  | Oyster Mushroom      |
| 19. | <i>Polygonum microcephalum</i> D.Don              | Polygonaceae  | Tiny Head Knotweed   |
| 20. | <i>Solanum lycopersicum</i> L.                    | Solanaceae    | Tomato               |
| 21. | <i>Solanum melongena</i> L.                       | Solanaceae    | Brinjal              |
| 22. | <i>Solanum tuberosum</i> L.                       | Solanaceae    | Potato               |
| 23. | <i>Spinacia oleracea</i> L.                       | Amaranthaceae | Spinach              |
| 24. | <i>Alocasia macrorrhiza</i> (L.) G. Don           | Araceae       | Giant Taro           |

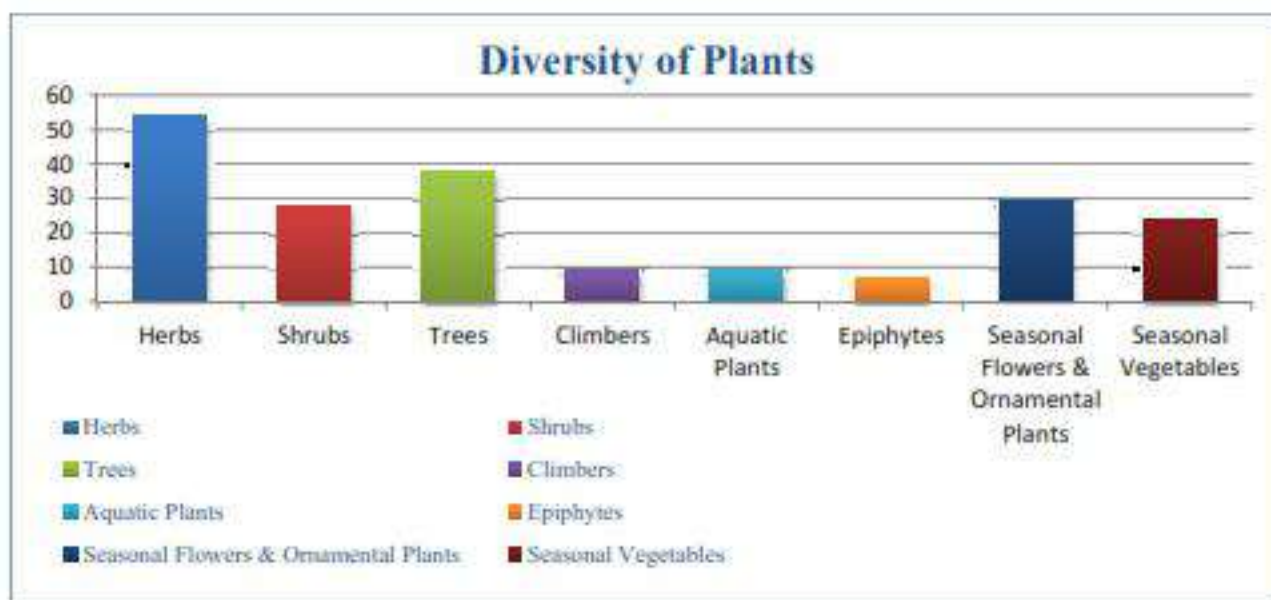


**Figure 13:** Graphical representation of plant species abundant within the college campus

#### 4.2. Faunal Diversity

The area around the college campus is home to a wide variety of animal species, including mammals, birds, reptiles, amphibians, fish, and invertebrates. The college region is home to mammalian species such as mongooses, house shrews, squirrels and civet cats. The campus is home to many different types of birds, such as the Black Kite, Common Kingfisher, Cattle Egret, Spotted Dove, Yellow Footed Green Pigeon, Rose Ringed Parakeet, Spotted Owlet, Asian Koel, Large-Billed Crow, Common Myna and many more. Among the amphibians found in campus are the Common Asian Toad, Common Tree Frog, Indian Bull Frog and Assam Forest Frog. In college campus, snakes such as the Red-necked Keelback, Copper-headed Trinket, Indian Rat Snake, Monocled Cobra and others are common. Among the lizard species seen on college campus are Tokay Gecko, Common House Gecko, Oriental Garden Lizard and Common Garden Skink. The college campus's pond contains a variety of fish, including the Pool barb, Swamp barb, Spotted Snakehead, Walking Catfish, and others. The area around the college campus is home to a wide variety of animal species, including mammals, birds, reptiles, amphibians, fish and invertebrates. The college campus has been home to about 14 different kinds of butterflies including the Common Evening Brown, Dark Evening Brown, Bluestriped Palmfly, Common Bushbrown, Common Nawab, Yellow Rajah, Common Leopard and Common Tiger.



To emphasise the faunal diversity of the campus, the Department of Zoology at Nowgong Girls' College has put together a thorough list of faunal species.







**Figure 12: Faunal Diversity of Nowgong Girls' College**

**Table 10: Mammalian Diversity**

| SL.No. | Family      | Common Name                      | Scientific Name                   |
|--------|-------------|----------------------------------|-----------------------------------|
| 1.     | Herpestidae | Indian Grey Mongoose             | <i>Herpestes edwardsi</i>         |
| 2.     | Muridae     | House Rat                        | <i>Rattus rattus</i>              |
| 3.     |             | House Mouse                      | <i>Mus musculus</i>               |
| 4.     | Soricidae   | House shrew                      | <i>Suncus murinus</i>             |
| 5.     | Sciuridae   | Hoary-bellied Himalayan squirrel | <i>Callosciurus pygerithrus</i>   |
| 6.     | Viverridae  | Palm Civet                       | <i>Paradoxurus hermaphroditus</i> |
| 7.     |             | Small Indian Civet               | <i>Viverricula indica</i>         |
| 8.     |             | Large Indian Civet               | <i>Viverra zibetha</i>            |

**Table 11: Avian Diversity**

| SL.No. | Family            | Common Name                   | Scientific Name               |
|--------|-------------------|-------------------------------|-------------------------------|
| 1.     | Accipitridae      | Black Kite                    | <i>Milvus migrans</i>         |
| 2.     | Alcedinidae       | Common Kingfisher             | <i>Alcedo atthis</i>          |
| 3.     |                   | White Throated Kingfisher     | <i>Halcyon smyrnensis</i>     |
| 4.     | Ardeidae          | Cattle Egret                  | <i>Bubulcus ibis</i>          |
| 5.     |                   | Indian Pond Heron             | <i>Ardeola grayii</i>         |
| 6.     | Ciconiidae        | Greater Adjutant Stork        | <i>Leptoptilos dubius</i>     |
| 7.     |                   | Lesser adjutant stork         | <i>Leptoptilos javanicus</i>  |
| 8.     | Columbidae        | Spotted Dove                  | <i>Streptopelia chinensis</i> |
| 9.     |                   | Yellow footed green Pigeon    | <i>Treron phoenicoptera</i>   |
| 10.    | Paridae           | Cinereous tit                 | <i>Parus cinereus</i>         |
| 11.    |                   | Great tit                     | <i>Parus major</i>            |
| 12.    |                   | Oriental white eye            | <i>Zosterops palpebrosus</i>  |
| 13.    |                   | Grey headed canary flycatcher | <i>Culicicula ceylonensis</i> |
| 14.    | Phalacrocoracidae | Little cormorant              | <i>Phalacrocorax niger</i>    |

|     |              |                              |                               |
|-----|--------------|------------------------------|-------------------------------|
| 15. | Psittacidae  | Rose-ringed Parakeet         | <i>Psittacula krameria</i>    |
| 16. |              | Alexandrine parakeet         | <i>Psittacula eupatria</i>    |
| 17. | Picidae      | Fulvous breasted wood pecker | <i>Dendrocopos macei</i>      |
| 18. | Strigidae    | Spotted Owlet                | <i>Athene brama</i>           |
| 19. |              | Asian barred owlet           | <i>Glaucidium cuculoides</i>  |
| 20. | Megalaimidae | Lineated Barbet              | <i>Megalaima lineata</i>      |
| 21. |              | Blue-throated Barbet         | <i>M. asiatica</i>            |
| 22. |              | Coppersmith Barbet           | <i>M. haemacephala</i>        |
| 23. |              | Coppersmith Barbet           | <i>M. haemacephala</i>        |
| 24. | Muscicapidae | Oriental Magpie-Robin        | <i>Copsychus saularis</i>     |
| 25. | Cuculidae    | Asian koel                   | <i>Eudynamus scolopacea</i>   |
| 26. | Corvidae     | House Crow                   | <i>Corvus splendens</i>       |
| 27. |              | Large-billed Crow            | <i>C. macrorhynchos</i>       |
| 28. | Rallidae     | White Breasted Waterhen      | <i>Amauroruis phoenicurus</i> |
| 29. |              | Bronze winged jacana         | <i>Metopidius indicus</i>     |
| 30. | Sturnidae    | Asian Pied Starling          | <i>Sturnus contra</i>         |
| 31. |              | Common Myna                  | <i>Acridotheres tristis</i>   |
| 32. |              | Jungle Myna                  | <i>Acridotheres fuscus</i>    |
| 33. |              | Chestnut Tailed Starling     | <i>Sturnus malabaricus</i>    |
| 34. | Passeridae   | House Sparrow                | <i>Passer domesticus</i>      |
| 35. |              | Tree Sparrow                 | <i>Passer montanus</i>        |
| 36. | Pycnonotidae | Red Vented Bulbul            | <i>Pycnonotus cafer</i>       |
| 37. |              | Red whiskered bulbul         | <i>Pycnonotus jocosus</i>     |
| 38. | Lanidae      | Brown Shrike                 | <i>Lanius cristatus</i>       |
| 39. |              | Grey-Backed Shrike           | <i>Lanius tephronotus</i>     |
| 40. | Oriolidae    | Black-hooded Oriole          | <i>Oriolus xanthornus</i>     |
| 41. | Dicruridae   | Black Drongo                 | <i>Dicrurus macrocercus</i>   |
| 42. | Motacillidae | White Wagtail                | <i>Motacilla alba</i>         |
| 43. |              | Citrine wagtail              | <i>Motacilla citriola</i>     |



|     |               |                    |                            |
|-----|---------------|--------------------|----------------------------|
| 44. | Nectariniidae | Purple Sunbird     | <i>Cinnyris asiaticus</i>  |
| 45. | Cisticolidae  | Common Tailor Bird | <i>Orthotomus sutorius</i> |

**Table 12: Amphibian Diversity**

| Sl.No. | Family      | Common Name       | Scientific Name                   |
|--------|-------------|-------------------|-----------------------------------|
| 1.     | Bufonidae   | Common Asian Toad | <i>Duttaphrynus melanostictus</i> |
| 2.     | Rhaphoridae | Common Tree Frog  | <i>Polypedates teraiensis</i>     |
| 3.     | Ranidae     | Indian Bull Frog  | <i>Haplobatrachus tigerina</i>    |
| 4.     |             | Assam Forest Frog | <i>Hydrophylax leptoglossa</i>    |

**Table 13: Snake Diversity**

| Sl.No. | Family       | Common Name           | Scientific Name              |
|--------|--------------|-----------------------|------------------------------|
| 1.     | Colubridae   | Red necked keelback   | <i>Rhabophis subminiatus</i> |
| 2.     |              | Copper-headed Trinket | <i>Coelognathus radiates</i> |
| 3.     |              | Indian Rat snake      | <i>Ptyas mucosa</i>          |
| 4.     |              | Checkered keelback    | <i>Xenochrophis piscator</i> |
| 5.     |              | Painted bronzeback    | <i>Dendrelaphis pictus</i>   |
| 6.     |              | Common wolf snake     | <i>Lycodon aulicus</i>       |
| 7.     | Elapidae     | Monocled Cobra        | <i>Naja kaouthia</i>         |
| 8.     |              | Banded krait          | <i>Bungarus fasciatus</i>    |
| 9.     | Homalopsidae | Common water snake    | <i>Enhydris enhydris</i>     |

**Table 14: Lizard Diversity**

| Sl.No. | Family     | Common Name            | Scientific Name                |
|--------|------------|------------------------|--------------------------------|
| 1.     | Gekkonidae | Tokay Gecko            | <i>Gecko gecko</i>             |
| 2.     |            | Common house Gecko     | <i>Hemidactylus frenatus</i>   |
| 3.     | Agamidae   | Oriental garden lizard | <i>Calotes versicolor</i>      |
| 4.     | Scincidae  | Common garden skink    | <i>Lampropholis guichenoti</i> |

|    |  |                       |                            |
|----|--|-----------------------|----------------------------|
| 5. |  | Bengal monitor lizard | <i>Varanus bengalensis</i> |
|----|--|-----------------------|----------------------------|

**Table 15: Fish Diversity**

| Sl.No. | Family           | Common Name       | Scientific Name                |
|--------|------------------|-------------------|--------------------------------|
| 1.     | Cyprinidae       | Pool barb         | <i>Puntius sophore</i>         |
| 2.     |                  | Swamp barb        | <i>Puntius chola</i>           |
| 3.     |                  | Rohu              | <i>Labeo rohita</i>            |
| 4.     |                  | Catla             | <i>Catla catla</i>             |
| 5.     | Anabantidae      | Climbing perch    | <i>Anabus testudineus</i>      |
| 6.     | Channidae        | Spotted snakehead | <i>Channa punctata</i>         |
| 7.     | Clariidae        | Walking catfish   | <i>Clarius batrachus</i>       |
| 8.     | Heteropneustidae | Stinging catfish  | <i>Heteropneustes fossilis</i> |

**Table 16: Butterfly Diversity**

| Sl.No. | Family      | Common Name          | Scientific Name                  |
|--------|-------------|----------------------|----------------------------------|
| 1.     | Nymphalidae | Common Evening Brown | <i>Melanitis leda</i>            |
| 2.     |             | Dark Evening Brown   | <i>Melanitis phedima</i>         |
| 3.     |             | Bluestriped Palmfly  | <i>Elymnias patna patna</i>      |
| 4.     |             | Common Bushbrown     | <i>Mycalesis perseus blasius</i> |
| 5.     |             | Yellow Rajah         | <i>Charaxes marmax</i>           |
| 6.     |             | Tawny Rajah          | <i>Charaxes polyxenahlerax</i>   |
| 7.     |             | Common Castor        | <i>Ariodne merioneassama</i>     |
| 8.     |             | Common leopard       | <i>Phalanta phalantha</i>        |
| 9.     |             | Common Yeoman        | <i>Cirrochroatyche mithila</i>   |
| 10.    |             | Grey Pansy           | <i>Precis atlitesatlites</i>     |
| 11.    |             | Peacock pansy        | <i>Junonia almana</i>            |
| 12.    |             | Glassy Tiger         | <i>Parantica agleamelonoides</i> |
| 13.    |             | Common Tiger         | <i>Danaus genutia</i>            |

|     |              |                    |                           |
|-----|--------------|--------------------|---------------------------|
| 14. |              | Plain Tiger        | <i>Danaus chrysippus</i>  |
| 15. | Papilionidae | Common blue bottle | <i>Graphium sarpedon</i>  |
| 16. |              | Tailed jay         | <i>Graphium agamemnon</i> |
| 17. |              | Common mormon      | <i>Papilio polytes</i>    |
| 18. |              | Lime butterfly     | <i>Papilio demoleus</i>   |
| 19. |              | Great mormon       | <i>Papilio memnon</i>     |

**Table 17: Dragonfly Diversity**

| Sl.No. | Family       | Common Name         | Scientific Name             |
|--------|--------------|---------------------|-----------------------------|
| 1.     | Gomphidae    | Common Clubtail     | <i>Ictinogomphus rapax</i>  |
| 2.     | Libellulidae | Trumpet tail        | <i>Acisoma panorpoides</i>  |
| 3.     |              | Common picture wing | <i>Rhyothemis variegata</i> |
| 4.     |              | Ground skimmer      | <i>Diplacodes trivialis</i> |
| 5.     |              | Wandering glider    | <i>Pantala flavescens</i>   |

**Table 18: Spider Diversity**

| Sl.No. | Family      | Common Name               | Scientific Name             |
|--------|-------------|---------------------------|-----------------------------|
| 1.     | Araneidae   | Common Garden Spider      | <i>Neoscona mokerjei</i>    |
| 2.     |             | Tropical Tent Web Spider  | <i>Cyrtophora citricola</i> |
| 3.     |             | Garden Cross Spider       | <i>Argiope pulchella</i>    |
| 4.     | Salticidae  | Common Wall Jumper        | <i>Menemerus bivittatus</i> |
| 5.     |             | Adonson's Wall Jumper     | <i>Hasarius adansoni</i>    |
| 6.     | Theridiidae | Silver Comb Footed Spider | <i>Argyrodes argentatus</i> |
| 7.     | Sparassidae | Huntsman Spider           | <i>Heteropoda venatoria</i> |



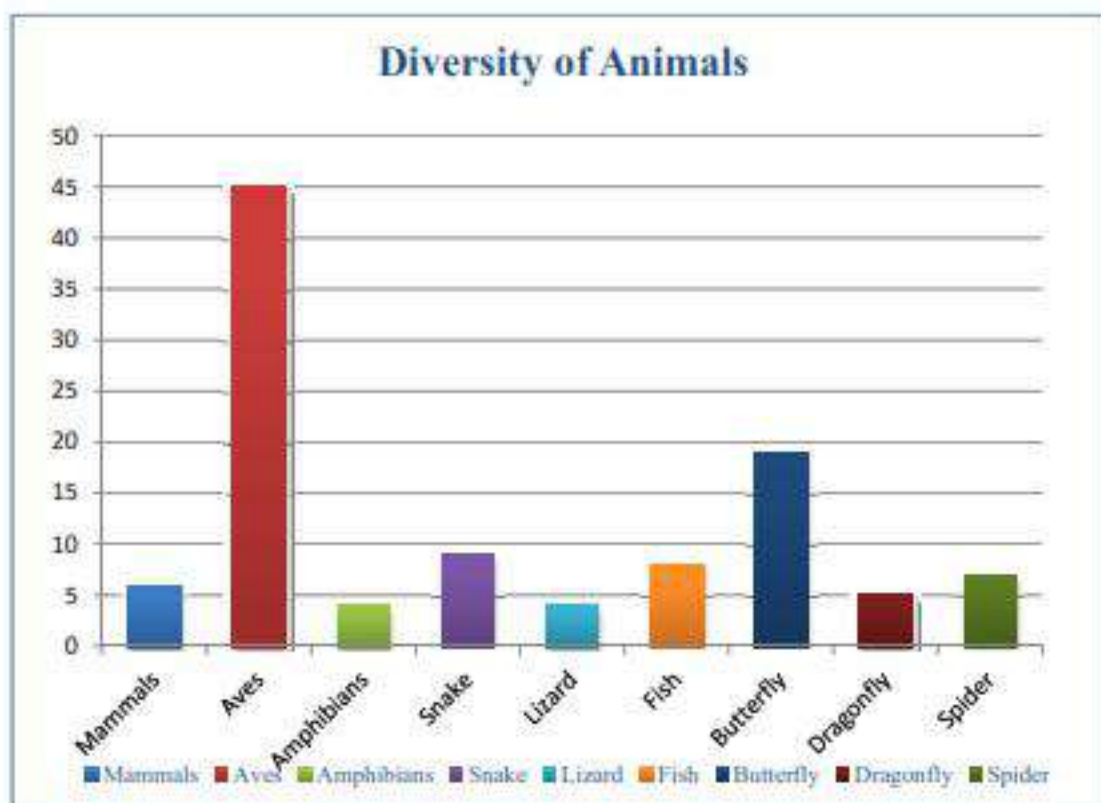


**Figure 13: Graphical representation of faunal diversity within the college campus**

#### **4.3 Riverine Ecosystem Conservation Site**

River restoration aims to recreate, initiate or accelerate the recovery of an ecosystem that has been disturbed. Due to human activities, the condition of the river has been deteriorated and the overall natural habitat is highly affected. Some ornamental plants were planted along the river to enhance beautification. The College has adopted measures to restore the natural ecosystem of the Kolong River and conserve an area near the college. In order to protect the riverside area in natural condition, a part has been fenced. Some naturally present flora are *Bombax ceiba*, *Gmelina arborea* etc, and fauna are *Paradoxurus hermaphroditus*, *Callosciurus pygerithrus* etc.

#### **5. Waste Management**

One of the most important elements in preserving a sustainable ecosystem is waste management. The institution produces solid waste, liquid waste containing hazardous metals, organic solvents and e-waste from different sources. Proper management is required for their

disposal to keep the college campus pollution-free. Waste containers marked with waste type labels are positioned in the appropriate places and all laboratories. The appropriate identification of these hazardous wastes, regular segregation, and final treatment after disposal are some of the important actions taken to maintain the campus cleanliness, sustainability and safety. The college has taken the necessary steps in this regard to reduce trash production, recycle waste and dispose of waste safely and without harming the environment. Ban on single use plastic is implemented in the College premise.

### **5.1. Solid Waste Management**

The college solid waste is regularly sorted into separate blue, green, and red bins, recycled, and burned in the institution's incinerator. The incinerator was made by Padmashri Udhab Bharali.

Vegetable peels, food scraps and other biodegradable wastes are utilized in the vermicompost and other waste assimilation facility. The manure produced in the vermicompost and waste assimilator unit is utilized for manuring the medicinal and flower garden of the college campus. The Nowgong Girls' College site also generates other types of solid waste, including glass, plastic, and construction trash. The amount of solid trash produced annually at Nowgong Girls' College was 1285.3 Kg. Construction and biodegradable garbage, each generating 600 kg of annual solid waste and 421.5 kg of annual solid waste. The minimum amount of plastic garbage is 52.10 kilograms per year.

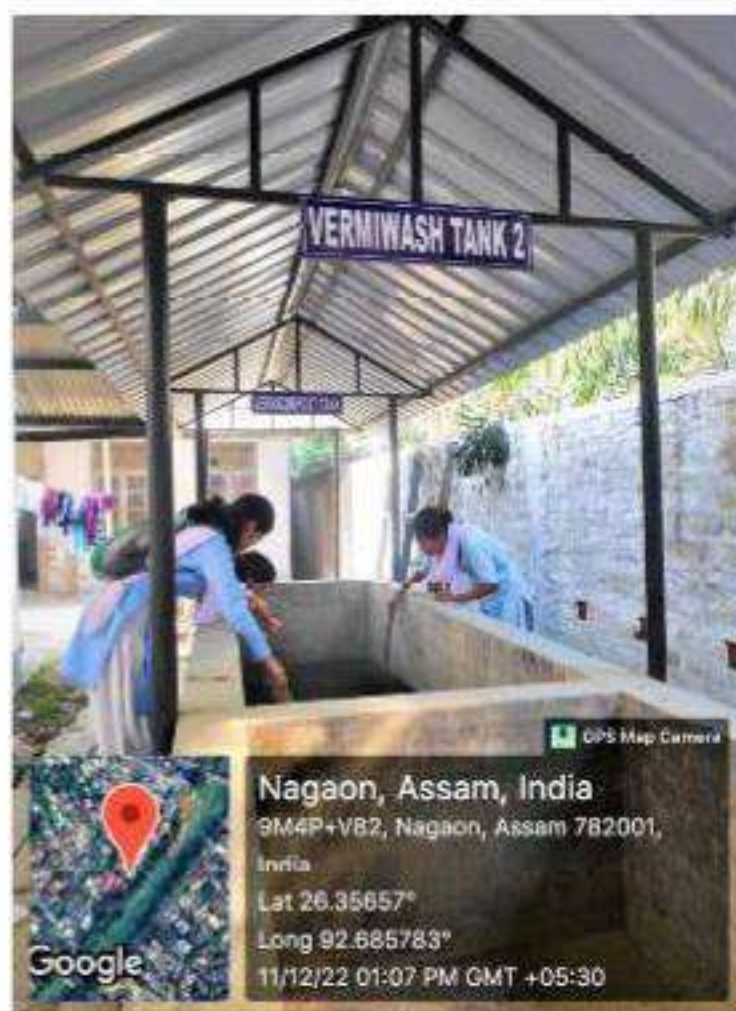


**Fig 14. Vermicompost Unit**



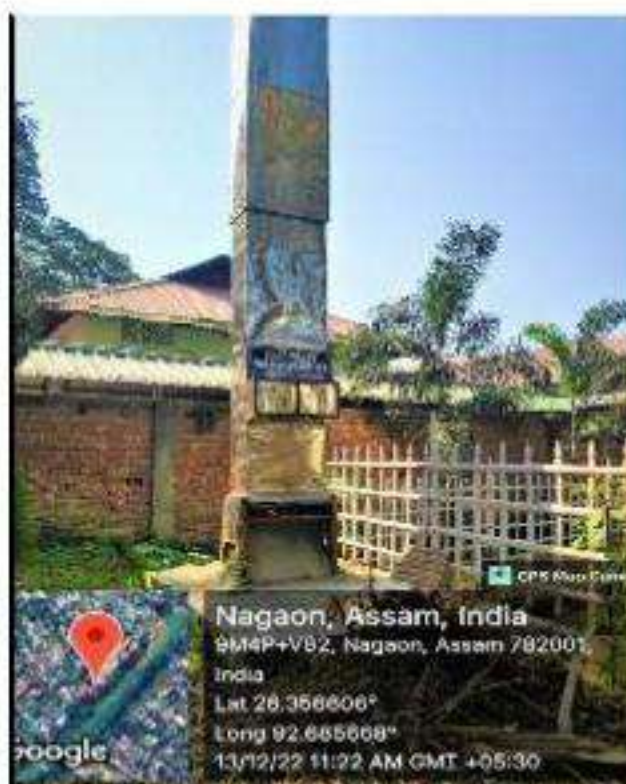


**Fig 15. Incinerator**

**Table 19: Solid Waste Generation at Nowgong Girls' College**

| Category of Waste | Biodegradable waste | Plastic waste | Construction waste | Glass waste | Others | Total  |
|-------------------|---------------------|---------------|--------------------|-------------|--------|--------|
| Quantity Kg/ Year | 421.5               | 52.10         | 600                | 121.2       | 90.5   | 1285.3 |
| Percentage        | 32.8                | 4.05          | 46.7               | 9.4         | 7.04   | 100    |

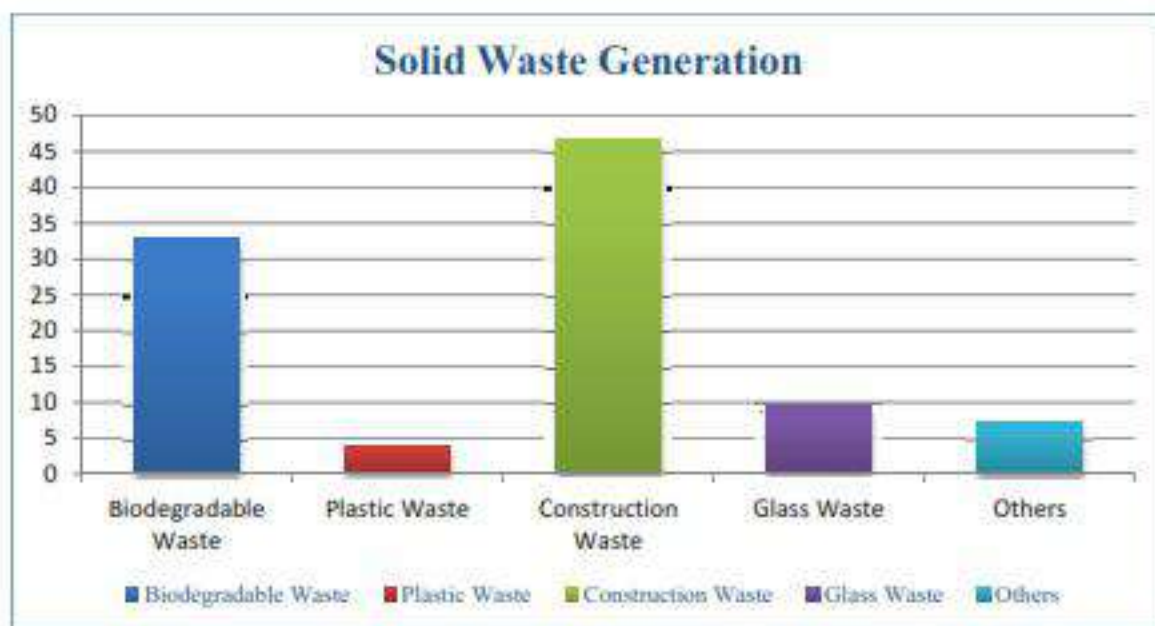


**Figure 16: Bar diagram showing the percentage of solid waste generated at Nowgong Girls' College per year**

## 5.2 Liquid Waste Management

The drainage system is correctly connected to the water bodies in the college campus after receiving liquid waste from run-outs and bathrooms.

The Nowgong Girls' College's laboratories produce a broad variety of hazardous compounds, including liquid wastes containing dangerous metals, reagents, and organic solvents. It is essential to properly identify these dangerous objects, store them separately and dispose properly in order to handle them effectively. The departments have taken the necessary steps in this regard to ensure the environment is not harmed during the disposal of toxic waste. The faculties educate the students about these regulations through orientation programmes in order to successfully apply these procedures. Here we have mentioned some of the procedures that are followed for minimising the generation of toxic hazards and their proper treatment.

The college strictly prohibits the use of any hazardous solvents or reagents, including the chlorinated. Used chemical solvents are kept separate and in their appropriate containers. In order to maximise their ability to be reused, used organic solvents are refined to their purest state. It is made sure that the used chemicals are adequately processed to render them safe before being disposed off. Acids and bases, for instance, are neutralised before being released into the drainage system. Organic solvents are employed for the majority of organic synthesis. However,

in order to reduce the usage of dangerous chemical solvents, alternative green chemistry approaches are used whenever possible. In case of the hazardous chemicals used and expired solid organic and inorganic chemicals are disposed of by land filling, whereas safe substances are disposed of in the drainage system. As seen in Table 20, the laboratories produce a variety of chemical wastes on average.

**Table 20: List of chemical wastes from laboratories**

| Sl. No.                     | Types of wastes     | Amount generated (kg) in 2022 | Percentage share | Disposal Procedure       |
|-----------------------------|---------------------|-------------------------------|------------------|--------------------------|
| 1.                          | Acids               | 18                            | 24.6             | Neutralization and Drain |
| 2.                          | Base                | 18                            | 24.6             | Neutralization and Drain |
| 3.                          | Organic Solvents    | 9                             | 12.28            | Recycle                  |
| 4.                          | Inorganic Chemicals | 3                             | 4.1              | Land filling or Drain    |
| 5.                          | Organic Chemicals   | 0.8                           | 1.1              | Land filling or Drain    |
| 6.                          | Toxic metals        | 0.5                           | 0.7              | Phytoremediation         |
| 7.                          | Glass & Sharps      | 9                             | 12.28            | Recycle                  |
| 8.                          | Solid               | 15                            | 20.47            | Burnt in Incineration    |
| <b>Total chemical waste</b> |                     | 73.3                          | 100              |                          |



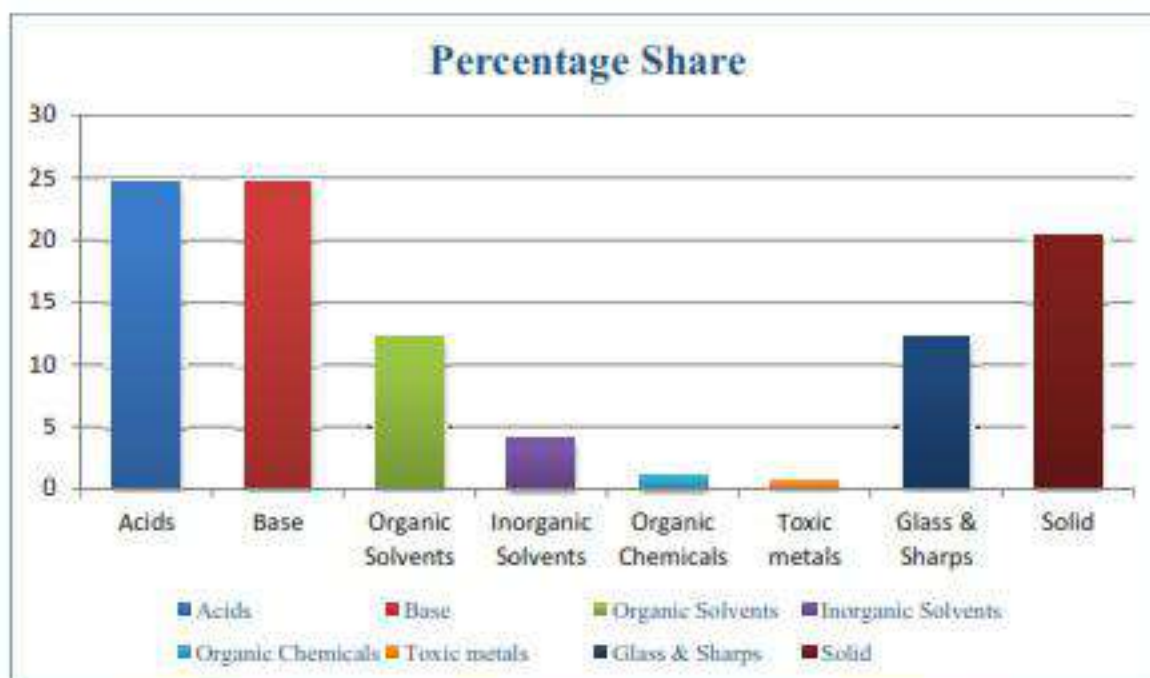


**Figure 17: Bar diagram showing the percentage of various chemical wastes generated in the laboratories. The wastes generated are accounted for Chemistry, Zoology and Botany department's laboratories**



**Figure 18: Liquid Waste Management**

### **5.2.1 Phytoremediation**

The phytoremediation unit in the college campus, where hydrophytes are grown to absorb various harmful substances from discharge water, treats the chemical-laden liquid waste produced in the college from laboratories and other sources. Aquatic plants like *Vallisneria* species, *Eichhornia* species, and *Azolla* species are grown in the tank. The *Eichhornia* species can tolerate the toxicity of substances including phenol, formaldehyde, acetic acid, and oxalic acid as well as poisonous metals. The amount of metal inside the container before disposing in the liquid tank is determined. As the enrollment of students have increased, the chemical waste from the departments has also increased, hence to minimize the affect of toxicity, phytoremediation tanks are also increased. The water is periodically released once the metal content has been lowered.

### **5.3. Electronic and scrap waste management**

Nowgong Girls' College generates e-waste such as computers, printers, scanners, xerox machines, internet routers, laptops and others used for administrative, department, library and computer laboratory work. Presently, the college e waste as per the report of IT cell of the college is very less so it is disposed along with other scraps to the local scrap traders. The average e-waste generated in the college this year is only 20kg. The total scraps disposed are nearly 600kg.

## **6. Environmental Quality Audit of Nowgong Girls' College**

### **6.1. Air Pollution Audit**

Vehicles, electricity generators, air conditioners, kitchen equipment in the college canteen, various equipment and certain volatile compounds used in the laboratories, dust, etc. are the main sources of air pollution in college campus. Increased plant growth in campus, reduced usage of machinery that releases hazardous gases, and increased bicycle riding are some common strategies employed by the college to mitigate air pollution.



The institute do not have internal infrastructure to track the monthly air quality data. In view of this, the information in the table below (Table 21) was taken from the website of the Central Pollution Control Board (CPCB), Department of the Indian Ministry of Environment, Forests, and Climate Change. A continuous evolution and monitoring of such datasets are therefore necessary to comment on the quality of air in this region.

**Table 21: Monthly averaged air quality data**

| Parameters (Units)                  | January<br>2021 | January<br>2022 |
|-------------------------------------|-----------------|-----------------|
| <b>Pollutants</b>                   |                 |                 |
| CO (ppm)                            | 1.85            | 1.72            |
| O <sub>3</sub> (ppb)                | 19.43           | 19.51           |
| NO                                  | 33.50           | 32.52           |
| NO <sub>2</sub> (ppb)               | 13.06           | 14.18           |
| NO <sub>x</sub> (ppb)               | 43              | 48              |
| NH <sub>3</sub> (ppb)               | 4.06            | 4.08            |
| PM <sub>2.5</sub> (ppb)             | 146             | 144             |
| PM <sub>10</sub> (ppb)              | 237             | 225             |
| SO <sub>2</sub> (ppb)               | 27              | 31              |
| Benzene (ppb)                       | 0               | 0               |
| <b>Meteorological Parameter</b>     |                 |                 |
| AT (°C)                             | 18              | 16              |
| BP (mmHg)                           | 891             | 788             |
| RH (%)                              | 79              | 82              |
| Solar Radiation (W/m <sup>2</sup> ) | 219             | 215             |
| Wind Speed (m/s)                    | 1               | 1               |



|                         |     |     |
|-------------------------|-----|-----|
| Wind Direction (degree) | 143 | 145 |
|-------------------------|-----|-----|

**Table Source: Pollution Control Board Assam, Bamunimaidam, Guwahati – 21**

## 6.2. Noise Level Audit in the Surrounding

The sound level was measured using a noise monitoring device or app called Sound Meter. Any sounds, noise, and music in the neighbourhood can be detected with a sound metre app. It includes the highest, lowest, and average decibel levels that were measured at key sites throughout Nowgong Girls' College in Nagaon. During the day (6am–6pm), measurements were made at each location for 60 seconds to record the noise levels. Students in the chemistry and physics departments of Nowgong Girls' College's sixth semester collected the data. The College Main Gate had an average maximum sound level of 81 dBA, whereas the College Library had an average minimum sound level of 40 dBA (Table 22).

**Table 22: Measurement of Noise in different locations of Nowgong Girls' College**

| Locations                                    | Measurements<br>(Duration in<br>Seconds) | Maximum<br>(dBA) | Minimum<br>(dBA) | Average<br>(dBA) |
|----------------------------------------------|------------------------------------------|------------------|------------------|------------------|
| Administrative Building and Science Block- B | 60                                       | 78               | 32               | 94               |
| Arts Block                                   | 60                                       | 73               | 31               | 88.5             |
| Auditorium                                   | 60                                       | 67               | 36               | 85               |
| Botany Department                            | 60                                       | 69               | 37               | 87.5             |
| Canteen                                      | 60                                       | 83               | 48               | 107              |
| College Main Gate                            | 60                                       | 85               | 52               | 111              |
| Digital Seminar Hall                         | 60                                       | 73               | 58               | 102              |
| Girls' Hostel (PDP)                          | 60                                       | 81               | 56               | 109              |
| Girls' Hostel(SBP)                           | 60                                       | 88               | 47               | 111.5            |
| Indoor Stadium                               | 60                                       | 78               | 76               | 116              |
| KKHSOU Study                                 | 60                                       | 76               | 42               | 97               |

| Centre and Post    |    |    |    |      |
|--------------------|----|----|----|------|
| Library            | 60 | 64 | 36 | 82   |
| Open Stage         | 60 | 78 | 48 | 102  |
| Physics Department | 60 | 72 | 31 | 87.5 |
| Play Ground        | 60 | 84 | 52 | 110  |
| Science Block-A    | 60 | 88 | 56 | 116  |

### 6.3. Water Pollution Audit

Water quality of the college is assessed in collaboration with P.H.E. Department, Mohkhuli, Nagaon, Assam and Regional Agricultural Research Station (AAU), Shillongani, Nagaon, Assam. We have collected three samples from the administrative block of the institute, Nowgong Girls' College hostel and a nearby town and analysed the various parameters as tabulated in Table 23. From the analysis it can be concluded that the quality of unfiltered water in all the three samples are below the BIS permissible limit, however some parameters are above the BIS limit. So, it can be inferred that the water samples are safe for drinking after filtration.

**Table 23: Water analysis report**

| Parameters | BIS Limit | BIS Permissible Limit | Observed Value |            |            | Methodology   |
|------------|-----------|-----------------------|----------------|------------|------------|---------------|
|            |           |                       | Sample 1       | Sample 2   | Sample 3   |               |
| Colour     |           |                       | Colourless     | Colourless | Colourless | Visual        |
| Ph         | 6.5-8.5   | 6.5-8.5               | 7.2            | 7.1        | 8.3        | IS 3025 [p11] |
| Turbidity  | 1 NTU     | 5 NTU                 | 0              | 0          | 0          | IS 3025 [p10] |
| Hardness   | 200 ppm   | 600 ppm               | 160 ppm        | 160 ppm    | 400 ppm    | IS 3025 [p21] |
| TDS        | 500 ppm   | 2000 ppm              | 350 ppm        | 250 ppm    | 800 ppm    | IS 3025 [p16] |
| Fe         | 0.30 ppm  | 1 ppm                 | 0.1 ppm        | 0.4 ppm    | 0 ppm      | IS 3025 [p53] |
| Cu         | 0.05 ppm  | 1.5 ppm               | 0              | 0          | 0          | IS 3025 [p65] |
| Mn         | 0.1 ppm   | 0.3 ppm               | 0              | 0          | 0          | IS 3025 [p65] |
| Mg         | 30 ppm    | 100 ppm               | 40 ppm         | 80 ppm     | 50 ppm     | IS 3025 [p65] |

|                               |         |          |         |        |         |               |
|-------------------------------|---------|----------|---------|--------|---------|---------------|
| Ca                            | 75 ppm  | 200 ppm  | 150 ppm | 70 ppm | 120 ppm | IS 3025 [p65] |
| F <sup>-</sup>                | 1 ppm   | 1.5 ppm  | 0       | 0      | 0       | ASTM D4646    |
| Cl <sup>-</sup>               | 250 ppm | 1000 ppm | 140 ppm | 90 ppm | 150 ppm | IS 3025 [p32] |
| Residual Cl                   | 0.2 ppm | 1 ppm    | 0       | 0      | 0       | IS 3025 [p26] |
| NO <sub>3</sub> <sup>-</sup>  | 45 ppm  | 45 ppm   | 5 ppm   | 10 ppm | 10 ppm  | IS 3025 [p34] |
| SO <sub>4</sub> <sup>2-</sup> | 200 ppm | 400 ppm  | 200 ppm | 80 ppm | 200 ppm | IS 3025 [p24] |

**Sample 1:** Collected from Administrative Block, Nowgong Girls' College.

**Sample 2:** Collected from Mukut Sarma Chariali, Nagaon, Assam

**Sample 3:** Collected from Nowgong Girls' College Hostel, Nagaon, Assam

#### 6.3.1. Water Management in the College

- Rain water harvesting system.
- Bore wells to recharge ground water.
- Small ponds for collection of runaway water.
- Conduction of water conservation awareness programmes.

#### 6.4. Soil Pollution Audit

Even if plastic bags are prohibited inside the college, plastic garbage from packets of snacks, chips and other foodstuffs as well as polythene carry bags contributes significantly to soil contamination in college campus. The college started a plastic-free campus initiative to lessen soil degradation. At designated locations, dustbins with clear labels are set up for the proper after-use disposal of all plastics.





**Figure 19: Use of 5R's in the college campus**

## **7. Management Strategy**

We have created a management strategy for Nowgong Girls' College that places emphasis on creating a clean, green campus environment.

- **Floral and Faunal Diversity and Management:** Proper naming of the plants, shrubs, and epiphytes. The campus has a diverse array of plants, but for better results in terms of faunal diversity, it is necessary to plant some indigenous species such as the *Barringtonia acutangula* (L.) Gaertn. (Mango Pine tree).
- **Solid Waste Management**
  - i. **Paper / Biodegradable Waste:** Use of IT Technology for communication and lesser use of paper.
  - ii. **Plastic Waste:** Ban on single-use plastic and recycling of plastics.



**Figure 20: Signboard displaying ban on single use plastic**

- **Water Management:** The College has already established a rainwater harvesting system. Proper maintenance of plumbing facilities in the college is also initiated.



**Figure 21: Rainwater harvesting**

- **Energy Management:** Additional solar panel installation and upgrading existing lights and fans with more energy-efficient devices. Use of solar-powered water tank pumps. Further, solar-powered street light electrification is also done.
- **E-Waste Management:** Collection of e-waste by already concerned departments for recycling processes.



**ANDHRA PRADESH POLLUTION CONTROL BOARD  
ZONAL OFFICE: KURNOOL**

1<sup>st</sup> Floor, Shankar Bhawan Complex, Krishna Nagar Main Road  
Phone: 08518 - 234519  
E-mail: apzco.krn@gmail.com

**CONSENT & HW AUTHORIZATION ORDER**

Order No. ATP - 947/APPCB/EO-KNL/CFD&HWM/2018-2020 is hereby granted for operation under section 251(a) of the Water (Prevention & Control of Pollution) Act, 1974 and under section 21 of Air (Prevention & Control of Pollution) Act 1981 and amendments thereof and Authorization under Rule 8 of the Hazardous and other Wastes (Management and Transboundary Movement) Rules, 2016 and the rules and orders made there under (hereinafter referred to as 'the Act', 'the Rules') to:

**M/s. Binbag Recycling Services Pvt. Ltd.,  
Plot.No.83 & 84, APIC Growth Center,  
Thumukunta (V), Hindupuram (M),  
Anantapuram District.**

(hereinafter referred to as 'the Applicant') authorizing to operate the industrial plant, to discharge the effluents from the outlets and the quantity of Emissions per hour from the chimneys as detailed below.

**i) Outlets for discharge of effluents:**

| Outlet No. | Outlet Description | Max Daily Discharge | Point of Disposal                |
|------------|--------------------|---------------------|----------------------------------|
| 1          | Domestic           | 0.8 ltr./hr         | Septic tank followed by open pit |

**ii) Emissions from chimneys:**

| Chimney No. | Description of Chimney |
|-------------|------------------------|
| -           | -                      |

**iii) Hazardous Waste Authorization (Form-II) [see Rule 5 (2)]:**

M/s. Binbag Recycling Services Pvt. Ltd., Plot.No.83 & 84, APIC Growth Center, Thumukunta (V), Hindupuram (M), Anantapuram District is hereby granted an authorization to operate a facility for collection, reception, storage, treatment, transport and disposal of Hazardous waste namely:

**\* HAZARDOUS WASTE WITH DISPOSAL OPTION:**

| S. No. | Name of the Hazardous Waste                      | Stream          | Quantity of Hazardous Waste | Disposal Option                                          |
|--------|--------------------------------------------------|-----------------|-----------------------------|----------------------------------------------------------|
| 1      | Dust collected from cyclones & bag filter, etc., | SS.1 of Bahadur | About 01 Ton per Annum      | Shall be disposed to TSDF, Paravada, Visakhapatnam Dist. |


**Figure 22: Agency/Department collecting e-wastes and hazardous waste from Nowgong Girls' college.**



- **Fuel Management:** In order to save fuel and contribute less to air pollution, students are encouraged to use bicycles, battery-operated rickshaws (available in the town area), and two-wheelers instead of four-wheelers.
- **Air and Noise pollution Management:** Even if the air quality is good, planting some trees, such as the false Asoka i.e., *Polyalthia longifolia* (Sonn.) Thwaites is necessary for better outcome.

## 8. Green Activities

| ACTIVITY 1                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>Plantation Drive on the occasion of World Nature Conservation Day</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Date</b>                   | July 28, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Organised by</b>           | National Service Scheme, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Collaboration (if any)</b> | Departments of Assamese, Botany & IQAC, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Note</b>                   | A plantation drive was conducted at Jongal balahu on July 28, 2021 by the NSS unit in collaboration with the Departments of Assamese, Botany and IQAC of Nowgong Girls' College on the occasion of World Nature Conservation Day. Many saplings were planted in and around Jongal Bolhu Garh to mark the occasion. As a part of its institutional social responsibility (ISR), this place is maintained and landscaping is done by Nowgong Girls' College. As there was lockdown due to prevailing COVID situation, all COVID protocols were followed during the event. |

*Photographs*







## ACTIVITY 2

|                               |                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>Plantation Drive on the occasion International Youth Day</b>                                                                                                                                                                                                                                                                                                   |
| <b>Date</b>                   | August 12, 2021                                                                                                                                                                                                                                                                                                                                                   |
| <b>Organised by</b>           | Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                            |
| <b>Collaboration (if any)</b> | District Legal Services Authority, Nagaon, Social Forestry Division Nagaon                                                                                                                                                                                                                                                                                        |
| <b>Note</b>                   | International Youth Day was celebrated jointly by District Legal Services Authority, Nagaon, Social Forestry Division Nagaon and Nowgong Girls' College on August 12, 2021. Saplings were planted to mark the occasion. Several students, Teachers and officers of District Legal Services Authority and Social Forestry Division were involved in the programme. |
| <b>Photographs</b>            |                                                                                                                                                                                            |

### ACTIVITY 3

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|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b> | <b>Plantation Programme on the occasion of 75th Independence Day</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Date</b>           | August 15, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Organised by</b>   | Department of Assamese, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Note</b>           | 75th Independence Day was celebrated at Nowgong Girls' College amidst prevailing Covid situation with limited number of people. The Principal hosted the National Flag and National anthem was sung by all present. As a part of Azadi Ka Amrit Mahotsav, 75 saplings were planted in and around the college campus to mark the 75 years of independence from the colonial rule. Students of Nagaon Taekwondo Academy who has been conducting the self-defence course on behalf of Nowgong Girls' College also participated in the event. |
| <b>Photographs</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |







## ACTIVITY 4

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>Activity Title</b>         | <b>Popular talk on "Orchid Flora of Assam"</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Date</b>                   | October 25, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Organised by</b>           | Dept. of Botany, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Collaboration (if any)</b> | IQAC, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Note</b>                   | The Department of Botany in collaboration with IQAC of Nowgong Girls' College organised a popular talk on 'Orchid Flora of Assam'. The programme was inaugurated by the Principal of the College Dr. Balin Kumar Bhuyan. The resource person of the programme was Khyanjeet Gogoi, Director, Regional Orchids Germplasm and Propagation Centre (Assam Circle). He has beautifully talked on the diversity of orchids found in the state and the Northeast region of the country and also urge all of us to conserve the flora in wild and only the hybrid varieties should be planted in garden of any Institute. Dr. Neeta Basumatary, Assistant Professor, Dept. of Botany have coordinated the programme. |
| <b>Photographs</b>            |  <p>Nagaon, Assam, India<br/>9M5P+9QJ, Nagaon, Assam 782001, India<br/>Lat 26.358483°<br/>Long 92.686648°<br/>17/02/22 01:39 PM</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |





## ACTIVITY 5

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| <b>Activity Title</b>         | <b>Lecture programme on "Cultivation of Vegetable Crops"</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Date</b>                   | November 12, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Organised by</b>           | Department of Botany & Department of Assamese, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Collaboration (if any)</b> | NSS, IQAC of Nowgong Girls' College in collaboration Regional Agricultural Research Station(RARS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Note</b>                   | An Extension activity on the occasion of Diamond Jubilee Year 2021-22 was initiated by the Department of Botany, Department of Assamese, NSS, IQAC of Nowgong Girls' College in collaboration Regional Agricultural Research Station (RARS) with an intension to educate the common people of the adopted village Itapara regarding the kitchen garden and the need of balanced diet in the daily food habits. Resource Person for the same were Dr. A. K Samah (RARS), Dr. N.Rahman (RARS). The programme focussed on enlightening the common villagers about small kitchen garden and to have a balanced diet full of organic elements in their nutrition. The programme was followed by distribution of plantlets to the villagers. Organizing members present in the Event were Dr. Amiya Patar (Dept. of Assamese) Dr. Rakhi Bhattacharyya (Dept. of Botany) Dr. Zina Moni Shandilya (Dept. of Botany). NSS volunteers actively helped to conduct the programme successfully. |
| <b>Photographs</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

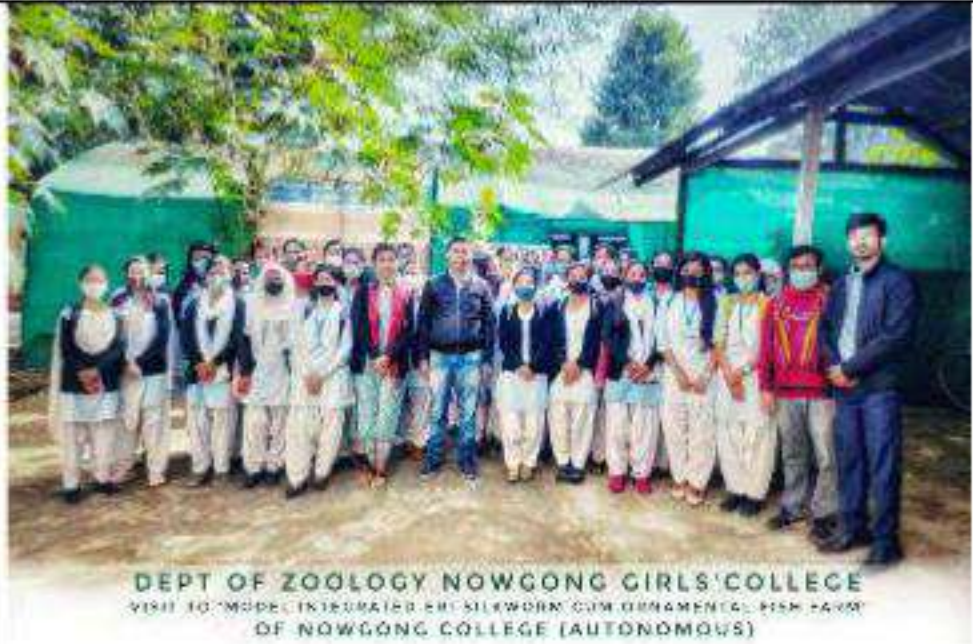


## ACTIVITY 6

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| <b>Activity Title</b> | <b>Exposure visit to Eri Silkworm cum ornamental fish farm, Nowgong College (Autonomous)</b>                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Date</b>           | December 31, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Organised by</b>   | Department of Zoology, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Note</b>           | An educational visit for the students of 3 <sup>rd</sup> semester, B.Sc. Honours, to Model integrated Eri Silkworm cum Ornamental fish farm of Nowgong college was conducted on 31/12/2021 as per paper ZOO-SE-3014, under Gauhati University B.Sc. Zoology, syllabus. A total of 38 students attended the programme and all of them were much benefitted. The students learnt a lot about integrated Eri silkworm and Ornamental fish farming practically and were encouraged to practice such farming in their future. |



*Photographs*



## ACTIVITY 7

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| <b>Activity Title</b> | <b>Extension activity on Cleanliness at Bhelohat tourist Spot, Karbi Anglong</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Date</b>           | January 05, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Organised by</b>   | Department of Education, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Note</b>           | The Department of Education has conducted an extension activity about cleanliness at Bhelohat, a picnic spot at Karbi Anglong on 5/1/22. The main purpose of the programme was to make people sensitize about Cleanliness and its impact on human health. Generally it is seen that people throw waste products after having picnicked in the spot that makes the place dirty and unhealthy for other. Students have thrown their garbage in the specified place and urged others to do so. Masks have also been distributed to the vendors at the site and asked them to wear it regularly. All faculty members of the Department and as many as 49 students have involved with the programme. |
| <b>Photographs</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |





## ACTIVITY 8

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| <b>Activity Title</b> | <b>Invited Lecture on 'Wetlands Conservation and Sustainability Issues'</b>                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Date</b>           | February 02, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Organised by</b>   | Department of Geography, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Note</b>           | On the occasion of World Wetlands Day, 2022, The Department organised a lecture programme in which Tinku Nath, Assistant Professor from the Department of Geography, Dhing College spoke on 'Wetlands Conservation and Sustainability Issues' He stressed on the importance of preserving wetlands since they provide a number of ecosystem services to the people inhabiting the nearby areas. A total of 13 students attended the said programme. |
| <b>Photographs</b>    |                                                                                                                                                                                                                                                                                                                                                                  |



## ACTIVITY 9

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|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>'Skill Development Training on Fish Feed Preparation and Management'</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Date</b>                   | February 17-19, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Organised by</b>           | Department of Economics, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Collaboration (if any)</b> | College of Fisheries, Raha, Nagaon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Note</b>                   | Department of Economics, Nowgong Girls' College and College of Fisheries, Raha, Nagaon organised a three day skill Development Training on Fish Feed Preparation and Management from 17 <sup>th</sup> February, 2022. The programme was sponsored by National Fisheries Development Board under NFDB-HRD-SCSP. Altogether 32 fish farmers belonging to Scheduled Caste category participated in the programme which was also attended by the students. Technical sessions of the event were conducted by resource persons from College of Fisheries, Raha, Nowgong Girls' College and Jasingfaa Aqua-tourism Society. |
| <b>Photographs</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |











## ACTIVITY 10

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| <b>Activity Title</b>         | <b>Installation of Sanitary Napkin Vending Machine and Incinerator</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Date</b>                   | February 25, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Organised by</b>           | Rotary Club of Nagaon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Collaboration (if any)</b> | Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Note</b>                   | Health and hygiene of girl students are topmost priority of the institution. A sanitary napkin vending machine and an incinerator were installed in the college campus by Rotary Club of Nagaon. It was inaugurated by Dr. SM Konwar, District Governor of Rotary Club and Dr. Balin Kumar Bhuyan, Principal of the college. Dr. Konwar spoke on the need of menstrual hygiene awareness among students. He emphasised on the fact that menstruation is a normal process of girls and they should not be ashamed for that. He also pointed out the need of hygiene and cleanliness during periods to the students. |
| <b>Photographs</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



## ACTIVITY 11

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| <b>Activity Title</b>         | <b>Awareness programme on environmental protection</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Date</b>                   | June 04, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Organised by</b>           | Faculty of Sciences, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Collaboration (if any)</b> | Kiran Bala Goswami Girls' High School, Nagaon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Note</b>                   | Activity was organised to spread awareness about conservation of our environment at Kiran Bala Goswami Girls' High School, Nagaon. Mr. Prasanta Kumar Bordoloi, renowned environmentalist and Dr. Sandeep Choudhary were the resource person for the event. All faculty of Department of sciences, NGC and students of Kiran Bala Goswami High School and Nowgong Girls' College have participated in this programme. The speaker addressed the students about the harmful effect of climate change in our environment and how to prevent it. |
| <b>Photographs</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |





## ACTIVITY 12

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| <b>Activity Title</b>         | <b>Plantation programme at Kawaimari Chalchali Village on World Environment Day</b>                                                                                                                                                                                                                                              |
| <b>Date</b>                   | June 05, 2022                                                                                                                                                                                                                                                                                                                    |
| <b>Organised by</b>           | NSS unit, Nowgong Girls' College                                                                                                                                                                                                                                                                                                 |
| <b>Collaboration (if any)</b> | Department of Assamese, Nowgong Girls' College                                                                                                                                                                                                                                                                                   |
| <b>Note</b>                   | NSS and Department of Assamese, Nowgong Girls' College organized a plantation programme at Kawaimari Chalchali Village, Nagaon on the occasion of World Environment Day. Saplings were planted on road side by the students. The village Head and several other eminent personalities of the locality participated in the event. |
| <b>Photographs</b>            |                                                                                                                                                           |



### ACTIVITY 13

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| <b>Activity Title</b> | <b>Conferring of Green Hero Award</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Date</b>           | June 05, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Organised by</b>   | Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Note</b>           | <p>Nowgong Girls' College has been conferring Green Hero Award annually to persons working in the field of conservation and environment protection at the grassroot level as a mark of recognition to their service. The Green Hero Award, 2022 was awarded to a renowned environmental worker and documentary film-maker Mr. Prasanta Kumar Bordoloi. He has been working relentlessly for protection of wildlife, documentation, rescue and rehabilitation of endangered species etc. for last couple of years.</p> <p>Conferring the award to Mr. Bordoloi, Dr. Balin Kumar Bhuyan, Principal, Nowgong Girls' College called upon all to follow his example and to work for conservation of nature. Mr. Bordoloi pointed out that awareness among people is a must to ensure protection of environment.</p> |
| <b>Photographs</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



## পৰিৱেশকৰ্মী প্ৰশান্ত কুমাৰ বৰদলৈক সেউজ নায়ক বঁটা প্ৰদান

আমাৰ অসমৰ মহানগৰ বাৰ্তা, ৬ জুন : নগাওঁ ছোৱালী কলেজৰ তৰফৰ পৰা দেওবাৰে বিশ্ব পৰিৱেশ দিৱসৰ জগত সংগতি বাণি বিশিষ্ট পৰিৱেশকৰ্মী তথা তথ্যচিত্ৰ নিৰ্মাতা প্ৰশান্ত কুমাৰ বৰদলৈক 'সেউজ নায়ক বঁটা' প্ৰদান কৰা হয়। বৰদলৈয়ে কেইবাবছৰো ধৰি বনা জীৱ-জন্তুৰ সুৰক্ষা, বিলুপ্তপ্ৰায় তথা বিপন্ন জীৱৰ তথা সংগ্ৰহ, উদ্ধাৰ আৰু সংৰক্ষণ, পানীৰ সম্পৰ্কীয় গৱেষণা আদিৰ সৈতে জড়িত হৈ আছে। উপৰোক্ত, ২০১৮ বৰ্ষৰ পৰা নগাওঁ ছোৱালী কলেজে পৰিৱেশ সংৰক্ষণ তথা সজাগতাৰ বাবে তৃণমূল পৰিৱেশ কাম কৰি থকা লোকক হেওঁলোকৰ কামৰ স্বীকৃতিস্বৰূপে 'সেউজ নায়ক বঁটা' প্ৰদান কৰি আহিছে। এই বঁটাত আছে এটি শ্ৰাৱক, এখন প্ৰশস্তিপত্ৰ আৰু নগদ ধন। ছোৱালী কলেজৰ অধ্যক্ষ ড° বৰীন কুমাৰ ভূঞাই এই বঁটা প্ৰদান কৰি সকলোকে বৰদলৈৰ দৰে নীৰৱ কৰ্মীসকলৰ আদৰ্শৰে অনুপ্ৰাণিত হৈ পৰিৱেশ ৰক্ষাত ব্ৰতী হ'বলৈ আহ্বান জনায়। বঁটা গ্ৰহণ কৰি বৰদলৈয়ে জনসাধাৰণক সজাগ তথা সচেতন নহ'লে পৰিৱেশ সুৰক্ষা জোৰানতে আবদ্ধ হৈ থাকিব বুলি মত প্ৰকাশ কৰে। আনহাতে, নগাওঁ ছোৱালী কলেজৰ সম্প্ৰসাৰণ কাৰ্যসূচীৰ অংশ হিচাপে বিশ্ব পৰিৱেশ দিৱস উপলক্ষে কিৰণবালা গোস্বামী বালিকা বিদ্যাপীঠৰ ছাত্ৰীসকলৰ মাজত পৰিৱেশ বিষয়ক চিত্ৰাংকন আৰু কুইজ প্ৰতিযোগিতা আয়োজন কৰা হয়।

## ACTIVITY 14

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| <b>Activity Title</b> | <b>Celebrating " World Environment Day"</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Date</b>           | June 5, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Organised by</b>   | Department of Geography, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Note</b>           | On the 5 <sup>th</sup> of June, 2022, the department celebrated World Environment Day by planting mango saplings just outside the college campus along the banks of the Kolong river. The plantations were done by Dr. Nityananda Deka, Assistant Professor, Department of Geography, Gauhati University and Dr. Kulen Chandra Das, Assistant Professor, Department of Economics, Nowgong Girls' College. Dr. Deka stressed on the significance of environmental conservation in recent times owing to large scale deforestation and also urged the students to not restrict to planting saplings only on a single day. He was assisted by faculty members and students of the department. |
| <b>Photographs</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## ACTIVITY 15

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| <b>Activity Title</b> | <b>Swachta Abhiyaan at Itapara</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Date</b>           | June 08, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Organised by</b>   | Extension Activity Cell, NSS unit, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Note</b>           | Swachh Bharat Abhijan is an initiative by the Government of India throughout the country from 2nd October 2014. Nowgong Girls' College has also fully involved in this flagship programme. On June 08, 2022, a cleanliness drive was conducted at the adopted village Itapara by the extension activity cell and NSS unit. The roads, schools and other public facilities were cleaned by the students. The villagers were also apprised about the importance Swachhata and hygiene.                                                                                                                                    |
| <b>Photographs</b>    |  <p>The photograph shows a group of students in blue uniforms and caps standing behind a large white banner. The banner has the text: 'SWACHH BHARAT ABHIJAN AT ITAPARA VILLAGE (Adopted Village)'. Below this, it says 'Extension Activity Cell, NSS Unit, Nowgong Girls' College' and 'In Collaboration with Villagers Itapara Village'. The banner also features a small logo on the left and a signature on the right. The students are standing on a dirt path in a rural area with trees and a building in the background.</p> |





## ACTIVITY 16

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|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b> | <b>Inauguration of Uttaran (Theme: Only One Earth)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Date</b>           | June 10, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Organised by</b>   | Department of Political Science, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Note</b>           | The department of Political Science annually publishes wall magazine Uttaran as a capacity building measure for its students. It provides an opportunity to the students to develop and express their capacity and talent. The wall magazine for the year 2022 was inaugurated on June 10, 2022 by Mr. Ranjit Barua, Coordinator IQAC. The theme for the wall magazine of the year was Only One earth. It represents the need of environment protection in the wake of global warming and climate change. |
| <b>Photographs</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                        |





## ACTIVITY 17

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|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>Swachhta Abhiyaan</b>                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Date</b>                   | 18-07-2022                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Organised by</b>           | NSS/Extension Activity Cell, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Collaboration (if any)</b> | Nagaon Municipal Board                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Note</b>                   | A cleanliness drive was conducted by the NSS Unit of Nowgong Girls' College in collaboration with Nagaon Municipal Board on 18-07-2022 in Dhaka Patty and Marwari Patty areas as part of Swachh Bharat Abhiyan. The programme commenced at 9 am and altogether 2 municipal wards were covered. A total of 37 NSS volunteers along with 3 teachers and 4 non-teaching staff from the College participated in the programme. |
| <b>Photographs</b>            |                                                                                                                                                                                                                                                                                                                                         |



## ACTIVITY 18

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|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b> | <b>Swachhta Abhiyaan at Itapara</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Date</b>           | June 08, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Organised by</b>   | Extension Activity Cell, NSS unit, Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Note</b>           | Swachh Bharat Abhijan is an initiative by the Government of India throughout the country from 2nd October 2014. Nowgong Girls' College has also fully involved in this flagship programme. On June 08, 2022, a cleanliness drive was conducted at the adopted village Itapara by the extension activity cell and NSS unit. The roads, schools and other public facilities were cleaned by the students. The villagers were also apprised about the importance Swachhata and hygiene. |
| <b>Photographs</b>    |                                                                                                                                                                                                                                                                                                                                                                                                   |





## 9. Recommendations

- Increase the number of solar panels.
- Development of a biodiversity park.
- Water recycling units to be installed.
- More indigenous trees were planted, especially *Barringtonia acutangula* (L.) Gaertn. (Mango Pine) because of the favourable climate.
- Upgrading of the garden of medicinal plants.
- Organizing seminars, workshops and outreach programmes to raise awareness of the environment.
- Involvement of all faculties, staff, students, and other college members in environmental issues.
- Use of more solar energy and power saving technology and equipments.
- Use of 5R's (Refuse, Reduce, Reuse, Recycle, Rot) wherever possible.

## 10. Conclusion

An environmental/green audit can be used to determine the areas of sustainability in environmental management that need improvement. It aids in our efforts to discover solutions to environmental issues. The proper use of environmental, economic and social resources can be accomplished through a green audit. The college places the utmost priority on the green audit since it allows for an assessment of the campus environment and implementation of essential measures to make the campus more eco friendly and advance sustainable development.

# **GENDER AUDIT**

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



**NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)





## GENDER SENSITIZATION ACTION PLAN

### 1. INTRODUCTION

- Today's world has become more competitive, necessitating creativity and initiative to solve new difficulties. Programmes offered by higher educational institutions frequently become obsolete as a result of rapid technical advancements. No curriculum can possibly cover all pertinent topics. Therefore, Institutions of higher education must enhance, enrich and add to their curricula in order to better educate students for industry demands and their own interests and abilities.

### 2. SCOPE

The Scope of the Gender Sensitization Action Plan of Nowgong Girls' College pertains to -

- Continued emphasis on gender sensitivity
- Continued emphasis on women's empowerment
- Concentration on mental health concerns affecting women &
- Continued emphasis on resilience and strength development among young women.

### 3. PLAN ON GENDER SENSITIZATION

- a. The Internal Complaints Committee (ICC) shall work to –
  - avoid any incidents of sexual harassment
  - deal effectively with any complaints made by any stakeholder
  - raise awareness about gender-based issues through programmes and activities
- b. The Institution shall ensure -
  - A safe environment in college, free of harassment and violence, or any threat of the same
  - The codes of conduct for all stakeholders in the college are gender sensitive and are adhered to in letter and spirit

- Psychological counselling for students and faculty so that their emotional issues, particularly those stemming from gender discrimination and oppression, can be resolved
  - Freeships and scholarships for meritorious students from disadvantaged backgrounds to encourage them to complete their academic studies
  - Students work towards realising their full potential, with gender issues as one of the focal points
- c. The college shall organise -
- Regular self-defence training programmes
  - Regular excursions, field trips to provide exposure to learning outside the classroom
  - Various sports activities and competitions to enhance students' self-confidence and develop a spirit of sportsmanship and fair play
  - Career counselling for students for their fruitful careers and empowerment
  - regular interactions with experts on gender issues to generate awareness
  - Commemorative events and days in relation to gender
  - Extension activities highlighting gender issues among the society as a whole

# HEALTH AUDIT

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



**NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)



# **HEALTH AUDIT REPORT**

**2021-22**

**NOWGONG GIRLS' COLLEGE, NAGAON, ASSAM**



**Submitted by: Nowgong Girls' College**

**Nagaon, Assam**

**Submitted to: National Assessment and Accreditation Council  
(NAAC)**

## HEALTH AUDIT

The overall wellbeing of all students, faculties, staff and other college employees is of utmost importance. Numerous health awareness campaigns are regularly held in the college, including those for blood donation, blood pressure checks, blood group testing, diet, specific diseases and haemoglobin estimation. In college hostels, proper health care is given to the students and exercises like yoga are encouraged.

### Health Activities:

| ACTIVITY 1                    |                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>Awareness Programme on Mental Health</b>                                                                                                                                                                                                                                                                                                                                                       |
| <b>Date</b>                   | 9 October, 2021                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Organised by</b>           | Department of Economics                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Collaboration (if any)</b> | Joint Director of Health Services, Nagaon; Shine NGO, Nagaon; District Legal Services Authority                                                                                                                                                                                                                                                                                                   |
| <b>Note</b>                   | Joint Director of Health Services, Nagaon; Shine NGO, Nagaon; District Legal Services Authority and Nowgong Girls' College observed 'World Mental Health Day' with an awareness programme titled "Mental Health Care for All: Let's Make it a Reality" where several dignitaries and mental health care advocates and professionals delivered talks for awareness in the college Conference Hall. |

**Photographs**







## ACTIVITY 2

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>Workshop on 'Mental Health and Hygiene of Students'</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Date</b>                   | December 29, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Organised by</b>           | Department of Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Collaboration (if any)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Note</b>                   | <p>Like physical health, mental health is also equally important for human beings. Good mental health is very necessary for everyone. Keeping the importance of mental health and hygiene a workshop was organized by the Department of Education on "Mental Health and Hygiene of Students" on 29<sup>th</sup> December, 2021. The main purpose of the programme was to make aware our students about their mental health and hygiene. Dr. Swapna Neog, renowned academician has delivered the lecture stressing on maintaining mental health and hygiene among students particularly during the adolescence period. In her lecture, Dr. Neog laid special stress on opening up the psychological issues of students freely and urged them not to hide those problems. Timely identification of problems and adequate treatment surely resolve those problems. Many faculty members of the college and students were present in the programme.</p> |
| <b>Photographs</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



## Workshop on mental health

By **ANIRBAN DEB**

**GUWAHATI:** The first ever online workshop on mental health was organised by the college authorities at the college on Wednesday. The programme was organised by Dr. Hema B. Bhattacharya, principal of the college, in the form of a virtual workshop on mental health. The programme was held on Wednesday, December 22, 2021, at 10:00 AM.

Dr. Hema B. Bhattacharya, principal of the college, presided over the programme. She was accompanied by Dr. Hema B. Bhattacharya, principal of the college, in the form of a virtual workshop on mental health.

The workshop was held online at the college's virtual platform. The programme was held on Wednesday, December 22, 2021, at 10:00 AM.

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## **Nowgong Girls' College organised workshop**

**Assam Rising, Nagaon, Dec 30:**

As part of the Diamond Jubilee of Nowgong Girls' College, the Education Department of the college organized a day long workshop on mental health and hygiene of students on Wednesday last at the college auditorium. The programme was chaired by Dr Balin Kr Bhuyan, principal of the college while Dr Manoj Kumar Chutia, head of education department, initiated the workshop. Dr Sapna Neog, former head of education department, Nowgong Girls' College, graced the occasion as keynote speaker. In her speech, Dr Neog stressed on the mental health and hygiene of students and urged the students community to set a positive mindset to sustain a strong mental health. Referring to the COVID pandemic situation, Dr Neog also stressed on hygiene of students as without a strong mental health none could develop their studies as well as careers. Ranjana Bora, head of the department, political science also graced the occasion and spoke on the topic. Over hundred students and teachers participated in the workshop, a release added.

### ACTIVITY 3

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>Career counselling and talk on Health Awareness for Hostel Boarders</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Date</b>                   | July 19, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Organised by</b>           | Red ribbon club/ICGC/Health Club                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Collaboration (if any)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Note</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Photographs</b>            | <p>A day-long Career Counselling and Health Awareness programme was organised for the boarders of SBP &amp; PDP hostels of the College. The programme was collaboratively organised by RRC, ICGC &amp; Health Centre, Nowgong Girls' College on July 19<sup>th</sup>, 2022. The venue of the programme was PDP Hostel and a total of 156 boarders participated in the programme. Mrs. Doli Baruah, President, Red Cross Society was the invited resource person for the programme.</p>  |

### ACTIVITY 4

|                               |                                                                                                                                                               |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>International Yoga Day</b>                                                                                                                                 |
| <b>Date</b>                   | June 21, 2022                                                                                                                                                 |
| <b>Organised by</b>           | Yoga Cell, NGC                                                                                                                                                |
| <b>Collaboration (if any)</b> | Vivekananda Kendra                                                                                                                                            |
| <b>Note</b>                   | The 8 <sup>th</sup> international Yoga Day was organised by the yoga cell in association with Vivekananda Kendra on 21 <sup>st</sup> June 2022 at the college |

auditorium. The event was supported by Nowgong Girls' College Teachers' Unit. Mrs Kalpana Bhattacharya, Vice Principal inaugurated the programme. The programme was graced by Ritumoni Dutta of Vivekananda Kendra, Dr. Sanjay Kumar Deka of Darang College and Mallika Sharma, noted advocate among others. In his keynote speech, Dr. Deka called upon all to practice yoga regularly for a healthy and stress-free life. The students also showcased different poses and *asanas* during the event.

**Photographs**







| <b>ACTIVITY 5</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>Health check-up drive for the villagers of Itapara village, Nagaon District</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Date</b>                   | June 24, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Organised by</b>           | NSS, RRC, YRC, Department of Assamese                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Collaboration (if any)</b> | BP Civil Hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Note</b>                   | A health awareness programme was organised for the villagers of Itapara, Nagaon on the initiative of NSS unit, Red Ribbon Club, Youth Red Cross and the Department of Assamese. Bhogeswari Phookanani Civil Hospital also collaborated in the programme. Counsellors Riku Dutta, Jitumoni Gogoi, Dhaniram Boro and Bijumoni Bora Ligira spoke on various health related issues and precautions to be taken as preventive measure. They also pointed out various health related schemes and services available for disadvantaged group of people. |
| <b>Photographs</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



## ACTIVITY 6

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>International Yoga Day</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Date</b>                   | June 21, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Organised by</b>           | Yoga Cell, NGC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Collaboration (if any)</b> | Vivekananda Kendra                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Note</b>                   | <p>The 8<sup>th</sup> international Yoga Day was organised by the yoga cell in association with Vivekananda Kendra on 21<sup>st</sup> June 2022 at the college auditorium. The event was supported by Nowgong Girls' College Teachers' Unit. Mrs Kalpana Bhattacharya, Vice Principal inaugurated the programme. The programme was graced by Ritumoni Dutta of Vivekananda Kendra, Dr. Sanjay Kumar Deka of Darang College and Mallika Sharma, noted advocate among others. In his keynote speech, Dr. Deka called upon all to practice yoga regularly for a healthy and stress-free life. The students also showcased different poses and <i>asanas</i> during the event.</p> |
| <b>Photographs</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |





## ACTIVITY 7

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Title</b>         | <b>Awareness Drive &amp; Skit on the occasion of World Blood Donor Day</b>                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Date</b>                   | June 14, 2022                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Organised by</b>           | BP Civil Hospital/RRC/NSS                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Collaboration (if any)</b> | Nowgong Girls' College                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Note</b>                   | World Blood Donor Day was celebrated on the initiative of Blood Centre, BP Civil Hospital, Nagaon in association with Nowgong Girls' College on 14 <sup>th</sup> June, 2022. The student volunteers of Nowgong Girls' College performed a skit for awareness of blood donation on the occasion. A voluntary blood donation camp was also organised on the occasion. Several teachers and students of Nowgong Girls' College donated blood in the camp. |

**Photographs**







# LIBRARY AUDIT

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



**NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)



Library Audit Report of  
Mahesh Chandra Dev Goswami Library  
Nowgong Girls' College

Year: July 2017 June 2018

Submitted by-

Dr. Kishore Kumar Sarmah  
Librarian  
Nowgong Girls' College



1. Collections-

| No. | Type                                   | Total          |
|-----|----------------------------------------|----------------|
| 1   | Total Collection                       | 43213          |
| 2   | Subject Books                          | 38395          |
| 3   | Reference Books                        | 1361+3457=4818 |
| 4   | Journals & Periodicals (J- 07 /P-14 )  | 21             |
| 5   | News Papers                            | 07             |
| 6   | Manuscripts                            | 75             |
| 7   | Bound Volumes                          | 22             |
| 8   | CDs/DVD                                | 43             |
| 9   | COHSSIP                                | 528            |
| 10  | North East Collection                  | 511 + 21= 532  |
| 11  | Rare Collection                        | 351            |
| 12  | Biography                              | 221 + 2 = 223  |
| 13  | Reports/Directory/Almanacs/Surveys/etc | 161 + 1 =162   |
| 14  | Sankardeva Collection                  | 56+8=64        |
| 15  | Rasanawali etc                         | 277            |
| 16  | Novels etc                             | 313            |
| 17  | Dictionaries                           | 217 + 2 = 219  |
| 18  | Encyclopaedias                         | 363            |
| 19  | Political figures                      | 425            |
| 20  | Natural Resource Management (NRM)      | 248            |
| 21  | Ph. D Thesis                           | 06             |
| 22  | MRP Reports                            | 15             |

Sl. No. 9-19 = 3457



## 2. Subject Wise Collection-

| No. | Subject               | Previous     | Added      | Reference   | Added     | Total        |
|-----|-----------------------|--------------|------------|-------------|-----------|--------------|
| 1   | Assamese              | 5886         | 47         | 244         | 03        | 6180         |
| 2   | Bengali               | 2493         | 15         | 120         | 01        | 2628         |
| 3   | Economics             | 2299         | 43         | 119         | 02        | 2463         |
| 4   | Education             | 2904         | 111        | 106         | 05        | 3126         |
| 5   | English               | 4882         | 36         | 130         | 01        | 5049         |
| 6   | Environmental Studies | 319          | 25         | 00          | 00        | 344          |
| 7   | Geography             | 2263         | 28         | 80          | 01        | 2372         |
| 8   | Hindi                 | 3636         | 163        | 60          | 07        | 3866         |
| 9   | History               | 1949         | 60         | 82          | 02        | 2093         |
| 10  | Mathematics           | 1725         | 01         | 31          | 00        | 1757         |
| 11  | Philosophy            | 2557         | 86         | 82          | 02        | 2727         |
| 12  | Political Science     | 3440         | 66         | 109         | 02        | 3617         |
| 13  | Sanskrit              | 2617         | 22         | 168         | 01        | 2808         |
| 14  | Statistics            | 485          | 00         | 03          | 00        | 488          |
| 15  | Home Science          | 221          | 03         | 00          | 00        | 224          |
| 16  | Computer Science      | 07           | 00         | 00          | 00        | 07           |
| 17  | Botany                | 00           | 01         | 00          | 00        | 01           |
| 18  | Zoology               | 00           | 02         | 00          | 00        | 02           |
| 19  | Chemistry             | 00           | 01         | 00          | 00        | 01           |
| 20  | Physics               | 00           | 02         | 00          | 00        | 02           |
|     |                       | <b>37683</b> | <b>712</b> | <b>1334</b> | <b>27</b> | <b>39756</b> |

Total text = 37683 + 712 = 38395

Total ref. = 1334 + 27 = 1361

G. Total = 39756



3. Library Holdings- (July 2017- June 2018)

Total : ( 787) from- 42426 to 43213

| Sl. No. | Subjects              | Text (Added) | Reference (Added) | Total |
|---------|-----------------------|--------------|-------------------|-------|
| 01      | Assamese              | 47           | 03                | 50    |
| 02      | Bengali               | 15           | 01                | 16    |
| 03      | Economics             | 43           | 02                | 45    |
| 04      | Education             | 111          | 05                | 116   |
| 05      | English               | 36           | 01                | 37    |
| 06      | Environmental Studies | 25           | 00                | 25    |
| 07      | Geography             | 28           | 01                | 29    |
| 08      | Hindi                 | 163          | 07                | 170   |
| 09      | History               | 60           | 02                | 62    |
| 10      | Home Science          | 03           | 00                | 03    |
| 11      | Mathematics           | 01           | 00                | 01    |
| 12      | Philosophy            | 86           | 02                | 88    |
| 13      | Political Science     | 66           | 02                | 68    |
| 14      | Sanskrit              | 22           | 01                | 23    |
| 15      | Statistics            | 00           | 00                | 00    |
| 16      | Encyclopaedia         | 00           | 00                | 00    |
| 17      | Dictionary            | 02           | 00                | 02    |
| 18      | Biography             | 02           | 00                | 02    |
| 19      | North East            | 35           | 00                | 35    |
| 20      | Novels                | 00           | 00                | 00    |
| 21      | Rachanawali           | 00           | 00                | 00    |
| 22      | Rules                 | 01           | 00                | 01    |
| 23      | Sankardev Collection  | 08           | 00                | 08    |
| 24      | Botany                | 01           | 00                | 01    |
| 25      | Zoology               | 02           | 00                | 02    |
| 26      | Chemistry             | 01           | 00                | 01    |
| 27      | Physics               | 02           | 00                | 02    |
|         |                       | 760          | 27                | 787   |

Total : (787) from 42426 to 43213



#### 4. Total Number of Journals & Periodicals

| No | Title                                   | Category   |
|----|-----------------------------------------|------------|
| 1  | Economic & Political Weekly             | Periodical |
| 2  | Gariyoshi                               | Periodical |
| 3  | National Geographic                     | Periodical |
| 4  | Careers                                 | Periodical |
| 5  | Down To Earth                           | Periodical |
| 6  | Outlook                                 | Periodical |
| 7  | Desh                                    | Periodical |
| 8  | Prantik                                 | Periodical |
| 9  | Competition Refresher                   | Periodical |
| 10 | Priyo Sakhi                             | Periodical |
| 11 | Career Guide (Assamese)                 | Periodical |
| 12 | Barah Utharah (12/18-Assamese)          | Periodical |
| 13 | Hariganddha                             | Periodical |
| 14 | Samakalin Sahitya Samachar              | Periodical |
| 15 | University News                         | Journal    |
| 16 | South Asia Politics                     | Journal    |
| 17 | The Heritage                            | Journal    |
| 18 | Prabuddha Bharata                       | Journal    |
| 19 | Journal of Indian Art History Congress  | Journal    |
| 20 | The Indian Journal of Political Science | Journal    |
| 21 | Samakalin                               | Journal    |

#### 5. Total Number of News Paper

| No | Name of the Paper     | Language |
|----|-----------------------|----------|
| 1  | Employment News       | English  |
| 2  | The Assam Tribune     | English  |
| 3  | The telegraph         | English  |
| 4  | Amar Asom             | Assamese |
| 5  | Dainik Asom           | Assamese |
| 6  | Sentinel              | Hindi    |
| 7  | Ananda Bazaar Patrika | Bengali  |





6. Issue & Return of Books: - Teachers

| MONTH     | ISSUE | RETURN |
|-----------|-------|--------|
| July      | 00    | 00     |
| August    | 11    | 25     |
| September | 53    | 24     |
| October   | 15    | 16     |
| November  | 15    | 12     |
| December  | 06    | 17     |
| January   | 06    | 10     |
| February  | 19    | 26     |
| March     | 31    | 32     |
| April     | 36    | 29     |
| May       | 31    | 25     |
| June      | 46    | 33     |

7. Issue & Return of Books: - Students

| MONTH     | ISSUE | RETURN |
|-----------|-------|--------|
| July      | 00    | 00     |
| August    | 147   | 18     |
| September | 1010  | 1453   |
| October   | 322   | 1275   |
| November  | 899   | 899    |
| December  | 230   | 153    |
| January   | 178   | 247    |
| February  | 392   | 179    |
| March     | 810   | 555    |
| April     | 1045  | 543    |
| May       | 851   | 663    |
| June      | 761   | 635    |



8. Number of Visitors:-

| Month     | Faculty Members | Students | Outsiders |
|-----------|-----------------|----------|-----------|
| July      | 13              | 56       | 191       |
| August    | 81              | 4805     | 16        |
| September | 45              | 2137     | 02        |
| October   | 08              | 2525     | 01        |
| November  | 17              | 897      | 01        |
| December  | 00              | 00       | 00        |
| January   | 24              | 342      | 00        |
| February  | 45              | 900      | 00        |
| March     | 32              | 945      | 00        |
| April     | 34              | 250      | 00        |
| May       | 29              | 67       | 00        |
| June      | 21              | 180      | 00        |

9. Number & Value of Reading Materials (July 2017 – June 2018)

| Category        | Existing |            | Newly Added/<br>Existing |           | Total  |            |
|-----------------|----------|------------|--------------------------|-----------|--------|------------|
|                 | Number   | Value      | Number                   | Value     | Number | Value      |
| Text Books      | 39008    | 4607094.00 | 774                      | 182866.00 | 39782  | 4789960.00 |
| Reference Books | 3417     | 1024769.00 | 14                       | 23180.00  | 3431   | 1047949.00 |
| e-books         | 07       | --         | 00                       | --        | 07     | --         |
| Journals        | 07       | 4195.00    | 00                       | --        | 07     | 4195.00    |
| Periodicals     | 14       | 14620.00   | 00                       | --        | 14     | 14620.00   |
| CD/DVD          | 50       | --         | 10                       | --        | 60     | --         |
| Manuscripts     | 75       | --         | --                       | --        | 75     | --         |



10. Facilities available:-

- I Computerization and Administration of the library data entry is through SOUL soft ware and OPAC facility is available
- II Open Access System- This system helps the users to go directly to the library stacks and retrieve books of their choice.
- III Separate Reading Rooms for the teachers and the students: - The student's reading room is situated on the first floor and can accommodate 120 students whereas the reading room for the teachers is locate on the ground floor and it can accommodate 12 number of teachers
- IV Provision of clean toilets for the users of the library:- As being an education institution, care is taken to see that there is a provision for all the basic needs.
- V Reprographic Centre: - There is a Xerox facility where the students can have their materials Xeroxed.
- VI A Separate Corner for Journals, Periodicals & News Papers: - There are a number of Journals, Periodicals and Newspaper for the users and they can browse these reading materials as and when needed.
- VII Provision of separate corners for Manuscripts & Donated Books: - The library has a good collection of manuscripts where the students can have a look. As for the donated books there is a separate corner for these books.
- VIII Separate Library Notice board for the users along with a complaint box for the library users.
- IX OPAC is open to the users and they can browse for the presence or absence of a book
- X Library Cooperation is present with the library of Anandaram Dhekial Phookan (ADP) College







1. Library Infrastructure: the library has its own carpet area as follows:
  - a. Length of the stack room/area : 29.2 mts.
  - b. Length of the reading room/area : 24.2 mts.
  - c. Breadth of both the rooms/areas : 9.1 mts.
2. The library has a sitting capacity as follows:
  - a. Students : 120 nos.
  - b. Teachers : 12 nos.
3. Services provided:  
The library provides circulation, reference, OPAC and xeroxing services to the user. As the library is providing open access, the users are benefitted in retrieving the books from the stacks. The library is a member of INFLIBNET and as such its services are availed by the users of the library.
4. IT infrastructure:  
The library has the following structures-
  - a. Computers : 2 nos.
  - b. Printers : 1 no.
  - c. CC Camera : 2 nos.
  - d. Software (SOUL) : 1 no.
  - e. Internet facility : available
5. Maintenance of the users:  
The library has weeded out the un-used books from the main stacks and placed it on the stacks provided separately. There is an entry register for the teachers and the students at the library. In addition to that, there is a defaulter register to keep track on the records of books lost or not returned to the library.

#### Observation and Suggestion

Following observation and suggestions were made by the members-

The library lacks enough reading space and proper furniture for the users

1. Stack guides should be provided so that the users can be directed to the source
2. More books and stacks should be procured for the library
3. More computers are needed and digitization work should be started

Dr. Bipul Malakar  
Nowgong Girls' College

Ranjit Barua  
Nowgong Girls' College

Piklee Buragohain  
Nowgong Girls' College

Uday Bhan Bhagat  
Nowgong Girls' College

### Action taken and implemented:

Basing on the recommendation of the audit committee following actions have been taken-

1. Renovation work of the library has started
2. Stack guides were procured
3. Steps were taken to procure furniture
4. More number of books were procured





Library Audit Report of  
Mahesh Chandra Dev Goswami Library  
Nowgong Girls' College

Year: July 2018 June 2019

Submitted by-

Dr. Kishore Kumar Sarmah  
Librarian  
Nowgong Girls' College





# 1. Collections-

| No. | Type                                   | Total              |
|-----|----------------------------------------|--------------------|
| 1   | Total Collection                       | 43391              |
| 2   | Subject Books                          | 38554              |
| 3   | Reference Books                        | 1361 + 3476 = 4837 |
| 4   | Journals & Periodicals (J- 06 /P-10 )  | 16                 |
| 5   | News Papers                            | 07                 |
| 6   | Manuscripts                            | 75                 |
| 7   | Bound Volumes                          | 22                 |
| 8   | CDs/DVD                                | 43 + 17 = 60       |
| 9   | COHSSIP                                | 528                |
| 10  | North East Collection                  | 532 + 03 = 535     |
| 11  | Rare Collection                        | 351                |
| 12  | Biography                              | 223 + 4 = 227      |
| 13  | Reports/Directory/Almanacs/Surveys/etc | 162                |
| 14  | Sankardeva Collection                  | 64                 |
| 15  | Rasanawali etc                         | 277 + 3 = 280      |
| 16  | Novels etc                             | 313 + 9 = 322      |
| 17  | Dictionaries                           | 217 + 2 = 219      |
| 18  | Encyclopaedias                         | 363                |
| 19  | Political figures                      | 425                |
| 20  | Natural Resource Management (NRM)      | 248                |
| 21  | Ph. D Thesis                           | 06                 |
| 22  | MRP Reports                            | 15                 |

Sl. No. 9-19=3476



## 2. Subject Wise Collection-

| No. | Subject               | Previous     | Added      | Reference   | Added     | Total        |
|-----|-----------------------|--------------|------------|-------------|-----------|--------------|
| 1   | Assamese              | 5933         | 25         | 255         | 00        | 6213         |
| 2   | Bengali               | 2508         | 05         | 121         | 00        | 2634         |
| 3   | Economics             | 2342         | 06         | 123         | 00        | 2469         |
| 4   | Education             | 3015         | 18         | 116         | 00        | 3144         |
| 5   | English               | 4918         | 17         | 131         | 00        | 5066         |
| 6   | Environmental Studies | 344          | 01         | 00          | 00        | 345          |
| 7   | Geography             | 2291         | 11         | 80          | 00        | 2382         |
| 8   | Hindi                 | 3799         | 11         | 60          | 00        | 3870         |
| 9   | History               | 2009         | 12         | 82          | 00        | 2103         |
| 10  | Mathematics           | 1726         | 01         | 31          | 00        | 1758         |
| 11  | Philosophy            | 2643         | 19         | 82          | 00        | 2744         |
| 12  | Political Science     | 3506         | 15         | 109         | 00        | 3630         |
| 13  | Sanskrit              | 2639         | 09         | 168         | 00        | 2816         |
| 14  | Statistics            | 485          | 00         | 03          | 00        | 488          |
| 15  | Home Science          | 224          | 03         | 00          | 00        | 227          |
| 16  | Computer Science      | 07           | 00         | 00          | 00        | 07           |
| 17  | Botany                | 01           | 01         | 00          | 00        | 02           |
| 18  | Zoology               | 02           | 02         | 00          | 00        | 06           |
| 19  | Chemistry             | 01           | 01         | 00          | 00        | 02           |
| 20  | Physics               | 02           | 02         | 00          | 00        | 04           |
|     |                       | <b>38395</b> | <b>159</b> | <b>1361</b> | <b>00</b> | <b>39915</b> |

Total text = 38395 + 159 = 38554

Total ref. = 1361 + 00 = 1361

G. Total = 39915



3. Library Holdings- (July 2018- June 2019)  
Total : (178) from- 43213 to 43391

| Sl. No. | Subjects              | Text (Added) | Reference (Added) | Total |
|---------|-----------------------|--------------|-------------------|-------|
| 01      | Assamese              | 25           | 00                | 25    |
| 02      | Bengali               | 05           | 00                | 05    |
| 03      | Economics             | 06           | 00                | 06    |
| 04      | Education             | 18           | 00                | 18    |
| 05      | English               | 17           | 00                | 17    |
| 06      | Environmental Studies | 01           | 00                | 01    |
| 07      | Geography             | 11           | 00                | 11    |
| 08      | Hindi                 | 11           | 00                | 11    |
| 09      | History               | 12           | 00                | 12    |
| 10      | Home Science          | 03           | 00                | 03    |
| 11      | Mathematics           | 01           | 00                | 01    |
| 12      | Philosophy            | 19           | 00                | 19    |
| 13      | Political Science     | 15           | 00                | 15    |
| 14      | Sanskrit              | 09           | 00                | 09    |
| 15      | Statistics            | 00           | 00                | 00    |
| 16      | Encyclopaedia         | 00           | 00                | 00    |
| 17      | Dictionary            | 02           | 00                | 02    |
| 18      | Biography             | 04           | 00                | 04    |
| 19      | North East            | 03           | 00                | 03    |
| 20      | Novels                | 07           | 00                | 07    |
| 21      | Rachanawali           | 03           | 00                | 03    |
| 22      | Rules                 | 00           | 00                | 00    |
| 23      | Sankardev Collection  | 00           | 00                | 00    |
| 24      | Botany                | 01           | 00                | 01    |
| 25      | Zoology               | 02           | 00                | 02    |
| 26      | Chemistry             | 01           | 00                | 01    |
| 27      | Physics               | 02           | 00                | 02    |
|         |                       | 178          | 00                | 178   |





#### 4. Total Number of Journals & Periodicals

| No | Title                                   | Category   |
|----|-----------------------------------------|------------|
| 1  | Economic & Political Weekly             | Periodical |
| 2  | Gariyoshi                               | Periodical |
| 3  | National Geographic                     | Periodical |
| 4  | Career Guide (Assamese)                 | Periodical |
| 5  | Down To Earth                           | Periodical |
| 6  | Outlook                                 | Periodical |
| 7  | Desh                                    | Periodical |
| 8  | Prantik                                 | Periodical |
| 9  | Competition Refresher                   | Periodical |
| 10 | Priyo Sakhi                             | Periodical |
| 11 | University News                         | Journal    |
| 12 | South Asia Politics                     | Journal    |
| 13 | The Heritage                            | Journal    |
| 14 | Prabuddha Bharata                       | Journal    |
| 15 | The Indian Journal of Political Science | Journal    |
| 16 | Swarnalipi                              | Journal    |

#### 5. Total Number of News Paper

| No | Name of the Paper     | Language |
|----|-----------------------|----------|
| 1  | Employment News       | English  |
| 2  | The Assam Tribune     | English  |
| 3  | The telegraph         | English  |
| 4  | Amar Asom             | Assamese |
| 5  | Dainik Asom           | Assamese |
| 6  | Sentinel              | Hindi    |
| 7  | Ananda Bazaar Patrika | Bengali  |



#### 6. Issue & Return of Books: - Teachers

| MONTH     | ISSUE | RETURN |
|-----------|-------|--------|
| July      | 00    | 00     |
| August    | 90    | 43     |
| September | 67    | 38     |
| October   | 18    | 33     |
| November  | 13    | 44     |
| December  | 22    | 53     |
| January   | 24    | 32     |
| February  | 29    | 25     |
| March     | 20    | 44     |
| April     | 21    | 32     |
| May       | 20    | 53     |
| June      | 35    | 35     |

#### 7. Issue & Return of Books: - Students

| MONTH     | ISSUE | RETURN |
|-----------|-------|--------|
| July      | 130   | 10     |
| August    | 1549  | 712    |
| September | 1233  | 931    |
| October   | 727   | 951    |
| November  | 666   | 962    |
| December  | 362   | 1081   |
| January   | 207   | 544    |
| February  | 670   | 453    |
| March     | 903   | 825    |
| April     | 780   | 704    |
| May       | 687   | 718    |
| June      | 370   | 386    |



### 8. Number of Visitors:-

| Month     | Faculty Members | Students | Outsiders |
|-----------|-----------------|----------|-----------|
| July      | 00              | 55       | 154       |
| August    | 38              | 4259     | 21        |
| September | 26              | 4211     | 01        |
| October   | 25              | 2705     | 01        |
| November  | 28              | 1170     | 02        |
| December  | 59              | 214      | 09        |
| January   | 77              | 417      | 13        |
| February  | 67              | 1847     | 03        |
| March     | 50              | 1878     | 03        |
| April     | 31              | 362      | 06        |
| May       | 31              | 153      | 00        |
| June      | 19              | 366      | 14        |

### 9. Number & Value of Reading Materials (July 2018 – June 2019)

| Category        | Existing |            | Newly Added/<br>Existing |          | Total  |            |
|-----------------|----------|------------|--------------------------|----------|--------|------------|
|                 | Number   | Value      | Number                   | Value    | Number | Value      |
| Text Books      | 39782    | 4789960.00 | 165                      | 18296.00 | 39947  | 4808256.00 |
| Reference Books | 3431     | 1047949.00 | 13                       | 10200.00 | 3444   | 1058149.00 |
| e-books         | 07       | --         | --                       | --       | 07     | --         |
| Journals        | 07       | 15620.00   | --                       | --       | 06     | 15620.00   |
| Periodicals     | 14       | 13159.00   | --                       | --       | 10     | 13159.00   |
| CD/DVD          | 60       | --         | --                       | --       | 60     | --         |
| Manuscripts     | 75       | --         | --                       | --       | 75     | --         |
| e-journals      | -        | -          | 06                       | -        | 06     | -          |
| KOHA            | -        | -          | 01                       | 99120    | 01     | 99120.00   |
| D-Space         | -        | -          | 01                       | 44480    | 01     | 44480.00   |





#### 10. Facilities available:-

- I Computerization and Administration of the library data entry is through SOUL soft ware and OPAC facility is available
- II Open Access System- This system helps the users to go directly to the library stacks and retrieve books of their choice.
- III Separate Reading Rooms for the teachers and the students: - The student's reading room is situated on the first floor and can accommodate 120 students whereas the reading room for the teachers is locate on the ground floor and it can accommodate 12 number of teachers
- IV Provision of clean toilets for the users of the library:- As being an education institution, care is taken to see that there is a provision for all the basic needs.
- V Reprographic Centre: - There is a Xerox facility where the students can have their materials Xeroxed.
- VI A Separate Corner for Journals, Periodicals & News Papers: - There are a number of Journals, Periodicals and Newspaper for the users and they can browse these reading materials as and when needed.
- VII Provision of separate corners for Manuscripts & Donated Books: - The library has a good collection of manuscripts where the students can have a look. As for the donated books there is a separate corner for these books.
- VIII Separate Library Notice board for the users along with a complaint box for the library users.
- IX OPAC is open to the users and they can browse for the presence or absence of book- assistance
- X Library Cooperation is present with the library of Anandaram Dhekial Phookan (ADP) College



## 1. Know your Library :

|    |                                                                                                                                                   |                                                                                   |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1  | Name of the Parent institution                                                                                                                    | Nowgong Girls' College                                                            |
| 2  | Name of the Library                                                                                                                               | Mahesh Chandra Dev Goswami Library                                                |
| 3  | Year of establishment                                                                                                                             | 1962                                                                              |
| 4  | Location at the present building                                                                                                                  | 14 <sup>th</sup> September 1987                                                   |
| 5  | Length of -<br>a) Librarian's chamber and adjacent areas<br>b) Stack area:<br>c) Student's Reading Room<br>d) Digital corner<br>e) Old Stock Room | 4791.5 sq.ft<br>1507 sq.ft<br>1327 sq.ft<br>900 sq.ft<br>855 sq.ft<br>202.5 sq.ft |
| 6  | Opening & closing hours                                                                                                                           | 9.30 AM to 4.30 PM                                                                |
| 7  | Working days of the library                                                                                                                       | 6 days in a week                                                                  |
| 8  | Total number of rooms/Hall                                                                                                                        | 2 halls                                                                           |
| 9  | Total number of staff                                                                                                                             | 3 (2 permanent & 1 contractual)                                                   |
| 10 | Sitting capacity                                                                                                                                  | 56 students & 10 teachers                                                         |
| 11 | Mode of Access                                                                                                                                    | Open Access                                                                       |
| 12 | Classification system                                                                                                                             | Dewey Decimal Classification                                                      |
| 13 | Software used<br>Remote Access                                                                                                                    | KOHA<br>D-Space (ngc.digitallibrary.co.in)                                        |
| 14 | Holdings<br>a) Books<br>b) Journals / Periodicals<br>c) Newspaper<br>d) Ph.D Thesis                                                               | 43391<br>16 vols.<br>7 nos.<br>06                                                 |

## 2. IT Infrastructure:

| No | Particulars           | Remarks      |
|----|-----------------------|--------------|
| 1  | Computers             | 20           |
| 2  | Printers              | 2            |
| 3  | Barcode Printer       | 1            |
| 4  | Scanners              | 2            |
| 5  | Barcode Scanners      | 2            |
| 6  | CC Camera             | 2            |
| 7  | Bandwidth of Internet | Above 50mbps |



### 3. Services & Facilities:



The library provides:-

- ✓ Circulation, Reference and Reprographic services
- ✓ As the students hail from economically weaker section, more books are provided till the completion of their examinations.
- ✓ Large number of question papers, manuscripts, college magazines, teacher's publication, college publications, thesis, minor research projects etc. have been uploaded with the help of D-space for remote access.
- ✓ The library is a member of N-List and the users are availing its service.
- ✓ As the library has its own Wi-Fi, users are benefitted from its internet facility.

### 4. Maintenance of the Library:

The library has at present 3 number of staff who looks after the library and all possible assistance is provided to the users. The library is maintaining the following records for its smooth function and maintenance-

|                     |                  |
|---------------------|------------------|
| Attendance register | Teachers         |
| Attendance register | Students         |
| Attendance register | Outside visitors |
| Defaulter register  | Students         |

The defaulter register records the name of the students who have defaulted and are late in returning the books. It also records the number of books that are to be returned to the library. Books tend to get damaged or soiled, and they are withdrawn and their book cards are kept. As regard to un-used or obsolete books they are withdrawn from the main stacks and kept at a separate room where it can be browsed by the users.

### Observation, Comments and Suggestions

The undersigned members have under taken the job of observing some of the house keeping operations. Following observation and suggestions have been put forward by them-

#### 1. Stock and Collection:

*Observation:* the library has a good collection of information sources covering all the subjects.

*Comment/Suggestion:* The library has been procuring books for its readers but it is recommended that more reading materials should be procured.

#### 2. Physical facilities:

*Observation:* the library has developed in its physical facilities such as sitting capacity, ventilation and carpeting and tiling of the library.

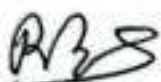
*Comments/Suggestion:* Keeping in mind the user's need proper ventilation and lights, increased sitting capacity of the reading room with comfortable chairs and tables, increase in stack area, tiles and carpeting of the floor has been done but it is recommended that more space is required for the teachers' reading room.



3. Digital Library and IT infrastructure:

*Observation:* It has been seen that there is a digital corner for the users where information sources are uploaded for the users.

*Comments/Suggestions:* the users especially the students are benefited with the uploading of the question papers where they can browse from their home.



Ranjit Barua  
Coordinator, IQAC  
Nowgong Girls' College



Dr. Abdul Jalil  
Librarian (Associate)  
Rupahi College, Rupahi



Dr. Manoj Kumar Chutia  
Nowgong Girls' College



Dr. Uday Bhan Bhagat  
Nowgong Girls' College



### Action Taken:

Following actions were taken basing on the recommendation:

- I. More number of reading materials were added to the collection
- II. Plans were there to increase the area of the library
- III. More information sources have been uploaded for the users





Library Audit Report of  
Mahesh Chandra DevGoswami Library  
Nowgong Girls' College

Session: July 2019-June 2020

Submitted by -

Dr. Kishore Kumar Sarmah

Librarian  
Nowgong Girls'College





# 1. Collection: 2019-2020

| Sl. No. | Type                               | Total             |
|---------|------------------------------------|-------------------|
| 1       | Total Collection                   | 45364             |
| 2       | Books on Subject                   | 41640             |
| 3       | Reference ( Subject + Sl. 9 to 20) | 155 + 3569 = 3724 |
| 4       | Journals & Periodicals (J-6/P-10)  | 16                |
| 5       | News Papers                        | 07                |
| 6       | Manuscripts                        | 75                |
| 7       | Bound Volumes                      | 22                |
| 8       | CD / DVD                           | 60                |
| 9       | COHSSIP                            | 528               |
| 10      | North East Collection              | 564               |
| 11      | Rare Collection                    | 351               |
| 12      | Biography                          | 232               |
| 13      | Reports, Rules etc                 | 162               |
| 14      | Shankardeva Collection             | 64                |
| 15      | Rasanawali                         | 321               |
| 16      | Novels                             | 322               |
| 17      | Dictionaries                       | 219               |
| 18      | Encyclopaedias                     | 363               |
| 19      | Political Figures                  | 425               |
| 20      | Religion                           | 18                |
| 21      | Natural Resource Management        | 248               |
| 22      | Ph.D Thesis                        | 08                |
| 23      | MRP Reports                        | 14                |

Sl. No. 9-20 = 3569



## 2. Subject Wise Collection:

| No | Subject               | Previous     | Added       | from Ref    | Ref        | Total        |
|----|-----------------------|--------------|-------------|-------------|------------|--------------|
| 1  | Assamese              | 5958         | 48          | 258         | 20         | 6261         |
| 2  | Bengali               | 2513         | 388         | 00          | 11         | 3022         |
| 3  | Economics             | 2348         | 101         | 00          | 08         | 2572         |
| 4  | Education             | 3033         | 41          | 87          | 12         | 3190         |
| 5  | English               | 4935         | 57          | 146         | 12         | 5123         |
| 6  | Environmental Studies | 345          | 00          | 00          | 00         | 345          |
| 7  | Geography             | 2302         | 162         | 00          | 10         | 2442         |
| 8  | Hindi                 | 3810         | 01          | 102         | 22         | 3871         |
| 9  | History               | 2021         | 20          | 47          | 10         | 2123         |
| 10 | Mathematics           | 1727         | 149         | 15          | 06         | 1907         |
| 11 | Philosophy            | 2662         | 02          | 67          | 11         | 2746         |
| 12 | Political Science     | 3521         | 107         | 371         | 16         | 3737         |
| 13 | Sanskrit              | 2648         | 04          | 20          | 05         | 2820         |
| 14 | Statistics            | 485          | 13          | 00          | 00         | 498          |
| 15 | Home Science          | 227          | 51          | 00          | 00         | 278          |
| 16 | Computer Science      | 07           | 01          | 00          | 00         | 08           |
| 17 | Botany                | 02           | 212         | 00          | 03         | 217          |
| 18 | Zoology               | 04           | 85          | 00          | 03         | 92           |
| 19 | Chemistry             | 02           | 244         | 00          | 03         | 249          |
| 20 | Physics               | 04           | 287         | 00          | 03         | 294          |
|    |                       | <b>38554</b> | <b>1973</b> | <b>1113</b> | <b>155</b> | <b>41795</b> |

Text 39769 + 1871 = 41640

Reference 155

- Some books have been shifted from the reference section to the main stack (1113)



### 3. Journal & Periodicals

| No | Title                            | Category   |
|----|----------------------------------|------------|
| 1  | Prantik                          | Periodical |
| 2  | Gariyoshi                        | Periodical |
| 3  | PriyoSakhi                       | Periodical |
| 4  | Career Guide (Assamese)          | Periodical |
| 5  | Outlook                          | Periodical |
| 6  | Desh                             | Periodical |
| 7  | National Geographic              | Periodical |
| 8  | Competition Refresher            | Periodical |
| 9  | Careers 360                      | Periodical |
| 10 | Down to Earth                    | Periodical |
| 11 | Economic and Political Weekly    | Periodical |
| 12 | Dream 2047                       | Journal    |
| 13 | The Journal of Political Science | Journal    |
| 14 | University News                  | Journal    |
| 15 | South Asia Politics              | Journal    |
| 16 | Aitihya: The Heritage            | Journal    |
| 17 | Swarnalipi                       | Journal    |

### 4. News Paper

| No | Name of the Paper     | Language |
|----|-----------------------|----------|
| 1  | Employment News       | English  |
| 2  | The Assam Tribune     | English  |
| 3  | The Telegraph         | English  |
| 4  | Amar Asom             | Assamese |
| 5  | DainikAsom            | Assamese |
| 6  | Sentinel              | Hindi    |
| 7  | Ananda Bazaar Patrika | Bengali  |





### 5. Issue & Return of Books- Faculty Members

| Month     | Issue | Return |
|-----------|-------|--------|
| July      | 13    | 24     |
| August    | 11    | 02     |
| September | 44    | 24     |
| October   | 11    | 12     |
| November  | 35    | 63     |
| December  | 27    | 52     |
| January   | 21    | 23     |
| February  | 39    | 34     |
| March     | 22    | 21     |
| April     | 22    | 34     |
| May       | 10    | 16     |
| June      | 00    | 00     |

### 6. Issue & Return of Books – Students

| Month     | Issue | Return |
|-----------|-------|--------|
| July      | 29    | 20     |
| August    | 12    | 12     |
| September | 80    | 50     |
| October   | 85    | 296    |
| November  | 401   | 406    |
| December  | 393   | 335    |
| January   | 575   | 422    |
| February  | 410   | 498    |
| March     | 315   | 386    |
| April     | 241   | 237    |
| May       | 274   | 111    |
| June      | 00    | 00     |



#### 7. Number of Visitors-

| Month     | Faculty Members | Students | Outside Visitors |
|-----------|-----------------|----------|------------------|
| July      | 00              | 36       | 135              |
| August    | 00              | 38       | 26               |
| September | 37              | 80       | 11               |
| October   | 78              | 102      | 17               |
| November  | 98              | 580      | 16               |
| December  | 99              | 567      | 04               |
| January   | 122             | 503      | 02               |
| February  | 103             | 757      | 17               |
| March     | 80              | 486      | 02               |
| April     | 125             | 186      | 00               |
| May       | 20              | 13       | 00               |
| June      | 00              | 00       | 00               |

#### 8. Number & value of the Reading Materials (July 2019-June2020)

| Category               | Existing |         | Newly added/ Existing |        | Total  |            |
|------------------------|----------|---------|-----------------------|--------|--------|------------|
|                        | Number   | Value   | Number                | Value  | Number | Value      |
| Text Books             | 39947    | 4808256 | 1818                  | 421745 | 41765  | 5230001.00 |
| Reference Books        | 3444     | 1058149 | 155                   | 78255  | 3599   | 1136404.00 |
| e-books                | 07       | --      | 80                    | --     | 87     | --         |
| Journals               | 06       | 15620   | --                    | --     | 06     | 15620.00   |
| Periodicals            | 10       | 13159   | --                    | --     | 10     | 13159.00   |
| CD/DVD                 | 60       | --      | --                    | --     | 60     | --         |
| Manuscripts            | 75       | --      | -                     | -      | 75     | --         |
| e-journals             | 06       | -       | 05                    | -      | 11     | --         |
| KOHA<br>(ver.-20.2)    | 01       | 99120   | --                    | --     | 01     | 99120.00   |
| D-Space<br>(ver.- 6.3) | 01       | 44480   | --                    | --     | 01     | 44480.00   |





#### 9. Facilities available-

- i. The library practice Open Access System which helps the users to go directly to the stack to retrieve books of their choice
- ii. There is a separate reading room both for the teachers and the students. A total of 140 students can be accommodated in the reading room. The faculty members can browse the reading materials at the teacher's reading room
- iii. A separate corner is there for manuscripts, novels and other reference materials
- iv. Xerox facility is available in the library so that the students can have their materials xeroxed
- v. There is a separate digital corner at the library where the users can browse materials that are uploaded in the d-space
- vi. The library has KOHA software for entry of books
- vii. There is a provision of clean toilet facilities
- viii. A separate notice board and complaint box is available for the users





## 1. Library Staff and working hours:

- a. Staff : 3 nos. (1 professional & 2 non-professional)  
 b. Working hours : 9.30 Am to 4:30 PM

## 2. Physical Structure:

- The library is housed in a 2 storied building
- The ground floor comprises the librarian's chamber, stack room, Reference and the circulation section
- The first floor comprises the reading room of the students
- Digital section is placed on the first floor

## 3. IT infrastructure:

| No | Particulars           | Remarks      |
|----|-----------------------|--------------|
| 1  | Computers             | 20           |
| 2  | Printers              | 2            |
| 3  | Barcode Printer       | 1            |
| 4  | Scanners              | 2            |
| 5  | Barcode Scanners      | 2            |
| 6  | CC Camera             | 2            |
| 7  | Bandwidth of Internet | Above 50mbps |

## 4. Services &amp; Facilities:

The library provides-

- ✓ Circulation, Reference and Reprographic services
- ✓ As the students hail from economically weaker section, more books are provided till the completion of their examinations.
- ✓ Large number of question papers, manuscripts, college magazines, teacher's publication, college publications, thesis, minor research projects, e-books and e-journals etc. have been uploaded with the help of D-space for remote access (ngc.digitallibrary.co.in)
- ✓ The library is a member of N-List and the users are availing the services provided by INFLIBNET.
- ✓ As the library has its own Wi-Fi, users are benefitted from its internet facility.

## 5. Maintenance of the Library:

The library staff looks after the workings of the library and all possible assistance is provided to the users. The library is maintaining the following records for its smooth function -

|                           |                  |
|---------------------------|------------------|
| Daily Attendance register | Teachers         |
| Daily Attendance register | Students         |
| Daily Attendance register | Outside visitors |
| Defaulter register        | Students         |

The defaulter register records the name of the students who have defaulted it also records the number of books that are to be returned to the library. Books tend to get damaged or soiled, and they are withdrawn, and their book cards are kept. As regard to un-used or obsolete books they are withdrawn from the main stacks and kept at a separate room located at the first floor for further reference.

### Observation, Comments and Suggestions

Following observation and suggestions have been put forward by the members-

1. Book Stock and Collection:

*Observation:* the library has a good collection of books both text and reference covering all the subjects.

*Comment/Suggestion:* The library has been procuring books for its readers but it is recommended that more course related reading materials are needed.

2. Digital Library and IT infrastructure:

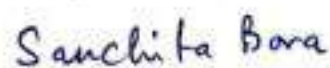
*Observation:* it has been seen that there is a digital corner for the users where information sources are uploaded for the users.

*Comments/Suggestions:* the users especially the students are benefited with the uploading of the question papers where they can browse from their home.

3. The library has a rich collection of manuscripts whose information should be provided not only to the users of this library but to the PG students of other colleges also.



Dr. Sanjita Singha  
Nowgong Girls' College



Dr. Sanchita Bora  
Nowgong Girls' College



Dr. Bipul Malakar  
Nowgong Girls' College



Recho Benjamin Teron  
Nowgong Girls' College



### **Action Taken**

Following actions were taken and implemented-

1. Formal MOUs were signed with the neighbouring colleges and this will lead to exchange of information.
2. Steps were taken to add more information sources to the collection and
3. Under the RUSA grant more books were procured.







Library Audit Report of  
Mahesh Chandra Dev Goswami Library  
Nowgong Girls' College

Session: July 2020-June 2021

Submitted by –

Dr. Kishore Kumar Sarmah

Librarian

Nowgong Girls' College



**1. Collection: 2020-2021**

| Sl. No. | Type                               | Total               |
|---------|------------------------------------|---------------------|
| 1       | Total Collection                   | 46281               |
| 2       | Books on Subject                   | 42555               |
| 3       | Reference ( Subject + Sl. 9 to 20) | $155 + 3571 = 3726$ |
| 4       | Journals & Periodicals (J-4/P-10)  | 14                  |
| 5       | News Papers                        | 07                  |
| 6       | Manuscripts                        | 75                  |
| 7       | Bound Volumes                      | 22                  |
| 8       | CD / DVD                           | 60                  |
| 9       | COHSSIP                            | 528                 |
| 10      | North East Collection              | 564                 |
| 11      | Rare Collection                    | 351                 |
| 12      | Biography                          | 232                 |
| 13      | Reports, Rules etc                 | 162                 |
| 14      | Shankardeva Collection             | 64                  |
| 15      | Rasanawali                         | 321                 |
| 16      | Novels                             | 322                 |
| 17      | Dictionaries                       | 219                 |
| 18      | Encyclopaedias                     | 363                 |
| 19      | Political Figures                  | 425                 |
| 20      | Religion                           | $18 + 2 = 20$       |
| 21      | Natural Resource Management        | 248                 |
| 22      | Ph.D Thesis                        | 08                  |
| 23      | MRP Reports                        | 14                  |

Sl. No. 9-20 = 3571



## 2. Subject Wise Collection:

| No | Subject               | Previous     | Added      | Ref        | Total        |
|----|-----------------------|--------------|------------|------------|--------------|
| 1  | Assamese              | 6264         | 52         | 20         | 6336         |
| 2  | Bengali               | 2901         | 00         | 11         | 2912         |
| 3  | Economics             | 2449         | 16         | 08         | 2473         |
| 4  | Education             | 3161         | 12         | 12         | 3185         |
| 5  | English               | 5138         | 12         | 12         | 5162         |
| 6  | Environmental Studies | 345          | 00         | 00         | 345          |
| 7  | Geography             | 2464         | 178        | 10         | 2652         |
| 8  | Hindi                 | 3913         | 00         | 22         | 3935         |
| 9  | History               | 2088         | 15         | 10         | 2113         |
| 10 | Mathematics           | 1891         | 00         | 06         | 1897         |
| 11 | Philosophy            | 2731         | 05         | 11         | 2747         |
| 12 | Political Science     | 3999         | 196        | 16         | 4211         |
| 13 | Sanskrit              | 2672         | 00         | 05         | 2677         |
| 14 | Statistics            | 498          | 05         | 00         | 503          |
| 15 | Home Science          | 278          | 00         | 00         | 278          |
| 16 | Computer Science      | 08           | 00         | 00         | 08           |
| 17 | Botany                | 214          | 106        | 03         | 323          |
| 18 | Zoology               | 89           | 102        | 03         | 194          |
| 19 | Chemistry             | 246          | 107        | 03         | 356          |
| 20 | Physics               | 291          | 109        | 03         | 403          |
|    |                       | <b>41640</b> | <b>915</b> | <b>155</b> | <b>42710</b> |

Text 41640 + 915 = 42555

Reference 155





### 3. Journal & Periodicals

| No | Title                       | Category   |
|----|-----------------------------|------------|
| 1  | Prantik                     | Periodical |
| 2  | Guriyoshi                   | Periodical |
| 3  | Priyobakhi                  | Periodical |
| 4  | Career Guide (Assamese)     | Periodical |
| 5  | Outlook                     | Periodical |
| 6  | Desh                        | Periodical |
| 7  | National Geographic         | Periodical |
| 8  | Competition Refresher       | Periodical |
| 9  | Down to Earth               | Periodical |
| 10 | Economic & Political Weekly | Periodical |
| 11 | University News             | Journal    |
| 12 | South Asia Politics         | Journal    |
| 13 | Aitihya: The Heritage       | Journal    |
| 14 | Swarnalipi                  | Journal    |

### 4. News Paper

| No | Name of the Paper       | Language |
|----|-------------------------|----------|
| 1  | Employment News         | English  |
| 2  | The Assam Tribune       | English  |
| 3  | • The Telegraph         | English  |
| 4  | Amar Asom               | Assamese |
| 5  | Dainik Asom             | Assamese |
| 6  | Sentinel                | Hindi    |
| 7  | • Ananda Bazaar Patrika | Bengali  |
| 8  | The Hindu               | English  |

- Supply stopped temporarily due to Covid both Newspapers and some journals



### 5. Issue & Return of Books- Faculty Members

| Month     | Issue | Return |
|-----------|-------|--------|
| July      | 13    | 14     |
| August    | 11    | 02     |
| September | 44    | 24     |
| October   | 11    | 22     |
| November  | 35    | 63     |
| December  | 27    | 52     |
| January   | 21    | 23     |
| February  | 39    | 34     |
| March     | 22    | 21     |
| April     | 22    | 34     |
| May       | 10    | 16     |
| June      | 00    | 00     |

### 6. Issue & Return of Books – Students

| Month     | Issue | Return |
|-----------|-------|--------|
| July      | 29    | 20     |
| August    | 12    | 12     |
| September | 80    | 50     |
| October   | 88    | 296    |
| November  | 401   | 406    |
| December  | 393   | 335    |
| January   | 575   | 422    |
| February  | 410   | 498    |
| March     | 315   | 386    |
| April     | 241   | 237    |
| May       | 274   | 111    |
| June      | 00    | 00     |



### 7. Number of Visitors-

| Month     | Faculty Members | Students | Outside Visitors |
|-----------|-----------------|----------|------------------|
| July      | 00              | 36       | 00               |
| August    | 00              | 38       | 00               |
| September | 37              | 78       | 00               |
| October   | 78              | 102      | 52               |
| November  | 98              | 580      | 52               |
| December  | 99              | 567      | 35               |
| January   | 103             | 757      | 43               |
| February  | 122             | 503      | 48               |
| March     | 80              | 486      | 58               |
| April     | 125             | 186      | 46               |
| May       | 13              | 20       | 00               |
| June      | 00              | 00       | 00               |





8. Number & value of the Reading Materials (July 2020 to June 2021)

| Category            | Existing |         | Newly added/ Existing |       | Total  |         |
|---------------------|----------|---------|-----------------------|-------|--------|---------|
|                     | Number   | Value   | Number                | Value | Number | Value   |
|                     |          |         |                       |       | 42680  | 5235001 |
| Text Books          | 41765    | 5230001 | 915                   | 5000  |        |         |
| Reference Books     | 3599     | 1136404 | 2                     | -     | 3601   | 1136404 |
| e-books             | 87       | -       | 59                    | --    | 146    | -       |
| Journals            | 06       | 15620   | 2                     | 840   | 06     | 15620   |
| Periodicals         | 10       | 13159   | -                     | -     | 11     | 13159   |
| CD/DVD              | 60       | --      | -                     | -     | 60     | -       |
| Manuscripts         | 75       | --      | -                     | -     | 75     | -       |
| KOHA (ver.-20.2)    | 01       | 99120   | -                     | -     | 01     | 99120   |
| D-Space (ver.- 6.3) | 01       | 44480   |                       |       | 01     | 44480   |
| e-journals          | 11       | -       | 4                     | --    | 15     | -       |



#### 9. Facilities available-

- i. The library practice Open Access System which helps the users to go directly to the stack to retrieve books of their choice
- ii. There is a separate reading room both for the teachers and the students. A total of 56 students can be accommodated in the reading room. A total of 10 faculty members can browse the reading materials at the teacher's reading room
- iii. A separate corner is there for manuscripts, novels and other reference materials
- iv. Xerox facility is available in the library so that the students can have their materials xeroxed
- v. There is a separate digital corner at the library where the users can browse materials that are uploaded in the d-space. Question papers from 2016 to 2019 have been uploaded till date. A total of 20 manuscripts belonging to Sachipat and Tula pat have been uploaded.
- vi. The library has KOHA software for entry of books
- vii. There is a provision of clean toilet facilities
- viii. A separate notice board and complaint box is available for the users

**A. Library at a glance :**

|    |                                                                                                                                                   |                                                                                   |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1  | Name of the Parent institution                                                                                                                    | Nowgong Girls' College                                                            |
| 2  | Name of the Library                                                                                                                               | Mahesh Chandra Dev Goswami Library                                                |
| 3  | Year of establishment                                                                                                                             | 1962                                                                              |
| 4  | Location at the present building                                                                                                                  | 14 <sup>th</sup> September 1987                                                   |
| 5  | Length of -<br>a) Librarian's chamber and adjacent areas<br>b) Stack area:<br>c) Student's Reading Room<br>d) Digital corner<br>e) Old Stock Room | 4791.5 sq.ft<br>1507 sq.ft<br>1327 sq.ft<br>900 sq.ft<br>855 sq.ft<br>202.5 sq.ft |
| 6  | Opening & closing hours                                                                                                                           | 9.30 AM to 4.30 PM                                                                |
| 7  | Working days of the library                                                                                                                       | 6 days in a week                                                                  |
| 8  | Total number of rooms/Hall                                                                                                                        | 2 halls                                                                           |
| 9  | Total number of staff                                                                                                                             | 3 at present                                                                      |
| 10 | Sitting capacity                                                                                                                                  | 56 students & 10 teachers                                                         |
| 11 | Mode of Access                                                                                                                                    | Open Access                                                                       |
| 12 | Classification system                                                                                                                             | Dewey Decimal Classification                                                      |
| 13 | Software used<br>Remote Access                                                                                                                    | KOHA<br>D-Space (ngc.digitallibrary.co.in)                                        |
| 14 | Holdings<br>a) Books<br>b) Journals / Periodicals<br>c) Newspaper<br>d) Ph.D. Thesis                                                              | 46281<br>14 vols.<br>7 nos.<br>08                                                 |

**B. IT infrastructure:**

| No | Particulars           | Remarks      |
|----|-----------------------|--------------|
| 1  | Computers             | 20           |
| 2  | Printers              | 2            |
| 3  | Barcode Printers      | 1            |
| 4  | Scanners              | 2            |
| 5  | Barcode Scanners      | 2            |
| 6  | CC Camera             | 2            |
| 7  | Bandwidth of Internet | Above 50mbps |



### C. Services Provided:

The library is providing circulation, reference and reprographic services to its users. As most of the students hail from economically weaker section, the library has tried to provide books to those needy students till the completion of their examinations. With the development of IT, the library has a total of 20 computers where 16 are for the students and 4 are used for house keeping operations. Till now quite a good number of question papers, manuscripts, college magazines, teacher's publication, college publications, thesis, minor research projects etc. have been uploaded with the help of D-space. The library is a member of N-List and it has been rendering the facilities that can be had from INFLIBNET as the library has its own Wi-Fi, users are benefitted from its internet facility.

### C. Maintenance of the Library:

The library has at present 3 number of staff who looks after the library and all possible assistance is provided to the users. The library is maintaining the following records for its smooth function and maintenance-

|                     |                  |
|---------------------|------------------|
| Attendance register | Teachers         |
| Attendance register | Students         |
| Attendance register | Outside visitors |
| Defaulter register  | Students         |

The defaulter register records the name of the students who have defaulted and are late in returning the books. It also records the number of books that are to be returned to the library. Books tend to get damaged or soiled, and they are withdrawn and their book cards are kept. As regard to un-used or obsolete books they are withdrawn from the main stacks and kept at a separate room where it can be browsed by the users.

### Observation, Comments and Suggestions

Library Audit has come to occupy an important place as it reflects the workings of a library. The undersigned members have under taken the job of observing some of the house keeping operations. Following observation and suggestions have been put forward by the following members-

#### 1. Stock and Collection Development:

*Observation:* the library has got quite a good collection of reading materials covering all the subjects and streams

*Comment/Suggestion:* The library has been procuring books for its readers but due to Covid Pandemic, no reading materials have been procured. Hence it is recommended that more reading materials should be procured.

#### 2. Physical facilities:

*Observation:* the library has developed much regarding its physical facilities such as sitting capacity, ventilation and stack area.



*Comments/Suggestion:* more space has been created at the stack area, librarian's chamber and its adjacent areas. Keeping in mind the needs of the users, facilities such as proper ventilation, lights and increased sitting capacity of the reading room with comfortable chairs and tables, increase in stack area, tiles and carpeting of the floor has been done. It has been recommended that more space is required for the teachers' reading room.

3. Digital Library and IT Infrastructure:

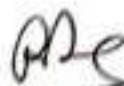
*Observation:* It has been seen that there is a digital corner for the users where information sources are uploaded for the users.

*Comments/Suggestions:* with the help of the IT infrastructure present and provided by the library, the users especially the students were benefited with the uploading of the question papers where they can browse from their home.



Dr. Abdul Jalil  
Librarian

Rupahi College, Rupahi



Ranjit Barua  
Coordinator, IOAC  
Nowgong Girls' College



Dr. Uday Bhan Bhagat  
Nowgong Girls' College



Munin Borah  
Nowgong Girls' College





### Action taken and Implemented:

- 1) Plans were taken to procure more books and in this regard book lists were prepared, and teachers were asked to provide such lists
- 2) With the help of D-Space more reading materials were uploaded and link ([ngc.digitallibrary.co.in](http://ngc.digitallibrary.co.in)) was provided to the users for remote access
- 3) The college has signed formal MOUs with other neighbouring colleges and institutions so that exchange of information can take place
- 4) Additional furniture has been procured and expansion of the stack area, tiling and carpeting of the floors were done to provide a user friendly and congenial atmosphere
- 5) More number of computers were provided for the user community.
- 6) Procurement of more number of stacks were done to keep the books







Audit Report of  
Mahesh Chandra Dev Goswami Library  
Nowgong Girls' College

Session: 2021-2022

Submitted by Dr. Kishore Kumar Sarmah  
Librarian  
Nowgong Girls' College



### 1. Bird's eye view of the Library:

|    |                                                                                                                                                   |                                                                                   |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1  | Name of the Parent institution                                                                                                                    | Nowgong Girls' College                                                            |
| 2  | Name of the Library                                                                                                                               | Mahesh Chandra Dev Goswami Library                                                |
| 3  | Year of establishment                                                                                                                             | 1962                                                                              |
| 4  | Location at the present building                                                                                                                  | 14 <sup>th</sup> September 1987                                                   |
| 5  | Length of -<br>a) Librarian's chamber and adjacent areas<br>b) Stack area:<br>c) Student's Reading Room<br>d) Digital corner<br>e) Old Stock Room | 4791.5 sq.ft<br>1507 sq.ft<br>1327 sq.ft<br>900 sq.ft<br>855 sq.ft<br>202.5 sq.ft |
| 6  | Opening & closing hours                                                                                                                           | 9.30 AM to 4.30 PM                                                                |
| 7  | Working days of the library                                                                                                                       | 6 days in a week                                                                  |
| 8  | Total number of rooms/Hall                                                                                                                        | 2 halls                                                                           |
| 9  | Total number of staff                                                                                                                             | 3 at present                                                                      |
| 10 | Sitting capacity                                                                                                                                  | 56 students & 10 teachers                                                         |
| 11 | Mode of Access                                                                                                                                    | Open Access System                                                                |
| 12 | Classification system                                                                                                                             | Dewey Decimal Classification                                                      |
| 13 | Software used<br>Remote Access                                                                                                                    | KOHA<br>D-Space (ngc.digitallibrary.co.in)                                        |
| 14 | Holdings<br>a) Text Books<br>b) Reference Books<br>b) Journals & Periodicals<br>c) Newspaper<br>d) Ph.D Thesis                                    | 43574 vols.<br>3730<br>12 nos.<br>08<br>08                                        |



## 2. Collection: 2021-2022

| No. | Type                                | Total         |
|-----|-------------------------------------|---------------|
| 1   | Total Collection                    | 47304         |
| 2   | Books on Subject                    | 43574         |
| 3   | Reference (Subject + Sl. 9-20)      | 3730          |
| 4   | Journals & Periodicals (J-5 / P-7 ) | 12            |
| 5   | News Papers                         | 08            |
| 6   | Manuscript                          | 75            |
| 7   | Bound Volumes                       | 22            |
| 8   | CD/DVD                              | 60            |
| 9   | COHSSIP                             | 528           |
| 10  | North East Collection               | 564           |
| 11  | Rare Collection                     | 351           |
| 12  | Biography                           | 232           |
| 13  | Reports, Rules Etc                  | 162           |
| 14  | Shankardeva Collection              | 64            |
| 15  | Rasanawali                          | 321           |
| 16  | Novels                              | 322 + 4 = 326 |
| 17  | Dictionaries                        | 219           |
| 18  | Encyclopaedias                      | 363           |
| 19  | Political Figures                   | 425           |
| 20  | Religion                            | 20            |
| 21  | Natural Resource Management (NRM)   | 248           |
| 22  | Ph.D thesis                         | 08            |
| 23  | MRP Reports                         | 14            |

Sl. No. 9-20 = 3575

Subject Ref. = 155

3730

(Previous + Added) 42554+1020 = 43574





### 3. Subject Wise Collection:

| No. | Subject               | Previous | Added | Ref | Total |
|-----|-----------------------|----------|-------|-----|-------|
| 1   | Assamese              | 6293     | 208   | 20  | 6521  |
| 2   | Bengali               | 3011     | 05    | 11  | 3027  |
| 3   | Economics             | 2580     | 157   | 08  | 2745  |
| 4   | Education             | 3190     | 29    | 12  | 3231  |
| 5   | English               | 5123     | 133   | 12  | 5268  |
| 6   | Environmental Studies | 345      | 10    | 00  | 355   |
| 7   | Geography             | 2610     | 47    | 10  | 2667  |
| 8   | Hindi                 | 3849     | 38    | 22  | 3909  |
| 9   | History               | 2128     | 60    | 10  | 2198  |
| 10  | Mathematics           | 1901     | 31    | 06  | 1938  |
| 11  | Philosophy            | 2740     | 20    | 11  | 2771  |
| 12  | Political Science     | 3917     | 201   | 16  | 4134  |
| 13  | Sanskrit              | 2815     | 08    | 05  | 2828  |
| 14  | Statistics            | 503      | 05    | 00  | 508   |
| 15  | Home Science          | 278      | 20    | 00  | 298   |
| 16  | Computer Science      | 08       | 00    | 00  | 08    |
| 17  | Botany                | 320      | 10    | 03  | 333   |
| 18  | Zoology               | 191      | 15    | 03  | 209   |
| 19  | Chemistry             | 352      | 12    | 03  | 367   |
| 20  | Physics               | 400      | 11    | 03  | 414   |
|     |                       | 42554    | 1020  | 155 | 43729 |



#### 4. Journals & Periodicals

| No. | Title                         | Category    |
|-----|-------------------------------|-------------|
| 1   | University News               | Journal     |
| 2   | Aitihya: The Heritage         | Journal     |
| 3   | Swarnalipi                    | Journal     |
| 4   | Samakalin Bharatia Sahitya    | Journal     |
| 5   | Indian Literature             | Journal     |
| 6   | Economic and Political Weekly | Periodicals |
| 7   | Outlook                       | Periodicals |
| 8   | Gariyoshi                     | Periodicals |
| 9   | Prantik                       | Periodicals |
| 10  | PriyoSakhi                    | Periodicals |
| 11  | Competetion Refresher         | Periodicals |
| 12  | Down to Earth                 | Periodicals |

#### 5. News Paper

| No. | Name of the Paper     | Language |
|-----|-----------------------|----------|
| 1   | The Telegraph         | English  |
| 2   | The AssamTribue       | English  |
| 3   | The Hindu             | English  |
| 4   | Employment News       | English  |
| 5   | Amar Asom             | Assamese |
| 6   | Dainik Asom           | Assamese |
| 7   | Sentinel              | Hindi    |
| 8   | Ananda Bazaar Patrika | Bengali  |





## 6. Issue & Return of Books

| Month     | Teachers |        | Students |        |
|-----------|----------|--------|----------|--------|
|           | Issue    | Return | Issue    | return |
| July      | 05       | 10     | 227      | 195    |
| August    | 29       | 20     | 153      | 114    |
| September | 41       | 54     | 178      | 391    |
| October   | 22       | 72     | 295      | 357    |
| November  | 29       | 36     | 691      | 631    |
| December  | 14       | 16     | 205      | 492    |
| January   | 32       | 49     | 201      | 279    |
| February  | 08       | 36     | 231      | 177    |
| March     | 30       | 17     | 221      | 181    |
| April     | 11       | 218    | 99       | 265    |
| May       | 33       | 76     | 679      | 381    |
| June      | 40       | 44     | 239      | 177    |

## 7. Number of visitors

| Month     | Teachers | Students | Outside Visitors |
|-----------|----------|----------|------------------|
| July      | 22       | 184      | 09               |
| August    | 23       | 170      | 23               |
| September | 71       | 256      | 35               |
| October   | 90       | 1089     | 15               |
| November  | 112      | 2033     | 02               |
| December  | 90       | 1387     | 240              |
| January   | 77       | 1251     | 53               |
| February  | 79       | 1081     | 71               |
| March     | 102      | 684      | 98               |
| April     | 105      | 703      | 17               |
| May       | 64       | 2156     | 27               |
| June      | 109      | 942      | 13               |





## 8. Number and Value of the Reading Materials

| Category                | Existing |         | Newly added |       | Total  |         |
|-------------------------|----------|---------|-------------|-------|--------|---------|
|                         | Number   | Value   | Number      | Value | Number | Value   |
| Text Books              | 42680    | 5235001 | 1020        |       | 43700  |         |
| Reference & Other Books | 3601     | 1136404 | 03          | -     | 3604   | 1136404 |
| e-books                 | 146      | -       | 05          | -     | 151    | -       |
| Journals                | 05       | 15620   | -           | -     | 05     | 15620   |
| Periodicals             | 11       | 13159   | -           | -     | 11     | 13159   |
| CD/DVD                  | 60       | -       | -           | -     | 60     | -       |
| Manuscripts             | 75       | -       | -           | -     | 75     | -       |
| KOHA                    | 01       | 99120   | -           | -     | 01     | 99120   |
| D-Space                 | 01       | 44480   | -           | -     | 01     | 44480   |
| e-journals              | 15       | -       | -           | -     | 15     | -       |

## 9. IT infrastructure:

| No | Particulars           | Remarks      |
|----|-----------------------|--------------|
| 1  | Computers             | 20           |
| 2  | Printers              | 2            |
| 3  | Barcode Printers      | 1            |
| 4  | Scanners              | 2            |
| 5  | Barcode Scanners      | 2            |
| 6  | CC Camera             | 2            |
| 7  | Bandwidth of Internet | Above 50mbps |

## 10. Services Provided:

Circulation, Reference and Reprographic services are some of the services provided to the users. As most of the students hail from economically weaker section, the library has tried to provide books to those needy students till the completion of their examinations. With the development of IT, the library has a total of 20 computers where 16 are for the students and 4 are used for housekeeping operations. Till now quite a good number of question papers, manuscripts, college magazines, teacher's publication, college publications, thesis, minor research projects etc. have been uploaded with the help of D-space. The library is a member of N-List and it has been rendering the facilities that can be had from INFLIBNET as the library has its own Wi-Fi, users are benefitted from its internet facility.



## 11. Maintenance of the Library:

The library has at present 3 number of staff who looks after the library and all possible assistance is provided to the users. The library rules govern the smooth functioning of the library operations. Moreover, the library is maintaining the following records for its smooth function and maintenance-

|                     |                  |
|---------------------|------------------|
| Attendance register | Teachers         |
| Attendance register | Students         |
| Attendance register | Outside visitors |
| Defaulter register  | Students         |

The defaulter register records the name of the students who have defaulted and are late in returning the books. It also records the number of books that are to be returned to the library. Books tend to get damaged or soiled, and they are withdrawn and their book cards are kept. As regard to un-used or obsolete books they are withdrawn from the main stacks and kept at a separate room where it can be browsed by the users.

## Observation, Comments and Suggestions

Library Audit occupies an important place as it reflects the services provided by a library towards its users and the undersigned members have under taken up the job of observing some of the house keeping operations. Following observation and suggestions have been put forward by the following members-

### 1. Stock and Collection Development:

*Observation:* the library has got a good collection of reading materials covering all the subjects and streams. These information sources are a great help to all the users of the library.

*Comment/Suggestion:* The library has been procuring books for its readers but due to Covid Pandemic, no reading materials have been procured. Hence it is recommended that more reading materials should be procured. Furthermore, information sources on competitive examinations can be procured by the library.

### 2. Physical facilities:

*Observation:* the library has developed much in regard to its physical facilities such as sitting capacity, ventilation, provision of basic amenities, stack area and a reading room for the teachers. There are separate corners for manuscripts, novels and reference books. There is also a xeroxing facility for the users.

*Comments/Suggestion:* more space has been created for the stack area, librarian's chamber and its adjacent areas. Keeping in mind the needs of the users, facilities such



(Circular stamp: Date.....)

as proper ventilation, lights and increased sitting capacity of the reading room with comfortable chairs and tables, increase in stack area, tiles and carpeting of the floor has been done. It has been recommended that more space is required for the teachers' reading room so that they can further enhance their research work.

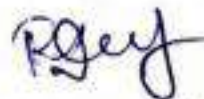
3. Digital Library and IT infrastructure:

*Observation:* there is a digital corner for the users where resources are uploaded for the users and they can browse the information with the help of IT

*Comments/Suggestions:* with the help of IT infrastructure, the users were benefited. Especially with the uploading of the question papers they can browse the information from their home. Furthermore, the old college magazines are a great source of information on the history of the college and as such the new users can have ample knowledge on the past history of the college. With the help of D-space the users were benefitted to a greater extend in regard to manuscripts, question papers, college and teacher's publication.



(Dr. Bipul Malakar)  
Nowgong Girls' College



(Dr. Rita Rani Dey)  
Nowgong Girls' College



(Dr. Nazneen Akhtar)  
Nowgong Girls' College



(Dr. Narayan Nayak)  
Nowgong Girls' College





## Action taken and implemented

1. Plans were there to procure more books including books on competition examination
2. Link was provided for remote access through D-space ([ngc.digitallibrary.co.in](http://ngc.digitallibrary.co.in))
3. More information resources were uploaded for the students
4. Barcoding of books were done for easy retrieval
5. Students were encouraged to use the computers to browse their source of information

# FINANCE AUDIT

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



**NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)

**INTERNAL AUDIT REPORT**  
**FOR THE FINANCIAL YEAR 2017- 2018**

=====

**NOWGONG GIRLS' COLLEGE**  
**P.O. & DIST.NAGAON ( ASSAM)**

=====

**AUDITED BY:**  
**SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS**  
**SANI MANDIR ROAD, HAIBARGAON: NAGAON: ASSAM: 782 002**

=====



**INTERNAL AUDIT REPORT**

We have audited the attached Receipt and Payment Accounts of **NOWGONG GIRLS' COLLEGE** : Nagaon (Assam) for the year ended **31st. March, 2018** in respect of :

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| 1 College General Fund               | 17 Scholarship Fund.                 |
| 2 U.G.C.Fund                         | 18 Reserve Fund.                     |
| 3 Library Fund                       | 19 Examination Fund (Axis Bank A/c)  |
| 4 Faculty Fund                       | 20 Examination Fund ( SBI. A/c)      |
| 5 Hostel Fund                        | 21 Registration Fund                 |
| 6 Student Fund                       | 22 Nagaon Girls' College Fund        |
| 7 Memorial Debating cum Lecture Fund | 23 Fixed Deposit Fund                |
| 8 Building Fund                      | 24 Rekha Dasgupta Merit Award Fund   |
| 9 Magazine Fund                      | 25 Meghnath Paul Merit Award Fund    |
| 10 Student Aid Fund                  | 26 Bhanu Padmapati Merit Award Fund  |
| 11 Miscellaneous Fund                | 27 Renu Mahanta Merit Award Fund     |
| 12 Common Room Fund                  | 28 Malati .Bora Merit Award Fund     |
| 13 Counselling Fund                  | 29 Kuntala Hazarika Merit Award Fund |
| 14 P.G.Fund.                         | 30 Muktaram Gayan Pratibha Bata Fund |
| 15 Social Fund                       | 31 Salary A/c                        |
| 16 Game Fund                         | 32 New UGC A/c                       |
|                                      | 33 Golden Jubilee Celebration Fund   |

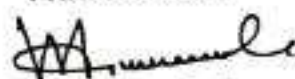
With the books of accounts produced before us and report that :  
Subject to our observations, we have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit.

The receipt and Payment Accounts are in agreement with the books of accounts.

In our opinion and to the best of our information and according to the explanations given to us, the said accounts gives a true and fair view of all receipts and payments disbursed by the College during the year ended on **31st.March, 2018**

For **SATYANARAYAN AGARWALA & CO.**  
CHARTERED ACCOUNTANTS

FRN. : 314021E



(S.N.Agarwala.)

PARTNER

M. No : 051446

Place : Haibargaon, Nagaon ( Assam)  
Date : The 4th.day of November, 2019



# *Satyanarayan Agarwala & Co.*

CHARTERED ACCOUNTANT

Sani Mandir Road,  
Haibargaon, Nagaon  
Assam : 782002  
PH : 03672-221881 (O)

Observations as referred to our report (Internal Auditor's) of even date

- 1 **Books of Accounts :-** The College is maintaining only Cash Book, Bills Vouchers & Bank statements.
- 2 Bank balances of the funds are reconciled and where the difference with Bank statement and Cash book, the reconciliation statement is prepared



Place : Haibargaon, Nagaon ( Assam)  
Date :The 4th.day of November, 2019

For SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS

FRN. : 314021E

(S.N.Agarwala )

PARTNER

M. No : 051446



**NOWGONG GIRLS' COLLEGE**  
**DIST. : NAGAON ( ASSAM )**

**COLLEGE GENERAL FUND ACCOUNT**  
**C/A. NO. 10965236638, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

**RECEIPTS**

**PAYMENTS**

|                                   |            |                                       |           |
|-----------------------------------|------------|---------------------------------------|-----------|
| To <b>Opening Balance :</b>       |            | By Salary paid to Part time lecturer  | 378226.00 |
| Cash at bank                      | 550666.43  | By Salary paid to III .Grade staff    | 81817.00  |
| To Admission Fees.                | 191600.00  | By Salary paid to IV .Grade staff     | 493420.00 |
| To Govt.Grant received            | 150000.00  | By Car Fare                           | 67000.00  |
| To Laboratory fee                 | 75400.00   | By Paid for TA Bill                   | 38385.00  |
| To Postal Rent                    | 18000.00   | By Electrical goods                   | 140758.00 |
| To Insurance premium              | 19160.00   | By Telephone bill.                    | 17152.00  |
| To Transfd.from Examination Fund. | 651420.00  | By Audit Fee                          | 12000.00  |
| To Certificate Fee                | 3250.00    | By Exps.for Fieldwork for BA 6th term | 8000.00   |
| To GSLIC                          | 108022.00  | By Paid to the Director of            |           |
| To Emblam I Card                  | 100590.00  | Higher Education,Assam                | 651420.00 |
| To Electricity fee                | 335300.00  | By Misc.expenses                      | 139908.34 |
| To Admission Form fee             | 433655.00  | By New Building exps.                 | 75500.00  |
| To GIS & GPF                      | 70200.00   | By College building exps.             | 109736.00 |
| To Centre fee                     | 3000.00    | By Computer accessories               | 14180.00  |
| To Fixed deposit tansfd.from      |            | By TDS Filing fees                    | 5800.00   |
| F.D.Fund.                         | 3699786.00 | By Electric fittings                  | 15020.00  |
| To Tuition Fee                    | 721800.00  | By Electrical bill.                   | 463864.00 |
| To Donation recd.from             |            | By Paid to Engg.for Drawings          | 23000.00  |
| Dr.B.Goswami                      | 100000.00  | By Exps.for Upgrade Software          | 4500.00   |
| To Tuition fees received. From    |            | By Printing & Stationery              | 183507.00 |
| Govt.Department                   | 1765799.00 | By Refreshment                        | 40138.00  |
| By Recd.from Director of          |            | By Diesel & Mobile                    | 10310.00  |
| Higher Education                  | 100000.00  | By Computer Instructor & Bearer       |           |
|                                   |            | Salary.                               | 30000.00  |
|                                   |            | By Laboratory goods exps.             | 3711.00   |
|                                   |            | By Furniture expenses                 | 11240.00  |
|                                   |            | By Exps.for Environment Day           | 8630.00   |
|                                   |            | By Paid for GSLIC                     | 108022.00 |
|                                   |            | By Advertisement exps.                | 1000.00   |
|                                   |            | By Bank charges.                      | 1650.99   |
|                                   |            | By Travelling exps.                   | 18000.00  |
|                                   |            | By News paper & Periodicals           | 3144.00   |
|                                   |            | By Exps.for college Foundation day    | 107736.00 |
|                                   |            | By Exps.for College Educational tour  | 60000.00  |
|                                   |            | By Building Repairing exps.           | 151561.00 |
|                                   |            | By Exps.for Identity Card             | 6720.00   |
|                                   |            | By Training exps. At Delhi            | 31331.00  |
|                                   |            | By GIS & GPF paid                     | 54000.00  |
|                                   |            | By Exps.for Education Field Trip.     | 20000.00  |
|                                   |            | By Lawyer Fee                         | 17000.00  |
|                                   |            | By Refund to Examination Fund         | 651420.00 |
|                                   |            | By Administrative building rep.exps.  | 187048.00 |
|                                   |            | By Student Insurance fee paid         | 29760.00  |



9097648.43

4475615.33

continued to next page.....2



continued from page....1

**COLLEGE GENERAL FUND ACCOUNT**  
**C/A. NO. 10965236638, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

To B/F Total..... 9097648.43 B/F total..... 4475615.33

By Closing balance

Cash at bank 4622033.10

9097648.43

9097648.43

**Bank reconciliation statement as on 31-03-2018**

Bank balance as per Cash book 4622033.10

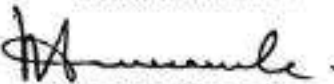
Add:- Cheque issued but not collected. As under:-

|                               |          |                   |
|-------------------------------|----------|-------------------|
| Cheque no.292612              | 7000.00  |                   |
| Cheque no.292639              | 1870.00  |                   |
| Cheque no.292652              | 775.00   |                   |
| Cheque no.292655              | 5000.00  |                   |
| Cheque no.292656              | 29760.00 |                   |
| Cheque no.292460              | 2371.00  |                   |
| Cheque no.292421              | 8635.00  |                   |
| Cheque no.292390              | 1000.00  |                   |
| Cheque no.292392              | 10155.00 | 66566.00          |
| Bank balance as per Pass book |          | <u>4688599.10</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E

  
(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019

**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**UGC FUND**

**S/B A/C NO. 10965243635, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                            |                         |                            |                         |
|----------------------------|-------------------------|----------------------------|-------------------------|
| <b>To Opening Balance.</b> |                         | By Audit Fees              | 14000.00                |
| Cash at bank               | 134462.71               | By Paid for Honorarium     | 5000.00                 |
|                            |                         | By Refreshment             | 4759.00                 |
| To S/B A/c interest.       | 4011.00                 | By Diesel & Mobil          | 1020.00                 |
|                            |                         | By Misc.expenses           | 2369.00                 |
|                            |                         | By Exps.for Photo Print    | 2500.00                 |
|                            |                         | By Printing & Stationery   | 450.00                  |
|                            |                         | By Bank charges            | 118.00                  |
|                            |                         | <b>By Closing balance.</b> |                         |
|                            |                         | Cash at Bank.              | 108257.71               |
|                            | <b><u>138473.71</u></b> |                            | <b><u>138473.71</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

(S.N.AGARWALA)

PARTNER.

M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 4th.day of November, 2019

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**LIBRARY FUND.**  
**S/B NO.10965243410, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                                   |           |                                        |           |
|-----------------------------------|-----------|----------------------------------------|-----------|
| <b>To <u>Opening Balance.</u></b> |           |                                        |           |
| Cash at Bank                      | 749548.91 | By News paper & Periodicals.           | 5945.00   |
| To Fees Collection.               | 14141.00  | By Purchase of books.                  | 158310.00 |
| To S/B A/c Interest.              | 17906.00  | By Printing & Stationery               | 27246.00  |
| To Transfd.from Megazine Fund     | 600000.00 | By Computer accessories                | 14020.00  |
| To Transfd.from Examination Fund  | 117000.00 | By Exps.for renovation of Library room | 521569.00 |
|                                   |           | By Bank charges                        | 265.00    |
|                                   |           | <b>By <u>Closing balance.</u></b>      |           |
|                                   |           | Cash at Bank                           | 771240.91 |

**Rs. 1498595.91**

**Rs. 1498595.91**

**Bank reconciliation statement as on 31-03-2018**

|                                                            |                         |
|------------------------------------------------------------|-------------------------|
| <b>Bank Balance as per Cash book</b>                       | 771240.91               |
| <b>Add : Cheque issued but not collected as on 31/3/18</b> |                         |
| <b><u>Cheque No</u></b>                                    | <b><u>Amount</u></b>    |
| 0 02847                                                    | 3385.00                 |
| 0 02848                                                    | 6674.00                 |
| 0 02850                                                    | 330.00                  |
| 0 02853                                                    | 25755.00                |
| 0 02857                                                    | 13435.00                |
| 602824                                                     | 3375.00                 |
| 0 02818                                                    | 1700.00                 |
| 929084                                                     | 330.00                  |
| 0 02813                                                    | 360.00                  |
|                                                            | 55344.00                |
| <b>Bank balance as per pass book</b>                       | <b><u>826584.91</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN.:314021E

**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 4th.day of November, 2019**



S/B A/C NO.10965245145, S.B.I.NAGAON

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th day of November, 2019

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**  
**HOSTEL FUND**

**S/B A/C NO.10966243374,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                                   |            |                                   |           |
|-----------------------------------|------------|-----------------------------------|-----------|
| To <b><u>Opening Balance.</u></b> |            | By Salary to Staff.               | 671260.00 |
| Cash at bank                      | 1171726.62 | By Telephone Bill.                | 5475.00   |
| To Admission Fee.                 | 115600.00  | By Newspaper & periodicals.       | 7126.00   |
| To S/B A/c interest.              | 41061.00   | By Paid for Identity Card         | 119505.82 |
| To Transfd.from P.G.Fund          | 44800.00   | By Repairs & maintenance          | 942913.00 |
| To Tranfd.from Examination Fund   | 1054000.00 | By Electric & fittings            | 5715.00   |
|                                   |            | By Purchase of Electrical goods   | 12030.00  |
|                                   |            | By Exps.for National Women's Day  | 3596.00   |
|                                   |            | By Fooding charges.               | 5000.00   |
|                                   |            | By Electric bill                  | 115740.00 |
|                                   |            | By Bank charges.                  | 1488.75   |
|                                   |            | By <b><u>Closing Balance.</u></b> |           |
|                                   |            | Cash at Bank                      | 537338.05 |

Rs. 2427187.62

Rs. 2427187.62

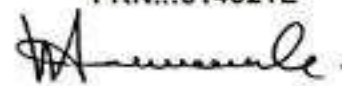
**Bank reconciliation statement as on 31-03-2018**

|                                                    |          |                  |                  |
|----------------------------------------------------|----------|------------------|------------------|
| <b>Bank Balance as per Bank Pass book</b>          |          |                  | 707363.05        |
| Less : Cheque issued on                            | 20-03-18 | Cheque No.055583 | 47250.00         |
|                                                    | 20-03-18 | Cheque No.055584 | 92325.00         |
|                                                    | 27-03-18 | Cheque No.055586 | 30450.00         |
|                                                    |          |                  | <u>170025.00</u> |
| <b>Bank balance as per Cash book as on 31/3/18</b> |          |                  | <u>537338.05</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
 CHARTERED ACCOUNTANTS.  
 FRN.:314021E

  
 (S.N.AGARWALA)  
 PARTNER.  
 M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
 DATE : The 4th.day of November, 2019

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**STUDENT FUND**  
**S/B A/C NO.10965243953,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                                   |                     |                                   |                     |
|-----------------------------------|---------------------|-----------------------------------|---------------------|
| <b>To <u>Opening Balance.</u></b> |                     | By Printing & Stationery          | 600.00              |
| Cash at Bank                      | 47183.25            | By Diesel expenses                | 500.00              |
|                                   |                     | By Exps.for Union Body Uniform    | 28161.00            |
| To Fees Collection.               | 2650.00             | By Refreshment.                   | 3287.00             |
| To Transfd.from Examination fund  | 46800.00            | By Purchase of TATA SKY Dish      | 2910.00             |
|                                   |                     | By <b><u>Closing Balance.</u></b> |                     |
| To S/B A/c Interest.              | 2581.00             | Cash at Bank                      | 63756.25            |
|                                   |                     |                                   |                     |
|                                   | Rs. <u>99214.25</u> |                                   | Rs. <u>99214.25</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...:314021E

(S.N.AGARWALA)

PARTNER.

M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MEMORIAL DEBATING CUM LECTURE FUND**

**S/B A/C NO.10965243170, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

| <b>To <u>Opening Balance.</u></b> |                             | <b>By <u>Closing Balance.</u></b> |                             |
|-----------------------------------|-----------------------------|-----------------------------------|-----------------------------|
| Cash at bank                      | 284725.06                   | Cash at Bank                      | 345667.06                   |
| To Fees collection.               | 2650.00                     |                                   |                             |
| To Transfd.from Examination fund  | 46800.00                    |                                   |                             |
| To S/B A/c interest.              | 11492.00                    |                                   |                             |
|                                   | <b>Rs. <u>345667.06</u></b> |                                   | <b>Rs. <u>345667.06</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**

  
**(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019**

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**BUILDING FUND**

**S/B A/C NO.10965245145, S.B.I.NAGAON**

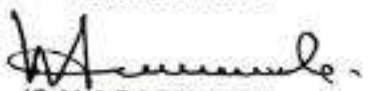
**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                                  |                              |                                    |                              |
|----------------------------------|------------------------------|------------------------------------|------------------------------|
| <b>o Opening Balance.</b>        |                              | By Carpenter Labour Payment        | 107950.00                    |
| Cash at bank                     | 935761.97                    |                                    |                              |
|                                  |                              | By Electric & Fittings.            | 1700.00                      |
| o Fees Collection.               | 15900.00                     |                                    |                              |
|                                  |                              | By Purchase of Building Materials. | 876717.00                    |
| o S/B A/c interest.              | 18338.00                     |                                    |                              |
|                                  |                              | By Painting charges.               | 58013.00                     |
| o Transfd. from Examination Fund | 280800.00                    | By Paid for Labour & Wages         | 368221.00                    |
| o Transfd. from KKHOUS           | 1000000.00                   | By Architech Fee                   | 39500.00                     |
| o Transfd. from New UGC Fund     | 700000.00                    | By Exps. for earth filling         | 84600.00                     |
|                                  |                              | By Timber purchased                | 50710.00                     |
|                                  |                              | By <b><u>Closing Balance.</u></b>  |                              |
|                                  |                              | Cash at Bank                       | 1363388.97                   |
|                                  | <b>Rs. <u>2950799.97</u></b> |                                    | <b>Rs. <u>2950799.97</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th. day of November, 2019

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MAGAZINE FUND  
S/B NO.10965243421, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                                         |                       |                            |                       |
|-----------------------------------------|-----------------------|----------------------------|-----------------------|
| <b>To Opening Balance.</b>              |                       | <b>By Transferred to</b>   |                       |
| Cash at Bank                            | 1221860.70            | Library Fund               | 600000.00             |
| To Fees Collection,                     | 11600.00              | <b>By Closing Balance.</b> |                       |
| To S/B A/c Interest,                    | 47915.00              | Cash at Bank               | 800975.70             |
| To Transferred from<br>Examination fund | 119600.00             |                            |                       |
|                                         |                       |                            |                       |
|                                         | <b>Rs. 1400975.70</b> |                            | <b>Rs. 1400975.70</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**

**(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019**



**STUDENT AID FUND**  
**S/B A/C NO.10965243942,SBI,NAGAON.**

|                                   |                             |                                   |                             |
|-----------------------------------|-----------------------------|-----------------------------------|-----------------------------|
| <b>To <u>Opening Balance.</u></b> |                             | <b>By <u>Closing Balance.</u></b> |                             |
| Cash at Bank                      | 129049.39                   | Cash at Bank                      | 184191.39                   |
| To Fees Collection.               | 2650.00                     |                                   |                             |
| To Transfd from Examinaiton Fund  | 46800.00                    |                                   |                             |
| To S/B A/c Interest.              | 5692.00                     |                                   |                             |
|                                   |                             |                                   |                             |
|                                   | <b>Rs. <u>184191.39</u></b> |                                   | <b>Rs. <u>184191.39</u></b> |



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MISCELLANEOUS FUND**

**S/B A/C NO.10965243432, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

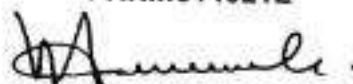
|                                              |                      |                                             |                      |
|----------------------------------------------|----------------------|---------------------------------------------|----------------------|
| <b>To Opening Balance.</b>                   |                      | By Salary to Instructor & Bearer            | 59500.00             |
| Cash at bank                                 | 123338.30            | By Paid for Painting charges                | 11000.00             |
|                                              |                      | By Telephone & Internet bill                | 8532.00              |
| <b>To Fees Collection.</b>                   | 50480.00             | By Misc.expenses.                           | 26071.00             |
|                                              |                      | By Computer accessories & maintenance exps. | 50250.00             |
| <b>To Transferred from Examination Fund.</b> | 164960.00            | By Printing & Stationery                    | 25754.00             |
|                                              |                      | By Diesel Expenses.                         | 11900.00             |
| <b>By S/b A/c interest.</b>                  | 5568.00              | By Bank Charges.                            | 236.00               |
|                                              |                      | By Refreshment                              | 13760.00             |
|                                              |                      | <b>By Closing Balance.</b>                  |                      |
|                                              |                      | Cash at Bank                                | 137343.30            |
|                                              | <b>Rs. 344346.30</b> |                                             | <b>Rs. 344346.30</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E

  
(S.N.AGARWALA)

PARTNER.

M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GIRLS' COMMON ROOM FUND A/C**

**S/B A/C NO.10966243374, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                                    |                      |                                   |                      |
|------------------------------------|----------------------|-----------------------------------|----------------------|
| <b><u>To Opening Balance.</u></b>  |                      |                                   |                      |
| Cash at bank                       | 745760.92            | By Repairing & Maintenance exps.  | 49440.00             |
| To Fees Collection.                | 2650.00              |                                   |                      |
| By S/b A/c interest.               | 28154.00             | By <b><u>Closing Balance.</u></b> |                      |
| To Transfd. from Examination Fund. | 46800.00             | Cash at Bank                      | 773924.92            |
|                                    |                      |                                   |                      |
|                                    | Rs. <u>823364.92</u> |                                   | Rs. <u>823364.92</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E

(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**COUNSELLING FUND**

**S/B A/C NO.10965245134, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

**o Opening Balance.**

|                             |           |                                            |           |
|-----------------------------|-----------|--------------------------------------------|-----------|
| Cash at bank                | 748176.14 | By Flexi Printing Expenditure              | 5816.00   |
| o Fees collection.          | 29670.00  | By Exps.for Film under<br>Cine Society.    | 3000.00   |
| o S/B A/c interest.         | 31543.00  | By Bank charges                            | 118.00    |
| o Transfd.from Hostel Fund. | 108800.00 | By <u>Closing Balance.</u><br>Cash at Bank | 909255.14 |

**Rs. 918189.14**

**Rs. 918189.14**

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

**FRN...:314021E**

**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 4th.day of November, 2019**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**P.G.FUND**

**S/B A/C NO.10965243443, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

**To Opening Balance.**

|                      |                       |                                 |                       |
|----------------------|-----------------------|---------------------------------|-----------------------|
| Cash at bank         | 1702805.11            | By Paid for part time Lecturer. | 143200.00             |
|                      |                       | By Paid for Examination fee.    | 194210.00             |
| To Fees collection.  | 850450.00             | By Purchase of Books.           | 167310.00             |
|                      |                       | By Draft charges                | 448.00                |
| To S/B A/c interest. | 75871.00              | By Printing & Stationery.       | 13317.00              |
|                      |                       | By Paid for D.A.                | 1840.00               |
| To Admission fees    | 577800.00             | By Paid for Remuneration        | 6000.00               |
|                      |                       | By Paid for Centre Fee          | 24800.00              |
|                      |                       | By T.A.Bill                     | 1876.00               |
|                      |                       | By Exps.for Lecturer programme  | 7211.00               |
|                      |                       | By Refreshment                  | 891.00                |
|                      |                       | By Car fare                     | 7000.00               |
|                      |                       | By Transfd.to Hostel Fund       |                       |
|                      |                       | By Bank Charges                 | 1229.75               |
|                      |                       | By Centre fee                   | 24380.00              |
|                      |                       | By <b>Closing Balance.</b>      |                       |
|                      |                       | Cash at Bank                    | 2613213.36            |
|                      | <b>Rs. 3206926.11</b> |                                 | <b>Rs. 3206926.11</b> |

**BANK RECONSILIATION STATEMENT AS ON 31/3/18**

|                                              |                   |
|----------------------------------------------|-------------------|
| Bank Balance as per Pass Book -----          | 2631231.36        |
| <b>Less: Cheque issued but not collected</b> |                   |
| Cheque No.055738                             | 1890.00           |
| Cheque No.055752                             | 16128.00          |
| Bank balance as per Cash book                | <u>18018.00</u>   |
|                                              | <b>2613213.36</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E

*(Signature)*

**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**

**PLACE: Haibargaon :- Nagaon (Assam)**  
**DATE : The 4th.day of November, 2019**

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**SOCIAL FUND**  
**S/B NO.10965243465, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                                  |                             |                                     |                             |
|----------------------------------|-----------------------------|-------------------------------------|-----------------------------|
| To <u>Opening Balance.</u>       |                             | By Exps for Saraswati Puja          | 56140.00                    |
| Cash at Bank                     | 573912.11                   |                                     |                             |
| To Fee Collection.               | 17400.00                    | By Exps.for Relief at Kaliabor      | 39583.00                    |
| To S/B A/c Interest.             | 23256.00                    | By Exps.for Tithi of<br>Sankar Dev. | 17402.00                    |
| To Transfd.from Examination Fund | 179400.00                   | By Exps.for Fresher's Social        | 10286.00                    |
|                                  |                             | By <u>Closing Balance.</u>          |                             |
|                                  |                             | Cash at Bank                        | 670557.11                   |
|                                  | <b>Rs. <u>793968.11</u></b> |                                     | <b>Rs. <u>793968.11</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...:314021E

(S.N.AGARWALA)

PARTNER.

M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GAME FUND**

**S/B A/C NO.10965243396,S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                                      |                             |                               |                             |
|--------------------------------------|-----------------------------|-------------------------------|-----------------------------|
| To <u>Opening Balance.</u>           |                             | By Exps.for College Week.     | 138197.00                   |
| Cash at bank                         | 591804.14                   | By Printing & Stationery.     | 9208.00                     |
| To Fees collection.                  | 17400.00                    | By Purchase of books          | 37529.00                    |
| To S/B A/c interest.                 | 25235.00                    | By Paid for Tent Hire Charges | 5430.00                     |
| To Transferred from Examination Fund | 179400.00                   | By Exps.for Name Plate        | 3600.00                     |
|                                      |                             | By Refreshment                | 7170.00                     |
|                                      |                             | By Exps.for Photograph        | 4000.00                     |
|                                      |                             | By Purchase of Sports goods   | 6900.00                     |
|                                      |                             | By Misc.expenses              | 6160.00                     |
|                                      |                             | By <u>Closing Balance.</u>    |                             |
|                                      |                             | Cash at Bank                  | 595645.14                   |
|                                      | <b>Rs. <u>813839.14</u></b> |                               | <b>Rs. <u>813839.14</u></b> |

**BANK RECONCILIATION STATEMENT**

|                                                       |                  |
|-------------------------------------------------------|------------------|
| Bank balance as per Pass book                         | 616303.14        |
| Less:Cheque issued but not collected<br>as on 31/3/18 |                  |
| Cheque No.73212 Dtd. 3/3/18                           | 6160.00          |
| Cheque No.732125 Dtd. 3/3/18                          | 14498.00         |
| Bank balance as per Cash book as on 31/3/18           | <u>20658.00</u>  |
|                                                       | <u>595645.14</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

**FRN.:314021E**

*(Signature)*

**(S.N.AGARWALA)**

**PARTNER.**

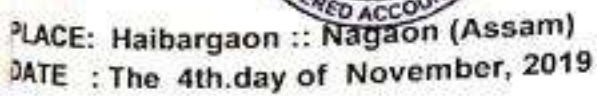
**M.NO: 051446**

**PLACE: Haibargaon .. Nagaon (Assam)**  
**DATE : The 4th.day of November, 2019**

SCHOLARSHIP FUND

**RECEIPTS AND PAYMENTS ACCOUNT**  
**(FOR THE PERIOD FROM 01-04-2017 to 31-03-2018)**

IN TERMS OF OUR REPORT OF EVEN DATE.



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**RESERVE FUND A/C**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

To Op. Fixed Deposit at  
U.B.I. Nagaon.

A/c No. 0031109035948

O/B 127783.29  
Add: Interest. 28418.12  
156201.41  
Less: TDS 3068.18

153133.23

A/c No. 0031109035957

O/B 129788.19  
Add: Interest. 26419.19  
156207.38  
Less: TDS 3063.79

153143.59

A/c No. 0031109035975

O/B 127784.59  
Add: Interest. 28418.40  
156202.99  
Less: TDS 3064.84

153138.15

A/c No. 0031109035966

O/B 139820.11  
Add: Interest. 31094.93  
170915.04

Less: TDS 3353.16 167561.88

Rs. 626976.85

By Fixed Deposit at UBI, Nagaon

A/c No. 0031109035948  
( MD. dtd. 30/10/21 )

153133.23

A/c No. 0031109035957  
( MD. dtd. 30/10/21 )

153143.59

A/c No. 0031109035975  
( MD. dtd. 30/10/21 )

153138.15

A/c No. 0031109035966  
( MD. dtd. 30/10/21 )

167561.88

Rs. 626976.85

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

**FRN.: 314021E**

*(Signature)*

**(S.N. AGARWALA)**

**PARTNER.**

**M.NO: 051446**

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th day of November, 2019



# NOWGONG GIRLS' COLLEGE.

## NAGAON ( ASSAM )

### EXAMINATION FUND

S/B A/C NO.913010040184191 AXIS BANK, NAGAON

### RECEIPTS AND PAYMENTS ACCOUNT

( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )

|                             |            |                                       |            |
|-----------------------------|------------|---------------------------------------|------------|
| To Opening Balance.         |            | By Exps.for conducted for Exmination. | 617610.00  |
| Cash at Bank (Axis Bank)    | 2701813.00 | By Examination fee paid to G.U.       | 1312140.00 |
|                             |            | By Exm.Fee paid to Asstt.S.E          | 44800.00   |
| By Examination Fee received | 2064010.00 | By Paid for Adv.for Conduct Examn.    | 25000.00   |
| To Fees Receipts            | 4192550.00 | By Car Fare                           | 24000.00   |
|                             |            | By Printing & Stationery              | 22509.00   |
| To S/B A/c Interest.        | 118685.00  | By Refreshment                        | 4645.00    |
|                             |            | By Misc.expenses.                     | 48038.00   |
| By Centre Fee Receipts.     | 93600.00   | By Paid for T.A.                      | 14395.00   |
| To Transferred from         |            | By Paid for Examination fee           | 890.00     |
| college General Fund        | 651420.00  | By Postage exps.                      | 10655.00   |
|                             |            | By Fuel charges                       | 3020.00    |
|                             |            | By Admission Fee Return               | 18000.00   |
|                             |            | By Adv.for conduct the examination    | 33138.00   |
|                             |            | By Aquaguard Installation & fitting   | 43965.00   |
|                             |            | By Paid for adv.for Practical Exam.   | 58393.00   |
|                             |            | By Purchase of Almirah                | 4075.00    |
|                             |            | By Purchase of books                  | 3751.00    |
|                             |            | By Diesel exps                        | 5080.00    |
|                             |            | By Purchase of Laptop & Computer      |            |
|                             |            | Accessories                           | 46000.00   |
|                             |            | By Purchase of Acquaguard             | 35390.00   |
|                             |            | By Fund Transferred to :-             |            |
|                             |            | College General Fund                  | 651420.00  |
|                             |            | Nagaon Girls college Fund             | 1427150.00 |
|                             |            | Building Fund                         | 280800.00  |
|                             |            | Examination Fund( SBI)                | 140400.00  |
|                             |            | Library Fund                          | 117000.00  |
|                             |            | Student Union Fund                    | 46800.00   |
|                             |            | Game Fund                             | 179400.00  |
|                             |            | Social Fund                           | 179400.00  |
|                             |            | Girls Common Room Fund                | 46800.00   |
|                             |            | Megazine Fund                         | 119600.00  |
|                             |            | Student Aid Fund                      | 46800.00   |
|                             |            | Registration Fund                     | 372140.00  |
|                             |            | Faculty Fund                          | 46800.00   |
|                             |            | Misc. Fund.                           | 164960.00  |
|                             |            | Moral Debating Lecture Fund.          | 46800.00   |
|                             |            | Hostel Fund                           | 1054000.00 |
|                             |            | Counselling Fund                      | 28080.00   |
|                             |            | Teacher Finance.cum Scholarship       |            |
|                             |            | Fund.                                 | 18720.00   |
|                             |            | By Closing Balance                    |            |
|                             |            | Cash at Bank                          | 2479514.00 |

Rs. 9822078.00

Rs. 9822078.00



Continued to next page..2

Continued from page..1

Bank Reconciliation Statemetn as on 31/3/18

Bank balance as per Cash Book.....

2479514.00

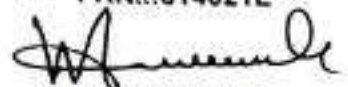
Add: Cheque issued but not collected as on 31/3/18

|                                          |          |                   |
|------------------------------------------|----------|-------------------|
| Cheque No. 151481                        | 630.00   |                   |
| Cheque No. 151482                        | 830.00   |                   |
| Cheque No. 151483                        | 1010.00  |                   |
| Cheque No. 151484                        | 6710.00  |                   |
| Cheque No. 151487                        | 43760.00 |                   |
| Cheque No. 151488                        | 700.00   |                   |
| Cheque No. 151489                        | 1050.00  |                   |
| Cheque No. 151490                        | 700.00   |                   |
| Cheque No. 151491                        | 1050.00  |                   |
| Cheque No. 151482                        | 1400.00  |                   |
| Cheque No. 151493                        | 700.00   |                   |
| Cheque No. 151494                        | 1050.00  |                   |
| Cheque No. 151495                        | 700.00   |                   |
| Cheque No. 151496                        | 1050.00  |                   |
| Cheque No. 151497                        | 700.00   |                   |
| Cheque No. 151498                        | 417.00   |                   |
| Cheque No. 151499                        | 35390.00 |                   |
| Cheque No. 151576                        | 700.00   |                   |
| Cheque No. 151440                        | 350.00   |                   |
| Cheque No. 151441                        | 700.00   |                   |
| Cheque No. 151444                        | 1400.00  |                   |
| Cheque No. 151460                        | 700.00   |                   |
| Cheque No. 151464                        | 1400.00  |                   |
| Cheque No. 151471                        | 540.00   |                   |
| Cheque No. 144817                        | 400.00   |                   |
| Cheque No. 144820                        | 400.00   |                   |
| Cheque No. 144757                        | 900.00   |                   |
| Cheque No. 144774                        | 600.00   | 105937.00         |
| Bank balance as per Pass book on 31/3/18 |          | <u>2585451.00</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E



(S.N. AGARWALA)

PARTNER.

M.NO: 051446



PLACE: Haibargaon :: Nagaon (Assam)  
DATE: The 4th day of November, 2019



**RECEIPTS AND PAYMENTS ACCOUNT**  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )

IN TERMS OF OUR REPORT OF EVEN DATE.



FRN.:314021E

[illegible]

**PARTNER.**

M.NO: 051446

LACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**REGISTRATION FUND.**

**S/B A/C NO.10965243454, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                                 |           |                                                    |           |
|---------------------------------|-----------|----------------------------------------------------|-----------|
| <b>o Opening Balance.</b>       |           |                                                    |           |
| Cash at bank                    | 259136.65 | By Paid for Permission fee for Gauhati University. | 50050.00  |
| o Fees collection               | 19560.00  | By Enlorment fees.                                 | 307940.00 |
| o S/B A/c interest.             | 7544.00   | By Renewal Registration fees.                      | 313760.00 |
| o Draft Return                  | 41800.00  | By Bank draft charges                              | 2399.00   |
| o Trasnfd.from Examination Fund | 372140.00 | By Bank charges                                    | 236.00    |
|                                 |           | By <b><u>Closing Balance.</u></b>                  |           |
|                                 |           | Cash at Bank                                       | 25795.65  |

Rs. 700180.65

Rs. 700180.65

**IN TERMS OF OUR REPORT OF EVEN DATE.**



LACE: Haibargaon :: Nagaon (Assam)  
ATE : The 4th.day of November, 2019

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E

(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**FIXED DEPOSIT FUND A/C**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

**To Op.F.D.at UBI,Nagaon**

|                              |           |
|------------------------------|-----------|
| No.0031109036035 Md. 20/8/18 | 821824.62 |
| No.0031109036026 Md. 20/8/18 | 821823.38 |
| No.0031109036017 Md. 20/8/18 | 821821.93 |

|                      |                   |
|----------------------|-------------------|
| No.0031109111707 O/B | 3468079.66        |
| Add:Interest.        | 231706.34         |
|                      | <u>3699786.00</u> |

|                                        |                   |       |
|----------------------------------------|-------------------|-------|
| Less:Mtrd & transfd.to<br>College G.F. | <u>3699786.00</u> | N I L |
|----------------------------------------|-------------------|-------|

|                      |            |
|----------------------|------------|
| No.0031109111664 O/B | 1155792.09 |
| To FD Interest.      | 74580.06   |

|                      |            |
|----------------------|------------|
| No.0031109111965 O/B | 1156029.58 |
| To FD Interest       | 74595.42   |

|                      |           |
|----------------------|-----------|
| No.0031109111682 O/B | 635813.70 |
| To FD Interest       | 41028.05  |

**To FD at Axis bank,Nagaon**

|                        |           |
|------------------------|-----------|
| No.914040030013256 O/B | 355821.00 |
| No.914040030013890 O/B | 355821.00 |

**To Op.FD at UBI**

|                     |           |
|---------------------|-----------|
| No.003109036008 O/B | 815723.58 |
|---------------------|-----------|

7130674.41

**By Fixed Deposit at U.B.I.**

|                                 |            |
|---------------------------------|------------|
| No.0031109036035 Md. 20/8/18    | 821824.62  |
| No.0031109036026 Md. 20/8/18    | 821823.38  |
| No.0031109036017 Md. 20/8/18    | 821821.93  |
| No.0031109111664 (MD.12/7/18)   | 1230372.15 |
| No.0031109111965 ( MD 16/7/18 ) | 1230625.00 |
| No.0031109111682 ( MD 12/7/18)  | 676841.75  |

**By FD at Axis Bank**

|                              |           |
|------------------------------|-----------|
| No.914040030013256 MD.4/8/18 | 355821.00 |
| No.914040030013890 Md.4/8/18 | 355821.00 |

**By FD at UBI.**

|                              |           |
|------------------------------|-----------|
| No.0031109036008 Md.20/8/18) | 815723.58 |
|------------------------------|-----------|

7130674.41

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN...314021E

*(Signature)*

**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**

**PLACE: Haibargaon :: Nagaon (Assam)**

**DATE : The 4th.day of November, 2019**

**NOWGONG GIRLS' COLLEGE.**

**NAGAON ( ASSAM )**

**REKHA DASGUPTA MERIT AWARD FUND**

**S/B A/C NO.00310103108400 U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 TO 31-03-2018 )**

**To Opening Balance.**

Cash at Bank

1311.39 By Fixed Deposit at UBI  
No.0031109034851

23696.00

**To S/B A/c Interest.**

48.00 MD.12/09/18

To F D.at UBI A/c  
( No.0031109034851  
MD.12/09/18

By Bank Charges

60.00

23696.00 By **Closing Balance**  
Cash at Bank

1299.39

Rs. 25055.39

Rs. 25055.39

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN...314021E

**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 4th.day of November, 2019**



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MEGHNATH PAUL MERIT AWARD FUND**

**S/B A/C NO.00310103168989, U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 TO 31-03-2018 )**

|                             |                     |                                     |                     |
|-----------------------------|---------------------|-------------------------------------|---------------------|
| <b>To Opening Balance.</b>  |                     | <b>By Paid Award to Puja Kumari</b> |                     |
| Cash at Bank                | 58257.58            | Chowdhury on 22/9/17                |                     |
|                             |                     | vide Cheque No.625045               | 1500.00             |
| <b>To S/B A/c Interest.</b> | 2181.00             |                                     |                     |
|                             |                     | <b>By Closing Balance</b>           |                     |
|                             |                     | Cash at Bank                        | 58938.58            |
|                             | <b>Rs. 60438.58</b> |                                     | <b>Rs. 60438.58</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN...314021E

**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 4th.day of November, 2019**



**NOWGONG GIRLS' COLLEGE.**

**NAGAON ( ASSAM )**

**RENU MAHANTA MERIT AWARD FUND**

**S/B A/C NO.0031013186170, U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 TO 31-03-2018 )**

|                            |                     |                              |                     |
|----------------------------|---------------------|------------------------------|---------------------|
| To <u>Opening Balance.</u> |                     | By Fixed Deposit.at UBI      |                     |
| Cash at Bank               | 3659.50             | No.0031109095959             |                     |
|                            |                     | ( MD. 24/7/2023)             | 10000.00            |
| To F.D.(No.0031109095959)  |                     |                              |                     |
| ( MD. 24/7/2023)           | 10000.00            | By Bank Charges.             | 61.75               |
| To F.D. Interest           | 876.00              | By Paid for Award on 22/9/17 | 2000.00             |
|                            |                     | By <u>Closing Balance</u>    |                     |
| To S/B A/c Interest.       | 21.00               | Cash at Bank                 | 2494.75             |
|                            |                     |                              |                     |
|                            | Rs. <u>14556.50</u> |                              | Rs. <u>14556.50</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 4th.day of November, 2019



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**MALATI BORA MERIT AWARD FUND**

**S/B A/C NO.10965244902, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2017 TO 31-03-2018 )**

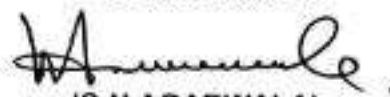
|                                   |                            |                                       |                            |
|-----------------------------------|----------------------------|---------------------------------------|----------------------------|
| <b>To <u>Opening Balance.</u></b> |                            | <b>By Fixed Deposit at SBI Nagaon</b> |                            |
| Cash at Bank                      | 15503.42                   | No.10965667166                        |                            |
|                                   |                            | ( M.D.26/7/2025)                      | 10000.00                   |
| <b>To Fixed deposit at SBI</b>    |                            | <b>By Paid to Award Seuli Jahan</b>   |                            |
| No.10965667166 O/b                |                            | by Chq.No.772606 22/9/16              | 1500.00                    |
| ( MD.26/7/2025)                   | 10000.00                   |                                       |                            |
| <b>To F.D. Interest</b>           | 798.00                     | <b>By <u>Closing Balance</u></b>      |                            |
| <b>To S/B A/c Interest.</b>       | 570.00                     | Cash at Bank                          | 15371.42                   |
|                                   |                            |                                       |                            |
|                                   | <b>Rs. <u>26871.42</u></b> |                                       | <b>Rs. <u>26871.42</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**KUNTALA HAZARIKA MERIT AWARD FUND**

**S/B A/C NO.10965412061, SBI.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 TO 31-03-2018 )**

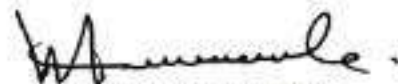
|                             |                     |                                        |                     |
|-----------------------------|---------------------|----------------------------------------|---------------------|
| <b>To Opening Balance.</b>  |                     | <b>By Fixed Deposit .at SBI Nagaon</b> |                     |
| Cash at Bank                | 10064.00            | No. 30299985594                        |                     |
|                             |                     | ( MD.28/12/2027)                       | 13000.00            |
| <b>To Fixed deposit.</b>    |                     | <b>By Paid to Miss Gitanjali Bora</b>  |                     |
| No.30299985594 O/B          | 13000.00            | vide Cheque No.377279 dtd.22/9/17      | 1000.00             |
| <b>To F.D. Interest</b>     | 1457.00             |                                        |                     |
|                             |                     | <b>By Closing Balance</b>              |                     |
| <b>To S/B A/c Interest.</b> | 371.00              | Cash at Bank                           | 10892.00            |
|                             |                     |                                        |                     |
|                             | <b>Rs. 24892.00</b> |                                        | <b>Rs. 24892.00</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E

  
(S.N.AGARWALA)

PARTNER.

M.NO: 051446

LACE: Haibargaon :: Nagaon (Assam)  
ATE : The 4th.day of November, 2019





**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**SALARY A/C.  
RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 TO 31-03-2018 )**

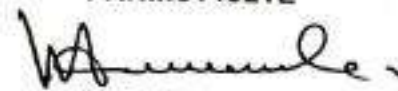
|                                                                              |                               |                                        |                               |
|------------------------------------------------------------------------------|-------------------------------|----------------------------------------|-------------------------------|
| To Budget allotment vide<br>No. DHE/Budget/Abantan-1<br>2016/41-A Dtd.6/4/17 | 64740000.00                   | By Net salary paid during the year.    | 57282138.00                   |
| To Allotment No.NAG/HE/147-<br>2017-18 (1)                                   | 4821000.00                    | By GPF                                 | 1867738.00                    |
| To Leave encashment received                                                 | 1509916.00                    | By GIS                                 | 262348.00                     |
| To GPF Received.                                                             | 459843.00                     | By Profession Tax                      | 161157.00                     |
| To Revised Arrear received.                                                  | 745315.00                     | By Income Tax                          | 6695760.00                    |
|                                                                              |                               | By N.P.S                               | 1226644.00                    |
|                                                                              |                               | By Leave Encashment.                   | 1509916.00                    |
|                                                                              |                               | By Arrear D.A.                         | 15400.00                      |
|                                                                              |                               | By GPF Paid                            | 459843.00                     |
|                                                                              |                               | By Revised Arrear paid                 | 743635.00                     |
|                                                                              |                               | By Paid for Phd.Adv.increament         | 70637.00                      |
|                                                                              |                               | By Arrear salary paid                  | 377312.00                     |
|                                                                              |                               | By Unspent budget amount<br>Surrender. | 1603546.00                    |
|                                                                              | <b>Rs. <u>72276074.00</u></b> |                                        | <b>Rs. <u>72276074.00</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446

**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**NEW UGC A/C  
S/B A/C NO. 36208028719, SBI,NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

|                             |                   |                                   |                   |
|-----------------------------|-------------------|-----------------------------------|-------------------|
| To Opening Balance          |                   | By Paid for MRP                   | 27500.00          |
| Cash at bank                | 729906.00         | By Paid for Seminar               | 150000.00         |
| To S/B A/c interest.        | 96438.00          | By Paid for Seminar exps.         | 1500.00           |
| To <u>Received from UGC</u> |                   | By Printing & Stationery          | 27601.00          |
| GDA Grant received          | 2084000.00        | By Contingencies                  | 5000.00           |
| Seminar Grant Received      | 221600.00         | By Transfd.to Building Fund       | 700000.00         |
|                             |                   | By Purchase of building materials | 480389.00         |
|                             |                   | By Paid for Labour & Wages        | 350000.00         |
|                             |                   | By Exps.for Earth filling         | 33750.00          |
|                             |                   | By Bank charges.                  | 258.75            |
|                             |                   | By <u>Closing balance.</u>        |                   |
|                             |                   | Cash at Bank.                     | 1355945.25        |
|                             | <u>3131944.00</u> |                                   | <u>3131944.00</u> |

**BANK RECONSILIATION STATEMENTS**

|                                             |                   |
|---------------------------------------------|-------------------|
| Bank balance as per Pass Book               | 1361245.25        |
| Less: Cheque No.180775 issued on 16/2/18    | <u>5300.00</u>    |
| Bank balance as per Cash book as on 31/3/18 | <u>1355945.25</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E

*(Signature)*

**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GOLDEN JUBILEE CELEBRATION FUND**

**A/C NO. 0031013112838, UBI,NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

**to Opening Balance**

Cash at bank

117490.75 By Expenses

NIL

By Closing Balance :

Cash at Bank

117490.75

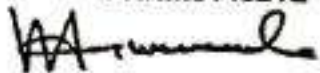
Rs. 117490.75

Rs. 117490.75

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E



**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**



**LACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th day of November, 2019**



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**NAGAON GIRLS' COLLEGE A/C.**

**S/B A/C NO. 0031010310867, U.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2017 to 31-03-2018 )**

**Opening Balance**  
Cash at bank

409352.00 By Expenses

NIL

By Closing Balance :  
Cash at Bank

409352.00

Rs. 409352.00

Rs. 409352.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**



**(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 4th.day of November, 2019**

**INTERNAL AUDIT REPORT**  
**FOR THE FINANCIAL YEAR : 2018- 2019**

---

**NOWGONG GIRLS' COLLEGE**  
**DIST. : NAGAON ( ASSAM )**

---

**AUDITED BY:**  
**SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS**  
**SANI MANDIR ROAD, HAIBARGAON: NAGAON: ASSAM: 782 002**

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**INTERNAL AUDIT REPORT**

We have audited the attached Receipt and Payment Accounts of **NOWGONG GIRLS' COLLEGE** : Nagaon (Assam) for the year ended **31st. March, 2019** in respect of :

- |                                      |                                              |
|--------------------------------------|----------------------------------------------|
| 1 College General Fund               | 17 Scholarship Fund.                         |
| 2 U.G.C.Fund                         | 18 Reserve Fund.                             |
| 3 Library Fund                       | 19 Examination Fund (Axis Bank A/c)          |
| 4 Faculty Fund                       | 20 Examination Fund ( SBI. A/c)              |
| 5 Hostel Fund                        | 21 Registration Fund                         |
| 6 Student Fund                       | 22 Nagaon Girls' College Fund                |
| 7 Memorial Debating cum Lecture Fund | 23 Fixed Deposit Fund                        |
| 8 Building Fund                      | 24 Rekha Dasgupta Merit Award Fund           |
| 9 Magazine Fund                      | 25 Meghnath Paul Merit Award Fund            |
| 10 Student Aid Fund                  | 26 Bhanu Padmapati Merit Award Fund          |
| 11 Miscellaneous Fund                | 27 Renu Mahanta Merit Award Fund             |
| 12 Common Room Fund                  | 28 Malati .Bora Merit Award Fund             |
| 13 Counselling Fund                  | 29 Kuntala Hazarika Merit Award Fund         |
| 14 P.G.Fund.                         | 30 Muktaray Gayan Pratibha Bata Fund         |
| 15 Social Fund                       | 31 Nowgong Girl's College Fund ( Bandan Bk.) |
| 16 Game Fund                         | 32 New UGC A/c                               |
|                                      | 33 Golden Jubilee Celebration Fund           |

With the books of accounts produced before us and report that :  
Subject to our observations, we have obtained all the information and explanations, which  
to the best of our knowledge and belief were necessary for the purpose of our audit.

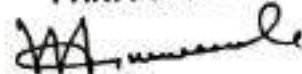
The receipt and Payment Accounts are in agreement with the books of accounts.

In our opinion and to the best of our information and according to the explanations  
given to us, the said accounts gives a true and fair view of all receipts and payments  
disbursed by the College during the year ended on **31st.March, 2019**



For **SATYANARAYAN AGARWALA & CO.**  
CHARTERED ACCOUNTANTS

FRN. : 314021E



( **S. N. AGARWALA** )

PARTNER

M. NO : 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020



**Satyanarayan Agarwala & Co.**

CHARTERED ACCOUNTANTS.

Sani Mandir Road,

Haibargaon, Nagaon

Assam : 782002

PH : 03672-221881 (O)

Observations as referred to our report (Internal Auditor's) of even date

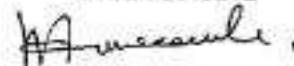
- 1 Books of Accounts :- The College is maintaining only Cash Book, Bills Vouchers & Bank statements.
- 2 Bank balances of the funds are reconciled and where the difference with Bank statement and Cash book, the reconciliation statement is prepared



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020

For SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS

FRN. : 314021E

  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296

continued to next page.....2

continued from page....1

**COLLEGE GENERAL FUND ACCOUNT**  
**C/A. NO. 10965236638, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**(FOR THE PERIOD FROM 01-04-2018 to 31-03-2019)**

|                   |                   |                              |                   |
|-------------------|-------------------|------------------------------|-------------------|
| To B/F Total..... | 8605371.10        | B/F total.....               | 4749662.70        |
|                   |                   | By Exps.for Earth Filling.   | 160000.00         |
|                   |                   | By Paid for Student Aid Fund | 28600.00          |
|                   |                   | By <u>Closing balance</u>    |                   |
|                   |                   | Cash at bank                 | 3667108.40        |
|                   | <u>8605371.10</u> |                              | <u>8605371.10</u> |

**Bank reconciliation statement as on 31-03-2019**

|                                                   |                   |
|---------------------------------------------------|-------------------|
| Cash at bank.....                                 | 3705323.40        |
| Add:- Cheque issued but not collected. As under:- |                   |
| Cheque No. 855380                                 | 1300.00           |
| Cheque No. 855381                                 | 1300.00           |
| Cheque No. 855632                                 | 2800.00           |
| Cheque No. 855658                                 | 7700.00           |
| Cheque No. 855659                                 | 22400.00          |
| Cheque No. 855660                                 | 1255.00           |
| Cheque No. 855662                                 | <u>1460.00</u>    |
|                                                   | 38215.00          |
| As per Cash book cash at bank                     | <u>3667108.40</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS  
FRN. : 314021E



*(Signature)*  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296

PLACE: Haibargaon :: Nagaon, Assam  
DATE : The 12th day of February, 2020



**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**UGC FUND**

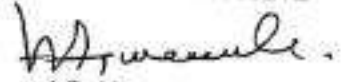
**S/B A/C NO. 10965243635, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                             |                  |                            |                  |
|---------------------------------------------|------------------|----------------------------|------------------|
| To <u>Opening Balance.</u>                  |                  | By Refund Seminar Grant.   | 40000.00         |
| Cash at bank                                | 108257.71        |                            |                  |
| To S/B A/c interest.                        | 3416.00          | By Paid for Internet       | 3920.00          |
| To Receipts from Green Crop<br>through NEFT | 5000.00          | By Printing & Stationery   | 24360.00         |
|                                             |                  | By Bank charges            | 220.00           |
|                                             |                  | By <u>Closing balance.</u> |                  |
|                                             |                  | Cash at Bank,              | 48173.71         |
|                                             | <u>116673.71</u> |                            | <u>116673.71</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296



PLACE: Haibargaon :: Nagaon, Assam  
DATE : The 12th.day of February, 2020

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**LIBRARY FUND.**  
**S/B NO.10965243410, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                                  |           |                                      |           |
|--------------------------------------------------|-----------|--------------------------------------|-----------|
| <b>To Opening Balance.</b>                       |           |                                      |           |
| Cash at Bank                                     | 771240.41 | By Exps for Water supply accessories | 88341.00  |
| To Fees Collection.                              | 205.00    | By Painting charges                  | 6050.00   |
| To S/B A/c Interest.                             | 18309.00  | By Purchase of Hardware goods        | 343724.00 |
| To Cheque issued but not collected now deposited | 5765.00   | By Newspaper & Periodicals.          | 4555.00   |
| To Transfd.from Examination Fund(Axis bank)      | 93625.00  | By Purchase of books                 | 24371.00  |
|                                                  |           | By Misc.expenses.                    | 21820.00  |
|                                                  |           | <b>By Closing balance.</b>           |           |
|                                                  |           | Cash at Bank                         | 400283.41 |

**Rs. 889144.41**

**Rs. 889144.41**

**Bank reconciliation statement as on 31-03-2019**

**Bank Balance as per Pass book** 411068.41  
**Less : Cheque issued but not collected as on 31/3/19**

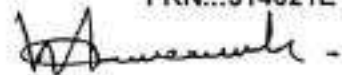
| <u>Cheque No</u> | <u>Amount</u> |          |
|------------------|---------------|----------|
| 922279           | 1170.00       |          |
| 922280           | 540.00        |          |
| 922281           | 8075.00       |          |
| 922282           | 415.00        |          |
| 922265           | 585.00        | 10785.00 |

**Bank balance as per Cash book** 400283.41

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN...314021E



**( S. N. AGARWALA )**  
**PARTNER**

M. NO : 051446

UDIN : 20051446AAAACA4296



**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 12th.day of February, 2020**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**FACULTY FUND  
S/B A/C NO.10965245145, S.B.I.NAGAON**

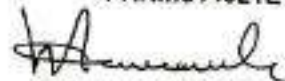
**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                                     |           |                                   |           |
|-----------------------------------------------------|-----------|-----------------------------------|-----------|
| <b>To <u>Opening Balance.</u></b>                   |           | <b>By <u>Closing Balance.</u></b> |           |
| Cash at bank                                        | 219216.13 | Cash at Bank                      | 264756.13 |
| <br>To S/B A/c interest.                            | 8090.00   |                                   |           |
| <br>To Transfd from<br>Examination Fund (Axis bank) | 37450.00  |                                   |           |
| <br><b>Rs. <u>264756.13</u></b>                     |           | <b>Rs. <u>264756.13</u></b>       |           |

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



  
( S. N. AGARWALA )  
PARTNER

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th day of February, 2020

M. NO : 051446  
UDIN : 20051446AAAACA4296



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**  
**HOSTEL FUND**

**S/B A/C NO.10966243374,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                              |            |                             |            |
|------------------------------|------------|-----------------------------|------------|
| To <u>Opening Balance.</u>   |            | By Salary to Staff.         | 645312.00  |
| Cash at bank                 | 537338.05  | By Telephone Bill.          | 8002.00    |
|                              |            | By Newspaper & periodicals. | 3404.00    |
| To Fees collection           | 464560.00  |                             |            |
|                              |            | By Repairs & maintenance    | 1064908.00 |
| To S/B A/c interest.         | 10765.00   | By Electrification          | 14421.00   |
|                              |            | By Seat rent refund         | 18000.00   |
| To Cash Deposit              | 4000.00    | By Earth filling            | 60000.00   |
|                              |            | By Labour & Wages           | 198800.00  |
| To Transfd.from College Fund |            | By Electrical goods         | 200312.00  |
| (Bandhan Bank )              | 1310000.00 | By Bank charges.            | 767.00     |
|                              |            | By <u>Closing Balance.</u>  |            |
|                              |            | Cash at Bank                | 112737.05  |

Rs. 2326663.05

Rs. 2326663.05

**Bank reconciliation statement as on 31-03-2019**

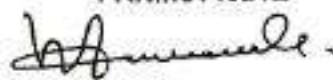
|                                                    |                  |
|----------------------------------------------------|------------------|
| Bank Balance as per Bank Pass book                 | 118059.05        |
| Less : Cheque issued but not collect as on 31/3/19 |                  |
| Cheque No.819977                                   | 5322.00          |
| Bank balance as per Cash book as on 31/3/19        | <u>112737.05</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020

  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN : 20051446AAAACA4296

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**STUDENT FUND**  
**S/B A/C NO.10965243953,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                               |          |                                  |          |
|-----------------------------------------------|----------|----------------------------------|----------|
| To <u>Opening Balance.</u>                    |          | By Labour payment                | 37500.00 |
| Cash at Bank                                  | 63756.25 | By Exps.for Union Body Uniform   | 23373.00 |
| To Transfd.from Examination Fund (Axis bank ) | 37450.00 | By Armed Forces Flack Day coupon | 2000.00  |
| To S/B A/c Interest.                          | 2533.00  | By <u>Closing Balance.</u>       |          |
|                                               |          | Cash at Bank                     | 40866.25 |

Rs. 103739.25

Rs. 103739.25

As per Pass book cash at bank..... 66239.25

Less:Cheque issued but not collected as on 31/3/19

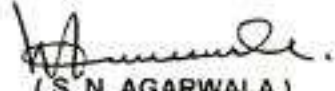
|                               |          |                 |
|-------------------------------|----------|-----------------|
| Cheque No. 588958             | 23373.00 |                 |
| Cheque No. 588959             | 2000.00  | 25373.00        |
| As per Cash book cash at bank |          | <u>40866.25</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E



PLACE: Haibargaon :: Nagaon, Assam  
DATE : The 12th.day of February, 2020

  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN : 20051446AAAACA4296

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**MEMORIAL DEBATING CUM LECTURE FUND**

**S/B A/C NO.10965243170, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                  |           |                                    |           |
|----------------------------------|-----------|------------------------------------|-----------|
| To <u>Opening Balance.</u>       |           | By Exps.for 3 days Talks Programme |           |
| Cash at bank                     | 345667.06 | 26th.Feb to 28th.Feb.2019          | 12000.00  |
| To Transfd.from Examination fund | 37450.00  | By <u>Closing Balance.</u>         |           |
| To S/B A/c interest.             | 12541.00  | Cash at Bank                       | 383658.06 |

Rs. 395658.06

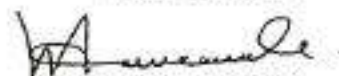
Rs. 395658.06

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...314021E



  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020



**BUILDING FUND**

S/B A/C NO.10965245145, S.B.I.NAGAON

|                                             |                   |                            |                   |
|---------------------------------------------|-------------------|----------------------------|-------------------|
| To <u>Opening Balance.</u>                  |                   | By Labour Payment          | 311630.00         |
| Cash at bank                                | 1363388.97        | By Electric & Fittings.    | 454492.00         |
|                                             |                   | By Painting charges.       | 88025.00          |
| To S/B A/c interest.                        | 29311.00          | By Painting goods          | 198972.00         |
| To Transfd.from Examination Fund(Axis bank) | 224700.00         | By Building materials      | 295175.00         |
|                                             |                   | By Grills & Fittings       | 85430.00          |
|                                             |                   | By Paid for Carpenter      | 26500.00          |
|                                             |                   | By Bank charges            | 300.90            |
|                                             |                   | By <u>Closing Balance.</u> |                   |
|                                             |                   | Cash at Bank               | 156875.07         |
| R <sup>s.</sup>                             | <u>1617399.97</u> | R <sup>s.</sup>            | <u>1617399.97</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.

(S. N. AGARWALA)  
PARTNER  
M. NO : 051446  
0051446AAAACA4296



PLACE: Haibargaon :: Naga (Assam)  
DATE : The 12th day of February, 2020

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**MAGAZINE FUND**  
**S/B NO.10965243421, S.B.I.NAGAON**

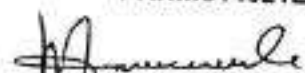
**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                             |                      |                            |                      |
|-----------------------------|----------------------|----------------------------|----------------------|
| To <u>Opening Balance.</u>  |                      | By Paid for Prospectus     |                      |
| Cash at Bank                | 800975.70            | Printing charges           | 176113.00            |
| To Fees Collection.         |                      | By Printing & Stationery   | 2541.00              |
| To S/B A/c Interest.        | 26621.00             | By Bank charges            | 118.00               |
| To Transferred from         |                      | By <u>Closing Balance.</u> |                      |
| Examination fund(Axis bank) | 123600.00            | Cash at Bank               | 780399.70            |
| To Sales of books           | 7975.00              |                            |                      |
|                             | <u>Rs. 959171.70</u> |                            | <u>Rs. 959171.70</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446  
UDIN : 20051446AAAACA4296

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February 2020

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**STUDENT AID FUND**  
**S/B A/C NO.10965243942,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

**To Opening Balance.**

|              |           |                         |          |
|--------------|-----------|-------------------------|----------|
| Cash at Bank | 184191.39 | By Paid for Student Aid | 44200.00 |
|--------------|-----------|-------------------------|----------|

To Transfd.from Examinaion Fund  
( AXIS BANK )

37450.00

**By Closing Balance.**

To S/B A/c Interest.

6639.00

Cash at Bank

184080.39

Rs. 228280.39

Rs. 228280.39

**BANK RECONSILIATION STATEMENT**

As per Pass book cash at bank

186680.39

Less: Cheque issued but not collected as on 31/3/19

Cheque No. 732410

1300.00

Cheque No. 732417

1300.00

2600.00

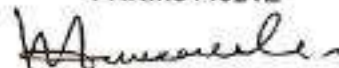
As per cash book cash at bank

184080.39

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E



( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020



**NOWGONG GIRLS' COLLEGE.**

**NAGAON ( ASSAM )**

**MISCELLANEOUS FUND**

**S/B A/C NO.10965243432, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                                  |           |                                   |           |
|--------------------------------------------------|-----------|-----------------------------------|-----------|
| To <u>Opening Balance.</u>                       |           | By Salary to Instructor & Bearer  | 45000.00  |
| Cash at bank                                     | 137343.30 | By Paid for Computer Accessories. | 31590.00  |
| To Fees Collection for Computer                  | 30900.00  | By Telephone & Internet bill      | 8384.00   |
| To Transferred from Examination Fund.(Axis bank) | 170420.00 | By Misc.expenses.                 | 8442.00   |
| To S/b A/c interest.                             | 4204.00   | By Electrification                | 10260.00  |
| To Collection for X'reox.                        | 1514.00   | By Refreshment.                   | 29339.00  |
|                                                  |           | By Printing & Stationery          | 28725.00  |
|                                                  |           | By Labour payment                 | 3000.00   |
|                                                  |           | By Bank Charges.                  | 619.50    |
|                                                  |           | By Exide Battery                  | 28000.00  |
|                                                  |           | By <u>Closing Balance.</u>        |           |
|                                                  |           | Cash at Bank                      | 151021.80 |

Rs. 344381.30

Rs. 344381.30

As per Pass book cash at bank 164009.80

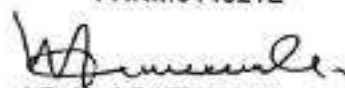
Less: Cheque issued but not collected as on 31/3/19

|                               |        |         |                  |
|-------------------------------|--------|---------|------------------|
| Cheque No.                    | 814048 | 5098.00 |                  |
| Cheque No.                    | 814049 | 480.00  |                  |
| Cheque No.                    | 814050 | 5110.00 |                  |
| Cheque No.                    | 814051 | 2300.00 | 12988.00         |
| As per cash book cash at bank |        |         | <u>151021.80</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GIRLS' COMMON ROOM FUND A/C**

**S/B A/C NO.10966243374, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                                 |           |                                   |           |
|-------------------------------------------------|-----------|-----------------------------------|-----------|
| <b>To <u>Opening Balance.</u></b>               |           |                                   |           |
| Cash at bank                                    | 773924.92 | By Paid for Dot Red Yellow Tiles  | 34125.00  |
| To S/b A/c interest.                            | 27206.00  |                                   |           |
| To Transfd.from Examination<br>Fund.(Axis bank) | 37450.00  | <b>By <u>Closing Balance.</u></b> |           |
|                                                 |           | Cash at Bank                      | 804455.92 |

Rs. 838580.92

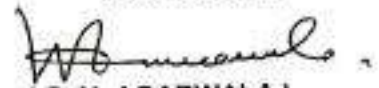
Rs. 838580.92

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E



  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**COUNSELLING FUND**

**S/B A/C NO.10965245134, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                               |                             |                                 |                             |
|-----------------------------------------------|-----------------------------|---------------------------------|-----------------------------|
| <b>To <u>Opening Balance.</u></b>             |                             |                                 |                             |
| Cash at bank                                  | 909255.14                   | By Transfd.to Counselling Fund  | 344560.00                   |
| To S/B A/c interest.                          | 23995.00                    | By Exps.for World Lecturer Day. | 3000.00                     |
|                                               |                             | By Refreshment                  | 1619.00                     |
| To Transfd from Examination Fund (Axis bank ) | 22470.00                    | By Misc.expenses                | 1700.00                     |
|                                               |                             | By Computer Repairing charges   | 13050.00                    |
|                                               |                             | By Painting charges             | 4050.00                     |
|                                               |                             | By Paid for remuneration        | 11000.00                    |
|                                               |                             | By Bank charges                 | 88.50                       |
|                                               |                             | By Exps.for Trophy.             | 5670.00                     |
|                                               |                             | By Printing & Stationery        | 350.00                      |
|                                               |                             | By <u>Closing Balance.</u>      |                             |
|                                               |                             | Cash at Bank                    | 570632.64                   |
|                                               | <b>Rs. <u>955720.14</u></b> |                                 | <b>Rs. <u>955720.14</u></b> |

**BANK RECONSILIATION STATEMENT**

|                                                     |                  |
|-----------------------------------------------------|------------------|
| As per Pass book cash at bank                       | 583597.44        |
| Less: Cheque issued but not collected as on 31/3/19 |                  |
| Cheque No.323673                                    | 12964.00         |
| As per cash book cash at bank                       | <u>570633.44</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E

*(Signature)*  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**P.G.FUND  
S/B A/C NO.10965243443, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                   |            |                                       |                              |  |
|-----------------------------------|------------|---------------------------------------|------------------------------|--|
| <b>To <u>Opening Balance.</u></b> |            |                                       |                              |  |
| Cash at bank                      | 2613213.36 | By Paid for part time Lecturer.       | 101400.00                    |  |
|                                   |            | By Purchase of Books.                 | 850.00                       |  |
| To Collection.for examiantion fee | 190190.00  | By Printing & Stationery.             | 6759.00                      |  |
|                                   |            | By Paid for Special Lecture Programme | 10925.00                     |  |
| To Collection.for Admission fee   | 1070000.00 | By Purchase of Hardware goods         | 468766.00                    |  |
|                                   |            | By Examination Centre fee.            | 53255.00                     |  |
| To S/B A/c interest.              | 105760.00  | By Affiliation fee.                   | 40430.00                     |  |
|                                   |            | By T.A.Bill                           | 4435.00                      |  |
| To Cheque return & deposit        | 18018.00   | By Exps.for Excursion.                | 20000.00                     |  |
|                                   |            | By Refreshment                        | 8482.00                      |  |
|                                   |            | By Car fare                           | 6000.00                      |  |
|                                   |            | By Exps.for Sahitya Academy Pragmm    | 20835.00                     |  |
|                                   |            | By Paid for Examination fee.          | 97550.90                     |  |
|                                   |            | By Bank Charges                       | 761.40                       |  |
|                                   |            | By Paid for Guest Faculty.            | 7700.00                      |  |
|                                   |            | By Paid for Remuneration              | 4500.00                      |  |
|                                   |            | By Misc.expenses.                     | 13110.00                     |  |
|                                   |            | <b>By <u>Closing Balance.</u></b>     |                              |  |
|                                   |            | Cash at Bank                          | 3131422.06                   |  |
| <b>Rs. <u>3997181.36</u></b>      |            |                                       | <b>Rs. <u>3997181.36</u></b> |  |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**



*(Signature)*  
**( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN : 20051446AAAACA4296**

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February 2020

**NOWGONG GIRLS' COLLEGE,  
NAGAON ( ASSAM )**

**SOCIAL FUND  
S/B NO.10965243465, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                             |                      |                                |                      |
|---------------------------------------------|----------------------|--------------------------------|----------------------|
| To <u>Opening Balance.</u>                  |                      | By Exps for Saraswati Puja     | 54457.00             |
| Cash at Bank                                | 670557.11            |                                |                      |
| To S/B A/c Interest.                        | 24393.00             | By Exps. for earthe filling    | 35000.00             |
| To Transfd from Examination Fund (Aix bank) | 185400.00            | By Exps. for flower Plantation | 25000.00             |
|                                             |                      | By Refreshment                 | 2570.00              |
|                                             |                      | By Printing & Stationery       | 4580.00              |
|                                             |                      | By Misc. exps.                 | 9880.00              |
|                                             |                      | By Carrying charges            | 400.00               |
|                                             |                      | By Labour payment              | 19600.00             |
|                                             |                      | By Hardware goods purchase     | 31290.00             |
|                                             |                      | By <u>Closing Balance.</u>     |                      |
|                                             |                      | Cash at Bank                   | 697573.11            |
|                                             | <b>Rs. 880350.11</b> |                                | <b>Rs. 880350.11</b> |

**Bank reconciliation statement as on 31-03-2019**

|                                                   |                |
|---------------------------------------------------|----------------|
| As per pass book bank balance.....                | 752363.11      |
| Less: Cheque issued but not collected. As under:- |                |
| Cheque No. 732238                                 | 31290.00       |
| Cheque No. 732240                                 | 500.00         |
| Cheque No. 732241                                 | 19600.00       |
| Cheque No. 732239                                 | <u>3400.00</u> |
|                                                   | 54790.00       |

As per Cash book cash at bank 697573.11

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E



*(Signature)*  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN : 20051446AAAACA4296

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th. day of February, 2020

**NOWGONG GIRLS' COLLEGE,  
NAGAON ( ASSAM )**

**GAME FUND**

**S/B A/C NO.10965243396,S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                                     |                      |                              |                      |
|-----------------------------------------------------|----------------------|------------------------------|----------------------|
| To <u>Opening Balance.</u>                          |                      | By Exps.for College Week.    | 143856.00            |
| Cash at bank                                        | 595645.14            | By Exps.for Earth filling    | 35000.00             |
| To Fees collection.                                 |                      | By Purchase of books         | 11043.00             |
| To S/B A/c interest.                                | 22086.00             | By Purchases of Sports goods | 11775.00             |
| To Transferred from<br>Examination Fund (Axis Bank) | 185400.00            | By Printing & Stationery.    | 14950.00             |
|                                                     |                      | By Exps.for Youth festivals. | 15524.00             |
|                                                     |                      | By <u>Closing Balance.</u>   |                      |
|                                                     |                      | Cash at Bank                 | 570983.14            |
|                                                     | <b>Rs. 803131.14</b> |                              | <b>Rs. 803131.14</b> |

As per Pass book cash at bank 663131.14

Less: Cheque issued but not collected.

|              |          |          |
|--------------|----------|----------|
| Ch.No.732138 | 38856.00 |          |
| Ch.No.732139 | 11043.00 |          |
| Ch.No.732140 | 11775.00 |          |
| Ch.No.732141 | 6000.00  |          |
| Ch.No.732142 | 4480.00  |          |
| Ch.No.732143 | 4470.00  |          |
| Ch.No.732144 | 15524.00 | 92148.00 |

As per Cash book cash at bank 570983.14

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...314021E

*(Signature)*

( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020



SCHOLARSHIP FUND

C/A. No. 10707349068, SBI Nagaon

**RECEIPTS AND PAYMENTS ACCOUNT**  
**(FOR THE PERIOD FROM 01-04-2018 to 31-03-2019)**

|                            |                 |                            |                 |
|----------------------------|-----------------|----------------------------|-----------------|
| To <u>Opening Balance.</u> |                 | By Disburse to student     | 4970.00         |
| Cash at bank               | 41105.00        |                            |                 |
|                            |                 | By Bank Charges.           | 649.00          |
| To Misc. receipts          | 4050.00         |                            |                 |
|                            |                 | By <u>Closing Balance.</u> |                 |
|                            |                 | Cash at Bank               | 39536.00        |
| Rs.                        | <u>45155.00</u> | Rs.                        | <u>45155.00</u> |

Bank reconciliation statement as on 31-03-2019

|                                                      |                 |
|------------------------------------------------------|-----------------|
| Bank Balance as per Pass book                        | 42476.00        |
| Less : Cheque issued but not collected as on 31/3/19 |                 |
| <u>Cheque No</u>                                     |                 |
| 946761                                               | 2940.00         |
| Bank balance as per Cash book                        | <u>39536.00</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

(S. N. AGARWALA)

**PARTNER**

M. NO : 051446

UDIN : 20051446AAAACA4296



PLACE: Haibargaon :: Nagaon :: Nagaon

DATE : The 12th day of February 2021

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**RESERVE FUND A/C**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

To Op. Fixed Deposit at  
U.B.I. Nagaon.

A/c No.0031109035948

153133.23

By Fixed Deposit at UBI, Nagaon

A/c No.0031109035948

( Md.30/10/21)

153133.23

A/c No.0031109035957

153143.00

A/c No.0031109035957

( Md.30/10/21)

153143.00

A/c No.0031109035975

153138.15

A/c No.0031109035975

( Md.30/10/21)

153138.15

A/c No.0031109035966

167561.88

A/c No.0031109035966

( Md.30/10/21)

167561.88

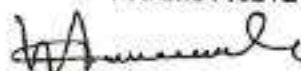
Rs. 626976.26

Rs. 626976.26

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E



( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296



PLACE: Haibargaon :: Nagaon, Assam  
DATE : The 12th.day of February, 2020

# **NOWGONG GIRLS' COLLEGE.**

## **NAGAON ( ASSAM )**

### **EXAMINATION FUND**

**S/B A/C NO. 913010040184191 AXIS BANK, NAGAON**

### **RECEIPTS AND PAYMENTS ACCOUNT**

**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                                  |            |                                       |            |
|--------------------------------------------------|------------|---------------------------------------|------------|
| To <u>Opening Balance.</u>                       |            | By Examination fee paid to G.U.       | 1463430.00 |
| Cash at Bank (Axis Bank)                         | 2479514.00 | By Examination fee paid for H.S       | 48800.00   |
|                                                  |            | By Misc. expenses                     | 22590.00   |
| To Cheque issued but not collected now deposited | 7240.00    | By Printing & Stationery              | 42567.00   |
|                                                  |            | By Refreshment                        | 33431.00   |
| To Examination fee                               | 8385610.00 | By Remuneration                       | 48350.00   |
| To S/B A/c Interest.                             | 218925.00  | By D.A.                               | 1300.00    |
|                                                  |            | By Car Fare                           | 15000.00   |
| To Excess payment refund                         | 1440.00    | By T.A.                               | 12075.00   |
|                                                  |            | By Adv. for Conduct the Examination   | 169738.00  |
| To Fees collection                               | 9618.00    | By Remuneration for Invigilator       | 126400.00  |
|                                                  |            | By Purchase of Hardware goods         | 294236.00  |
|                                                  |            | By Paid for Carpenter                 | 56000.00   |
|                                                  |            | By Remuneration for External          | 6650.00    |
|                                                  |            | By Computer Accessories               | 16522.00   |
|                                                  |            | By Exps. for Field work               | 20000.00   |
|                                                  |            | By Materials purchase                 | 70000.00   |
|                                                  |            | By Exps. for Gas line pipe connection | 108000.00  |
|                                                  |            | By Purchase of 6 Nos. Stool           | 67695.00   |
|                                                  |            | By Purchase of Laboratory equipments  | 371857.00  |
|                                                  |            | By Purchase of Calculator.            | 6608.00    |
|                                                  |            | By Exps. for Practical examination    | 28704.00   |
|                                                  |            | By Car Fare                           | 6000.00    |
|                                                  |            | By Paid for painting                  | 12537.00   |
|                                                  |            | By Paid for Remuneration              | 65660.00   |
|                                                  |            | By <u>Fund Transferred to :-</u>      |            |
|                                                  |            | Nagaon Girls college Fund             | 1147495.00 |
|                                                  |            | Building Fund                         | 224700.00  |
|                                                  |            | Examination Fund( SBI)                | 112350.00  |
|                                                  |            | Library Fund                          | 93625.00   |
|                                                  |            | Student Union Fund                    | 37450.00   |
|                                                  |            | Game Fund                             | 185400.00  |
|                                                  |            | Social Fund                           | 185400.00  |
|                                                  |            | Girls Common Room Fund                | 37450.00   |
|                                                  |            | Megazine Fund                         | 123600.00  |
|                                                  |            | Student Aid Fund                      | 37450.00   |
|                                                  |            | Registration Fund                     | 329160.00  |
|                                                  |            | Faculty Fund                          | 37450.00   |
|                                                  |            | Misc. Fund.                           | 170420.00  |
|                                                  |            | Moral Debating Lecture Fund.          | 37450.00   |
|                                                  |            | Hostel Fund                           | 1310000.00 |
|                                                  |            | Counselling Fund                      | 22470.00   |
|                                                  |            | By Exps. for Conduct the examination  | 10000.00   |
|                                                  |            | By Remuneration paid for Exam. duty.  | 311520.00  |
|                                                  |            | By Exps. for Building materials.      | 57690.00   |
|                                                  |            | By Excess payment by Bank             | 5640.00    |
|                                                  |            | By <u>Closing Balance</u>             |            |
|                                                  |            | Cash at Bank                          | 3511477.00 |

11102347.00

Rs. 11102347.00



Continued to next page..2



Continued from page..1

Bank Reconsiliation Statemetn as on 31/3/19

Bank balance as per bank statement..... 3530574.00

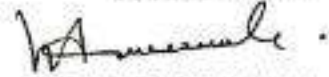
Less: Cheque issued but not collected as on 31/3/18

|                               |          |                   |
|-------------------------------|----------|-------------------|
| Cheque No.152372              | 6560.00  |                   |
| Cheque No.152369              | 12537.00 | 19097.00          |
| As per Cash book cash at bank |          | <u>3511477.00</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...:314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296



PLACE: Haibargaon : Nagaon (Assam)  
DATE : The 12th.day of February, 2020

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**  
**EXAMINATION FUND**  
**S/B A/C NO.10966243385,SBI, NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                  |            |                                    |           |
|----------------------------------|------------|------------------------------------|-----------|
| To <u>Opening Balance.</u>       |            | By Exps.for Alkosign Green Board   | 119900.00 |
| Cash at Bank                     | 1405027.32 | By Furniture purchase              | 395410.00 |
| To Fees Collection.              |            | By Bank charges                    | 5.90      |
| To S/B A/c Interest.             | 47596.00   | By Printing & Stationery           | 47483.00  |
| To Transfd.from Examination Fund |            | By Refreshment                     | 960.00    |
| ( Axis bank )                    | 112350.00  | By Purchase of Building materials. | 128451.00 |
|                                  |            | By GST Paid                        | 7440.00   |
|                                  |            | By Exps.for Boundary repairing     | 54500.00  |
|                                  |            | By Misc.expenses                   | 3350.00   |
|                                  |            | <u>By Closing Balance</u>          |           |
|                                  |            | Cash at Bank                       | 807473.42 |

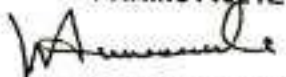
Rs. 1564973.32

Rs. 1564973.32

|                                                  |                  |
|--------------------------------------------------|------------------|
| As per Pass book cash at bank                    | 931273.42        |
| Less: Cheque issued but not presented on 31/3/19 |                  |
| Ch.No.456557                                     | 59220.00         |
| Ch.No.456558                                     | 6730.00          |
| Ch.No.456559                                     | 54500.00         |
| Ch.No.456560                                     | 3350.00          |
|                                                  | 123800.00        |
| As per Cash book cash at bank                    | <u>807473.42</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
 CHARTERED ACCOUNTANTS.  
 FRN...314021E

  
 ( S. N. AGARWALA )  
 PARTNER  
 M. NO : 051446  
 UDIN : 20051446AAAACA4296



PLACE: Haibargaon :: Nagaon (Assam)  
 DATE : The 12th.day of February, 2020

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**REGISTRATION FUND.**

**S/B A/C NO.10965243454, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

To Opening Balance.

Cash at bank

25795.85 By Registration fee

9080.00

To S/B A/c interest.

3683.00 By Affiliation Fee

63560.00

To Transfd. from Examination Fund  
(Axis Bank)

329160.00 By Bank charges

550.00

By Permission fee

36320.00

By Closing Balance.

Cash at Bank

249128.65

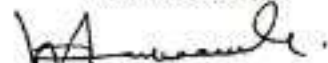
Rs. 358638.65

Rs. 358638.65

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E



( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th day of February, 2020



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**FIXED DEPOSIT FUND A/C**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

**To Op. F.D. at UBI, Nagaon**

|                  |            |
|------------------|------------|
| No.0031109036035 | 821824.62  |
| No.0031109036026 | 821823.38  |
| No.0031109036017 | 821821.93  |
| No.0031109111664 | 1230372.15 |
| No.0031109111965 | 1230625.00 |
| No.0031109111682 | 676841.75  |

**By Fixed Deposit at U.B.I.**

|                                 |            |
|---------------------------------|------------|
| No.0031109036035 Md. 20/8/21    | 1004730.59 |
| No.0031109036026 Md. 20/8/21    | 1004728.79 |
| No.0031109036017 Md. 20/8/21    | 1004729.41 |
| No.0031109111664 (MD 25/7/19)   | 1301075.86 |
| No.0031109111965 ( MD.16/7/19 ) | 1301343.54 |
| No.0031109111682 ( MD.12/7/19)  | 715736.30  |

**To FD Interest.**

|                  |           |
|------------------|-----------|
| No.0031109036035 | 182905.97 |
| No.0031109036026 | 182905.41 |
| No.0031109036017 | 182907.48 |
| No.0031109111664 | 70703.71  |
| No.0031109111965 | 70718.54  |
| No.0031109111682 | 38894.55  |

**By FD at UBI.**

|                             |           |
|-----------------------------|-----------|
| No.0031109036008 Md.3/1/20) | 997271.78 |
|-----------------------------|-----------|

**By FD at Axis Bank**

|                              |           |
|------------------------------|-----------|
| No.914040030013256 MD.5/8/19 | 370565.00 |
| No.914040030013890 Md5/8/19  | 400321.00 |

**To FD at UBI**

|                      |           |
|----------------------|-----------|
| No.0031109036008 O/B | 815723.58 |
|----------------------|-----------|

**To FD Interest.**

181548.20

**To FD at Axis bank, Nagaon**

|                        |           |
|------------------------|-----------|
| No.914040030013256 O/B | 355821.00 |
| No.914040030013890 O/B | 355821.00 |

**To FD Interest.**

|                    |          |
|--------------------|----------|
| No.914040030013256 | 14744.00 |
| No.914040030013890 | 44500.00 |

8100502.27

8100502.27

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**



*(Signature)*  
**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN : 20051446AAAACA4296**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**(FOR THE PERIOD FROM 01-04-2018 TO 31-03-2019)**

|     |          |
|-----|----------|
| Rs. | 25397.83 |
|-----|----------|

PLACE: Haibargaon :: Nagaon, Assam  
DATE : The 12th day of February, 2020

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MEGHNATH PAUL MERIT AWARD FUND**

**S/B A/C NO.00310103168989, U.B.I.NAGAON**

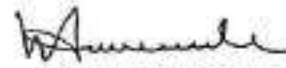
**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 TO 31-03-2019 )**

|                                   |          |                                    |          |
|-----------------------------------|----------|------------------------------------|----------|
| <b>To <u>Opening Balance.</u></b> |          | <b>By FD No/0031109164522</b>      |          |
| Cash at Bank                      | 58938.58 | UBI, on 18/9/18 ( MD.18/9/19)      | 50000.00 |
| To S/B A/c Interest.              | 1277.00  | By Paid for Merit award on 14/9/18 | 1500.00  |
|                                   |          | <b>By <u>Closing Balance</u></b>   |          |
|                                   |          | Cash at Bank                       | 8715.58  |
| Rs. <u>60215.58</u>               |          | Rs. <u>60215.58</u>                |          |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E**



  
**( S. N. AGARWALA )  
PARTNER**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020**

**M. NO : 051446  
UDIN : 20051446AAAACA4296**



PLACE: Haibargaon :: Nagaon, Assam  
DATE : The 12th day of February, 2020

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**RENU MAHANTA MERIT AWARD FUND**

**S/B A/C NO.0031013186170, U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 TO 31-03-2019 )**

|                                   |                            |                                    |                            |
|-----------------------------------|----------------------------|------------------------------------|----------------------------|
| <b>To <u>Opening Balance.</u></b> |                            | <b>By Fixed Deposit.at UBI</b>     |                            |
| Cash at Bank                      | 2594.75                    | No.0031109095959                   |                            |
|                                   |                            | ( MD. 24/7/2023)                   | 10000.00                   |
| To F.D.(No.0031109095959)         |                            |                                    |                            |
| ( MD. 24/7/2023) O/B              | 10000.00                   | By Bank Charges.                   | 1.50                       |
| To F.D. Interest                  | 876.00                     | By Paid for Merit Award on 14/9/18 | 2000.00                    |
|                                   |                            | <b>By <u>Closing Balance</u></b>   |                            |
| To S/B A/c Interest.              | 75.00                      | Cash at Bank                       | 1544.25                    |
|                                   | <b>Rs. <u>13545.75</u></b> |                                    | <b>Rs. <u>13545.75</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E



*(Signature)*  
( S. N. AGARWALA )  
PARTNER

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020

M. NO : 051446  
UDIN : 20051446AAAACA4296

PLACE: Haibargaon :: Nagaland (Assam)  
DATE : The 12th day of February, 2020



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**KUNTALA HAZARIKA MERIT AWARD FUND**

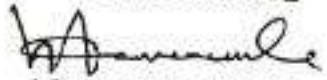
**S/B A/C NO.10965412061, SBI.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 TO 31-03-2019 )**

|                                         |                            |                                                                         |                            |
|-----------------------------------------|----------------------------|-------------------------------------------------------------------------|----------------------------|
| <b>To Opening Balance.</b>              |                            |                                                                         |                            |
| Cash at Bank                            | 10892.00                   | By Fixed Deposit .at SBI Nagaon<br>No. 30299985594<br>( MD.28/12/2027 ) | 13000.00                   |
| To Fixed deposit.<br>No.30299985594 O/B | 13000.00                   | By Paid Merit award on 27/9/18                                          | 1000.00                    |
| To F.D. Interest                        | 1128.00                    |                                                                         |                            |
| To S/B A/c Interest.                    | 379.00                     | By <u>Closing Balance</u><br>Cash at Bank                               | 11399.00                   |
|                                         | <b>Rs. <u>25399.00</u></b> |                                                                         | <b>Rs. <u>25399.00</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E**

  
**( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN : 20051446AAAACA4296**



**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MUKTARAM GAYAN PRATIBHA BATA FUND**

**S/B A/C NO.10965243249, SBI.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2018 TO 31-03-2019 )**

**To Opening Balance.**

Cash at Bank  
To Fixed deposit.  
No.10965666898 O/B  
( MD.9/11/2017)

7629.60

14096.89

To F.D. Interest  
To S/B A/c Interest.

844.00  
285.00

By Fixed Deposit .at SBI Nagaon  
No.10965666898  
( MD.9/11/2022)

14096.89

By Closing Balance  
Cash at Bank

8758.60

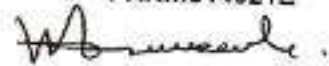
Rs. 22855.49

Rs. 22855.49

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 20051446AAAACA4296

PLACE: Haibargaon :: Nagaon, Assam  
DATE : The 12th.day of February, 2020

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**NOWGONG GIRLS' COLLEGE FUND**

**S/B. No. 50180013958314, Bandhan bank, Nagaon**

**RECEIPTS AND PAYMENTS ACCOUNT  
(WEF 22/05/2018 TO 31-03-2019)**

|                            |                       |                              |                       |
|----------------------------|-----------------------|------------------------------|-----------------------|
| <b>To Opening Balance.</b> |                       | <b>By Fd at Bandhan bank</b> |                       |
| Cash at bank               |                       | N I L                        |                       |
|                            |                       | No.10180003742694 13/7/18    |                       |
|                            |                       | (MD.14/7/19)                 | 600000.00             |
| To Fees for Prospectus     | 1002370.00            | No.10180002967718 13/6/18    |                       |
|                            |                       | (MD.13/7/19)                 | 500000.00             |
| To S/b A/c Interest        | 10998.00              | No.10180003742774 13/7/18    |                       |
|                            |                       | (MD.14/7/19)                 | 200000.00             |
| To Admission fees for BSC  | 556000.00             |                              |                       |
|                            |                       | By Printing & Stationery     | 4504.00               |
|                            |                       | <b>By Closing Balance.</b>   |                       |
|                            |                       | Cash at Bank                 | 264864.00             |
|                            | <b>Rs. 1569368.00</b> |                              | <b>Rs. 1569368.00</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E



*(Signature)*  
( S. N. AGARWALA )  
PARTNER

PLACE: Haibargaon :: Nagaon, Assam  
DATE : The 12th.day of February, 2020

M. NO : 051446  
UDIN : 20051446AAAACA4296



**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**NEW UGC A/C  
S/B A/C NO. 36208028719, SBI, NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

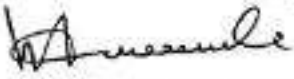
|                                    |                   |                                             |                   |
|------------------------------------|-------------------|---------------------------------------------|-------------------|
| To Opening Balance<br>Cash at bank | 1355945.25        | By Purchase of building materials           | 785613.00         |
| To S/B A/c interest.               | 13443.00          | By T.A.Bill.                                | 1840.00           |
|                                    |                   | By Car Fare                                 | 2800.00           |
|                                    |                   | By Labour charges                           | 420000.00         |
|                                    |                   | By <u>Closing balance.</u><br>Cash at Bank. | 159135.25         |
|                                    | <u>1369388.25</u> |                                             | <u>1369388.25</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446  
UDIN : 20051446AAAACA4296

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GOLDEN JUBILEE CELEBRATION FUND**

**A/C NO. 0031013112838, UBI,NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

|                                   |                      |                                  |                      |
|-----------------------------------|----------------------|----------------------------------|----------------------|
| <b>Opening Balance</b>            |                      |                                  |                      |
| Cash at bank                      | 117490.75            | By Exps.Faculty Research Project | 12000.00             |
| Donation Received                 | 273500.00            | By Exps Faculty Research Project | 45000.00             |
| Tiwa Bhasha Kala Krishil Parishad | 12000.00             | By Exps Faculty Research project | 30000.00             |
|                                   |                      | By Exps field trip exchange etc  | 10000.00             |
|                                   |                      | By Exps field trip exchange etc  | 38500.00             |
|                                   |                      | By Bank charges                  | 30.00                |
| o Tiwa Autonomous Council         | 45000.00             | By <b>Closing Balance :</b>      |                      |
|                                   |                      | Cash at Bank                     | 312460.75            |
|                                   | <b>Rs. 447990.75</b> |                                  | <b>Rs. 447990.75</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...314021E

(S.N.AGARWALA)

PARTNER.

M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February,2020

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**NAGAON GIRLS' COLLEGE A/C.**

**S/B A/C NO. 0031010310867, U.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2018 to 31-03-2019 )**

**Opening Balance**  
Cash at bank

409352.00 By Expenses

NIL

By Closing Balance :  
Cash at Bank

409352.00

Rs. 409352.00

Rs. 409352.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

(S.N.AGARWALA)  
PARTNER.  
M.NO: 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 12th.day of February, 2020



**INTERNAL AUDIT REPORT**  
**FOR THE FINANCIAL YEAR :2019- 2020**

**NOWGONG GIRLS' COLLEGE**  
**DIST. :NAGAON ( ASSAM)**

**AUDITED BY:**  
**SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS**  
**SANI MANDIR ROAD, HAIBARGAON; NAGAON; ASSAM: 782 002**

**INTERNAL AUDIT REPORT**

We have audited the attached Receipt and Payment Accounts of **NOWGONG GIRLS' COLLEGE : Nagaon (Assam)** for the year ended **31st. March, 2020** in respect of :

- |                                      |                                              |
|--------------------------------------|----------------------------------------------|
| 1 College General Fund               | 17 Scholarship Fund.                         |
| 2 U.G.C.Fund                         | 18 Reserve Fund.                             |
| 3 Library Fund                       | 19 Examination Fund (Axis Bank A/c)          |
| 4 Faculty Fund                       | 20 Examination Fund ( SBI. A/c)              |
| 5 Hostel Fund                        | 21 Registration Fund                         |
| 6 Student Fund                       | 22 Nagaon Girls' College Fund                |
| 7 Memorial Debating cum Lecture Fund | 23 Fixed Deposit Fund                        |
| 8 Building Fund                      | 24 Rekha Dasgupta Merit Award Fund           |
| 9 Magazine Fund                      | 25 Meghnath Paul Merit Award Fund            |
| 10 Student Aid Fund                  | 26 Bhanu Padmapati Merit Award Fund          |
| 11 Miscellaneous Fund                | 27 Renu Mahanta Merit Award Fund             |
| 12 Common Room Fund                  | 28 Malati .Bora Merit Award Fund             |
| 13 Counselling Fund                  | 29 Kuntala Hazarika Merit Award Fund         |
| 14 P.G.Fund.                         | 30 Muktaram Gayan Pratibha Bata Fund         |
| 15 Social Fund                       | 31 Nowgong Girl's College Fund ( Bandan Bk.) |
| 16 Game Fund                         | 32 New UGC A/c                               |
|                                      | 33 Golden Jubilee Celebration Fund           |

With the books of accounts produced before us and report that :  
Subject to our observations, we have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit.

The receipt and Payment Accounts are in agreement with the books of accounts.

In our opinion and to the best of our information and according to the explanations given to us, the said accounts gives a true and fair view of all receipts and payments disbursed by the College during the year ended on **31st.March, 2020**

For **SATYANARAYAN AGARWALA & CO.**  
CHARTERED ACCOUNTANTS  
FRN. : 314021E



*(Signature)*

( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 11th.day of March, 2022

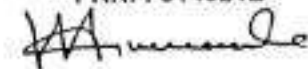
**Satyanarayan Agarwala & Co.**  
CHARTERED ACCOUNTANTS.

Sanl Mandir Road,  
Haibargaon, Nagaon  
Assam : 782002  
MOBILE NO. : 9845183717

Observations as referred to our report (Internal Auditor's) of even date

- 1 **Books of Accounts :-** The College is maintaining only Cash Book, Bills Vouchers & Bank statements.
- 2 Bank balances of the funds are reconciled and where the difference with Bank statement and Cash book, the reconciliation statement is prepared

For SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS  
FRN. : 314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022





**NOWGONG GIRLS' COLLEGE**  
**DIST. : NAGAON ( ASSAM )**

**COLLEGE GENERAL FUND ACCOUNT**  
**C/A. NO. 10965236638, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

**RECEIPTS**

**PAYMENTS**

|                                    |                   |                                      |                   |
|------------------------------------|-------------------|--------------------------------------|-------------------|
| <b>To Opening Balance :</b>        |                   | By Salary paid to Part time lecturer | 995000.00         |
| Cash at bank                       | 3667108.40        | By Salary paid to III .Grade staff   | 52000.00          |
| To Govt. Grant received from       |                   | By Salary paid to IV .Grade staff    | 458456.00         |
| Director of Higher Education       | 1000000.00        | By Paid to Lawyer                    | 44000.00          |
| To Education Tour from DHE         |                   | To T.A                               | 23371.00          |
| (Assam)                            | 100000.00         | By Electric bill                     | 681873.00         |
| To Purchase of Books from          |                   | By Bank charges.                     | 1888.00           |
| DHE (Assam)                        | 199863.00         | By Purchase of Elect.Goods           | 315792.00         |
| To Postal Rent                     | 16500.00          | By Telephone bill                    | 10731.00          |
| To Room Rent.                      | 2500.00           | By GLIC                              | 29737.00          |
| To Postal Electric bill            | 6285.00           | By Labour Payment                    | 31200.00          |
| To Application fee for the post of |                   | By Refreshment                       | 76603.00          |
| Asstt.Professor                    | 420000.00         | By Paid for Painter.                 | 21200.00          |
| To Cheque issued but not           |                   | By Paid for Tile Fittings            | 27860.00          |
| Collected.                         | 2600.00           | By Paid for Hostel Payment           | 102195.00         |
| To Govt Grant(                     |                   | By Paid for Building Constn.         | 641156.00         |
| (CEMTEX.DEPTT.GCR)                 | 100000.00         | By Car Fare                          | 30000.00          |
| To Cheque No.958221 issued on      |                   | By Diesel expenses                   | 17680.00          |
| 18/2/20 195369/- but debited       |                   | By Purchase of Laboratory Chemicals  | 284126.00         |
| Rs.195360/- diff.amt now           |                   | By Remuneration for G.B.Members.     | 2000.00           |
| credited                           | 9.00              | By Printing & Stationery             | 54564.00          |
| To Sale of damage goods            | 16500.00          | By Misc.expenses.                    | 16500.00          |
| To Fund Tranfd.from                |                   | By Purchase of Hardware goods        | 101683.00         |
| Nagaon Girls' College Fund         |                   | By Open for Biva devi Goswami Award  |                   |
| (Bandhan Bank)                     | 2545310.00        | Fund.                                | 100000.00         |
| To Waive Admission fee.            | 1470030.00        | By News paper & Periodicals.         | 1306.00           |
|                                    |                   | By TDS Return filing fees.           | 2100.00           |
|                                    |                   | By GST Paid                          | 2200.00           |
|                                    |                   | By Exps.for Education Tour           | 100000.00         |
|                                    |                   | By Paid for Labour & Wages.          | 126600.00         |
|                                    |                   | By Exps.for Advertisement            | 37438.00          |
|                                    |                   | By Purchase of Furniture for Canteen | 239540.00         |
|                                    |                   | By Purchase of Lap Top               | 174000.00         |
|                                    |                   | By Exps for College Foundation Day.  | 7000.00           |
|                                    |                   | By Paid to Director of H.E.Ghy.for   |                   |
|                                    |                   | 17-18 H.E.Ghy.for 17-18              | 1572900.00        |
| <b>C/F to Page No. 2</b>           | <b>9546705.40</b> | <b>C/F to Page No. 2</b>             | <b>6382699.00</b> |



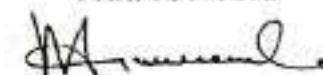
|                   |                   |                                         |                   |
|-------------------|-------------------|-----------------------------------------|-------------------|
| C/F to Page No. 2 | 9546705.40        | C/F to Page No. 2                       | 6382699.00        |
|                   |                   | By Exps.for Interview                   | 79296.00          |
|                   |                   | By Fooding & Loading                    | 9150.00           |
|                   |                   | By Paid for Remuneation                 | 6000.00           |
|                   |                   | By Paid for Student I.Card.             | 142885.00         |
|                   |                   | By Exps.for Online Software installtion | 50000.00          |
|                   |                   | By Purchase of Laboratory Instrument    | 184048.00         |
|                   |                   | By Purchase of building materials       | 48605.00          |
|                   |                   | By Purchase of Computer accessries.     | 195369.00         |
|                   |                   | By Purchase of Building Constrn.        | 903832.00         |
|                   |                   | By Closing balance                      | 1544821.40        |
|                   | <u>9546705.40</u> |                                         | <u>9546705.40</u> |

**Bank reconciliation statement as on 31-03-2020**

|                                                    |                          |
|----------------------------------------------------|--------------------------|
| Cash at bank.....                                  | 1567406.00               |
| Less:- Cheque issued but not collected. As under:- |                          |
| Cheque No. 927541                                  | 2100.00                  |
| Cheque No. 958280                                  | <u>20485.00</u> 22585.00 |
| As per Cash book cash at bank                      | <u>1544821.00</u>        |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS  
FRN. : 314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022



**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**UGC FUND**

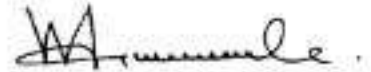
**S/B A/C NO. 10965243635, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                            |                 |                                   |                 |
|----------------------------|-----------------|-----------------------------------|-----------------|
| To <u>Opening Balance.</u> |                 | By Exps.for World Examination Day | 5000.00         |
| Cash at bank               | 48173.71        |                                   |                 |
| To S/B A/c interest.       | 1578.00         | By <u>Closing balance.</u>        |                 |
|                            |                 | Cash at Bank.                     | 49751.71        |
| To Received                | 5000.00         |                                   |                 |
|                            |                 |                                   |                 |
|                            | <u>54751.71</u> |                                   | <u>54751.71</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E



( S. N. AGARWALA )  
PARTNER

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022





**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**LIBRARY FUND.**  
**S/B NO.10965243410, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                              |           |                                   |           |
|------------------------------|-----------|-----------------------------------|-----------|
| <b>To Opening Balance.</b>   |           |                                   |           |
| Cash at Bank                 | 400283.41 | By Paid for Reasearch Journal     | 660.00    |
| To Fees Collection.          | 132.00    | By Purchase of books              | 16713.00  |
|                              |           | By Paid for Renewal of Megazine   | 11849.00  |
| To S/B A/c Interest.         | 16256.00  | By Exps.for Books binding.        | 2160.00   |
| To Cheque issued 27/10/08    |           | By Paid for Library card          | 29618.00  |
| No.922265 now credited.      | 585.00    | By Exps.for Carpet for Floor      | 48113.00  |
|                              |           | By Bank charges                   | 88.50     |
| To Cheque issued 30/03/19    |           | By Newspaper & Periodicals.       | 7256.00   |
| No.922280 now credited.      | 540.00    | By Computer Accessories.          | 170517.00 |
|                              |           | By Paid for Painting              | 3500.00   |
| To Tranfd.from Nagaon Girls' |           | By Paid for Salary                | 26000.00  |
| College Fund(Bandhan bank)   | 251000.00 | By Purchase of Furniture.         | 30000.00  |
|                              |           | By Paid for Annual Membership fee | 5900.00   |
|                              |           | By Repairs & Maintenance          | 11210.00  |
|                              |           | <b>By Closing balance.</b>        |           |
|                              |           | Cash at Bank                      | 305211.91 |
| <b>Rs. 668796.41</b>         |           | <b>Rs. 668796.41</b>              |           |

**Bank reconciliation statement as on 31-03-2020**

|                                                              |                  |
|--------------------------------------------------------------|------------------|
| As per Bank Statement Cash at Bank as on 31/3/20             | 305661.91        |
| Less : Cheque No.922308 issued on 26/2/20 but not Collected. | 450.00           |
| <b>As per cash book cash at bank</b>                         | <b>305211.91</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

*(Signature)*  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022



**NOWGONG GIRLS' COLLEGE.****NAGAON ( ASSAM )****HOSTEL FUND****S/B A/C NO.1096G243374,SBI,NAGAON.****RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                                   |            |                                      |           |
|-----------------------------------|------------|--------------------------------------|-----------|
| <b>To <u>Opening Balance.</u></b> |            | By Salary to Staff.                  | 534135.00 |
| Cash at bank                      | 112737.05  | By Sanitary & Water supply materials | 297501.00 |
| To Fees collection                | 520000.00  | By Painting materials.               | 109994.00 |
| To S/B A/c interest.              | 21144.00   | By Exps.for renovation works         | 309313.00 |
| To Tranfd.from Nagaon Girls'      |            | By Repairs & maintenance             | 55950.00  |
| College Fund (Bandhan Bank)       | 1590000.00 | By Cleaning expenes.                 | 7168.00   |
| To Recd.different amounts         |            | By Newspaper & periodicals.          | 1716.00   |
| ( 3515-3315) vide Cheque          |            | By Paid for Labour & wages.          | 152500.00 |
| No.967724                         | 200.00     | By Purchase of Kilchen materials.    | 12402.00  |
| To Che.No.967651 issued on        |            | By Electrical goods                  | 20240.00  |
| but not collected now credited    | 10520.00   | By Bank charges.                     | 619.50    |
|                                   |            | By Telephone Bill                    | 3422.00   |
|                                   |            | By Misc.expenses.                    | 3160.00   |
|                                   |            | <b>By <u>Closing Balance.</u></b>    |           |
|                                   |            | Cash at Bank                         | 746480.55 |

Rs. 2254601.05Rs. 2254601.05**Bank reconciliation statement as on 31-03-2020**

|                                                    |                         |
|----------------------------------------------------|-------------------------|
| As per bank statement bank balance as on 31/3/20   | 759330.55               |
| Less : Cheque issued but not collect as on 31/3/20 |                         |
| Cheque No. 610377                                  | 400.00                  |
| Cheque No. 610383                                  | 3000.00                 |
| Cheque No. 610392                                  | 6450.00                 |
| Cheque No. 610393                                  | 3000.00                 |
|                                                    | 12850.00                |
| <b>Bank balance as per Cash book as on 31/3/20</b> | <b><u>746480.55</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.****FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN.:314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 11th. day of March, 2022











**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MAGAZINE FUND**  
**S/B NO.10965243421, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                            |           |                                     |           |
|----------------------------|-----------|-------------------------------------|-----------|
| To <u>Opening Balance.</u> |           | By Exps.for Printing of Prospectus. | 187000.00 |
| Cash at Bank               | 780399.70 | By Exps.for Printing of Megazine    | 80000.00  |
| To Transferred from        |           | By Printing & Stationery            | 800.00    |
| Nowgong Girls' College.    | 197100.00 | By Paid for TA                      | 3000.00   |
| (Bandhan Bank)             |           | By Paid for Carpenter               | 30000.00  |
| To S/B A/c Interest.       | 24248.00  | By Bank charges.                    | 118.00    |
|                            |           | By <u>Closing Balance.</u>          |           |
|                            |           | Cash at Bank                        | 700829.70 |

Rs. 1001747.70

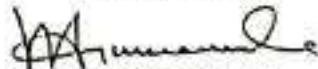
Rs. 1001747.70

**Bank reconciliation statement as on 31-03-2020**

|                                                    |                  |
|----------------------------------------------------|------------------|
| As per Bank Statement cash at Bank                 | 734629.70        |
| Less:- Cheque issued but not collected. As under:- |                  |
| Cheque No. 566118                                  | 800.00           |
| Cheque No. 566119                                  | 3000.00          |
| Cheque No. 566120                                  | 30000.00         |
|                                                    | 33800.00         |
| As per Cash book cash at bank as on 31/3/2020      | <u>700829.70</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E

  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Halbargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022





**NOWGONG GIRLS' COLLEGE.**

**NAGAON ( ASSAM )**

**MISCELLANEOUS FUND**

**S/B A/C NO.10965243432, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                                |            |                                      |           |
|--------------------------------|------------|--------------------------------------|-----------|
| To <u>Opening Balance.</u>     |            | By Salary to Instructor & Bearer     | 99200.00  |
| Cash at bank                   | 151021.80  | By Paid for Annual membership fee    | 29500.00  |
| To Fees Received               | 20870.00   | By Telephone & Internet bill         | 13836.00  |
| To Fund Transferred from.      |            | By Misc.expenses.                    | 14051.00  |
| Nagaon Girls' College Fund     |            | By Electrification                   | 7000.00   |
| (Bandhan Bank)                 | 125500.00  | By Refreshment.                      | 31168.00  |
| To S/b A/c interest.           | 14270.00   | By Printing & Stationery             | 48217.00  |
| To FD Transferred from FD Fund | 1379975.82 | By Paid for Earth filling.           | 6000.00   |
| To Other received.             | 2900.00    | By Purchase of Hardware goods.       | 781384.00 |
|                                |            | By Diesel & Mobil                    | 4040.00   |
|                                |            | By Computer Accessories.             | 76845.00  |
|                                |            | By Software Installation             | 2000.00   |
|                                |            | By Labour & Wages.                   | 225500.00 |
|                                |            | By Repair & Maintenance              | 12000.00  |
|                                |            | By Purchase of Computer              | 135360.00 |
|                                |            | By Paid for Educational tour         | 21500.00  |
|                                |            | By Paid for Petty Cash book          | 5888.00   |
|                                |            | By Exps.for Workshop                 | 5870.00   |
|                                |            | By Paid for Curtain Cloth & fittings | 18438.00  |
|                                |            | By <u>Closing Balance.</u>           |           |
|                                |            | Cash at Bank                         | 156740.62 |

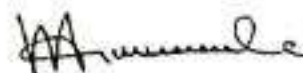
Rs. 1694537.62

Rs. 1694537.62

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN.:314021E



**( S. N. AGARWALA )**

**PARTNER**

**M. NO : 051446**

**UDIN : 22051446AEQDCY8198**

**PLACE: Halbargaon :: Nagaon (Assam)**

**DATE : The 11th. day of March, 2022**





**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**GIRLS' COMMON ROOM FUND A/C**

**S/B A/C NO.10966243374, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT'**  
**FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

To Opening Balance.

Cash at bank

804455.92

By Purchase of Building materials

225390.00

To S/b A/c interest.

24314.00

By Paid for Labour & wages

417300.00

By Closing Balance.

Cash at Bank

186079.92

Rs. 828769.92

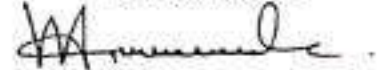
Rs. 828769.92

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.

CHARTERED ACCOUNTANTS.

FRN.:314021E



( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 11th. day of March, 2022



### COUNSELLING FUND

**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                            |                  |                                   |                  |
|----------------------------|------------------|-----------------------------------|------------------|
| To <u>Opening Balance.</u> |                  |                                   |                  |
| Cash at bank               | 570633.44        | By Labour & Wages.                | 83900.00         |
|                            |                  |                                   | 5880.00          |
| To S/B A/c Interest.       | 13838.00         | By Printing & Stationery          |                  |
|                            |                  | By Exps.for Counselling Programme | 17750.00         |
|                            |                  | By Paid for Lawyer Fee.           | 60000.00         |
|                            |                  | By Paid for Academic Trip         | 18500.00         |
|                            |                  | By Purchase of books              | 5355.00          |
|                            |                  | By Refreshment                    | 11720.00         |
|                            |                  | By Purchase of Printer & Toner.   | 19000.00         |
|                            |                  | By Exps.for Yoga Programme        | 18240.00         |
|                            |                  | By Workshop on Bengali Deptt.     | 2375.00          |
|                            |                  | By Printing & Stationery.         | 1620.00          |
|                            |                  | By Exps.for SSC Coaching          | 3922.00          |
|                            |                  | By Purchase of Cartain Cloth      | 16226.00         |
|                            |                  | By Purchase of LED TV             | 220926.00        |
|                            |                  | By GST Paid                       | 3526.00          |
|                            |                  | By <u>Closing Balance.</u>        |                  |
|                            |                  | Cash at Bank                      | 95531.44         |
|                            |                  |                                   |                  |
| R <sup>s</sup> .           | <u>584471.44</u> | R <sup>s</sup> .                  | <u>584471.44</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.

FRN.:314021E



M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Halbargaon :: Nagaon  
DATE : The 11th. day of March, 2022

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**P.G.FUND**

**S/B A/C NO.10965243443, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                            |            |                                      |                       |
|----------------------------|------------|--------------------------------------|-----------------------|
| To <u>Opening Balance.</u> |            | By Paid for part time Lecturer.      | 83850.00              |
| Cash at bank               | 3131422.06 | By Remuneration                      | 52720.00              |
|                            |            | By Printing & Stationery.            | 16326.00              |
| To Examination Fees        | 73830.00   | By Postal charges.                   | 3389.00               |
|                            |            | By Paid for debating Programme       | 17000.00              |
| To Admission fees.         | 610000.00  | By Paid for Examination fees.        | 12842.50              |
|                            |            | By Paid for Examination Centre fees  | 465.00                |
| To S/B A/c interest.       | 98586.00   | By T.A.Bill                          | 2660.00               |
|                            |            | By Advertisement exps.               | 22500.00              |
| To Prospectus Fees         | 17200.00   | By Refreshment                       | 7550.00               |
|                            |            | By Car fare                          | 5600.00               |
|                            |            | By Exps.for renovation of PG Deptt.  | 111536.00             |
|                            |            | By Purchase of Almirah               | 25724.00              |
|                            |            | By Fuel charges                      | 1100.00               |
|                            |            | By Paid for Guest Faculty.           | 21500.00              |
|                            |            | By Paid for Inspection               | 15000.00              |
|                            |            | By Bank charges                      | 84.16                 |
|                            |            | By Misc.expenses.                    | 1360.00               |
|                            |            | By Labour & Wages.                   | 50400.00              |
|                            |            | By Purchase of Grass cutting Machine | 103000.00             |
|                            |            | By Paid for Registration.fees        | 13310.00              |
|                            |            | By Exps.for constructions            | 16380.00              |
|                            |            | By Paid for Earth filling            | 28400.00              |
|                            |            | By Exps.for Tower Clock              | 150000.00             |
|                            |            | By <u>Closing Balance.</u>           |                       |
|                            |            | Cash at Bank                         | 3168341.40            |
|                            |            |                                      | <u>Rs. 3931038.06</u> |
|                            |            |                                      | <u>Rs. 3931038.06</u> |

**BANK RECONSILIATION STATEMENT AS ON 31/3/2020**

|                                                    |                   |
|----------------------------------------------------|-------------------|
| As per Pass book cash at Bank                      | 3189141.40        |
| Less : Cheque issued but not Created as on 31/3/20 |                   |
| Cheque No. 55867                                   | 4000.00           |
| Cheque No. 55869                                   | 16800.00          |
| As per cash book cash at bank                      | <u>3168341.40</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**



*(Signature)*  
**( S. N. AGARWALA )  
PARTNER**

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022

M. NO : 051446  
UDIN : 22051446AEQDCY8198



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**SOCIAL FUND  
S/B NO.10965243465, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                           |           |                                      |                      |
|---------------------------|-----------|--------------------------------------|----------------------|
| To <u>Opening Balance</u> |           | By Exps for Sanlardev Tithi          | 9500.00              |
| Cash at Bank              | 697573.11 | By Paid for Remuneration             | 36400.00             |
| To Transfd. from          |           | By Labour payment                    | 1100.00              |
| Nagaon Girls Fund         | 125500.00 | By Exps. for Freshers Social         | 39490.00             |
| (Bandhan bank)            |           | By Exps. for Car fare                | 9500.00              |
| To S/B A/c Interest.      | 21667.00  | By Refreshment.                      | 2196.00              |
|                           |           | By Paid for Hotel Room rent.         | 2516.00              |
|                           |           | By Paid for Diesel                   | 2020.00              |
|                           |           | By Paid for Stage Deccoration.       | 13000.00             |
|                           |           | By Paid for Earth filling.           | 14500.00             |
|                           |           | By Paid for Freshers Foundation Day. | 37875.00             |
|                           |           | By Paid for Photographer.            | 2300.00              |
|                           |           | By Exps for Internal Yoga Day.       | 12070.00             |
|                           |           | By Exps. for Environmental Day       | 1000.00              |
|                           |           | By Exps. for Saraswati Pooja.        | 75000.00             |
|                           |           | By Purchase of Flower Seeds.         | 18220.00             |
|                           |           | By Exps. for Republic Day.           | 4046.00              |
|                           |           | By <u>Closing Balance</u>            |                      |
|                           |           | Cash at Bank                         | 564007.11            |
|                           |           |                                      | <u>Rs. 844740.11</u> |
| <u>Rs. 844740.11</u>      |           |                                      |                      |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**



*(Signature)*  
**( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN : 22051446AEQDCY8198**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GAME FUND**

**S/B A/C NO.10965243396,S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                                                        |                       |                                            |                       |
|--------------------------------------------------------|-----------------------|--------------------------------------------|-----------------------|
| To <u>Opening Balance.</u>                             |                       |                                            |                       |
| Cash at bank                                           | 570983.14             | By Purchases of Furniture.                 | 42480.00              |
|                                                        |                       | By Bank Charges.                           | 118.00                |
| To Tranfd.from<br>Nagaon Girls Fund<br>(Bandhan bank ) | 454000.00             | By Printing & Stationery                   | 200.00                |
|                                                        |                       | By Registration Fees paid.                 | 1200.00               |
| To S/B A/c interest.                                   | 26341.00              | By Paid for College week Festival.         | 188534.00             |
|                                                        |                       | By Refreshment                             | 1420.00               |
|                                                        |                       | By Puchase of Trophy.                      | 28402.00              |
|                                                        |                       | By Purchase of books for Youth<br>Festival | 4025.00               |
|                                                        |                       | By Purchase of Stage Deccoration.          | 12000.00              |
|                                                        |                       | By <u>Closing Balance.</u>                 |                       |
|                                                        |                       | Cash at Bank                               | 772945.14             |
|                                                        | <b>Rs. 1051324.14</b> |                                            | <b>Rs. 1051324.14</b> |

**Bank reconciliation statement as on 31-03-2020**

|                                                      |                  |
|------------------------------------------------------|------------------|
| Bank balance as per Bank Statementook as on 31/3/20  | 804409.14        |
| Less : Cheque issued but not Cleared as on 31/3/2020 |                  |
| Ch.No.732153                                         | 483.00           |
| Ch.No.732156                                         | 14956.00         |
| Ch.No.732157                                         | 4025.00          |
| Ch.No.732158                                         | 12000.00         |
|                                                      | 31464.00         |
| As per Cash book cash at bank                        | <u>772945.14</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



*(Signature)*  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022

**SCHOLARSHIP FUND**

**C/A. No. 10707349068, SBI Nagaon**

To Opening Balance,  
Cash at bank

39536.00

By Disburse to Handycaped student

7920.00

By Bank Charges.

649.00

To Fund receipts from  
Shisu Sarathi

7920.00

**By Closing Balance.**  
Cash at Bank

38887.00

Rs. 47456.00

Rs. 47456.00

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

(S. N. AGARWALA)  
PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022





**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**RESERVE FUND A/C**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                                                |           |                                        |           |
|------------------------------------------------|-----------|----------------------------------------|-----------|
| To Op.Fixed Deposit at<br><u>U.B.I.Nagaon.</u> |           | By Fixed Deposit at UBI,Nagaon         |           |
| A/c No.0031109035948                           | 153133.23 | A/c No.0031109035948<br>( Md.30/10/21) | 153133.23 |
| A/c No.0031109035957                           | 153143.00 | A/c No.0031109035957<br>( Md.30/10/21) | 153143.00 |
| A/c No.0031109035975                           | 153138.15 | A/c No.0031109035975<br>( Md.30/10/21) | 153138.15 |
| A/c No.0031109035966                           | 167561.88 | A/c No.0031109035966<br>( Md.30/10/21) | 167561.88 |
| Rs. <u>626976.26</u>                           |           | Rs. <u>626976.26</u>                   |           |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
( S. N. AGARWALA )  
PARTNER

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022

M. NO : 051446  
UDIN : 22051446AEQDCY8198



# NOWGONG GIRLS' COLLEGE.

## NAGAON ( ASSAM )

### EXAMINATION FUND

S/B A/C NO.913010040184191 AXIS BANK, NAGAON

### RECEIPTS AND PAYMENTS ACCOUNT

FOR THE PERIOD FROM 01-04-2019 to 31-03-2020

|                                                        |            |                                                   |            |
|--------------------------------------------------------|------------|---------------------------------------------------|------------|
| To <u>Opening Balance.</u>                             |            | By Examination fees paid to G.U.                  | 603989.00  |
| Cash at Bank (Axis Bank)                               | 3511477.00 | By Examination fees paid.                         | 18400.00   |
|                                                        |            | By Misc.expenses                                  | 5470.00    |
| To Cheque issued but not debited now deposited to bank | 1400.00    | By Printing & Stationery                          | 66069.00   |
|                                                        |            | By Refreshment                                    | 6750.00    |
| To Examination fees                                    | 990565.00  | By Exps. For conduct the Exam.                    | 212132.00  |
| To S/B A/c Interest.                                   | 95473.00   | By Purchase of Furniture.                         | 53772.00   |
|                                                        |            | By Labour charges for carpenter                   | 309300.00  |
| To Credited by bank                                    | 2330.00    | By T.A.                                           | 11025.00   |
|                                                        |            | By Remuneration paid for Invigilator              | 281880.00  |
| To Practical Exam.fee received.                        | 6120.00    | By Remuneration paid for Exam.                    | 122850.00  |
|                                                        |            | By Repairing charges.                             | 37500.00   |
| To Excess payment for Invigilator fees return          | 2800.00    | By Paid for labour & Wages                        | 177600.00  |
|                                                        |            | By Remuneration for Official staff.               | 43250.00   |
|                                                        |            | By Computer Accessesories                         | 81910.00   |
|                                                        |            | By Exps.for Field Trip.                           | 25000.00   |
|                                                        |            | By Purchase of building materials.                | 165200.00  |
|                                                        |            | By Debited by bank                                | 2330.00    |
|                                                        |            | By Exps.for Software Installation                 | 137500.00  |
|                                                        |            | By Purchae of Allumunium Glass etc. & fittings    | 187168.00  |
|                                                        |            | By Purchase of Timber                             | 644235.00  |
|                                                        |            | By Exps. For Internet Link.                       | 134435.00  |
|                                                        |            | By Car Fare                                       | 18000.00   |
|                                                        |            | By Paid for painting                              | 35073.00   |
|                                                        |            | By Packing charges.                               | 10591.00   |
|                                                        |            | By Remuneration paid for examination to Principal | 20000.00   |
|                                                        |            | By Remuneration paid for Office-in-Charges.       | 16000.00   |
|                                                        |            | By Remuneration paid to Office staff              | 15600.00   |
|                                                        |            | By <u>Closing Balance</u>                         |            |
|                                                        |            | Cash at Bank                                      | 1167136.00 |
| Rs. <u>4610165.00</u>                                  |            | Rs. <u>4610165.00</u>                             |            |

IN TERMS OF OUR REPORT OF EVEN DATE.



FOR SATYANARAYAN AGARWALA & CO.

CHARTERED ACCOUNTANTS.

FRN.:314021E

*(Signature)*

( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 11th. day of March, 2022

**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

IN TERMS OF OUR REPORT OF EVEN DATE.





**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**REGISTRATION FUND.**

**S/B A/C NO.10965243454, S.B.I.NAGAON**

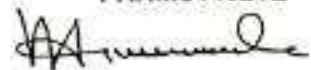
**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

**To Opening Balance.**

|                                                             |                              |                            |                              |
|-------------------------------------------------------------|------------------------------|----------------------------|------------------------------|
| Cash at bank                                                | 249128.65                    | By Registration fees paid. | 186440.00                    |
| To Tranfd.from Nagaon Girls'<br>College Fund (Bandhan bank) | 734280.00                    | By Bank charges            | 365.00                       |
| To S/B A/c interest.                                        | 21156.00                     | By Draft Charges.          | 575.00                       |
|                                                             |                              | By <u>Closing Balance.</u> |                              |
|                                                             |                              | Cash at Bank               | 817184.65                    |
|                                                             | <b>Rs. <u>1004564.65</u></b> |                            | <b>Rs. <u>1004564.65</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**NOWGONG GIRLS' COLLEGE FUND**

**S/B. No. 50180013958314, Bandhan bank, Nagaon**

**RECEIPTS AND PAYMENTS ACCOUNT**

**WEF 01-04-2019 to 31-03-2020**

|                               |            |                               |            |
|-------------------------------|------------|-------------------------------|------------|
| <b>To Opening Balance.</b>    |            |                               |            |
| Cash at bank                  | 264864.00  | <b>By F.D.at Bandhan Bank</b> |            |
|                               |            | No.10180002967718(13/8/20)    | 537611.00  |
| To Fees for Prospectus        | 727990.00  | No.10180003742694(14/7/20)    | 640193.00  |
|                               |            | No.101800037612774(14/7/20)   | 213940.00  |
| To Sib A/c Interest           | 96509.00   | <b>By Transferred to:-</b>    |            |
|                               |            | College General Fund          | 2545310.00 |
| To Admission fees             | 8052340.00 | Building Fund                 | 627500.00  |
|                               |            | Examination Fund              | 243240.00  |
| To Received from Hostel fees  | 1530000.00 | Library Fund                  | 251000.00  |
|                               |            | Student Union Fund            | 131400.00  |
| To Examination Fees received  | 1387720.00 | Game Fund                     | 454000.00  |
|                               |            | Social Fund                   | 125500.00  |
|                               |            | Megazine Fund                 | 197100.00  |
| <b>To F.D.at Bandhan Bank</b> |            | Student aid Fund              | 62750.00   |
| No.10180002967718             |            | Registration fund             | 734280.00  |
| (MD.13/7/19)                  | 500000.00  | Miscellaneous Fund            | 125500.00  |
| No.10180003742694             |            | Memorial Debating cum Lecture | 62750.00   |
| (MD.14/7/19)                  | 600000.00  | Hostel Fund.                  | 1590000.00 |
| No.101800037612774            |            | Eastablishment Fund           | 994300.00  |
| (MD.14/7/19)                  | 200000.00  | NSS Fund                      | 37650.00   |
| <b>To F.D Interest.</b>       |            | <b>By Fixed Deposit on</b>    |            |
| No.10180002967718             | 37611.00   | Dtd.27/08/2019                | 1500000.00 |
| No.10180003742694             | 40193.00   | Dtd.27/08/2019                | 1000000.00 |
| No.101800037612774            | 13940.00   |                               |            |
|                               |            | <b>By Closing Balance.</b>    |            |
|                               |            | Cash at Bank                  | 1377143.00 |

**Rs. 13451167.00**

**Rs. 13451167.00**

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E



*(Signature)*  
( S. N. AGARWALA )  
PARTNER

PLACE: Halbargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022

M. NO : 051446  
UDIN : 22051446AEQDCY8198

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**FIXED DEPOSIT FUND A/C**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

**To Op.F.D.at UBI,Nagaon**

|                             |            |
|-----------------------------|------------|
| No.0031109036035 MD.20/8/21 | 1004730.59 |
| No.0031109036026 MD.20/8/21 | 1004728.79 |
| No.0031109036017 MD.20/8/21 | 1004729.41 |
| No.0031109111965 MD 16/7/19 | 1301343.54 |
| No.0031109111682 MD 12/7/19 | 715736.30  |

**By Fixed Deposit at U.B.I.**

|                                 |            |
|---------------------------------|------------|
| No.0031109036026 Md. 20/8/21    | 1004728.79 |
| No.0031109036017 Md. 20/8/21    | 1004729.41 |
| No.0031109111965 ( MD.16/7/20 ) | 1372457.70 |
| No.0031109111682 ( MD.12/7/20 ) | 758168.50  |
| No.0031109036035( MD.20/8/21 )  | 1004730.59 |

**To FD Interest. UBI**

|                             |          |
|-----------------------------|----------|
| No.0031109111965 MD 16/7/19 | 71114.16 |
| No.0031109111682 MD 12/7/19 | 42432.20 |

**By FD at Axis Bank**

|                              |           |
|------------------------------|-----------|
| No.914040030013256 MD.6/8/20 | 397661.00 |
| No.914040030013890 Md 5/8/20 | 420272.00 |

**To F.D.at UBI,Nagaon**

|                |            |
|----------------|------------|
| No.00311091166 | 1301075.86 |
| Add:Interest.  | 78899.96   |
|                | 1379975.82 |

Less:Matured 25/7/19 1379975.82 NIL

**To F.D.at UBI,Nagaon**

|                  |            |
|------------------|------------|
| No.0031109036008 | 997271.78  |
| Add:Interest.    | 66412.57   |
|                  | 1063684.35 |

Less:Matured 25/7/19 1063684.35 NIL

**To FD at Axis bank,Nagaon**

|                           |           |
|---------------------------|-----------|
| No.914040030013256 5/8/19 | 370565.00 |
| No.914040030013890 5/8/19 | 400321.00 |

**To FD Interest.**

|                    |          |
|--------------------|----------|
| No.914040030013256 | 27096.00 |
| No.914040030013890 | 19951.00 |

5962747.99

5962747.99

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**



*(Signature)*  
**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN : 22051446AEQDCY8198**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022**















**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**KUNTALA HAZARIKA MERIT AWARD FUND**

**S/B A/C NO.10965412061, SBI.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 TO 31-03-2020**

|                                   |          |                                        |          |
|-----------------------------------|----------|----------------------------------------|----------|
| <b>To <u>Opening Balance.</u></b> |          | <b>By Fixed Deposit .at SBI Nagaon</b> |          |
| Cash at Bank                      | 11399.00 | No. 30299985594                        |          |
|                                   |          | ( MD.28/12/2027)                       | 13000.00 |
| <b>To Fixed deposit.</b>          |          |                                        |          |
| No.30299985594 O/B                | 13000.00 | <b>By Paid Merit award on 12/09/19</b> | 1000.00  |
| MD. 28/12/27                      |          |                                        |          |
| <b>To F.D. Interest</b>           | 1128.00  |                                        |          |
|                                   |          | <b>By <u>Closing Balance</u></b>       |          |
| <b>To S/B A/c Interest.</b>       | 386.00   | Cash at Bank                           | 11913.00 |
|                                   |          |                                        |          |
| <b>Rs. <u>25913.00</u></b>        |          | <b>Rs. <u>25913.00</u></b>             |          |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 22051446AEQDCY8198

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 11th. day of March, 2022







**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**NEW UGC A/C  
S/B A/C NO. 36208028719, SBI,NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2019 to 31-03-2020**

|                                    |                  |                                             |                  |
|------------------------------------|------------------|---------------------------------------------|------------------|
| To Opening Balance<br>Cash at bank | 159135.25        | By <u>Closing balance.</u><br>Cash at Bank. | 164426.25        |
| To S/B A/c interest.               | 5291.00          |                                             |                  |
|                                    | <u>164426.25</u> |                                             | <u>164426.25</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E



( S. N. AGARWALA )  
PARTNER

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th. day of March, 2022

M. NO : 051446  
UDIN : 22051446AEQDCY8198



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GOLDEN JUBILEE CELEBRATION FUND**

**A/C NO. 0031013112838, UBI,NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2019 to 31-03-2020 )**

**Opening Balance**

|                                   |           |                                  |           |
|-----------------------------------|-----------|----------------------------------|-----------|
| Cash at bank                      | 312460.75 | By Exps.Faculty Research Project | 30000.00  |
| Tiwa Bhasha Kala Krishti Parishad | 8000.00   | By Exps Faculty Research Project | 8000.00   |
| Tiwa Autonomous Council           | 30000.00  | By Exps for computer Purchase    | 228000.00 |
|                                   |           | By <u>Closing Balance :</u>      |           |
|                                   |           | Cash at Bank                     | 84460.75  |

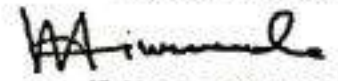
Rs. 350460.75

Rs. 350460.75

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



  
(S.N.AGARWALA)  
PARTNER.

PLACE: Haibargaon : Nagaon (Assam)  
DATE : The 11th.day of March, 2022

M.NO: 051446  
UDIN : 22051446AEQDCY8198



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**NAGAON GIRLS' COLLEGE A/C.**

**S/B A/C NO. 0031010310867, U.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2019 to 31-03-2020 )**

**Opening Balance**  
Cash at bank

|           |                               |           |
|-----------|-------------------------------|-----------|
| 409352.00 | By Exps.for Computer Purchase | 304000.00 |
|           | By Bank charges               | 30.00     |
|           | By Labour payment             | 49900.00  |
|           | By <u>Closing Balance :</u>   |           |
|           | Cash at Bank                  | 55422.00  |

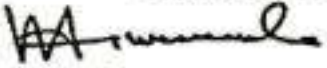
Rs. 409352.00

Rs. 409352.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**

  
**(S.N.AGARWALA)  
PARTNER.**

**M.NO: 051446  
UDIN : 22051446AEQDCY8198**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of March, 2022**

**INTERNAL AUDIT REPORT**  
**FOR THE FINANCIAL YEAR :2020- 2021**

~~~~~

**NOWGONG GIRLS' COLLEGE**  
**DIST. :NAGAON ( ASSAM)**

~~~~~

**AUDITED BY:**  
**SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS**  
**SANI MANDIR ROAD, HAIBARGAON: NAGAON: ASSAM: 782 002**

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### INTERNAL AUDIT REPORT

We have audited the attached Receipt and Payment Accounts of **NOWGONG GIRLS' COLLEGE** : Nagaon (Assam) for the year ended **31st. March, 2021** in respect of :

- |                                         |                                        |
|-----------------------------------------|----------------------------------------|
| 1 College General Fund                  | 18 PG Fund                             |
| 2 Social Fund                           | 19 Student Aid Fund                    |
| 3 Faculty Fund                          | 20 Girls' common Room Fund             |
| 4 Examination Fund (Axis Bank A/c)      | 21 Scholarship Fund                    |
| 5 Examination Fund ( SBI. A/c)          | 22 Nagaon Girls' College Fund(PNB A/c) |
| 6 Hostel Fund                           | 23 Reserve Fund                        |
| 7 Library Fund                          | 24 UGC Fund(Old)                       |
| 8 Miscellaneous Fund                    | 25 Establishment Fund                  |
| 9 Building Fund                         | 26 Rekha Dasgupta Merit Award Fund     |
| 10 Registration Fund                    | 27 Meghnath Paul Merit Award Fund      |
| 11 Magazine Fund                        | 28 Bhanu Padmapati Merit Award Fund    |
| 12 Game Fund                            | 29 Renu Mahanta Merit Award Fund       |
| 13 Counselling Fund                     | 30 Malati .Bora Merit Award Fund       |
| 14 Memorial Debating cum Lecture Fund   | 31 Kuntala Hazarika Merit Award Fund   |
| 15 Nowgong Girls' College Fund(Bandhan) | 32 Muktaram Gayan Pratibha Bata Fund   |
| 16 New UGC A/c                          | 33 Bibha Devi Goswami Award Fund       |
| 17 Student Fund                         | 34 Golden Jubilee Celebration Fund     |

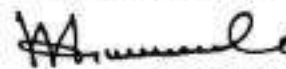
With the books of accounts produced before us and report that :  
Subject to our observations, we have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit.

The receipt and Payment Accounts are in agreement with the books of accounts.

In our opinion and to the best of our information and according to the explanations given to us, the said accounts gives a true and fair view of all receipts and payments disbursed by the College during the year ended on **31st.March, 2021**

For **SATYANARAYAN AGARWALA & CO.**  
CHARTERED ACCOUNTANTS  
FRN. : 314021E



  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th day of May, 2022

UDIN :22051446AEQDCY8198



# Satyanarayan Agarwala & Co.

CHARTERED ACCOUNTANTS.

Sani Mandir Road,  
Haibargaon, Nagaon  
Assam : 782002  
PH : 9845183717 (M)

Observations as referred to our report (Internal Auditor's) of even date

- 1 Books of Accounts :- The College is maintaining only Cash Book, Bills Vouchers & Bank statements.
- 2 Bank balances of the funds are reconciled and where the difference with Bank statement and Cash book, the reconciliation statement is prepared



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

For SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS

FRN. : 314021E

( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN : 22051446AJQOVH1820

**NOWGONG GIRLS' COLLEGE**  
**DIST. : NAGAON ( ASSAM )**

**COLLEGE GENERAL FUND ACCOUNT**  
**C/A. NO. 10965236638, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

**RECEIPTS**

|                                            |                   |
|--------------------------------------------|-------------------|
| To Opening Balance :                       |                   |
| Cash at bank                               | <b>1544821.40</b> |
| To Admission fee received.                 | 2353053.09        |
| To Admission fee(PG)                       | 802680.39         |
| To Post Office house rent                  | 39000.00          |
| To Post Office Electric bill               | 5949.00           |
| To PG Prospectus fees                      | 38745.65          |
| To Application fee for Lecturer post       | 1119910.00        |
| To Hostel Fee received.                    | 770544.24         |
| To Examination fee received                | 872531.19         |
| To Bvoc/ computer/ etc.                    | 91688.30          |
| To GSLIC                                   | 189254.00         |
| To Auditorium Rent                         | 2000.00           |
| To Higher Education received               | 50000.00          |
| To Misc. receipts.                         | 4413.00           |
| To Govt. Waive Fee received.               | 9327634.00        |
| To Cheque No.927841 not deposited by payee | 2100.00           |

**PAYMENTS**

|                                       |            |
|---------------------------------------|------------|
| By Salary paid to Part time lecturer  | 1100940.00 |
| By Salary paid to III .Grade staff    | 122000.00  |
| By Salary paid to IV .Grade staff     | 489103.00  |
| By T.A                                | 37970.00   |
| By Electric bill                      | 384088.00  |
| By Bank charges.                      | 2360.00    |
| By Purchase of Elect.Goods            | 231090.00  |
| By Exps.for Examination(PG)           | 19500.00   |
| By Exps.for Interview                 | 143540.00  |
| By Labour Payment                     | 1106835.00 |
| By Refreshment                        | 80787.00   |
| By Paid for Painter.                  | 129276.00  |
| By Paid for Painting materials.       | 82853.00   |
| By Paid for Remuneation               | 7000.00    |
| By Repairs & maintenance              | 30686.00   |
| By Car Fare                           | 80000.00   |
| By Diesel expenses                    | 12130.00   |
| By Purchase of Laboratory equipmt     | 213222.00  |
| By Telephone bill                     | 7362.00    |
| By Printing & Stationery              | 77223.00   |
| By Misc. expenses.                    | 126979.00  |
| By Purchase of building materials     | 1947950.00 |
| By Exps. for Water supply materials   | 86285.00   |
| By Exps. for Examination              | 106964.00  |
| By Paid for Laboratory equipments     | 174050.00  |
| By Exps. for installation of software | 43004.72   |
| By Paid for GSLI                      | 189254.00  |
| By Labour cess                        | 5865.00    |
| By Exps. for Advertisement            | 94692.00   |
| By Exps. for Earth Filling            | 454300.00  |
| By Paid for Petty Cash book           | 20578.00   |
| By Exps. for College Foundation Day.  | 16658.00   |
| By Paid to Carpenter.                 | 244400.00  |
| By Remuneration paid for interview    | 26000.00   |
| By Exps. for GB Meeting.              | 45360.00   |
| By Exps. for Computer accessries.     | 342475.00  |
| By Exps. for I.Card                   | 124500.00  |
| By Renewal fee for Software           | 8750.00    |
| By Paid for Internet                  | 10868.00   |
| By Exps for Educational tour          | 33700.00   |
| By Exps. for Tent & Deccorator        | 22570.00   |
| By Exps. for Electrification          | 17200.00   |
| By Purchase of Furniture              | 15104.00   |
| By Exps. for National Security Day    | 41000.00   |

**17214324.26**

**8556471.72**

continued to next page.....2





continued from page....1  
**COLLEGE GENERAL FUND ACCOUNT**  
**C/A. NO. 10965236638, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021)**

|                 |                    |                                      |                    |
|-----------------|--------------------|--------------------------------------|--------------------|
| B/F Total ----- | 17214324.26        | B/F Total -----                      | 8556471.72         |
|                 |                    | By Purchase of Invertor Battery      | 22950.00           |
|                 |                    | By Salary for Hostel Staff           | 50755.00           |
|                 |                    | By Tiles & Materials.                | 138392.00          |
|                 |                    | By Purchase of Timber                | 98451.00           |
|                 |                    | By TDS deduction for GST             | 586.00             |
|                 |                    | By Paid to Computer Instructor       | 10000.00           |
|                 |                    | By Exps. for National Seminar Day    | 1545.00            |
|                 |                    | By Exps. for Intnl women's Day       | 3190.00            |
|                 |                    | By Exps. for Gift items              | 11802.00           |
|                 |                    | By Newspaper & Periodicals.          | 6421.00            |
|                 |                    | By EMS Registration fees             | 11800.00           |
|                 |                    | By Paid for New a/c open             | 1000.00            |
|                 |                    | By Exps. for onlien software Instln. | 20000.00           |
|                 |                    | By <b>Closing balance</b>            |                    |
|                 |                    | Cash at bank                         | 8280960.54         |
|                 | <u>17214324.26</u> |                                      | <u>17214324.26</u> |

**Bank reconciliation statement as on 31-03-2021**

|                                                   |           |                   |
|---------------------------------------------------|-----------|-------------------|
| Cash at bank as per Bank Statement -----          |           | 8795143.54        |
| Less: Cheque issued but not debited as on 31/3/21 |           |                   |
| as under :-                                       |           |                   |
| Cheque No.218549                                  | 6000.00   |                   |
| Cheque No.218555                                  | 6000.00   |                   |
| Cheque No.218556                                  | 2000.00   |                   |
| Cheque No.218563                                  | 15340.00  |                   |
| Cheque No.218568                                  | 16410.00  |                   |
| Cheque No.218569                                  | 1220.00   |                   |
| Cheque No.218571                                  | 970.00    |                   |
| Cheque No.218579                                  | 98451.00  |                   |
| Cheque No.218585                                  | 9642.00   |                   |
| Cheque No.218588                                  | 38400.00  |                   |
| Cheque No.218592                                  | 7800.00   |                   |
| Cheque No.218594                                  | 44100.00  |                   |
| Cheque No.218596                                  | 20800.00  |                   |
| Cheque No.218598                                  | 151064.00 |                   |
| Cheque No.218599                                  | 64163.00  |                   |
| Cheque No.218600                                  | 1058.00   |                   |
| Cheque No.218601                                  | 30179.00  |                   |
| Cheque No.218602                                  | 586.00    | 514183.00         |
| Cash at bank as per Cash book.....                | Rs.       | <u>8280960.54</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN...314021E



*(Signature)*  
**( S. N. AGARWALA )**  
**PARTNER**

M. NO : 051446

UDIN : 22051446AJQOVH1820

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 26th.day of May, 2022



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**SOCIAL FUND**  
**S/B NO.10965243465, S.B.I.NAGAON**

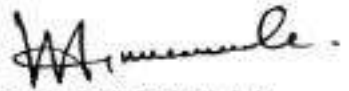
**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                            |                      |                                 |                      |
|----------------------------|----------------------|---------------------------------|----------------------|
| <u>To Opening Balance.</u> |                      |                                 |                      |
| Cash at Bank               | 564007.11            | By Labour payment               | 53800.00             |
| To S/B A/c Interest.       | 14529.00             | By Misc.expenses.               | 6820.00              |
|                            |                      | By Exps.for Farewell            | 10610.00             |
|                            |                      | By Refreshment.                 | 8559.00              |
|                            |                      | By Printing & Stationery        | 850.00               |
|                            |                      | By Exps. for Minister Programme | 50000.00             |
|                            |                      | By Paid for Photographer.       | 2050.00              |
|                            |                      | By Exps.for Saraswati Pooja.    | 97472.00             |
|                            |                      | <u>By Closing Balance.</u>      |                      |
|                            |                      | Cash at Bank                    | 348375.11            |
|                            | <u>Rs. 578536.11</u> |                                 | <u>Rs. 578536.11</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**  
**FRN.:314021E**

  
**( S. N. AGARWALA )**  
**PARTNER**  
**M. NO : 051446**  
**UDIN :22051446AJQOVH1820**

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 26th.day of May, 2022**







**NOWGONG GIRLS' COLLEGE.**

**NAGAON ( ASSAM )**

**EXAMINATION FUND**

**S/B A/C NO.10965243385,SBI, NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**

**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                            |                      |                                   |                      |
|----------------------------|----------------------|-----------------------------------|----------------------|
| To <u>Opening Balance.</u> |                      | By Exps.for T.A.                  | 750.00               |
| Cash at Bank               | 879115.52            | By Exps.for Electrical goods      | 53930.00             |
| To S/B A/c Interest.       | 18121.00             | By Misc.expenses                  | 10500.00             |
|                            |                      | By Labour & Wages                 | 46800.00             |
|                            |                      | By Refreshment                    | 1594.00              |
|                            |                      | By Purchase of Almirah            | 15589.00             |
|                            |                      | By Paid for Earth filling         | 75000.00             |
|                            |                      | By Purchase of Building Materials | 434308.00            |
|                            |                      | By Printing & Stationery          | 30485.00             |
|                            |                      | By Paid for Carpenter             | 57400.00             |
|                            |                      | By Computer Accessories           | 22490.00             |
|                            |                      | By Repairing & Maintenance        | 11800.00             |
|                            |                      | By Deducted for GST               | 1344.00              |
|                            |                      | By Paid for Painting              | 37100.00             |
|                            |                      | By <u>Closing Balance</u>         |                      |
|                            |                      | Cash at Bank                      | 98146.52             |
|                            | <b>Rs. 897236.52</b> |                                   | <b>Rs. 897236.52</b> |

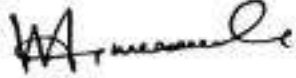
**BANK RECONCILIATION STATEMENT**

|                                     |                 |
|-------------------------------------|-----------------|
| Cash at bank as per bank statements | 104396.52       |
| Less:Cheque issued 456585           | 5500.00         |
| Cheque issued 456588                | 750.00          |
| Cash at bank as per cash book       | <u>98146.52</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

**FRN.:314021E**

  
**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN :22051446AJQOVH1820**



**PLACE: Haibargaon :: Nagaon (Assam)**

**DATE : The 26th.day of May, 2022**

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**  
**HOSTEL FUND**

**S/B A/C NO.10966243374,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                                                                    |           |                                   |           |
|--------------------------------------------------------------------|-----------|-----------------------------------|-----------|
| <b>To <u>Opening Balance.</u></b>                                  |           | By Salary to Staff.               | 473455.00 |
| Cash at bank                                                       | 746480.55 | To Printging & stationery         | 4322.00   |
| To S/B A/c interest.                                               | 10638.00  | By Paid for painting              | 42382.00  |
| To Cheque issued on 11/2/20<br>No.610377 not deposited by<br>Payee | 400.00    | By Paid for Labour & wages.       | 32200.00  |
| To Cheque issued on 2/6/20<br>No.610427 not deposited by<br>Payee  | 3500.00   | By Exps.for Water Supply matrials | 102158.00 |
| To Cheque issued on 2/6/20<br>No.610429 not deposited by<br>Payee  | 6000.00   | By Bank charges                   | 619.50    |
|                                                                    |           | By Misc.expenses.                 | 900.00    |
|                                                                    |           | By <b><u>Closing Balance.</u></b> |           |
|                                                                    |           | Cash at Bank                      | 110982.05 |

Rs. 767018.55

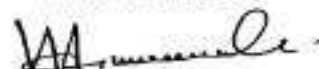
Rs. 767018.55

**IN TERMS OF OUR REPORT OF EVEN DATE.**



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E

  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN :22051446AJQOVH1820

DATE : The 26th day of May, 2022



## MISCELLANEOUS FUND

S/B A/C NO.10965243432, S.B.I.NAGAON

|                                   |                                   |                      |
|-----------------------------------|-----------------------------------|----------------------|
| To <u><b>Opening Balance.</b></u> | By Paid to Computer Instructor    | 100000.00            |
| Cash at bank                      | 156740.62                         |                      |
|                                   | By Paid for Bearer                | 6000.00              |
| To Fees Received                  | 4200.00                           |                      |
|                                   | By Paid for Internet bill         | 37358.00             |
| To S/b A/c interest.              | 1989.00                           |                      |
|                                   | By Printing & Stationery          | 120.00               |
|                                   | By Refreshment.                   | 2025.00              |
|                                   | -                                 |                      |
|                                   | By <u><b>Closing Balance.</b></u> |                      |
|                                   | Cash at Bank                      | <b>17426.62</b>      |
| Rs. <u>162929.62</u>              |                                   | Rs. <u>162929.62</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E

( S. N. AGARWALA )  
PARTNER

**M. NO : 051446**

UDIN :22051446AJQOVH1820

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**BUILDING FUND**

**S/B A/C NO.10965245145, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

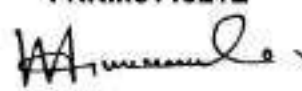
|                                       |                       |                                   |                       |
|---------------------------------------|-----------------------|-----------------------------------|-----------------------|
| <b>To Opening Balance.</b>            |                       | By Purchase of Building material. | 1173106.00            |
| Cash at bank                          | 325223.07             |                                   |                       |
| To S/B A/c interest.                  | 14337.00              | By Purchase of Tiles              | 160339.00             |
| To Fixed Deposit matured on<br>4/6/20 | 1004729.41            | By Paid for Labour & wages        | 34300.00              |
| ( UBI. FD No.0031109036017 )          |                       |                                   |                       |
| To F.D.Interest                       | 83024.96              | <b>By Closing Balance.</b>        |                       |
|                                       |                       | Cash at Bank                      | 59569.44              |
|                                       |                       |                                   |                       |
|                                       | <b>Rs. 1427314.44</b> |                                   | <b>Rs. 1427314.44</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**



**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022**

  
**( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN : 22051446AJQOVH1820**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**REGISTRATION FUND.**

**S/B A/C NO.10965243454, S.B.I.NAGAON**

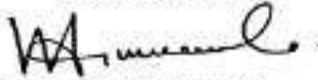
**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                            |                             |                             |                             |
|----------------------------|-----------------------------|-----------------------------|-----------------------------|
| To <u>Opening Balance.</u> |                             |                             |                             |
| Cash at bank               | 817184.65                   | By Paid for Affiliation fee | 122880.00                   |
|                            |                             | By Bank charges             | 600.00                      |
| To S/B A/c interest.       | 22416.00                    | By TA                       | 720.00                      |
|                            |                             | By <u>Closing Balance.</u>  |                             |
|                            |                             | Cash at Bank                | 715400.65                   |
|                            | <b>Rs. <u>839600.65</u></b> |                             | <b>Rs. <u>839600.65</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...:314021E

  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820



PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 26th.day of May, 2022



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MAGAZINE FUND**  
**S/B NO.10965243421, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                            |           |                                     |           |
|----------------------------|-----------|-------------------------------------|-----------|
| To <u>Opening Balance.</u> |           | By Exps.for Printing of Prospectus. | 208329.00 |
| Cash at Bank               | 700829.70 |                                     |           |
| To S/B A/c Interest.       | 14622.00  | By <u>Closing Balance.</u>          |           |
| To Misc.receipts.          | 3350.00   | Cash at Bank                        | 510472.70 |

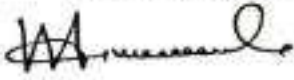
Rs. 718801.70

Rs. 718801.70

IN TERMS OF OUR REPORT OF EVEN DATE.



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E

  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GAME FUND**

**S/B A/C NO.10965243396,S.B.I.NAGAON**

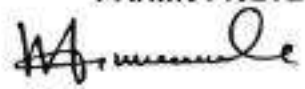
**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                            |                      |                                    |                      |
|----------------------------|----------------------|------------------------------------|----------------------|
| <b>To Opening Balance.</b> |                      |                                    |                      |
| Cash at bank               | 772945.14            | By Paid for College week Festival. | 16605.00             |
| To Fee received            | 4200.00              | By Paid for Paints & Painter       | 57300.00             |
| To S/B A/c interest.       | 18362.00             | By Printing & Stationery           | 11904.00             |
|                            |                      | By Exps.for Elect.goods            | 11500.00             |
|                            |                      | By Paid for Software installation. | 63980.00             |
|                            |                      | By Labour & Wages.                 | 140400.00            |
|                            |                      | By Refreshment                     | 810.00               |
|                            |                      | By Bank charges.                   | 265.50               |
|                            |                      | <b>By Closing Balance.</b>         |                      |
|                            |                      | Cash at Bank                       | 492742.64            |
|                            | <b>Rs. 795507.14</b> |                                    | <b>Rs. 795507.14</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E

  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820



**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022**

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**  
**COUNSELLING FUND**

**S/B A/C NO.10965245134, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

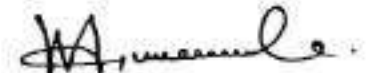
|                            |                     |                                   |                     |
|----------------------------|---------------------|-----------------------------------|---------------------|
| <b>To Opening Balance.</b> |                     |                                   |                     |
| Cash at bank               | 95531.44            | By Paid to Computer Operator      | 15900.00            |
| To S/B A/c interest.       | 2066.00             | By Refreshment                    | 10560.00            |
|                            |                     | By Paid for recharge              | 2500.00             |
|                            |                     | By Paid for Renewal fee           | 20650.00            |
|                            |                     | By <b><u>Closing Balance.</u></b> |                     |
|                            |                     | Cash at Bank                      | 47987.44            |
|                            | Rs. <u>97597.44</u> |                                   | Rs. <u>97597.44</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN.:314021E



**( S. N. AGARWALA )**  
**PARTNER.**

M. NO : 051446

UDIN :22051446AJQOVH1820

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 26th.day of May, 2022**



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**NOWGONG GIRLS' COLLEGE FUND**

**S/B. No. 50180013958314, Bandhan bank, Nagaon**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

**To Opening Balance.**

Cash at bank

1377143.00

By **Closing Balance.**

Cash at Bank

1458862.00

**To S/b A/c Interest**

81719.00

Rs. 1458862.00

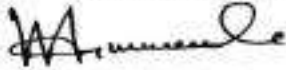
Rs. 1458862.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...:314021E



( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 26th.day of May, 2022

**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**NEW UGC A/C**  
**S/B A/C NO. 36208028719, SBI,NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

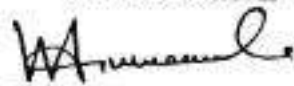
|                      |                  |                            |                  |
|----------------------|------------------|----------------------------|------------------|
| To Opening Balance   |                  |                            |                  |
| Cash at bank         | 164426.25        | By <u>Closing balance.</u> |                  |
|                      |                  | Cash at Bank.              | 168944.25        |
| To S/B A/c interest. | 4518.00          |                            |                  |
|                      |                  |                            |                  |
|                      | <u>168944.25</u> |                            | <u>168944.25</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E

  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446  
UDIN :22051446AJQOVH1820



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**STUDENT FUND**  
**S/B A/C NO.10965243953,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

To Opening Balance.

Cash at Bank 71479.25 By Printing & Stationery 330.00

To S/B A/c Interest. 1956.00

By Closing Balance.

Cash at Bank 73105.25

Rs. 73435.25

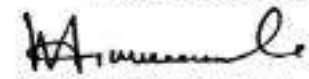
Rs. 73435.25

**IN TERMS OF OUR REPORT OF EVEN DATE.**



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E

  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446  
UDIN :22051446AJQOVH1820

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**P.G.FUND**

**S/B A/C NO.10965243443, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**

**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                                   |                              |                                        |                              |
|-----------------------------------|------------------------------|----------------------------------------|------------------------------|
| <b>To <u>Opening Balance.</u></b> |                              | <b>By Paid for part time Lecturer.</b> |                              |
| Cash at bank                      | <b>3168341.40</b>            | & Office Staff                         | 63300.00                     |
|                                   |                              | By Purchase of Tiles & Materials.      | 289418.00                    |
| To PG Examination Fees            | 18790.00                     | By Paid for Exm. Permission fees       | 11086.00                     |
|                                   |                              | By TA                                  | 1560.00                      |
| To S/B A/c interest.              | 82502.00                     | By Repairs & maintenance               | 3650.00                      |
|                                   |                              | By Paid for Painter                    | 9300.00                      |
|                                   |                              | By Earth Filling exps.                 | 60000.00                     |
|                                   |                              | By Purchase of Alkesign Green Board.   | 37950.00                     |
|                                   |                              | By Paid for Labour payment             | 20500.00                     |
|                                   |                              | By Purchase of Building materials      | 70460.00                     |
|                                   |                              | By Purchase of books                   | 700.00                       |
|                                   |                              | By Deduction of GST                    | 750.00                       |
|                                   |                              | <b>By <u>Closing Balance.</u></b>      |                              |
|                                   |                              | Cash at Bank                           | <b>2700959.40</b>            |
|                                   | <b>Rs. <u>3269633.40</u></b> |                                        | <b>Rs. <u>3269633.40</u></b> |

**BANK RECONCILIATION STATEMENT AS ON 31/3/2021**

|                                         |                          |
|-----------------------------------------|--------------------------|
| Cash at bank as per bank statement      | 2701659.40               |
| Less: Cheque issued on 6/3/21 No.055899 | 700.00                   |
| <b>As per cash book cash at bank</b>    | <b><u>2700959.40</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**

*(Signature)*

**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN :22051446AJQOVH1820**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**STUDENT AID FUND**  
**S/B A/C NO.10965243942,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

To Opening Balance.

Cash at Bank

256879.39

By Closing Balance.

Cash at Bank

263937.39

To S/B A/c Interest.

7058.00

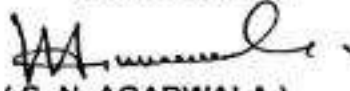
Rs. 263937.39

Rs. 263937.39

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022





**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**SCHOLARSHIP FUND**

**C/A. No. 10707349068, SBI Nagaon**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

**To Opening Balance.**

Cash at bank

38887.00

By Bank Charges.

649.00

To Fund receipts from

Shisu Sarathi

640.00

By **Closing Balance.**

Cash at Bank

38878.00

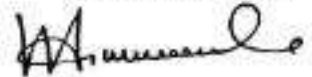
Rs. 39527.00

Rs. 39527.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E



( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820



PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 26th.day of May, 2022

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**NAGAON GIRLS' COLLEGE A/C.**

**S/B A/C NO. 0031010310867, U.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

**Closing Balance  
Cash at bank**

55422.00 By Labour payment 21000.00

By Closing Balance :  
Cash at Bank 34422.00

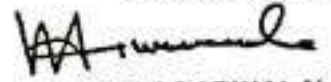
Rs. 55422.00

Rs. 55422.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

**FRN...314021E**

  
**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**

**UDIN : 22051446AJQOVH1820**



**LACE: Halibargaon :: Nagaon (Assam)**  
**DATE : The 26th.day of May, 2022**



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**RESERVE FUND A/C**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

To Op. Fixed Deposit at  
U.B.I. Nagaon.

By Fixed Deposit at UBI, Nagaon

A/c No. 0031109035948

153133.23

A/c No. 0031109035948

( Md. 30/10/21 )

153133.23

A/c No. 0031109035957

153143.00

A/c No. 0031109035957

( Md. 30/10/21 )

153143.00

A/c No. 0031109035975

153138.15

A/c No. 0031109035975

( Md. 30/10/21 )

153138.15

A/c No. 0031109035966

167561.88

A/c No. 0031109035966

( Md. 30/10/21 )

167561.88

Rs. 626976.26

Rs. 626976.26

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.: 314021E



( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN : 22051446AJQOVH1820



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th. day of May, 2022

**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**UGC FUND (OLD)**

**S/B A/C NO. 10965243635, S.B.I. NAGAON**

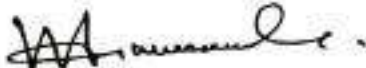
**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                                                                           |                  |                            |                  |
|---------------------------------------------------------------------------|------------------|----------------------------|------------------|
| <b>To Opening Balance.</b>                                                |                  | <b>By Closing balance.</b> |                  |
| Cash at bank                                                              | 49751.71         | Cash at Bank.              | 970566.71        |
| To Received from Director of<br>Cold Water Fisheries Research<br>Nainital | 908000.00        |                            |                  |
| To S/b A/c interest.                                                      | 12815.00         |                            |                  |
|                                                                           | <u>970566.71</u> |                            | <u>970566.71</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

**FRN.:314021E**

  
**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN :22051446AJQOVH1820**



**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 26th.day of May, 2022**

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**ESTABLISHMENT FUND**  
**C/A NO.38584620799,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

|                                                      |                      |                            |                      |
|------------------------------------------------------|----------------------|----------------------------|----------------------|
| To <u>Opening Balance.</u>                           |                      | By Salary to Staff         | 319448.00            |
| Cash at Bank                                         | 318682.95            |                            |                      |
| To Postal rent arrear received.                      | 39550.00             | By Bank Charges            | 2596.00              |
| To Cheque issued No.116501<br>not deposited by Payee | 10000.00             |                            |                      |
|                                                      |                      | By <u>Closing Balance.</u> |                      |
|                                                      |                      | Cash at Bank               | 46188.95             |
|                                                      | Rs. <u>368232.95</u> |                            | Rs. <u>368232.95</u> |

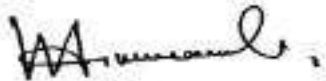
**IN TERMS OF OUR REPORT OF EVEN DATE.**



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**REKHA DASGUPTA MERIT AWARD FUND**

**S/B A/C NO.00310103108400 U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 TO 31-03-2021 )**

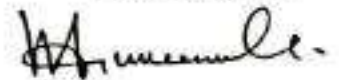
**Opening Balance.**

|                                    |                     |                                               |                     |
|------------------------------------|---------------------|-----------------------------------------------|---------------------|
| Cash at Bank                       | 411.83              | By Fixed Deposit at UBI<br>( No.0031109164505 |                     |
| S/B A/c Interest.                  | 10.00               |                                               | 20000.00            |
| F.D.at UBI A/c<br>No.0031109164505 | 20000.00            | By Bank charges                               | 421.83              |
|                                    |                     | By <u>Closing Balance</u><br>Cash at Bank     | NIL                 |
|                                    | Rs. <u>20421.83</u> |                                               | Rs. <u>20421.83</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**MEGHNATH PAUL MERIT AWARD FUND**

**S/B A/C NO.00310103168989, U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 TO 31-03-2021 )**

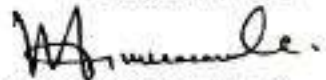
|                                   |          |                                  |          |
|-----------------------------------|----------|----------------------------------|----------|
| <b>To <u>Opening Balance.</u></b> |          | <b>By FD Nol0031109164522</b>    |          |
| Cash at Bank                      | 7501.58  | UBI,on 18/9/18 ( MD.18/9/19)     | 50000.00 |
| To S/B A/c Interest.              | 239.00   | By Bank charges                  | 17.70    |
| By FD Nol0031109164522            |          | By <b><u>Closing Balance</u></b> |          |
| UBI,on 18/9/18 ( MD.18/9/19)      | 50000.00 | Cash at Bank                     | 7722.88  |
| Rs. <u>57740.58</u>               |          | Rs. <u>57740.58</u>              |          |

**IN TERMS OF OUR REPORT OF EVEN DATE.**



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820





**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**RENU MAHANTA MERIT AWARD FUND**

**S/B A/C NO.0031013186170, U.B.I.NAGAON**

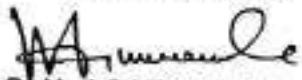
**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 TO 31-03-2021 )**

|                         |                     |                           |                     |
|-------------------------|---------------------|---------------------------|---------------------|
| <u>Closing Balance.</u> |                     | By Fixed Deposit.at UBI   |                     |
| Cash at Bank            | 963.75              | .No.0031109095959         |                     |
|                         |                     | ( MD. 24/7/2023)          | 10000.00            |
| (No.0031109095959)      |                     |                           |                     |
| MD. 24/7/2023) O/B      | 10000.00            | By Bank Charges.          | 230.60              |
| D. Interest             | 871.00              |                           |                     |
| B A/c Interest.         | 42.00               | By <u>Closing Balance</u> |                     |
|                         |                     | Cash at Bank              | 1646.15             |
|                         |                     |                           |                     |
|                         | Rs. <u>11876.75</u> |                           | Rs. <u>11876.75</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E



  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN :22051446AJQOVH1820

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**MALATI BORA MERIT AWARD FUND**

**S/B A/C NO.10965244902, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2020 TO 31-03-2021 )**

**Opening Balance.**

Cash at Bank

15017.42

By Fixed Deposit at SBI Nagaon

No.10965667166

( M.D.26/7/2025)

10000.00

Fixed deposit at SBI  
No.10965667166 O/b  
( MD.26/7/2025)

10000.00

F.D. Interest

798.00

By Closing Balance

S/B A/c Interest.

427.00

Cash at Bank

16242.42

Rs. 26242.42

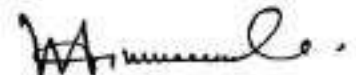
Rs. 26242.42

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

**FRN.:314021E**





**( S. N. AGARWALA )**

**PARTNER**

**M. NO : 051446**

**UDIN :22051446AJQOVH1820**

**PLACE: Haibargaon :: Nagaon (Assam)**

**DATE : The 26th.day of May, 2022**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**KUNTALA HAZARIKA MERIT AWARD FUND**

**S/B A/C NO.10965412061, SBI.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 TO 31-03-2021 )**

**Opening Balance.**

Cash at Bank

11913.00

By Fixed Deposit ,at SBI Nagaon

No. 30299985594

( MD.28/12/2027 )

13000.00

Fixed deposit.

No.30299985594 O/B

13000.00

MD. 28/12/27

F.D Interest

1118.00

By Closing Balance

Cash at Bank

13368.00

S/B A/c Interest.

337.00

Rs. 26368.00

Rs. 26368.00

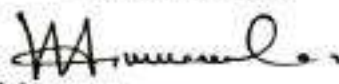
**IN TERMS OF OUR REPORT OF EVEN DATE.**



FOR SATYANARAYAN AGARWALA & CO.

CHARTERED ACCOUNTANTS.

FRN.:314021E

  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 26th.day of May, 2022



**NOWGONG GIRLS' COLLEGE,  
NAGAON ( ASSAM )**

**MUKTARAM GAYAN PRATIBHA BATA FUND**

**S/B A/C NO.10965243249, SBI.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2020 TO 31-03-2021 )**

**Opening Balance.**

Cash at Bank

9918.60

Fixed deposit.

By Fixed Deposit .at SBI Nagaon

No.10965666896

( MD.9/11/2022)

14096.89

10965666896 O/B

D.9/11/2022)

14096.89

By Closing Balance

Cash at Bank

11046.60

D. Interest

844.00

B A/c Interest.

284.00

Rs. 25143.49

Rs. 25143.49

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.

CHARTERED ACCOUNTANTS.

FRN.:314021E





( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 26th.day of May, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**BIBHA DEVI GOSWAMI AWARD FUND**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE PERIOD FROM 01-04-2020 TO 31-03-2021 )**

To Opening Balance.

To Fixed deposit.at Bandhan Bank  
No.10190008289690 16/9/20  
( MD16/9/21)

106775.00

By Fixed deposit.at Bandhan Bank  
No.10190008289690 16/9/20  
( MD16/9/21)

106775.00

Rs. 106775.00

Rs. 106775.00

IN TERMS OF OUR REPORT OF EVEN DATE.



FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E

  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN :22051446AJQOVH1820

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GOLDEN JUBILEE CELEBRATION FUND**

**A/C NO. 0031013112838, UBI,NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2020 to 31-03-2021 )**

**Opening Balance**

|              |          |                               |          |
|--------------|----------|-------------------------------|----------|
| Cash at bank | 84460.75 | By Exps. LCD Projector        | 61592.00 |
| Donation     | 95000.00 | By Exps for computer Purchase | 69600.00 |
|              |          | By Exps.for Electrical goods  | 32000.00 |
|              |          | By <u>Closing Balance :</u>   |          |
|              |          | Cash at Bank                  | 16268.75 |

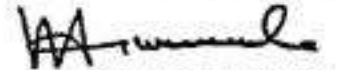
**Rs. 179460.75**

**Rs. 179460.75**

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**





**(S.N.AGARWALA)  
PARTNER.**

**M.NO: 051446**

**UDIN : 22051446AEQDCY8198**

**LACE: Haibargaon :: Nagaon (Assam)  
DATE : The 26th.day of May, 2022**



**INTERNAL AUDIT REPORT**  
**FOR THE FINANCIAL YEAR :2021- 2022**

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**NOWGONG GIRLS' COLLEGE**  
**DIST. :NAGAON ( ASSAM)**

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**AUDITED BY:**  
**SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS**  
**SANI MANDIR ROAD, HAIBARGAON: NAGAON: ASSAM: 782 002**

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**INTERNAL AUDIT REPORT**

We have audited the attached Receipt and Payment Accounts of **NOWGONG GIRLS' COLLEGE** :Nagaon (Assam) for the year ended **31st. March, 2022** in respect of :

- |                                          |                                      |
|------------------------------------------|--------------------------------------|
| 1 College General Fund                   | 18 Rekha Dasgupta Merit Award Fund   |
| 2 Miscellaneous Fund                     | 19 Meghnath Paul Merit Award Fund    |
| 3 Student Fund                           | 20 Bhanu Padmapati Merit Award Fund  |
| 4 Examination Fund (Axis Bank A/c)       | 21 Renu Mahanta Merit Award Fund     |
| 5 Examination Fund ( SBI. A/c)           | 22 Malati Bora Merit Award Fund      |
| 6 Hostel Fund                            | 23 Kuntala Hazarika Merit Award Fund |
| 7 Library Fund                           | 24 Muktaram Gayan Pratibha Bata Fund |
| 8 Building Fund                          | 25 Bibha devi Goswami Award Fund     |
| 9 New UGC A/c                            | 26 Establishment Fund                |
| 10 Student Aid Fund                      | 27 Social Fund                       |
| 11 Girls' Common Room Fund               | 28 Faculty Fund                      |
| 12 UGC Fund (Old)                        | 29 Game Fund                         |
| 13 P.G.Fund                              | 30 Magazine Fund                     |
| 14 Nowgong Girl's College Fundo(Bandhan) | 31 Scholarship Fund.                 |
| 15 Memorial Debating cum Lecture Fund    | 32 Reserve Fund                      |
| 16 Counselling Fund                      | 33 Nowgong Girl's College Fund (PNB) |
| 17 Registration Fund                     | 34 Fixed Deposit Fund                |
|                                          | 35 Golden Jubilee Celebration Fund   |

With the books of accounts produced before us and report that :  
Subject to our observations, we have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit.

The receipt and Payment Accounts are in agreement with the books of accounts.

In our opinion and to the best of our information and according to the explanations given to us, the said accounts gives a true and fair view of all receipts and payments disbursed by the College during the year ended on **31st.March, 2022**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

**FRN.:314021E**

  
**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN :22051446AEQDCY8198**

**PLACE: Haibargaon :: Nagaon (Assam)**

**DATE : The 11th.day of July, 2022**

# Satyanarayan Agarwala & Co.

CHARTERED ACCOUNTANTS.

Sani Mandir Road,  
Haibargaon, Nagaon

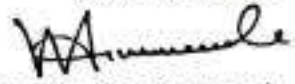
Assam : 782002  
PH : 9845183717 (M)

Observations as referred to our report (Internal Auditor's) of even date

- 1 Books of Accounts :- The College is maintaining only Cash Book, Bills Vouchers & Bank statements.
- 2 Bank balances of the funds are reconciled and where the difference with Bank statement and Cash book, the reconciliation statement is prepared

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...314021E

  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN:22051446AMQVT6885



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022



**NOWGONG GIRLS' COLLEGE**  
**DIST. : NAGAON ( ASSAM )**

**COLLEGE GENERAL FUND ACCOUNT**  
**C/A. NO. 10965236638, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

**RECEIPTS**

|                                      |            |
|--------------------------------------|------------|
| To Opening Balance :                 |            |
| Cash at bank                         | 8280960.54 |
| To Admission fee received            | 5473090.51 |
| To Admission fee(PG)                 | 1481321.76 |
| To Postal Rent                       | 36000.00   |
| To Postal Electric bill              | 4685.00    |
| To PG Prospectus fees                | 31789.00   |
| To PGDCA & Exam fees                 | 28794.32   |
| To Tower Rent receipts               | 69806.45   |
| To Examination fee received          | 3485886.54 |
| To Sale of damage goods              | 8560.00    |
| To GSLIC received                    | 272059.00  |
| To Collection for Diamond Jubilee    | 581272.31  |
| To PG Examination fee                | 20500.00   |
| To Auditorium Rent                   | 14500.00   |
| To Misc receipts                     | 37484.90   |
| To Certificate fee recd.             | 8600.00    |
| To Hostel fee recd.                  | 1364762.44 |
| To Received from<br>Higher Education | 17000.00   |

**PAYMENTS**

|                                       |            |
|---------------------------------------|------------|
| By Salary paid to Part time lecturer  | 879600.00  |
| By Salary paid to III .Grade staff    | 177000.00  |
| By Salary paid to IV .Grade staff     | 740058.00  |
| By T A                                | 24500.00   |
| By Electric bill                      | 458149.00  |
| By Internet bill paid                 | 44302.00   |
| By Bank charges.                      | 3935.96    |
| By Purchase of Elect.Goods            | 656602.00  |
| By Honorarium to resource person      | 42000.00   |
| By Exps.Bloomi Kopou Festival exp     | 6837.00    |
| By Labour Payment                     | 1932018.00 |
| By Refreshment                        | 119990.00  |
| By Installation of onlie class softwr | 161861.00  |
| By Purchase of Paints                 | 1278898.00 |
| By Electrification in Auditorium      | 102880.00  |
| By Repairs & maintenance              | 46755.00   |
| By Car Fare                           | 44000.00   |
| By Diesel expenses                    | 33008.00   |
| By Enrolment fee paid                 | 271000.00  |
| By Purchase of Photostat machin       | 54000.00   |
| By Printing & Stationery              | 277420.00  |
| By Misc.expenses.                     | 223114.00  |
| By Purchase of building materials     | 5185425.00 |
| By Exps.for Water supply materials    | 587573.00  |
| By Exps.for Examination               | 25179.00   |
| By Paid for Laboratory materials      | 208573.00  |
| By Exps.for loading video progme      | 8500.00    |
| By Paid for carpenter                 | 391468.00  |
| By Paid to Painter                    | 411000.00  |
| By Newspaper & Periodicals.           | 28108.28   |
| By Exps.for College Tour.             | 7325.00    |
| By Exps.for software Installation     | 147125.84  |
| By Exps.for Computer accessries.      | 376607.00  |
| By Paid for Earth work                | 212000.00  |
| By Renewal fee for Software           | 34215.28   |
| By Paid for computer operator         | 285980.00  |
| By Exps for PG Examination            | 2715.00    |
| By Exps.for Garden.fancing.           | 50150.00   |
| By Exps for Electrification           | 66050.00   |
| By Purchase of Furniture              | 218418.00  |
| By Renewal fee for Membership         | 20650.00   |
| By Salary for Hostel Staff            | 648684.00  |
| By Paid for PG                        | 26000.00   |
| By Purchase of                        | 143544.00  |

**21217072.77**

**16663218.36**

continued from page....1



**COLLEGE GENERAL FUND ACCOUNT**  
**C/A. NO. 10965236638, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022)**

|                 |                    |                                   |                    |
|-----------------|--------------------|-----------------------------------|--------------------|
| B/F Total ----- | 21217072.77        | B/F Total -----                   | 16663218.36        |
|                 |                    | By Exps.for Tent & Decorator      | 31670.00           |
|                 |                    | By Exps.for Flower Plantation     | 56735.00           |
|                 |                    | By Purchase of Alumunium shut     | 177658.00          |
|                 |                    | By Exps.for College Foundn Day    | 9885.00            |
|                 |                    | By Annual membership for Library  | 5900.00            |
|                 |                    | By Advertisement exps             | 20213.00           |
|                 |                    | By Paid for GSLIC                 | 272059.00          |
|                 |                    | By Renwal fee for Natioi Georaphy | 4305.00            |
|                 |                    | By Purchase of Bledger.           | 70448.00           |
|                 |                    | By University permission fee.     | 24200.00           |
|                 |                    | By Paid for subscription          | 1275.00            |
|                 |                    | By Paid for Renewal fee           | 2975.00            |
|                 |                    | By Installation of UPS Services   | 18565.00           |
|                 |                    | By Renewal for Computer Softwre   | 8047.64            |
|                 |                    | By Exps.for Swaraswati Puja       | 90850.00           |
|                 |                    | By Laboratory Equipments.         | 543347.00          |
|                 |                    | By Purchase of Flower Tub         | 9240.00            |
|                 |                    | By Purchase of Flower Seeds       | 40000.00           |
|                 |                    | By Paid for conducting the Exam.  | 61003.00           |
|                 |                    | By Paid for computer services.    | 2500.00            |
|                 |                    | By Exps.for Student Field trip    | 4810.00            |
|                 |                    | By International Women's Day      | 7848.00            |
|                 |                    | By <u>Closing balance</u>         |                    |
|                 |                    | Cash at bank                      | <u>3090320.77</u>  |
|                 | <u>21217072.77</u> |                                   | <u>21217072.77</u> |

**Bank reconciliation statement as on 31-03-2021**

Cash at bank as per Bank Statement ----- 3125335.77

Less: Cheque issued but not debited as on 31/3/22 as under:

|                  |         |          |
|------------------|---------|----------|
| Cheque No.549529 | 740.00  |          |
| 549600           | 6000.00 |          |
| 549610           | 6480.00 |          |
| 549613           | 600.00  |          |
| 549630           | 9000.00 |          |
| 505263           | 3300.00 |          |
| 529468           | 7475.00 |          |
| 529493           | 1120.00 |          |
| 529498           | 300.00  | 35015.00 |

Cash at bank as per Cash book..... .. Rs. 3090320.77

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**  
**FRN...314021E**



*(Signature)*

**( S. N. AGARWALA )**  
**PARTNER**

**M. NO : 051446**

**UDIN:22051446AMOQVT6885**

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**MISCELLANEOUS FUND**

**S/B A/C NO.10965243432, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

To Opening Balance.  
Cash at bank

17426.62 By Closing Balance.  
Cash at Bank

17901.62

To S/b A/c interest.

475.00

Rs. 17901.62

Rs. 17901.62

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN.:314021E





**( S. N. AGARWALA )**  
**PARTNER**

**M. NO : 051446**

**UDIN:22051446AMQV76885**

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 11th.day of July, 2022**



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**STUDENT FUND**  
**S/B A/C NO.10965243953,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

o Opening Balance.

Cash at Bank

73105.25 By Closing Balance.

Cash at Bank

75100.25

o S/B A/c Interest.

1995.00

Rs. 75100.25

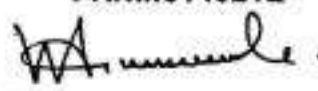
Rs. 75100.25

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...:314021E



  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885

PLACE: Haibargaon :: Nagaon (Assam)

DATE : The 11th.day of July, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**EXAMINATION FUND**

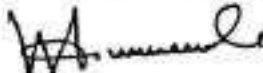
**S/B A/C NO.913010040184191 AXIS BANK, NAGAON**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

|                             |                             |                                   |                             |
|-----------------------------|-----------------------------|-----------------------------------|-----------------------------|
| <b>To Opening Balance.</b>  |                             |                                   |                             |
| Cash at Bank (Axis Bank)    | 147454.00                   | By Exps.for Practical examination | 660.00                      |
|                             |                             | By Paid for Examination fee       | 58110.00                    |
| <b>To S/B A/c Interest.</b> | 2627.00                     | By Remuneration to Examiner       | 3910.00                     |
|                             |                             | By Refreshment                    | 1040.00                     |
|                             |                             | By Diesel                         | 2020.00                     |
|                             |                             | By <b><u>Closing Balance</u></b>  |                             |
|                             |                             | Cash at Bank                      | 84341.00                    |
|                             | <b>Rs. <u>150081.00</u></b> |                                   | <b>Rs. <u>150081.00</u></b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E



  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885

**PLACE:** Haibargaon :: Nagaon (Assam)  
**DATE :** The 11th.day of July, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**  
**EXAMINATION FUND**  
**S/B A/C NO.10965243385,SBI, NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

|                              |                      |                                             |                      |
|------------------------------|----------------------|---------------------------------------------|----------------------|
| To <u>Opening Balance.</u>   |                      | By Paid to Office in Charge for Examination | 93500.00             |
| Cash at Bank                 | 98146.52             |                                             |                      |
| To S/B A/c Interest.         | 3552.00              | By Paid for Examination fee                 | 11700.00             |
| To Examination fees received | 546450.00            | By Misc.expenses                            | 2000.00              |
|                              |                      | By Exps.for postage                         | 3535.00              |
|                              |                      | By Purchase of Alkosign Board               | 9947.64              |
|                              |                      | By Repairs & maintenance                    | 8855.00              |
|                              |                      | By Printing & Stationery                    | 38460.00             |
|                              |                      | By Bank charges                             | 326.86               |
|                              |                      | By <u>Closing Balance</u>                   |                      |
|                              |                      | Cash at Bank                                | 479824.02            |
|                              |                      |                                             | <u>Rs. 648148.52</u> |
|                              | <u>Rs. 648148.52</u> |                                             |                      |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
 CHARTERED ACCOUNTANTS.  
 FRN.:314021E



*(Signature)*  
 ( S. N. AGARWALA )  
 PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885

PLACE: Haibargaon :: Nagaon (Assam)  
 DATE : The 11th.day of July, 2022



S/B A/C NO.10966243374,SBI,NAGAON.

**PLACE:** Haibargaon :: Nagaon (Assam)  
**DATE :** The 11th.day of July, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**  
**LIBRARY FUND.**  
**S/B NO.10965243410, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

o Opening Balance.

Cash at Bank

37186.91 By Closing balance.  
Cash at Bank

38201.91

o S/B A/c Interest.

1015.00

Rs. 38201.91

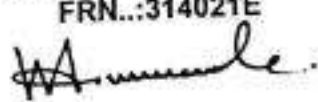
Rs. 38201.91

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022

  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN:22051446AMOQVT6885

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**BUILDING FUND**

**S/B A/C NO.10965245145, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

**Opening Balance.**

Cash at bank

59569.44 By Closing Balance.

Cash at Bank

61193.44

B/B A/c interest.

1624.00

Rs. 61193.44

Rs. 61193.44

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN...:314021E



**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN:22051446AMOQVT6885**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022**



**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**NEW UGC A/C  
S/B A/C NO. 36208028719, SBI,NAGAON**

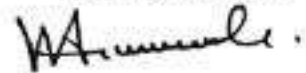
**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

|                                    |                  |                                             |                  |
|------------------------------------|------------------|---------------------------------------------|------------------|
| To Opening Balance<br>Cash at bank | 168944.25        | By <u>Closing balance.</u><br>Cash at Bank. | 198553.25        |
| To S/B A/c interest.               | 4609.00          |                                             |                  |
| To Received from UGC               | 25000.00         |                                             |                  |
|                                    | <u>198553.25</u> |                                             | <u>198553.25</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E



**( S. N. AGARWALA )  
PARTNER**

M. NO : 051446

UDIN:22051446AMOQVT6885



**PLACE:** Haibargaon :: Nagaon (Assam)  
**DATE :** The 11th.day of July, 2022

**NAGAON ( ASSAM )**

**STUDENT AID FUND**

**S/B A/C NO.10965243942,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

o **Opening Balance.**

Cash at Bank

263937.39

By **Closing Balance.**

Cash at Bank

271135.39

o **S/B A/c Interest.**

7198.00

Rs. 271135.39

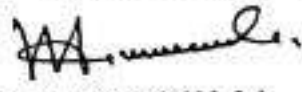
Rs. 271135.39

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN.:314021E



  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885

**PLACE:** Haibargaon :: Nagaon (Assam)

**DATE :** The 11th.day of July, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**GIRLS' COMMON ROOM FUND A/C**

**S/B A/C NO.10966243374, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

To Opening Balance.  
Cash at bank

191192.92

By Closing Balance.  
Cash at Bank

196407.92

To S/b A/c interest.

5215.00

Rs. 196407.92

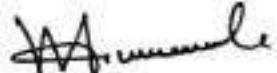
Rs. 196407.92

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

FRN...314021E



  
**( S. N. AGARWALA )**  
**PARTNER**

**M. NO : 051446**

**UDIN:22051446AMQVT6885**

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 11th.day of July, 2022**



**NOWGONG GIRLS' COLLEGE  
NAGAON ( ASSAM )**

**UGC FUND (OLD)**

**S/B A/C NO. 10965243635, S.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

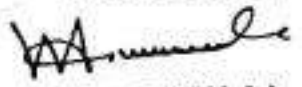
|                                   |                  |                                |                  |
|-----------------------------------|------------------|--------------------------------|------------------|
| <b>To <u>Opening Balance.</u></b> |                  | By Paid to Dr.Kulen Ch.Das for |                  |
| Cash at bank                      | 970566.71        | Project                        | 915727.00        |
|                                   |                  |                                | 1040.00          |
| <b>To Received</b>                | 5000.00          | By T.A.                        |                  |
|                                   |                  | By Misc.expenses               | 13424.00         |
| <b>To S/b A/c interest.</b>       | 12518.00         |                                |                  |
|                                   |                  | By <u>Closing balance.</u>     |                  |
|                                   |                  | Cash at Bank.                  | 57893.71         |
|                                   | <u>988084.71</u> |                                | <u>988084.71</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E





**( S. N. AGARWALA )  
PARTNER**

M. NO : 051446

UDIN:22051446AMOQVT6885

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 11th.day of July, 2022**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**P.G.FUND**

**S/B A/C NO.10965243443, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**

**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

|                         |            |                                               |            |
|-------------------------|------------|-----------------------------------------------|------------|
| <b>Opening Balance.</b> |            | By Paid for Guest Faculty salary              | 241039.00  |
| Cash at bank            | 2700959.40 | By Renewal of Temporary<br>affiliation fee    | 17190.00   |
|                         |            | By Bank charges.                              | 355.50     |
| PG Examination Fees     | 6800.00    | By Paid for NIC Fees to GU                    | 13250.00   |
|                         |            | By Refreshment                                | 4850.00    |
| S/B A/c interest.       | 54601.00   | By T.A.                                       | 9800.00    |
| Admission Fee received  | 49000.00   | By Paid for Internet link &<br>Installation   | 151323.00  |
| Payee Cheque deposit.   | 6700.00    | By Paid for Installation of<br>Software       | 149860.00  |
|                         |            | By Paid for Labour & Wages.                   | 381650.00  |
|                         |            | By Purchase of building materials             | 1137207.00 |
|                         |            | By Purchase of Shuttering timber              | 69050.00   |
|                         |            | By Purchase of Books                          | 50000.00   |
|                         |            | By Car fare                                   | 4000.00    |
|                         |            | By Paid for Computer Operator                 | 12500.00   |
|                         |            | By Exps.for Inauguration of<br>Dimond Jubilee | 39275.00   |
|                         |            | By <b>Closing Balance.</b>                    |            |
|                         |            | Cash at Bank                                  | 536710.90  |
| <b>Rs. 2818060.40</b>   |            | <b>Rs. 2818060.40</b>                         |            |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN...314021E



*(Signature)*

**( S. N. AGARWALA )  
PARTNER**

M. NO : 051446

UDIN:22051446AMOQVT6885

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**NOWGONG GILRS' COLLEGE FUND**

**S/B. No. 50180013958314, Bandhan bank, Nagaon**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

|                    |            |                                   |           |
|--------------------|------------|-----------------------------------|-----------|
| o Opening Balance. |            | By Paid for Laboratory Equipments | 368127.00 |
| Cash at bank       | 1458862.00 | By Purchase of Software goods     | 471618.00 |
| o Misc. receipts.  | 1.00       | By Purchase of building materials | 266757.00 |
| o B/b A/c Interest | 73931.00   | By Paid for Earth Filling         | 134700.00 |
|                    |            | By Closing Balance.               | 291592.00 |
|                    |            | Cash at Bank                      |           |

**Rs. 1532794.00**

**Rs. 1532794.00**

**Bank Reconciliation Statement as on 31/3/2022**

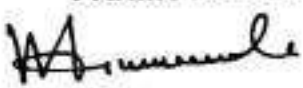
|                                                                     |                  |
|---------------------------------------------------------------------|------------------|
| Cash at bank as per Bank statement                                  | 343692.00        |
| Less: Cheque issued but not collected<br>as on 31/3/22 Ch.No.000010 | <u>52100.00</u>  |
| Cash at bank as per cash book                                       | <u>291592.00</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

**FRN...:314021E**



  
**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN:22051446AMOQVT6885**

**PLACE** Halbargaon :: Nagaon (Assam)  
**DATE** The 11th day of July, 2022



**NOWGONG GIRLS' COLLEGE,  
NAGAON ( ASSAM )**

**MEMORIAL DEBATING CUM LECTURE FUND**

**S/B A/C NO.10965243170, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

|                             |          |                                                      |          |
|-----------------------------|----------|------------------------------------------------------|----------|
| <b>To Opening Balance,</b>  |          |                                                      |          |
| Cash at bank                | 88326.06 | By Paid for Resource person<br>for Lecture Programme | 4000.00  |
|                             |          | By Refreshment                                       | 735.00   |
| <b>To B/D A/c Interest.</b> | 2363.00  |                                                      |          |
|                             |          | By <b><u>Closing Balance.</u></b>                    |          |
|                             |          | Cash at Bank                                         | 85954.06 |

**Rs. 90689.06**

**Rs. 90689.06**

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E**



***(Signature)*  
( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446  
UDIN:22051446AMOQVT6885**

**PLACE: Haibergaon :: Nagaon (Assam)  
DATE: The 11th.day of July, 2022**

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**COUNSELLING FUND**

**S/B A/C NO.10965245134, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

**Opening Balance.**  
Cash at bank

47987.44 By **Closing Balance.**  
Cash at Bank

**85790.44**

**B/D A/c interest.**

1803.00

**Misc. receipts**

36000.00

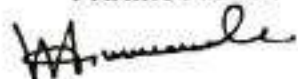
Rs. 85790.44

Rs. 85790.44

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E

  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885



**PLACE:** Haibargaon :: Nagaon (Assam)  
**DATE:** The 11th. day of July, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**REGISTRATION FUND.**

**S/B A/C NO.10965243454, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

**Opening Balance.**

Cash at bank

715400.65 By Paid for student enrolment  
fees for session 2019-20 208000.00

B/B A/c interest.

13300.00 By Msc.expenses. 29511.80

By Bank charges 832.00

By **Closing Balance.**  
Cash at Bank 490356.85

Rs. 728700.65

Rs. 728700.65

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN.:314021E



  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885

**PLACE:** Haibargaon :: Nagaon (Assam)  
**DATE:** The 11th.day of July, 2022



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**ESTABLISHMENT FUND**  
**C/A NO.38584620799,SBI,NAGAON.**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

**To Opening Balance.**

Cash at Bank

46188.95 By Bank Charges

649.00

By **Closing Balance.**

Cash at Bank

45539.95

Rs. 46188.95

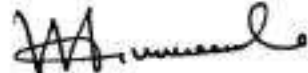
Rs. 46188.95

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E



  
( S. N. AGARWALA )  
PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885

**PLACE: Haibargaon :: Nagaon (Assam)**  
**DATE : The 11th.day of July, 2022**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**SOCIAL FUND**  
**S/B NO.10965243465, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

To Opening Balance.  
Cash at Bank

348375.11 By Closing Balance.

To S/B A/c Interest.

9502.00

Cash at Bank

357877.11

Rs. 357877.11

Rs. 357877.11

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN.:314021E



( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**FACULTY FUND  
S/B A/C NO.10965245145, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

**Opening Balance.**

Cash at bank

Fund received from  
North East Centre for  
Technologies

S/B A/c interest.

1170568.14 By Purchase of Digital Language  
Lab with materials & installation 1506342.00

783342.00 By Closing Balance.  
Cash at Bank 471269.14

23701.00

Rs. 1977611.14

Rs. 1977611.14

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E



**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN:22051446AMQVT6885**



**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022**



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**MAGAZINE FUND**

S/B NO.10965243421, S.B.I.NAGAON

**RECEIPTS AND PAYMENTS ACCOUNT**  
**(FOR THE PERIOD FROM 01-04-2021 to 31-03-2022)**

|                           |                      |                     |                      |
|---------------------------|----------------------|---------------------|----------------------|
| To Opening Balance.       |                      | By Bank charges     | 354.00               |
| Cash at Bank              | 510472.70            |                     |                      |
| To S/B A/c Interest.      | 16452.00             | By Closing Balance. | 756220.70            |
|                           |                      | Cash at Bank        |                      |
| To Magazine fees received | 229650.00            |                     |                      |
|                           |                      |                     |                      |
|                           | <u>Rs. 756574.70</u> |                     | <u>Rs. 756574.70</u> |

IN TERMS OF OUR REPORT OF EVEN DATE.

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E

FRN...:314021E

( S. N. AGARWALA )  
PARTNER

**PARTNER**  
**M. NO : 051446**

M. NO : 051446  
UDIN:22051446AMOQVT6885

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022

DATE : The 11th day of July, 2022



RESERVE FUND A/C

U.B.I. Nagaon.

FD Interest

FD Interest

FD Interest

FD Interest

A/c No.0031109035948

( Md.30/10/21)

( Md.30/10/21)

( Md.30/10/21)

( Md.30/10/21)

177319.00

181568.00

181562.00

198662

Rs. 739111.00

Rs. 739111.00

FRN...314021E

( S. N. AGARWALA )

## PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885



PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th day of July, 2022

DATE : The 11th day of July, 2022



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**FIXED DEPOSIT FUND A/C**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

**To Op.F.D.at UBI,Nagaon**

No.0031109015421 MD 25/8/21 1182409.00  
No.0031109111965 MD 16/7/21 1526785.00  
No.0031109111682 MD 12/7/21 844579.00

**By Op.F.D.at UBI,Nagaon**

No.0031109015421 MD 25/8/21 1182409.00  
No.0031109111965 MD 16/7/21 1526785.00  
No.0031109111682 MD 12/7/21 844579.00

**To FD at Axis bank,Nagaon**

No.914040030013256 8/8/21 439812.00  
No.914040030013890 8/8/21 472853.00

**By FD at Axis bank,Nagaon**

No.914040030013256 8/8/21 439812.00  
No.914040030013890 8/8/21 472853.00

**To Op.F.D.at PNB,Nagaon**

No.0031109036248 MD 20/8/21 34129.00  
No.0031109036239 MD 20/8/21 68206.00

**By Op.F.D.at PNB,Nagaon**

No.0031109036248 MD 20/8/21 34129.00  
No.0031109036239 MD 20/8/21 68206.00

**To Op.F.D.at Bandhan bank**

No.10180003742774 15/7/21 241993.00  
No.10180003742694 15/7/21 724143.00  
No.10180003740808 27/8/21 1688852.00  
No.10190007640928 27/8/21 1125903.00  
No.10190008289690 16/9/21 112494.00  
No.10180002967718 13/9/21 609977.00

**By Op.F.D.at Bandhan bank**

No.10180003742774 15/7/21 241993.00  
No.10180003742694 15/7/21 724143.00  
No.10180003740808 27/8/21 1688852.00  
No.10190007640928 27/8/21 1125903.00  
No.10190008289690 16/9/21 112494.00  
No.10180002967718 13/9/21 609977.00

9072135.00

9072135.00

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN.:314021E



*(Signature)*

**( S. N. AGARWALA )  
PARTNER**

M. NO : 051446

UDIN:22051446AMOQVT6885

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022

ATB : The 11th day of July, 2022



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**MEGHNATH PAUL MERIT AWARD FUND**

**S/B A/C NO.00310103168989, U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 TO 31-03-2022 )**

|                            |          |                               |          |
|----------------------------|----------|-------------------------------|----------|
| By <u>Opening Balance.</u> |          | By FD No10031109164522        |          |
| Cash at Bank               | 7722.88  | UBI, on 18/9/18 ( MD.18/9/21) | 59780.00 |
| By FD No10031109164522     |          |                               |          |
| Matured on 18/9/21         | 50000.00 |                               |          |
| By <u>Closing Balance</u>  |          |                               |          |
| By FD A/c Interest.        | 9780.00  | Cash at Bank                  | 7950.88  |
| By Savings a/c interest    | 228.00   |                               |          |
| Rs. <u>67730.88</u>        |          | Rs. <u>67730.88</u>           |          |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E



  
( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**BHANU PADMAPATI MERIT AWARD FUND**

**S/B A/C NO.0031013091492, U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 TO 31-03-2022 )**

|                            |                      |                            |                      |
|----------------------------|----------------------|----------------------------|----------------------|
| To <u>Opening Balance.</u> |                      | By UBI FD No.0031109164514 |                      |
| Cash at Bank               | 27185.51             | dtd.18/9/21                | 89670.00             |
| To S/B A/c Interest.       | 804.00               |                            |                      |
| To UBI FD No.0031109164514 |                      | By <u>Closing Balance</u>  |                      |
| reinvest on 18/9/21        | 75000.00             | Cash at Bank               | 27989.51             |
| To FD Interest             | 14670.00             |                            |                      |
|                            | <u>Rs. 117659.51</u> |                            | <u>Rs. 117659.51</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...314021E



  
( S. N. AGARWALA )  
PARTNER  
M. NO : 051446  
UDIN:22051446AMOQVT6885

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**RENU MAHANTA MERIT AWARD FUND**

**S/B A/C NO.0031013186170, U.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 TO 31-03-2022 )**

|                        |                     |                           |                     |
|------------------------|---------------------|---------------------------|---------------------|
| Opening Balance.       |                     | By Fixed Deposit.at UBI   |                     |
| Cash at Bank           | 1646.15             | No.0031109095959          |                     |
|                        |                     | ( MD. 24/7/2023)          | 10000.00            |
| P.D.(No.0031109095959) |                     |                           |                     |
| ( MD. 24/7/2023) O/B   | 10000.00            | By Bank Charges.          | 779.80              |
| P.D. Interest          | 875.00              |                           |                     |
| U/B A/c Interest.      | 50.00               | By <u>Closing Balance</u> |                     |
|                        |                     | Cash at Bank              | 1791.35             |
|                        |                     |                           |                     |
|                        | Rs. <u>12571.15</u> |                           | Rs. <u>12571.15</u> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.

FRN...:314021E



( S. N. AGARWALA )

PARTNER

M. NO : 051446

UDIN:22051446AMOQVT6885

PLACE: Haibargaon :: Nagaon (Assam)  
DATE: The 11th.day of July, 2022

**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**MALATI BORA MERIT AWARD FUND**

**S/B A/C NO.10965244902, S.B.I.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 TO 31-03-2022 )**

|                            |                     |                                |                     |
|----------------------------|---------------------|--------------------------------|---------------------|
| <b>To Opening Balance.</b> |                     | By Fixed Deposit at SBI Nagaon |                     |
| Cash at Bank               | 16242.42            | No.10965667166                 |                     |
|                            |                     | ( M.D.26/7/2025)               | 10000.00            |
| To Fixed deposit at SBI    |                     |                                |                     |
| No.10965667166 O/b         |                     |                                |                     |
| ( MD.26/7/2025)            | 10000.00            |                                |                     |
| To P.D. Interest           | 798.00              | By <u>Closing Balance</u>      |                     |
| To B/B A/c Interest.       | 458.00              | Cash at Bank                   | 17498.42            |
|                            |                     |                                |                     |
|                            | <b>Rs. 27498.42</b> |                                | <b>Rs. 27498.42</b> |

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**

**FRN.:314021E**



**( S. N. AGARWALA )**

**PARTNER**

**M. NO : 051446**

**UDIN:22051446AMQVT6885**

**PLACE: Haibargaon :: Nagaon (Assam)**

**DATE : The 11th.day of July, 2022**



**NOWGONG GIRLS' COLLEGE.**  
**NAGAON ( ASSAM )**

**KUNTALA HAZARIKA MERIT AWARD FUND**

**S/B A/C NO.10965412061, SBI.NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**( FOR THE PERIOD FROM 01-04-2021 TO 31-03-2022 )**

**To Opening Balance.**

Cash at Bank

13368.00

By Fixed Deposit .at SBI Nagaon

No. 30299985594

( MD.28/12/2027 )

13000.00

To Fixed deposit.

No.30299985594 O/B

MD. 28/12/27

13000.00

To F.D. Interest

1106.00

By Closing Balance

Cash at Bank

14848.00

To B/D A/c Interest.

374.00

Rs. 27848.00

Rs. 27848.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.**  
**CHARTERED ACCOUNTANTS.**  
**FRN.:314021E**



**( S. N. AGARWALA )**  
**PARTNER**

**M. NO : 051446**

**UDIN:22051446AMOQVT6885**

**PLACE:** Haibargaon :: Nagaon (Assam)  
**DATE:** The 11th.day of July, 2022

PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th day of July, 2022

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**BIBHA DEVI GOSWAMI AWARD FUND**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD FROM 01-04-2021 TO 31-03-2022 ]**

To Opening Balance.

By Fixed deposit.at Bandhan Bank  
No.10190008289690 16/9/20  
( MD16/9/21)

106775.00

To Fixed deposit.at Bandhan Bank  
No.10190008289690 16/9/20  
( MD16/9/21)

106775.00

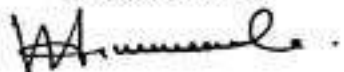
Rs. 106775.00

Rs. 106775.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E**





**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN:22051446AMQVT6885**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022**



**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**SCHOLARSHIP FUND**

**C/A. No. 10707349068, SBI Nagaon**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

**Opening Balance.**

Cash at bank:

38878.00 By Bank Charges.

649.00

By **Closing Balance.**

Cash at Bank

38229.00

Rs. 38878.00

Rs. 38878.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

FRN...:314021E



*(Signature)*  
**( S. N. AGARWALA )  
PARTNER**

**M. NO : 051446**

**UDIN:22051446AMQVT6885**

**PLACE: Haibargaon :: Nagaon (Assam)**

**DATE : The 11th.day of July, 2022**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**NAGAON GIRLS' COLLEGE A/C.**

**S/B A/C NO. 0031010310867, U.B.I. NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

Opening Balance  
Cash at bank

34422.00 By Expenses

NIL

By Closing Balance :  
Cash at Bank

34422.00

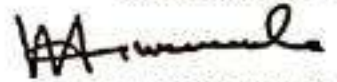
Rs. 34422.00

Rs. 34422.00

**IN TERMS OF OUR REPORT OF EVEN DATE.**

**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.  
FRN...:314021E**



  
(S.N.AGARWALA)

**PARTNER.**

**M.NO: 051446**

**UDIN : 22051446AMOQVT6885**

**PLACE: Haibargaon :: Nagaon (Assam)  
DATE : The 11th.day of July, 2022**

**NOWGONG GIRLS' COLLEGE.  
NAGAON ( ASSAM )**

**GOLDEN JUBILEE CELEBRATION FUND**

**A/C NO. 0031013112838, UBI,NAGAON**

**RECEIPTS AND PAYMENTS ACCOUNT  
( FOR THE PERIOD FROM 01-04-2021 to 31-03-2022 )**

Opening Balance

Cash at bank

16268.75 By Expenses

NIL

By Closing Balance :

Cash at Bank

16268.75

Rs. 16268.75

Rs. 16268.75

**IN TERMS OF OUR REPORT OF EVEN DATE.**



**FOR SATYANARAYAN AGARWALA & CO.  
CHARTERED ACCOUNTANTS.**

**FRN.:314021E**

**(S.N.AGARWALA)**

**PARTNER.**

**M.NO: 051446**

**UDIN : 22051446AEQDCY8198**

**PLACE: Halbargaon :: Nagaon (Assam)**

**DATE : The 11th.day of July,, 2022**



# ACADEMIC AUDIT

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



**NOWGONG GIRLS' COLLEGE**

Re-accredited at A Grade by the NAAC (2<sup>nd</sup> Cycle)

# **ACADEMIC AND ADMINISTRATIVE AUDIT**

## **NOWGONG GIRLS' COLLEGE**

**Nagaon:::Assam**

**Session: 2017-18**

### **➤ The Team & Date of Visit**

An Internal Academic and Administrative Audit (AAA) Committee was formed with the Principal and Coordinator, IQAC. The AAA was conducted by the Team on 30-06-2018. The team visited the departments, library and the office and interacted with the faculty members, librarian, library staff and the office staff.

### **➤ Overview of the Institution**

- Nowgong Girls' College was established in 1962.
- It is a single faculty college offering Undergraduate and Higher Secondary programmes in Arts.
- The institution has 14 departments. All departments except Home Science and Statistics offer both Major Course and General Course while these two departments offer only General Course.
- Post-Graduate programme has been offered by the Department of Assamese since 2013.
- It has completed two cycles of accreditation of NAAC in 2004 and 2015.
- In its second cycle of assessment in 2015, it was accredited at A Grade by the NAAC.

### ➤ **Details of the Visit**

The departments of Assamese, Hindi, English, Philosophy, History, Education, Home Science, Sanskrit, Mathematics and Statistics were visited from 10 AM onwards up to 1.30 PM. After lunch break from 1.30 PM to 2 PM, the departments of Political Science, Economics, Bengali and Geography were visited by the team. It was followed by the visit to the library and the office from 3.30 PM to 4.30 PM.

### ➤ **Findings**

Based on the observations and interactions, SWOC analysis of the institution was done by the AAA Team.

#### **Strengths of the Institute:**

- Efficient, effective and committed management
- Qualified, skilled and sincere faculty members
- Clean, eco-friendly and peaceful campus
- Student representation from all sections of the society

#### **Weakness of the Institute:**

- Lack of space for physical expansion
- Weak placement activities
- Inadequate use of ICT in teaching-learning
- Research activities on low-key basis
- Insufficient documentation at different levels

#### **Opportunities:**

- The college has all the potential to introduce UG in science and more PG programmes



- Availability of faculty and student exchange programmes through collaboration
- The college has the opportunities for introduction of more market oriented vocational courses
- Collaboration with reputed educational and research Institutes

### **Challenges:**

- Resource Mobilization for augmentation of physical and learning infrastructure for development.
- The students are from rural and poor socio- economic background
- The students, in general, prefer to study in vernacular language
- Encouraging students for competitive examinations and higher education

### **➤ Recommendations**

Based on the findings, the AAA committee recommends the following for enhancing the quality of the College:

- Development of physical infrastructures, laboratories, smart classes to be initiated.
- More add-on and value-enrichment courses should be introduced.
- Steps should be initiated for introduction of science stream.
- More students should be involved in the extension activities.
- Participation of teachers in FDP, FIP etc. should be encouraged.
- More collaboration needs to be established.
- Research culture needs improvement.

- Office records and filing system has to be improved.
- Thrust should be on automation of library.



Principal  
Nowgong Girls' College  
Nagaon : Assam



Coordinator, IQAC  
Nowgong Girls' College  
Nagaon (Assam)

# **ACADEMIC AND ADMINISTRATIVE AUDIT**

**(Internal)**

**NOWGONG GIRLS' COLLEGE**

**Session 2018-19**



**Conducted by**

**Dr. Khargeswar Bhuyan, Preslent, Governing Body, Nowgong Girls' College**

**Dr.Balin Kr. Bhuyan, Principal, Nowgong Girls' College**

**Ranjit Barua, Coordinator, IQAC, Nowgong Girls' College**



A committee for Internal Academic and Administrative Audit (AAA) was formed with three members- the President, Governing Body, the Principal, IQAC Coordinator. The Committee conducted internal audit of the College on 28<sup>th</sup> June, 2019. The team visited all the departments and interacted with concerned faculty members. They also visited the central library and the computer center and interacted with the office staff.

❖ **Visit schedule of the AAA visit:**

The following schedule was followed for the visit

| Department                 | Time     |
|----------------------------|----------|
| English                    | 9.30 am  |
| Bengali                    | 9.50 am  |
| Economics                  | 10.10 am |
| Education                  | 10.30 am |
| Assamese                   | 10.50 am |
| Political Science          | 11.10 am |
| Sanskrit                   | 11.30 am |
| Mathematics, Statistics    | 11.50 am |
| Philosophy                 | 12.20 pm |
| Geography                  | 12.40 pm |
| Hindi                      | 1.00 pm  |
| History                    | 1.20 pm  |
| Home Science               | 1.40 pm  |
| <i>Lunch Break</i>         |          |
| Physics, Chemistry, Botany | 2.30 pm  |
| Visit to Library           | 3.00 pm  |
| Visit to Computer Centre   | 3.30 pm  |
| Visit to Office            | 3.50 pm  |
| Final Meeting              | 4.30 pm  |

❖ **General Observations**

1. Nowgong Girls' College ensures effective curriculum delivery adhering to the academic calendar of the affiliating university. To meet the local requirement and for the betterment of the student community, the Academic Council and IQAC make minor modifications in the curriculum and prepare the college academic calendar accordingly.

2. Academic activities are planned and executed through the Academic Council and IQAC. Examinations are conducted adhering to the norms and practices formulated by the university.
3. Research publications of teachers need improvement. More focus on books and chapters with ISBN is evident.
4. The college has executed various extension activities through different departments, cells and committees on social, environment and educational issues including Swachh Bharat, AIDS awareness, plantation etc.
5. There exists a proper monitoring system regarding the utilization of different facilities such as –library, digital classroom, reading room, college canteen, conference room, auditorium, laboratories etc.
6. Nowgong Girls' College Students' Union (NGCSU) provides the platform for the students to engage and involve in various social activities like 'Swaccha Bharat Abhiyan', Blood Donation camps etc. along with NSS, NCC etc. NGCSU different culture programmes and observes important days such as Republic Day, Independence Day, Gandhi Jayanti, Rastriya Ekta Divas etc.
7. Nowgong Girls' College administration involves the entire college fraternity for various academic responsibilities. Specific committees are formed for the smooth functioning and overall academic development of the college.
8. The functioning of the library is monitored by the Library Advisory Committee. The library is under vigilance of CCTV camera. There is a provision for book-bank facility to the students according to their needs.
9. Documentation and record keeping is found to be short of expectation. Many departments, cells and office need improvement in the documentation procedure.
10. Introduction of science stream on self-financing mode is a welcome step towards spread of science education among girls.

#### ❖ **Recommendations**

The following recommendations are made with a view to helping the College to move forward towards ensuring quality enhancement.

- Research culture needs improvement and interdisciplinary research to be initiated.
- Research publications by faculty members should be strengthened with more publications in peer reviewed quality journals.
- Proper documentation is required for all activities.
- Best practices of individual departments for various aspects need to be institutionalized.
- Academic calendar may be prepared at the department level.



- More students should be involved in the extension activities.
- More collaboration needs to be established for faculty exchange, student exchange, internship etc.
- Teachers should be encouraged to participate in different faculty development programmes.
- The departments should take measures to open up certificate courses/students internship program to enhance the quality inventiveness of undergraduate students.
- Use of ICT in teaching to be increased.
- The Faculty members may be encouraged to apply for Minor/Major Research Projects from various funding agencies.



President  
Governing Body  
Nowgong Girls' College  
Nagaon (Assam)

**Dr. Khargeswar Bhuyan**

President, Governing Body



Principal  
Nowgong Girls' College  
Nowgong Girls' College  
Nagaon : Assam



Coordinator, IQAC  
Nowgong Girls' College  
Nagaon (Assam)





# Internal Academic and Administrative Audit

## Nowgong Girls' College

### Session 2020-21

#### 1. Introduction

Academic and Administrative Audit is the process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system, etc.

The academic session of 2020-21 was one of the most challenging in the history of the College due to the effects, challenges and restrictions due to COVID-19. In spite of these, the Internal Quality Assurance Cell (IQAC), Nowgong Girls' College took the initiative to conduct Academic and Administrative Audit in the 18 departments and other cells, committees and branches of the institution during the academic session of 2020-21.

#### 2. Internal Academic and Administrative Audit Committee

The Internal AAA for the Academic Session 2020-21 was conducted by the following members:

1. **Dr. Balin Kumar Bhuyan**, Principal, Nowgong Girls' College
2. **Kalpana Bhattacharjya**, Vice Principal, Nowgong Girls' College
3. **Ranjit Barua**, Coordinator, IQAC, Nowgong Girls' College

#### 3. Internal Academic and Administrative Audit Schedule

Efforts were made to conduct this exercise as comprehensively as possible within the limitations of COVID-19 restrictions. Therefore, the Internal AAA process was spread over a period of 2 days instead on a single-day exercise as was prevalent till date during previous Internal AAAs.

The Internal Academic and Administrative Audit on 26<sup>th</sup> & 27<sup>th</sup> November, 2021 as per the following is the schedule for the AAA –



| <b>DAY 1 - 26<sup>th</sup> November 2021</b>  |                          |                     |
|-----------------------------------------------|--------------------------|---------------------|
| <b>Sl.</b>                                    | <b>Department/Branch</b> | <b>Time</b>         |
| <b>1</b>                                      | Assamese                 | 9.30 am – 9.50 am   |
| <b>2</b>                                      | Bengali                  | 9.50 am – 10.10 am  |
| <b>3</b>                                      | Botany                   | 10.10 am – 10.30 am |
| <b>4</b>                                      | Chemistry                | 10.30 am – 11.20 am |
| <b>Tea Break</b>                              |                          |                     |
| <b>5</b>                                      | Economics                | 11.20 am – 11.40 am |
| <b>6</b>                                      | Education                | 12.00 pm – 12.20 pm |
| <b>7</b>                                      | English                  | 12.20 pm – 12.40 pm |
| <b>8</b>                                      | Geography                | 12.40 pm – 1.00 pm  |
| <b>9</b>                                      | Hindi                    | 1.00 pm – 1.20 pm   |
| <b>Lunch Break</b>                            |                          |                     |
| <b>10</b>                                     | History                  | 2.00 pm – 2.20 pm   |
| <b>11</b>                                     | Home Science             | 2.20 pm – 2.40 pm   |
| <b>12</b>                                     | Mathematics              | 2.40 pm – 3.00 pm   |
| <b>13</b>                                     | Philosophy               | 3.00 pm – 3.20 pm   |
| <b>14</b>                                     | Physics                  | 3.20 pm – 3.40 pm   |
| <b>Tea Break</b>                              |                          |                     |
| <b>15</b>                                     | Mathematics              | 3.40 pm – 4.00 pm   |
| <b>16</b>                                     | Sanskrit                 | 4.00 pm – 4.20 pm   |
| <b>17</b>                                     | Statistics               | 4.20 pm – 4.40 pm   |
| <b>18</b>                                     | Zoology                  | 4.40 pm – 5.00 pm   |
| <b>DAY 2 - 27<sup>th</sup> November, 2021</b> |                          |                     |
| <b>19</b>                                     | MCDG Central Library     | 9.30 am – 9.50 am   |
| <b>20</b>                                     | General Branch           | 9.50 am – 10.10 am  |
| <b>21</b>                                     | Accounts Branch          | 10.10 am – 10.30 am |
| <b>22</b>                                     | IQAC                     | 10.30 am – 11.30 am |
| <b>Tea Break</b>                              |                          |                     |
| <b>23</b>                                     | Other Cells & Committees | 11.45 am – 1.45 pm  |
| <b>Lunch</b>                                  |                          |                     |
| <b>24</b>                                     | Conclusion Meeting       | 2.30 pm – 4.00 pm   |

#### **4. Parameters of Internal Academic and Administrative Audit**

The Internal Academic & Administrative Audit was performed under the following 4 aspects:

- Curriculum Aspects
- Faculty Profile
- Departmental Infrastructure
- Departmental Activities





**Internal Academic and Administrative Audit – Session 2020-21**  
**Nowgong Girls' College**

| Key | Departments |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
|-----|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|     | Ass         | Ben | Bot | Chm | Eco | Edu | Eng | Geo | Hin | His | HSc | Mat | Phi | Pol | Phy | Sns | Sts | Zoo |
| 1   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 2   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 3   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 4   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 5   | Y           | Y   | Y   | Y   | N   | Y   | Y   | Y   | Y   | N   | N   | N   | Y   | Y   | Y   | Y   | N   | Y   |
| 6   | Y           | Y   | Y   | Y   | N   | Y   | Y   | Y   | Y   | Y   | N   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 7   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 8   | Y           | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | N   | Y   | N   | N   |
| 9   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 10  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 11  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 12  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 13  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 14  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 15  | Y           | N   | Y   | Y   | N   | Y   | N   | Y   | N   | N   | N   | N   | Y   | Y   | N   | Y   | N   | N   |

Ass- Assamese, Ben – Bengali, Bot- Botany, Chm – Chemistry, Eco – Economics, Edu – Education, Eng – English, Geo – Geography, Hin – Hindi, His – History, HSc – Home Science, Mat – Mathematics, Phi – Philosophy, Pol – Political Science, Phy – Physics, Sns – Sanskrit, Sts – Statistics, Zoo – Zoology

| Criteria                       | Parameters                                                                   | Keys |
|--------------------------------|------------------------------------------------------------------------------|------|
| <b>Curricular Aspects</b>      | Use of ICT in Academic Transactions                                          | 1    |
|                                | Conduct of Regular Online Classes & Evaluation                               | 2    |
|                                | Internal Assessment Process                                                  | 3    |
|                                | Add On Courses                                                               | 4    |
| <b>Faculty Profile</b>         | Participation in Talks, Seminars, conferences etc.                           | 5    |
|                                | Publications in Articles, Papers, Books & Conduct of Research Work           | 6    |
|                                | Participation in Orientation, Refresher Course, Short Term Course, FDPs etc. | 7    |
|                                | Acted as Resource Persons, recipient of awards etc.                          | 8    |
| <b>Infrastructure</b>          | Adequate Number of Classrooms                                                | 9    |
|                                | ICT Facilities                                                               | 10   |
|                                | Departmental Library                                                         | 11   |
| <b>Departmental Activities</b> | Curriculum Delivery & Progression Record Keeping                             | 12   |
|                                | Academic & Activity Record Maintenance                                       | 13   |
|                                | Conduct of Parent-Teacher Meetings, Surveys etc.                             | 14   |
|                                | Extension Activities                                                         | 15   |





## 5. Comments & Observations

- a) **Curricular Aspects:** - The college follows the syllabus and curriculum of Gauhati University. Online academic and evaluation transaction modules were enhanced to cope with COVID-19 challenges and restrictions through the College website and App. Faculties were oriented to the use of ICT and Online learning & evaluation modules. Efforts were made by faculties and the departments to provide e-learning resources to the students. Post-COVID-19 transition to offline academic and evaluation was a challenge for most departments. Add-on course options were offered to the students through the online mode to enhance their learning process, values and ensuring skill development.
- b) **Faculty Profile:** - A number of faculty members participated in webinars, online FDPs, Refresher Courses and other such online academic and professional enrichment activities. Many departments conducted webinars, and talks for the students by using tools such as Google Meet, Cisco Webex, ZOOM etc. Many faculty members published their research works in journals, books etc. However, there is scope to enhance faculty research publications in UGC CARE listed and Scopus journals.
- c) **Infrastructure:** The College website i.e. [www.nowgonggirlscollege.edu.in](http://www.nowgonggirlscollege.edu.in) was enhanced into a robust e-learning tool to face the challenges of online academic and evaluation works by adding a number of modules. Given the need for providing e-learning facilities to the large number of enrolled students of the College, subscription-based apps such as ZOOM was used for academic transactions. In spite of COVID-19 restrictions, the College was able to continue the necessary developmental works related to infrastructure augmentation. There are adequate number of classrooms however there is need to explore addition of more rooms for providing the various cells with dedicated working spaces.
- d) **Activities:** In spite of COVID-19 lockdown, the institution, many of the cells and many faculty members ensured continuation of extension activities, within the prevalent restrictions. Such activities included relief distribution, blood donation, feeding of stray animals and destitute, rescue and rehabilitation of animals etc. However, naturally the degree of involvement of students was



severely restricted. Even then, the volunteers of the NSS unit of the College were involved in many extension and community works in collaboration with the district administration. Academic activities were conducted through online mode through most of the academic year by online mode. Off-campus access to reading materials of the MCDG Central Library was enhanced for the benefit of the students.

## 6. Recommendations

- a) Further strengthen online academic and evaluation transaction process.
- b) Strengthen ICT facilities in the institution
- c) Add more modules for online learning in the College website and App
- d) Encourage publication of research papers in UGC CARE list journals among faculty members
- e) Organise online FDPs, Workshops, Conferences, Webinars etc. to supplement similar activities in offline mode.
- f) Explore funding avenues for research and developmental works of faculties and the institution
- g) Encourage faculty, departmental and institutional publications
- h) Improve level of automation and digital record keeping in administrative branches.

Date: 27<sup>th</sup> November, 2021

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**(Ranjit Barua)**  
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HOD  
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**(Kalpana Bhattacharjya)**  
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Principal  
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Nagaon : Assam

**(Dr. Balin Kumar Bhuyan)**  
Principal  
Nowgong Girls' College





# **Internal Academic and Administrative Audit**

## **Session 2021-22**

### **Introduction**

NAAC requires HEIs to conduct Academic and Administrative Audits (AAA) to monitor and evaluate institutional processes through a systematic peer review, physical site visits, and self-study. Academic audits identify system weaknesses and strengths to suggest reforms to produce, assure, and continuously improve quality. It encourages departments to standardise curricular and co-curricular programmes, infrastructure, and support services based on predetermined benchmarks.

The Internal Quality Assurance Cell (IQAC) of Nowgong Girls' College has taken the initiative to conduct Academic and Administrative Audit in the 18 departments and other cells, committees and branches of the institution during the academic year 2021-22.

### **Academic and Administrative Audit Committee**

The Internal AAA for the session 2021-22 was conducted by the following members:

1. **Dr. Toseshwar Nath**, President, Governing Body, Nowgong Girls' College
2. **Dr. Balin Kumar Bhuyan**, Principal, Nowgong Girls' College
3. **Ranjit Barua**, Coordinator, IQAC, Nowgong Girls' College

### **Schedule for Academic and Administrative Audit**

The College's teaching departments and administrative branches underwent the process of Internal Academic and Administrative Audit on July 15-16, 2022. The following is the schedule for the AAA –





| DAY 1<br>(July 15, 2022) |                          |                     |
|--------------------------|--------------------------|---------------------|
| Sl.                      | Department/Branch        | Time                |
| 1                        | Assamese                 | 9.00 am – 9.30 am   |
| 2                        | Bengali                  | 9.30 am – 10.00 am  |
| 3                        | Botany                   | 10.00 am – 10.30 am |
| 4                        | Chemistry                | 10.30 am – 11.00 am |
| 5                        | Economics                | 11.00 am – 11.30 am |
| Tea Break                |                          |                     |
| 6                        | Education                | 12.00 pm – 12.30 pm |
| 7                        | English                  | 12.30 pm – 1.00 pm  |
| 8                        | Geography                | 1.00 pm – 1.30 pm   |
| 9                        | Hindi                    | 1.30 pm – 2.00 pm   |
| Lunch Break              |                          |                     |
| 10                       | History                  | 2.30 pm – 3.00 pm   |
| 11                       | Home Science             | 3.00 pm – 3.30 pm   |
| 12                       | Mathematics              | 3.30 pm – 4.00 pm   |
| 13                       | Philosophy               | 4.30 pm – 5.00 pm   |
| 14                       | Physics                  | 5.00 pm – 5.30 pm   |
| DAY 2<br>(July 16, 2022) |                          |                     |
| 15                       | Mathematics              | 9.00 am – 9.30 am   |
| 16                       | Sanskrit                 | 9.30 am – 10.00 am  |
| 17                       | Statistics               | 10.00 am – 11.00 am |
| 18                       | Zoology                  | 11.00 am – 11.30 am |
| Tea Break                |                          |                     |
| 18                       | General Branch           | 11.45 am – 12.45 pm |
| 19                       | Accounts Branch          | 12.45 pm – 1.45 pm  |
| Lunch                    |                          |                     |
| 18                       | IQAC                     | 2.30 pm – 3.30 pm   |
| 19                       | Other Cells & Committees | 3.30 pm – 4.30 pm   |
| 20                       | Conclusion Meeting       | 4.30 pm – 5.30 pm   |



## Parameters of Academic and Administrative Audit

The Academic & Administrative Audit was performed under the following four aspects:

- Curriculum Transaction
- Faculty Profile
- Departmental Infrastructure
- Departmental Activities

| Key | Departments |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
|-----|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|     | Ass         | Ben | Bot | Chm | Eco | Edu | Eng | Geo | Hin | His | HSc | Mat | Phi | Pol | Phy | Sns | Sts | Zoo |
| 1   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 2   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 3   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 4   | Y           | N   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | N   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 5   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | N   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 6   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | N   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 7   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | N   | Y   | Y   | Y   | Y   | N   | Y   | Y   |
| 8   | Y           | N   | N   | N   | N   | Y   | N   | Y   | Y   | N   | N   | N   | Y   | Y   | N   | Y   | N   | N   |
| 9   | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 10  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 11  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | N   | Y   | Y   | Y   | Y   | Y   | Y   |
| 12  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 13  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 14  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |
| 15  | Y           | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   | Y   |

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| Criteria           | Observation Aspect                                                    | Key |
|--------------------|-----------------------------------------------------------------------|-----|
| Curricular Aspects | Whether ICT based classes are taken                                   | 1   |
|                    | Is Internal Assessment Process robust and compressive                 | 2   |
|                    | Is the Departmental record keeping process comprehensive and complete | 3   |
|                    | Add on courses are offered                                            | 4   |





|                                |                                                                 |    |
|--------------------------------|-----------------------------------------------------------------|----|
| <b>Faculty Profile</b>         | Seminars, conferences attended                                  | 5  |
|                                | Articles, papers, books published, Research Projects            | 6  |
|                                | Orientation, Refresher Course, Short Term Course, FDPs attended | 7  |
|                                | Acted as Resource Persons, recipient of awards etc.             | 8  |
| <b>Infrastructure</b>          | Adequate Classrooms                                             | 9  |
|                                | ICT Facilities                                                  | 10 |
|                                | Departmental Library                                            | 11 |
| <b>Departmental Activities</b> | Curriculum Delivery & Progression Record                        | 12 |
|                                | Academic & Activity Record Maintenance                          | 13 |
|                                | Conduct of Talks, Lectures, Seminars etc.                       | 14 |
|                                | Extension Activities                                            | 15 |

## Observations

- **Curricular Aspects:** - The college follows the syllabus and curriculum of Gauhati University. Departments use audio-visual methods to teach. ICT use in classroom is satisfactory. Students are guided to work on individual academic projects. All departments conduct internal exams regularly. Students receive answer scripts for discussions and see their grades on departmental noticeboards. Add on courses are being run properly by the departments. There is scope to improve departmental libraries in some of the departments.
- **Faculty Profile:** - There is scope to improve the number of faculty members of the arts departments who are involved in research and publication works. Faculty members regularly attend seminars and conferences. Several faculty members have served as resource people on various academic platforms. However, faculty participation, again especially from the arts departments, in publication of research articles in UGC CARE listed journals is relatively low. A large number of faculty members have taken advantage of online courses and professional development programmes. A significant number of students are involved in extra-curricular & co-curricular activities. Study tours and field visits are regularly conducted by the departments as a part of their curriculum as well as curriculum enrichment. The departments regularly maintain and update the departmental website pages and departmental alumni WhatsApp groups have become an effective means to get in touch with the pass out students of the departments.





- **Infrastructure:** The college is having adequate number of classrooms, seminar halls etc. All departments have dedicated classrooms for honours classes. Some classrooms are shared by departments for taking classes for regular courses. Practical based subjects are having well maintained laboratories, although the infrastructure needs to be more developed. Departments are having departmental libraries. There are many numbers of ICT enabled classrooms. The Mahesh Chandra Dev Goswami Central Library has adequate number of digital and printed reading resources. There are adequate facilities for sports and extra-curricular activities.
- **Activities:** The IQAC, ICGC, departments hold regular meetings with students, collect feedback from students on academic matters and other student-related matters, and take appropriate action as needed. Some departments hosted a significant number of invited lectures/seminars/webinars/workshops on a virtual platform. The majority of extension activities are carried out under the auspices of the Extension & Outreach Cell, NCC, NSS, RRC & YRC. Some departments have held events in collaboration with other institutions. Accounts section needs to be digitized further and the documentation process in the General Branch needs further streamlining. Overall functioning of the administrative sections of the college is satisfactory.

## Recommendations

- Encourage faculty members to publish research papers in UGC CARE list journals, as well as articles or books with ISBN numbers.
- Encourage faculty participation in FDP, RC, OC, Training Program, and Workshops.
- Encourage departments to hold conferences/seminars/workshops with external/internal funding.
- Increased interaction with industry, research centres, and educational institutions.
- Encourage faculty members to submit proposals for Major/Minor Research Projects to various funding agencies
- Further improvement and addition of campus ICT facilities.



- Increase the number of classrooms to accommodate a large number of students.
- Encourage departments to publish newsletters/magazines on a regular basis.
- Departments must make every effort to organise study tours, exhibitions, and training programmes for their students.
- Students should be encouraged to participate in extracurricular or co-curricular activities.
- Enhance the level of digitization of the general and accounts branches.

Date: 16<sup>th</sup> July, 2022

Place: Nowgong Girls' College

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