Academic Audit Report

Patharkandi College,Patharkandi





Academic Session: 2022-23



Academic Audit Report Patharkandi College Patharkandi, Karimganj, Assam

Session: 2022-23

Date of Formation of the Audit Committee: 23.12.2022

Data Submitted by the College to the Auditors: 24.12.2022

Date of Visit by the Auditors: 24.12.2022

1. Members:

- A. Dr. Sujit Tiwari, Associate Professor, Department of Physics, Karimganj College
- B. Dr. Jayashree Chakraborty, Principal, PDUAM, Eraligool
- C. Prof. Manabendra Dutta Choudhury, Former Head, Dept. of Life Science and Bioinformatics, Assam University, Silchar.
- D. Dr. Murtaja Hussain, Principal, Nabinchandra College, Badarpur
- E. Prof. Dibyajyoti Bhattacharjee, Senior Professor, Department of Statistics, Assam University, Silchar
- F. Dr. Radhika Ranjan Bhattacharjee, Former Principal, Karimganj College

2. Profile of the College

Patharkandi College was established in 1990. With the help of the local people, led by late Quomrul Hoque, the college was established. The college is blessed with the contribution of the people of locality in the form of battle nuts, paddy etc. Each brick of the college carries the memory of those contributions. Since then, the college has been advancing slowly.

The college is one of the leading colleges of southern Assam, imparting quality education to the students. Situated on the foothills of Rajbari, Patharkandi, Dist-Karimganj, near Indo-Bangladesh Border, the college is playing a significant role for last two and half decades in the field of higher education of this remote region. Demographically, this area is dominated by Bengali Hindu, Muslim, Maitayee and Bishnupriya Manipuri, Tea Garden, SC & ST people. Our vision is to empower a cross-section of the society to attain community and social development through education-based sound value system.

The Government of Assam has provincialised the college in 2013 with only four numbers of sanctioned teachers of Arts Stream. Again, in 2020, the Science Stream was introduced with fifteen numbers of teachers. Out of which, twelve posts are filled. In 2021, twelve teaching posts were sanctioned by the Government of Assam in Arts Stream. Among them, two Assistant Professors did not join the college. Again, in the year 2022, one more teacher of Science Stream was appointed and remaining two posts are still lying vacant. Moreover, one teacher from Arts Stream has also left the college. Also the Governing Body of the college sanctioned five nos. of teachers' post. Thus, thirty one numbers of teachers are currently assisting the college to run it smoothly. At the same time, the result of the University Examination is improving day by day. Moreover, at present, approximately eighty to ninety percent of students of the college are under fee waiver, whose fees are credited to the college account from the Government of Assam. The whole college is of RCC building. Besides, the college has ICT classrooms, seminar hall with IT facility, laboratories for practical classes, CCTV surveillance campus, sanitation separately for the boys and girls, hygienic campus, library facility, free Wi-Fi facility, classrooms with IT facility, canteen, hostel for the girls, gender equality, green campus, biodegradable & nonbiodegradable waste management, clean water, tobacco free campus digitization, rain water harvesting system. It is also noted that NSS and NCC Units of the college are very much active. Through NSS unit, students were engaged in many community services like market cleaning, tree sapling plantation in the divider of Patharkandi town, college campus cleaning, awareness programme on health hygiene, cleanliness, education, environment etc. in the adopted villages viz, Rajbari, Rabidaspara and Manikpara.

Moreover, there was village road construction, culvert construction, done by the NSS unit of the college. The college has also two numbers of computer centers. The strong team work is helping the college to go ahead to reach its destination. But the increase of the enrollment of students in Arts &newly sanctioned Science Stream has become a big obstacle for the college.

The Government of Assam has no financial assistance towards the college till today except the financial sanction of Rupees one crore for the construction of four numbers of classroom and toilets for Arts stream only. For science stream, government has provided only 10 Lakhs of

rupees against the construction of four numbers of laboratories. Still, the college is continuing with the construction work and the costs are collected from the various heads of the students' fees (collected as per Govt. guidelines) by availing approval from the Governing Body. Though the college is unable to provide proper infrastructure, but with the unintentional support of teaching

staffs, non-teaching staffs, guardians and local people, the college could earn the name and fame in the University and Barak Valley. Moreover, the Alumni of the college are playing a vital role in the development of the college. They have extended the helping handstowards the college in the form of donation of necessary materials. It is to be noted that Patharkandi College is producing one of the best results with better percentage of passed students under Assam University, Silchar. Most of the time, the college produces the best result in Assam University. Even, the college students, sometime, achieve the position in semester final examinations. The college hopes and believes that in coming days, it can produce better result in Arts Stream. It is to be mentioned that the students of Science Stream have not reached the final semester yet. But when it reaches, we believe that they may also shine the college in India.

Academic Strength

Sl. No.	Name of the Department
,	
1.	Department of Arabic
2.	Department of Bengali
3.	Department of English
4.	Department of Economics
5.	Department of Manipuri
6.	Department of History
7.	Department of Political Science
8.	Department of Philosophy
9.	Department of Botany
10.	Department of Chemistry
11.	Department of Mathematics
12.	Department of Physics
13.	Department of Zoology

3. Methodology of the Audit:

A questionnaire in tune with the current NAAC assessment accreditation framework has been prepared as shown below. The metrics are considered where the academic departmentneeds to be involved. Initially, 6 departments were selected based on need and availability of data.

Model Format of Filled up Academic Audit Form:

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PATHARKANDI COLLEGE

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Assumed Users Consumeric W. L. J. 1999
(C. Lorendown), Tool Common Newson 288221

CHECKLIST FOR ACADEMIC INTERNAL AUDIT

Department of Philosophy Academic Audit Proforma

Date: 24/11/1222Done for the Department: Philosophy
Done by the Department: General And iter.

SL no.	Activity	Minutes	Verifiable documents/Remarks
I	Does the Teacher in Charge ensure that All the members of the department are made conscious of the academic workload	103	2 cpar Incertal
	Course and timetable is assigned and communicated to the departmental colleagues.	7.05	Syllabus segrecyation
	Proforms of course completion is filled	1	Recomen 722
	Academic calendar is prepared	Yes	calendar for cells
	Required committees are formed in the department to distribute the various academic responsibilities.	Yes	common academic calendar for cells Departmental proceeding

4. SWOC Analysis

Institutional Strength

1. Patharkandi College is approximately 100 meters away from Agartala-Silchar main road and approximately 60 meters away from Patharkandi-Asimganj bypass. Therefore, the college is easily reachable in

both the directions.

- 2. Local transport like bus, battery rickshaw, auto and cabs are available for smooth commutation.
- 3. The surroundings of the college is peaceful and safe making the college an ideal place to study.
- 4. Recently the college has emphasized on e-Learning and developed e-Learning resources in its

library. The college library is named as Quomrul Hoque central library, which has a collection of 2000 books

for various Courses. The college has an annual membership of N-LIST, INFLIBNET, which works as a much-

needed knowledge centre for students.

5. Patharkandi college sticks to its aim to sustain a green campus through planting lots of saplings throughout

the year on various events.

6. Patharkandi college is blessed with the support and love from nearby localities. Their blessings

inspirations motivate the college fraternity to devote themselves for the upliftment and benefit of the students.

7. Patharkandi college has adequate vacant land area within its premises to construct separate buildings for

auditorium, Conference Hall, playground, hostel and separate Science and Arts block, administrative block,

library, gymnasium and student common room.

8. The college is fortunate enough to have a group of highly energetic and student-centric faculty

Their dedication and determination help the students to excel in academics which has been reflected in two rank

holders from Assam University.

9. The college provides clean drinking water, food with reasonable prices, high class study

innovative knowledge and mental support to all the students.

10. The college ensures strict discipline in the campus. Punctuality, persistence and dedication are valued here.

The college encourages differently abled students to study and provides the necessary facilities as per Govt. guidelines.

Weakness

- 1. Patharkandi college is situated at a rural and underprivileged section of Karimganj district of Assam. As a result, most of the students are from financially weaker sections of our society. Additionally, parents of most of the students are illiterates and dogmatic. Due to this reason, most of the female students use to get married during their course of studies despite several awareness campaigns conducted by the college to elude the importance of education to lead a healthy and prosperous life.
- Due to financial crisis, some students do not attend regular classes and gradually become

dropout from the course he or she was admitted to.

3. The syllabus of CBCS system provided by Assam University is lacking skill development courses of students. As a result, transferable skills are not available even after getting higher degrees from the university.

4. Patharkandi college is not having any auditorium, seminar hall, well-constructed playground, gymnasium, and hostel facilities. The nearby locality is not in situation to rent their house. Therefore, students from other states or distant places find it difficult to cope up with regular classes without proper hostel facilities.

5. Poor electricity connection is a major issue during class sessions; especially, for practical

classes of science stream.

6. As Patharkandi College is not accredited by NAAC, we are not able to apply for sufficient funds for all round development of our college. Financial insufficiency restricts the continuous development of the college.

7. After the introduction of the science stream, smart classes became one of the most essential requirements of our college. However, we do not have sufficient funds to provide necessary

support to this infrastructure.

8. Conservative and orthodox mindset for general education is hindering the student's mind from innovative thinking; rather, education has become just a degree earning way of life.

Opportunity

1. The college has enormous potential for higher education provided awareness is being delivered to the common people.

2. The motivation and change in local mindset, at least for a few numbers of people, have been observed in the last 32 years. We can expect more enrolment in traditional studies from this area.

3. People have understood that this era is the era of digital education. Computer literacy and smart high-end equipment usage are increasing among local peoples. As a result students are looking for job oriented / skill development related learning scopes from college. College is ready to provide such skills upliftment coaching by adding several add on courses.

4. Patharkandi college is located in such an area where communication is a big issue for those students who are willing to have post-graduation. Our nearby post graduate institutes are Assam University and Tripura University. Both the institutes are far from Patharkandi locality.

Therefore, the college is having enough

potential to operate post-graduation courses for the greater good of the student fraternity.

5. Patharkandi college is having an aim to start job-oriented add-on courses for local people and students as well. We encourage the students for various skill development activities through our

career counselling and placement cell.

6. We are happy to have resourceful research personalities among our faculty panel. With the help of their expertise, we are planning to experience a new avenue of scope for a research hub under government funding. The local area has countless medicinal plants and tea estates. Our college is working to establish soil testing facilities with the help of the Department of Botany and Resource Mobility Cell to execute testing, which will add value in terms of financial benefit of college and at the same time it will create job opportunities, as well.

7. As most of the students are coming from illiterate and financially poor backgrounds, they need support and a promise for a better future which education can secure for them. Our mentormentee engagement assures better connection and support for the psychologically stressed students of our college. Such connection provides a long-term relationship with a student. We are planning to make an environment of becoming a proud educational institute, which progresses

through the proper utilization of knowledge.

Challenge

- 1. Patharkandi college is having a serious scarcity in fund for its infrastructural development.
- 2. We are facing challenge to explore the research potential of our existing resources.
- 3. Students of our college belongs to very poor socio-economic strata, which is hindaring in the

process of

capability enhancement for the global market.

- 4. Currently higher education is going through several changes in very short span of time. Especially, rural
- colleges like us, struggling to be completely prepared for NEP 2020 and need support from higher authority.
- 5. Stakeholders of Patharkandi college are new to quality management system and related responsibility.
- 6. Science stream of our college is not having dedicated facilities like separate building, library, laboratory

space etc. Even the sanctioned amount to start science stream was very less. We are still struggling a lot to cope With the situation.

5. Recommendations

Based on the finding members of the audit committee recommend the following for enhancingthe teaching-learning ecosystem of the College:

- Academic audit should combine administrative function review and will be termed as academic and administrative audit.
- Academic and administrative audit register should be maintained.
- Two or more auditors from university level/HEI should be invited to perform audit to meet with the expectation of the NAAC.

ACTION TAKEN REPORT

Department		Action Items	Action Taken
Arabic		Audit not performed	NA
Bengali	i. ii. iii. iv.	Proforma of course completion Minutes of moderation committee meetings Academic Calendar Outstanding faculty achievement/involve ment in research area	The academic departments of the college has been intimated about the action items with a directive to follow the same from the next academic session.
Botany		Audit not performed	NA
Chemistry		•	
Economics		Audit not performed	NA
History		Audit not performed	NA
Manipuri		Audit not performed	NA
Mathematics	i. ii.	Proforma of course completion Minutes of moderation committee meetings	The academic departments of the college has been intimated about the action items with a directive to follow the same from the next academic session.
Physics	i.	Proforma of course completion Minutes of moderation committee meetings	The academic departments of the college has been intimated about the action items with a directive to follow the same from the next academic session.
Philosophy	i. ii. iii.	Proforma of course completion Minutes of moderation committee meetings Academic Calendar	The academic departments of the college has been intimated about the action items with a directive to follow

Academic Audit Report 2022 : Patharkandi College, Patharkandi the same from the iv. Outstanding faculty next academic achievement/involve session. ment in research area The academic Political Proforma of course departments of the Science completion college has been Minutes of ii. intimated about the moderation committee action items with a meetings directive to follow Academic Calendar iii. the same from the Outstanding faculty iv. next academic achievement/involve session. ment in research area The academic Proforma of course i. departments of the Zoology completion college has been Minutes of ii. intimated about the moderation committee action items with a meetings directive to follow Initial calibration iii. the same from the verification next academic session.

Compiled by:

Dr. Amarendranath Choudhury

Coordinator, I Gordinator, andi College
Internal Quality Assurance Cell (10AC)
Patharkandi College, Patharkandi
Dist. Karimganj. Assam-788724

Approved By:

Dr. Monjurul Hoque

Principal, Patharkandi College

Principal

Patharkandi College

Dist.-Karimganj, Pin-788/24



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CHECKLIST FOR ACADEMIC INTERNAL AUDIT

Department of Philosoph

Academic Audit Proforma

Date: 24/11/2022

Done for the Department: Philosophy

Done by the Department: External Anditor.

SL no.	Activity	Minutes	Verifiable documents/Remarks
1	Ones the Teacher in Charge ensure that All the members of the department are made conscious of the academic workload.	7es	Departmental Proceeding
	Course and timetable is assigned and communicated to the departmental colleagues.	7.es	Syllabus segregation
	Proforma of course completion is filled	Not in practi	a Recomended
	Academic calendar is prepared.	Yes	common academic collage
	Required committees are formed in the department to distribute the various academic responsibilities.	Yes	Departmental proceeding

SL No.	Laboratory Management	Yes	N/A	Detail
	nization and Management		The state of the s	
1	Does the department specify and document the responsibility of the Laboratory staff		N/A	
2	Does the department delegate duties to alternate in case of absence of the technical staff		N/A N/A	
3	Does the technical staff go for training from time to time		N/A	
Equi	pment for which AMC are done (if	any)		
1	Are maintenance procedures documented?		N/A	
2	Procedure and periodicity of maintenance of equipment?		N/A	
3	Are mechanical volumetric devices checked for accuracy on a quarterly basis?		N/A	
Reco	the same of the sa		a to V	-
1	Does the laboratory have work instructions?		N/A	
2.	Do documented procedures exist for the purchase, reception and storage of consumable materials used for the technical operations of the laboratory?		NA	
3.	Does the department maintain stock register?		NA	
4.	Are original reagent containers labeled with the expiry date?		NA	
5.	Are detailed records maintained on reagent and standard preparation?		N/A	
5.	Are all documents signed by responsible staff	Yes		
7.	Are all initial calibration verified?		MIA	

The second secon			
2	Is there combine approach followed in teaching and learning of the course lectures/ seminar video presentations. Field visit, Interactive session/ class project activity.	Yes	class Attendance Legister
3	Was the course covered according to initial plan submitted to teacher-in-charge	Yes	Departmental Proceeding
4	Is the department satisfied with the assignment and in-house exam/online exam, conducted by the faculty members?	Yes	Result analysis report
5	Minutes of the moderation committee meeting to be given in diary	Not in practice	Recomended
6	Were the Internal assessment marks uploaded on College website by the notified time given by the College	University Website	checked by visiting website
7	Is academic calendar followed (lectures/ study tour/ symposium/conference)	Not in practice	Recomended
8	Departmental activities documented with title and dates and speakers or others etc.	Yes	Reports of- various events
9	Result analysis of previous exams (odd or even)	Yes	Result analysis to por
10	There is an evident commitment in making continuous quality improvement in the program • List of mentoring of students in the current semester	Yes	Menter- Mentee Report
	 Evaluation of student performance 		
11	Is there any outstanding faculty achievement or involvement in any research area/project	Not so far	Recomended



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INTERNAL ACADEMIC AUDIT

NON-CONFORMITY REPORT FORM

Date: - 24/12/2022

Done for the Department: Philosophy
Done by the Department: External Anditor

NON-CONFORMITY REPORT

Department name: Philosophy

Non-Conformity Observed

1. Proforma of course competition should be prepare a.

2. Participation in question moderation for all verticals

3. Encourage in research and ame and Signature of Auditors project writing

Name and Signature, of Auditors

Teacher-in-charge

Past Teacher-in-charge:

Next Teacher-in-charge:

Date: 24/12/2022

Reason if any

Dr. Bujit Tiwerf
Name and Signature of Auditees

Teacher-in-charge N/1)

Past Teacher-in-charge: N/F)

Next Teacher-in-charge A //

Status of Non-Conformity:

A few my gestions have been recomended which will be Checked in next academic

Date 24/12/2022



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CHECKLIST FOR ACADEMIC INTERNAL AUDIT

Department of Benga Academic Audit Proforma

Date: -24/12/2022

Done for the Department: - Bengali

Done by the Department: - External Anditor

Sl. no.	Activity	Minutes	Verifiable documents/Remarks
	Does the Teacher in Charge ensure that		
	All the members of the department are made conscious of the academic workload.	7-es	Departmental Proceeding
	Course and timetable is assigned and communicated to the departmental colleagues.	Yes	Syllabus segregation
	Proforma of course completion is filled	Not in practice	recomended
	 Academic calendar is prepared. 	Yes	trecomended Common academ calendar for o
	 Required committees are formed in the department to distribute the various academic responsibilities. 	7es	Deportmental

	Is there combine approach followed in teaching and learning of the course lectures/ seminar video presentations. Field visit, Interactive session/ class project activity.	A S	class adportance leagueler
3	Was the course covered according to initial plan submitted to teacher-in-charge	1/05	reportmental proceeding
4	Is the department satisfied with the assignment and in-house exam/online exam, conducted by the faculty members?	7es	Result analysis
5	Minutes of the moderation committee meeting to be given in diary	nlot in practice	Recomended
6	Were the Internal assessment marks uploaded on College website by the notified time given by the College	Uploaded in university website	Checked by visiting website.
7	Is academic calendar followed (lectures/ study tour/ symposium/conference)	Not in practice	Recomerded
8	Departmental activities documented with title and dates and speakers or others etc.	Tes	Reports of various events
9	Result analysis of previous exams (odd or even)	7es	Result analysis.
10	There is an evident commitment in making continuous quality improvement in the program • List of mentoring of students in the current semester	Yes	Menter-mentee Report.
	 Evaluation of student performance 		
11	Is there any outstanding faculty achievement or involvement in any research area/project	Not so far	Recomended

SI.	Laboratory Management	Yes	N/A	Detail
No.				
Orga	nization and Management	The state of the s		
1	Does the department specify			
	and document the		N/A	
	responsibility of the			
	Laboratory staff			
2	Does the department delegate		11/4	
	duties to alternate in case of		N/A	
	absence of the technical staff			
3	Does the technical staff go for		N/A	
	training from time to time			
	pment for which AMC are done (i)	(any)		
1	Are maintenance procedures		NA	
	documented?		N/A N/A	
2	Procedure and periodicity of		N/A	
	maintenance of equipment?		1777	
3	Are mechanical volumetric		110	
	devices checked for accuracy		N/17	
	on a quarterly basis?			
Reco				
1	Does the laboratory have work		N/A	· •
	instructions?		1 7 7 7	
2.	Do documented procedures		- P	
	exist for the purchase,			4
	reception and storage of		NA	
	consumable materials used for			ly a
	the technical operations of the			
	laboratory?			
3.	Does the department maintain		N/A	
4	stock register?		N/A	
4.	Are original reagent containers labeled with the expiry		1/1	
	date?		14/4	rs - x · · ·
5.	Are detailed records			
J.	maintained on reagent and		N/A	2 2
	standard preparation?		11/17	1.5
6.				
O.	Are all documents signed by	Yes		K. L.
7	responsible staff	' /		
7.	Are all initial calibration		NA	
	verified?		() /	



Afaliased to the Assatu University, Sikhar Roga Under DEC 2(F) and 12(B) Accorded Govt. Concurrence W.E.F. 1999 FO Patharkarah Dist Karimpanj Assam 788724

INTERNAL ACADEMIC AUDIT NON-CONFORMITY REPORT FORM

Date: - 24/12/2022

Done for the Department: - Bengali Done by the Department: - Gyternal Anditor

NON-CONFORMITY REPORT

Department name: - Bongali

Non-Conformity Observed

Date: - 24/12/2022

Reason if any

1. Proforma of course completion whould be prepared

2. Participation in question moderation for

3. Encourage in herealth and project worting.

Name and Signature of Auditees

Name and Signature of Auditors

Teacher-in-charge

Past Teacher-in-charge:

Next Teacher-in-charge:

Teacher-in-charge: N/A

Past Teacher-in-charge: N/A

Next Teacher-in-charge: A

Status of Non-Conformity:

A few enggestions have been received with be checked in next academic audit.

Signature of Auditor

Date: - 24/12/2022



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CHECKLIST FOR ACADEMIC INTERNAL AUDIT

Department of Political Science Academic Audit Proforma

Date: 24/12/2022
Done for the Department: - Political Science
Done by the Department: - External Anditor.

Sl. no.	Activity	Minutes	Verifiable documents/Remarks
	Does the Teacher in Charge ensure that		
	All the members of the department are made conscious of the academic workload.	Yes	Departmental fraccooling
	 Course and timetable is assigned and communicated to the departmental colleagues. 	7-es	syllabus segregation
	Proforma of course completion is filled	Not in practice	Recomended
	Academic calendar is prepared.	Yes	Calendar for
	Required committees are formed in the department to distribute the various academic responsibilities.	Tes	Departmental Proceeding

SL.	Laboratory Management	Yes	N/A	Detail
The world with the manager	nization and Management	and a second of the second		
1	Does the department specify			
	and document the		NIA	
s Service 1 *	responsibility of the		117	
	Laboratory staff			
2	Does the department delegate			
	duties to alternate in case of		NA	
	absence of the technical staff			
3	Does the technical staff go for		N/A N/A	
	training from time to time		MA	
Equi	pment for which AMC are done (i	f any)		
1	Are maintenance procedures		11/5	
	documented?		N/1-)	
2	Procedure and periodicity of		N/A N/A	
	maintenance of equipment?		N/A	
3	Are mechanical volumetric			
	devices checked for accuracy		N/A	
	on a quarterly basis?			
Reco	rds		1100	
1	Does the laboratory have work		N// 0	
	instructions?		N/A	,
2.	Do documented procedures			
	exist for the purchase,		N/6	
	reception and storage of		N/A	
	consumable materials used for		1	
	the technical operations of the			
	laboratory?			
3.	Does the department maintain		N/A	
	stock register?			
4.	Are original reagent containers		11/6	
	labeled with the expiry		N/A	* 1
<u> </u>	date?			
5.	Are detailed records maintained on reagent and		N/A	
	standard preparation?		1 1 / 7	
6.	Are all documents signed by			
0.	responsible staff	Yes	, , , , , , , , , , , , , , , , , , ,	
7.	Are all initial calibration			
1.	verified?		N/A	

A THE STREET BUT THE STREET STREET	and the second s		
	Is there combine approach followed in teaching and learning of the course lectures/ seminar video presentations. Field visit, Interactive session/ class project activity.	Yes	Class aftendance register
mengapan pendangan kenaran pengapangkan pengapangkan pengapangkan pengapangkan pengapangkan pengapangkan penga Bermanan pengapangkan pe	Was the course covered according to initial plan submitted to teacher- m-charge	Yes	Departmental fraceeding
4	Is the department satisfied with the assignment and in-house exam/online exam, conducted by the faculty members?	Yes	Result analysis repost
	Minutes of the moderation committee meeting to be given in diary	Not in practice	
6	Were the Internal assessment marks uploaded on College website by the notified time given by the College	University website	Checked by visiting website
7	ls academic calendar followed (lectures/ study tour/ symposium/conference)	Not in practice	Recomended
8	Departmental activities documented with title and dates and speakers or others etc.	Yes	Reports of various events
9	Result analysis of previous exams (odd or even)	Yes	Result analysistaport
10	There is an evident commitment in making continuous quality improvement in the program • List of mentoring of students in the current semester • Evaluation of student performance	Yes	Menter- Mentee Repost.
11	Is there any outstanding faculty achievement or involvement in any research area/project	Not so far	Recomended



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INTERNAL ACADEMIC AUDIT

NON-CONFORMITY REPORT FORM

Date: - 24/12/2022 Done for the Department: Bengali Political Science Done by the Department: External Anditor

NON-CONFORMITY REPORT

Department name: Political Science

Date: 24/12/2022

Non-Conformity Observed

Reason if any

1. Proforma of course competition should be prepared.

2. farticipation in question moderation for all verticals

3. Encourage in research and

Name and Signature of Auditors Project worting

Teacher-in-charge:

Past Teacher-in-charge:

Next Teacher-in-charge:

Name and Signature of Auditees

Teacher-in-charge: \sim / \uparrow

Past Teacher-in-charge: A

Next Teacher-in-charge: A/A

Status of Non-Conformity:

A few suggestions have been recomended which will be cheeked in next academic andit.

Signature of Auditor

Date: 24/12/2022



ESTD. 1990 Affiliated to the Assam University, Silchar, Regn. Under UGC 2(F) and 12(B) Accorded Govt. Concurrence W.E.F. 1999 P.O. Patharkandi, Dist. Karimganj. Assam 788724

CHECKLIST FOR ACADEMIC INTERNAL AUDIT

Department of Mathematics Academic Audit Proforma

Date: - 24/12/2022 Done for the Department: - Mathematics Done by the Department: - External Anditor

Sl. no.	Activity	Minutes	Verifiable documents/Remarks
1	Does the Teacher in Charge ensure that		
	All the members of the department are made conscious of the academic workload	Yes	Proceeding Book
	 Course and timetable is assigned and communicated to the departmental colleagues. 	Yes	Mail, whatsapp
	Proforma of course completion is filled	Not in practice	Recomended
	 Academic calendar is prepared. 	Common for	Recomended central academic calerda
The state of the s	Required committees are formed in the department to distribute the various academic responsibilities.	Yes	Proceeding book.

SI.	Laboratory Management	Yes	N/A	Detail
No.				
Orga	nization and Management			
1	Does the department specify and document the			
	responsibility of the		N/A	
ya m	Laboratory staff			
2 .	Does the department delegate		- 7 a	
	duties to alternate in case of		N/A	
	absence of the technical staff		//	
3.	Does the technical staff go for	A CONTRACTOR OF THE CONTRACTOR	N/A N/A	
	training from time to time		14/1	
Equi	pment for which AMC are done (i	fany)		
1	Are maintenance procedures			
-	documented?		N/A	
2	Procedure and periodicity of			
	maintenance of equipment?		M/A	
3	Are mechanical volumetric		N/A	
	devices checked for accuracy		NIA	·
	on a quarterly basis?			
Reco	rds			
1	Does the laboratory have work			, M
	instructions?		N/A	
2.	Do documented procedures			
	exist for the purchase,			
	reception and storage of		N/A	
	consumable materials used for		/ / /	
	the technical operations of the			
	laboratory?		5 9 5 7	
3.	Does the department maintain		01 /0	
	stock register?		N/A	
4.	Are original reagent containers			
	labeled with the expiry		N/A	, , , , , , , , , , , , , , , , , , ,
7	date?			
5.	Are detailed records		N/A	
	maintained on reagent and		17/1	
7	standard preparation?			
6.	Are all documents signed by		N/A N/A	The second secon
~	responsible staff		/ / /	
7.	Are all initial calibration		NIA	And the second s
	verified?		1/6)	

H.B. -> Computer practicals are performed in the computer centre, Patharkandi College and faculty members take the laboratory clarses.

2	Is there combine approach followed in teaching and learning of the course lectures/ seminar video presentations. Field visit, Interactive session/ class project activity.	Tes	Assignment, interactive session etc. repost
3	Was the course covered according to initial plan submitted to teacher-in-charge	Yes	Lesson plan
4	Is the department satisfied with the assignment and in-house exam/online exam, conducted by the faculty members?	Yes	Notice of Exam Cell.
5	Minutes of the moderation committee meeting to be given in diary	Not in practice	Recomended
6	Were the Internal assessment marks uploaded on College website by the notified time given by the College	Uploaded in University portal	University website
7	Is academic calendar followed (lectures/ study tour/ symposium/conference)	Yes	Repost.
8	Departmental activities documented with title and dates and speakers or others etc.	705	Report
9	Result analysis of previous exams (odd or even)	Tes	Result analy
10	There is an evident commitment in making continuous quality improvement in the program • List of mentoring of students in the current semester • Evaluation of student performance	Yes	Result analy report Mentoring record.
11	Is there any outstanding faculty achievement or involvement in any research area/project	Yes	Publication,



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INTERNAL ACADEMIC AUDIT NON-CONFORMITY REPORT FORM

Date: - 24/12/2022 Done for the Department: - Mathematics

Done by the Department: - External Anditor

NON-CONFORMITY REPORT

Department name: - Mathematics

Non-Conformity Observed

1. Proforms of course completion is filled

2.

3.

Name and Signature of Auditors

Teacher-in-charge

Past Teacher-in-charge:

Next Teacher-In-charge:

Reason if any

Date: - 24/12/2022

Name and Signature of Auditees

Teacher-in-charge: ~/A

Past Teacher-in-charge: 1/A

Next Teacher-in-charge: N/A

Status of Non-Conformity:

A few enggestions have been recomended which will be checked in next as ademic

Date: - 24/142022

Signature of Auditors:



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CHECKLIST FOR ACADEMIC INTERNAL AUDIT

Department of Physics

Academic Audit Proforma

Date: - 24/12/2022

Done for the Department: - Physics

Done by the Department: - External Auditor

Sl. no.	Activity	Minutes	Verifiable documents/Remarks
1	Does the Teacher in Charge ensure that All the members of the department are made conscious of the academic workload.	Yes	Proceeding Book
	Course and timetable is assigned and communicated to the departmental colleagues.	703	Notice, Class reoutine
	Proforma of course completion is filled	NO	Recomended
	Academic calendar is prepared.	Yes	Common for all
	Required committees are formed in the department to distribute the various academic responsibilities.	Yes	Proceeding book.

SI.	Laboratory Management	Yes	N/A	Detail
-	nization and Management	grant of the Art below () and the company of the Charles and any analysis and yet before the PAP	And the second s	and the state of t
1	Does the department specify and document the responsibility of the Laboratory staff	Tes		staff training register Geogte calendar certificates
2	Does the department delegate duties to alternate in case of absence of the technical staff	Yes		calendar
3	Does the technical staff go for training from time to time	Yes		certificales
Equip	oment for which AMC are done (i	f any)		
1	Are maintenance procedures documented?	Yes		maintainar register
2	Procedure and periodicity of maintenance of equipment?	Yes		regisser Laborator Safets po Maintains
3	Are mechanical volumetric devices checked for accuracy on a quarterly basis?	~1 08		maintaino
Reco	rds			entra comprehensia (tanàna mandria mand
1	Does the laboratory have work instructions?	Tes		inspection
2.	Do documented procedures exist for the purchase, reception and storage of consumable materials used for the technical operations of the laboratory?	Yes		inspection Purchase committee documents
3.	Does the department maintain stock register?	Yes		register
4.	Are original reagent containers labeled with the expiry date?	Yes		stock register manual verification As per
5.	Are detailed records maintained on reagent and standard preparation?	Yes		protocol
6.	Are all documents signed by responsible staff	Yes		ALCOA + Principa Calibration report.
7.	Are all initial calibration verified?	Mes		Calbration

<u>)</u>	Is there combine approach followed in teaching and learning of the course lectures/ seminar video presentations. Field visit, Interactive session/ class project activity.	Yes	Reposf
3	Was the course covered according to initial plan submitted to teacher-in-charge	Yes	Syllabus Segregation Log,
4	Is the department satisfied with the assignment and in-house exam/online exam, conducted by the faculty members?	Yes	Notice
5	Minutes of the moderation committee meeting to be given in diary	Not in practice	Recomended
6	Were the Internal assessment marks uploaded on College website by the notified time given by the College	Uploaded in University postal	University website
7	Is academic calendar followed (lectures/ study tour/ symposium/conference)	Tes	Report
8	Departmental activities documented with title and dates and speakers or others etc.	Yes	Event regisfer
9	Result analysis of previous exams (odd or even)	Yes	Resuld analysis repu
10	There is an evident commitment in making continuous quality improvement in the program List of mentoring of students in the current semester Evaluation of student	Yes	Menter Mentee programme
11	performance Is there any outstanding faculty		
	achievement or involvement in any research area/project	Yes	Reveared Publication



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INTERNAL ACADEMIC AUDIT

NON-CONFORMITY REPORT FORM

Date: - 24/12/2022
Done for the Department: - Physics
Done by the Department: - External Auditor

NON-CONFORMITY REPORT

Department name: - Physics

Non-Conformity Observed

Date: - 24/12/2022

Reason if any

1. Proforma of course completion is filled

2. Minutes of the moderation
3. committee meeting to be given
in dialy. Dr. Sujit Tiwali
Name and Signature of Auditees.

Name and Signature of Auditors

Teacher-in-charge:

Past Teacher-in-charge:

Next Teacher-in-charge:

Teacher-in-charge: N/A

Past Teacher-in-charge: N/A

Next Teacher-in-charge: N/A

Status of Non-Conformity:

A few inggestions have been recomended which will be checked in next academic audit.

Date: - 24/12/2027_



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CHECKLIST FOR ACADEMIC INTERNAL AUDIT

Department of Zoology
Academic Audit Proforma

Date: - 24/12/2022 Done for the Department: - 200 togy Done by the Department: - External Anditor

Sl. no.	Activity	Minutes	Verifiable documents/Remarks
1	Does the Teacher in Charge ensure that		
	All the members of the department are made conscious of the academic workload.	Yes	froceeding regisfer
	 Course and timetable is assigned and communicated to the departmental colleagues. 	Yes	Class troutine
	 Proforma of course completion is filled 	NO	Recomended
	 Academic calendar is prepared. 	Yes	common for all
	Required committees are formed in the department to distribute the various academic responsibilities.	Tes	Proceeding regisfer

SI. No.	Laboratory Management	Yes	N/A	Detail
An addished franch	anization and Management		and the second s	encode to the second
	Does the department specify and document the responsibility of the Laboratory staff	Yes		staff training heristes
2	Does the department delegate duties to alternate in case of absence of the technical staff	Yes		Gorge Colerdon
3	Does the technical staff go for training from time to time	1/08	an managara da kanagaran kanagaran kanagaran kanagaran kanagaran kanagaran kanagaran kanagaran kanagaran kanag	certificates
Equi	ipment for which AMC are done ((f any)	erik mangu digenerakkin medili kepalakan berberakan kecaman di esti	to the confidence of the second secon
1	Are maintenance procedures documented?	· les		maintainar hosisfer
2	Procedure and periodicity of maintenance of equipment?	1/es	en galenti, un mani kewani Propensi galini enere mendira di birili. Sase	Laboratory crafety po
3	Are mechanical volumetric devices checked for accuracy on a quarterly basis?	Tes	i menerakan dan digunakan digunakan digunakan digunakan digunakan digunakan digunakan digunakan digunakan dan	Mainatians
Reco	ords	the second se	TO PERSONAL PROPERTY OF THE PARTY OF THE PAR	
l	Does the laboratory have work instructions?	rles	make mendek militar pendaman di mendek di dinaman di di dipendekan di dipendekan di dibendekan di dibendekan d	206 grapection
) He 1	Do documented procedures exist for the purchase, reception and storage of consumable materials used for the technical operations of the laboratory?	Tes		Porchase committee documents
Y	Does the department maintain stock register?	Yes		resistes
in the state of th	Are original reagent containers labeled with the expiry date?	Tes	ti de en	wanted voisticati
	Are detailed records maintained on reagent and standard preparation?	70	and the second section of the section of t	As ver
	Are all documents signed by responsible staff	10	A substitution of the subs	protocal AlcoA+ l-cincipu no comen see
The state of the s	Are all initial calibration verified?	Nothern	the service but the first section of the service services and the services of	he comen see

2	Is there combine approach followed in teaching and learning of the course lectures/ seminar video presentations. Field visit, Interactive session/ class project activity.	788	Report
3	Was the course covered according to initial plan submitted to teacher-in-charge	408	Byllabus segregation
4	Is the department satisfied with the assignment and in-house exam/online exam, conducted by the faculty members?	Yes	Notice
5	Minutes of the moderation committee meeting to be given in diary	Nofin practice.	Recomended
6	Were the Internal assessment marks uploaded on College website by the notified time given by the College	Uploaded in University postal	University website
7	Is academic calendar followed (lectures/ study tour/ symposium/conference)	Tes	Report
8	Departmental activities documented with title and dates and speakers or others etc.	703	Event hegister
9	Result analysis of previous exams (odd or even)	Yes	Result analysis
10	There is an evident commitment in making continuous quality improvement in the program List of mentoring of students in the current semester Evaluation of student performance	Yes	Mentor-Mentee programme
11	Is there any outstanding faculty achievement or involvement in any research area/project	Yes	Research Publications



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INTERNAL ACADEMIC AUDIT NON-CONFORMITY REPORT FORM

Date: - 24/12/2022

Done for the Department: - Zoology Done by the Department: - External Anditor

NON-CONFORMITY REPORT

Department name: - Zoology

Non-Conformity Observed

1. Proforma of course completion is filled

2. verification of all initial calibration

3. Minufes of the moderation committee meeting to be given in Name and Signature of Auditors diary.

Teacher-in-charge:

Past Teacher-in-charge:

Next Teacher-in-charge:

Date: - 24/12/2022

Reason if any

Dr. Sujit Ti ward Name and Signature of Auditees

Teacher-in-charge: N/A

Past Teacher-in-charge: A

Next Teacher-in-charge: N/A

Status of Non-Conformity:

A few enggestions have been recomended which will be checked in next academic andito.

Date: - 24/12/2022