

# Academic Audit Report

Patharkandi College, Patharkandi



ज्ञानस्य गौरवम्  
Pride of Knowledge

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 & non-biodegradable 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 hand towards 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 department needs to be involved. Initially, 6 departments were selected based on need and availability of data.

**Model Format of Filled up Academic Audit Form:**



**PATHARKANDI COLLEGE**  
 ESTD 1979  
 Affiliated to the Assam University, Silchar (Autonomous), Dibrugarh, Assam (India)  
 Accredited by the Council for Higher Education, Assam, India  
 (12th A Grade, Dibrugarh, Assam 786214)

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**CHECKLIST FOR ACADEMIC INTERNAL AUDIT**

Department of Philosophy  
 Academic Audit Proforma

Date: 24/12/2022  
 Done for the Department: Philosophy  
 Done by the Department: External Auditor.

Sl. no.	Activity	Minutes	Verifiable documents/Remarks
1	Does the Teacher in Charge ensure that <ul style="list-style-type: none"> <li>• All the members of the department are made conscious of the academic workload</li> <li>• Course and timetable is assigned and communicated to the departmental colleagues.</li> <li>• Proforma of course completion is filled</li> <li>• Academic calendar is prepared</li> <li>• Required committees are formed in the department to distribute the various academic responsibilities</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Not in practice</p> <p>Yes</p> <p>Yes</p>	<p>Departmental proceeding</p> <p>Syllabus segregation</p> <p>Recommended</p> <p>Common academic calendar for college</p> <p>Departmental proceeding</p>

## 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-Asinganj 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 college 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 and 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 members. 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 materials, 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.
2. 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 mentor-mentee 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 enhancing the 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. Proforma of course completion ii. Minutes of moderation committee meetings iii. Academic Calendar iv. Outstanding faculty achievement/involvement 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. Proforma of course completion ii. 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 ii. 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. Proforma of course completion	The academic departments of the college has been intimated about the action items with a directive to follow
	ii. Minutes of moderation committee meetings	
	iii. Academic Calendar	

	iv. Outstanding faculty achievement/involve ment in research area	the same from the next academic session.
Political Science	i. Proforma of course completion	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.
	ii. Minutes of moderation committee meetings	
	iii. Academic Calendar	
	iv. Outstanding faculty achievement/involve ment in research area	
Zoology	i. Proforma of course completion	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.
	ii. Minutes of moderation committee meetings	
	iii. Initial calibration verification	

**Compiled by:**



Dr. Amarendranath Choudhury

Coordinator, IOAC, Patharkandi College  
 Internal Quality Assurance Cell (IOAC)  
 Patharkandi College, Patharkandi  
 Dist. Karimganj, Assam-788724

**Approved By:**



Dr. Monjurul Hoque

Principal, Patharkandi College

Principal  
 Patharkandi College  
 Dist.- Karimganj, Pin- 788724



## PATHARKANDI COLLEGE

ESTD 1990

Affiliated to the Assam University, Sikkhar 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 Philosophy  
Academic Audit Proforma

Date: 24/12/2022

Done for the Department: Philosophy

Done by the Department: External Auditor.

Sl. no.	Activity	Minutes	Verifiable documents/Remarks
1	Does the Teacher in Charge ensure that <ul style="list-style-type: none"> <li>• All the members of the department are made conscious of the academic workload.</li> <li>• Course and timetable is assigned and communicated to the departmental colleagues.</li> <li>• Proforma of course completion is filled</li> <li>• Academic calendar is prepared.</li> <li>• Required committees are formed in the department to distribute the various academic responsibilities.</li> </ul>	Yes  Yes  Not in practice  Yes  Yes	Departmental proceeding  Syllabus segregation  Recommended  Common academic calendar for college  Departmental proceeding

Sl. No.	Laboratory Management	Yes	N/A	Detail
<b>Organization and Management</b>				
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	
3	Does the technical staff go for training from time to time		N/A	
<b>Equipment for which AMC are done (if any)</b>				
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	
<b>Records</b>				
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?		N/A	
3.	Does the department maintain stock register?		N/A	
4.	Are original reagent containers labeled with the expiry date?		N/A	
5.	Are detailed records maintained on reagent and standard preparation?		N/A	
6.	Are all documents signed by responsible staff	Yes		
7.	Are all initial calibration verified?		N/A	

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 register
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	Recommended
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	Recommended
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 report.
10	There is an evident commitment in making continuous quality improvement in the program <ul style="list-style-type: none"> <li>• List of mentoring of students in the current semester</li> <li>• Evaluation of student performance</li> </ul>	Yes	Mentor-Mentee Report
11	Is there any outstanding faculty achievement or involvement in any research area/project	Not so far	Recommended



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P.O. Patharkandi, Dist. Karimganj Assam 788724

**INTERNAL ACADEMIC AUDIT  
NON-CONFORMITY REPORT FORM**

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

**NON-CONFORMITY REPORT**

Department name: Philosophy

Date: 24/12/2022

**Non-Conformity Observed**

Reason if any

1. Proforma of course competition should be prepared.
2. Participation in question moderation for all verticals
3. Encourage in research and project writing

Name and Signature of Auditors

Dr. Sujit Tiwari  
Name and Signature of Auditees

Teacher-in-charge:

Teacher-in-charge N/A

Past Teacher-in-charge:


Past Teacher-in-charge: N/A

Next Teacher-in-charge:

Next Teacher-in-charge: N/A

**Status of Non-Conformity:**

A few suggestions have been recommended which will be checked in next academic audit.

  
24/12/2022  
Signature of Auditors:

Date: 24/12/2022



## PATHARKANDI COLLEGE

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 Bengali  
Academic Audit Proforma

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

Sl. no.	Activity	Minutes	Verifiable documents/Remarks
1	Does the Teacher in Charge ensure that <ul style="list-style-type: none"> <li>• All the members of the department are made conscious of the academic workload.</li> <li>• Course and timetable is assigned and communicated to the departmental colleagues.</li> <li>• Proforma of course completion is filled</li> <li>• Academic calendar is prepared.</li> <li>• Required committees are formed in the department to distribute the various academic responsibilities.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Not in practice</p> <p>Yes</p> <p>Yes</p>	<p>Departmental Proceeding</p> <p>Syllabus segregation</p> <p>recommended</p> <p>Common academic calendar for college</p> <p>Departmental Proceeding</p>

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 registers
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	Recommended
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	Recommended
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 report
10	There is an evident commitment in making continuous quality improvement in the program <ul style="list-style-type: none"> <li>List of mentoring of students in the current semester</li> <li>Evaluation of student performance</li> </ul>	Yes	Mentor-mentee Report.
11	Is there any outstanding faculty achievement or involvement in any research area/project	Not so far	Recommended



Sl. No.	Laboratory Management	Yes	N/A	Detail
<b>Organization and Management</b>				
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	
3	Does the technical staff go for training from time to time		N/A	
<b>Equipment for which AMC are done (if any)</b>				
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	
<b>Records</b>				
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?		N/A	
3.	Does the department maintain stock register?		N/A	
4.	Are original reagent containers labeled with the expiry date?		N/A	
5.	Are detailed records maintained on reagent and standard preparation?		N/A	
6.	Are all documents signed by responsible staff	Yes		
7.	Are all initial calibration verified?		N/A	



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P.O. Patharkandi, Dist. Karimganj, Assam 788724

**INTERNAL ACADEMIC AUDIT  
NON-CONFORMITY REPORT FORM**

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

**NON-CONFORMITY REPORT**

Department name: - Bengali

Date: - 24/12/2022

**Non-Conformity Observed**

Reason if any

1. Proforma of course completion should be prepared
2. Participation in question moderation for all verticals
3. Encourage in research and project writing.

Dr. Sanjit Tiwari

Name and Signature of Auditors

Name and Signature of Auditees

Teacher-in-charge:

Teacher-in-charge: N/A

Past Teacher-in-charge:


Past Teacher-in-charge: N/A

Next Teacher-in-charge:

Next Teacher-in-charge: N/A

**Status of Non-Conformity:**

A few suggestions have been recommended which will be checked in next academic audit.

Signature of Auditors:  24/12/2022

Date: - 24/12/2022



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P.O. Patharkandi, Dist. Karimganj, Assam 788724

**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 Auditor.

Sl. no.	Activity	Minutes	Verifiable documents/Remarks
1	Does the Teacher in Charge ensure that <ul style="list-style-type: none"> <li>All the members of the department are made conscious of the academic workload.</li> <li>Course and timetable is assigned and communicated to the departmental colleagues.</li> <li>Proforma of course completion is filled</li> <li>Academic calendar is prepared.</li> <li>Required committees are formed in the department to distribute the various academic responsibilities.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Not in practice</p> <p>Yes</p> <p>Yes</p>	<p>Departmental Proceeding</p> <p>Syllabus segregation</p> <p>Recommended</p> <p>Common academic calendar for college</p> <p>Departmental Proceeding</p>

Sl. No.	Laboratory Management	Yes	N/A	Detail
<b>Organization and Management</b>				
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	
3	Does the technical staff go for training from time to time		N/A	
<b>Equipment for which AMC are done (if any)</b>				
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	
<b>Records</b>				
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?		N/A	
3.	Does the department maintain stock register?		N/A	
4.	Are original reagent containers labeled with the expiry date?		N/A	
5.	Are detailed records maintained on reagent and standard preparation?		N/A	
6.	Are all documents signed by responsible staff	Yes		
7.	Are all initial calibration verified?		N/A	

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 register
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	Recommended
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	Recommended
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 report
10	There is an evident commitment in making continuous quality improvement in the program <ul style="list-style-type: none"> <li>List of mentoring of students in the current semester</li> <li>Evaluation of student performance</li> </ul>	Yes	Mentor-Mentee Report.
11	Is there any outstanding faculty achievement or involvement in any research area/project	Not so far	Recommended



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P.O. Patharkandi, Dist. Karimganj, Assam 788724

**INTERNAL ACADEMIC AUDIT  
NON-CONFORMITY REPORT FORM**

Date: - 24/12/2022

Done for the Department: Bengali Political Science

Done by the Department: External Auditor

**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. Participation in question moderation for all verticals
3. Encourage in research and project writing

Name and Signature of Auditors

Dr. Sujit Tiwari  
Name and Signature of Auditees

Teacher-in-charge:

Teacher-in-charge: N/A

Past Teacher-in-charge:

Past Teacher-in-charge: N/A

Next Teacher-in-charge:

Next Teacher-in-charge: N/A

**Status of Non-Conformity:**

A few suggestions have been recommended which will be checked in next academic audit.

Signature of Auditors:

24/12/2022

Date: 24/12/2022



## PATHARKANDI COLLEGE

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 Auditor

Sl. no.	Activity	Minutes	Verifiable documents/Remarks
1	Does the Teacher in Charge ensure that <ul style="list-style-type: none"> <li>• All the members of the department are made conscious of the academic workload.</li> <li>• Course and timetable is assigned and communicated to the departmental colleagues.</li> <li>• Proforma of course completion is filled</li> <li>• Academic calendar is prepared.</li> <li>• Required committees are formed in the department to distribute the various academic responsibilities</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Not in practice</p> <p>Common for all</p> <p>Yes</p>	<p>Proceeding Book</p> <p>Mail, whatsapp</p> <p>Recomanded</p> <p>central academic calendar</p> <p>Proceeding book.</p>

Sl. No.	Laboratory Management	Yes	N/A	Detail
<b>Organization and Management</b>				
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	
3	Does the technical staff go for training from time to time		N/A	
<b>Equipment for which AMC are done (if any)</b>				
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	
<b>Records</b>				
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?		N/A	
3.	Does the department maintain stock register?		N/A	
4.	Are original reagent containers labeled with the expiry date?		N/A	
5.	Are detailed records maintained on reagent and standard preparation?		N/A	
6.	Are all documents signed by responsible staff		N/A	
7.	Are all initial calibration verified?		N/A	

H. B. → Computer practicals are performed in the computer centre, Patharkandi college and faculty members take the laboratory classes.



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	Assignment, interactive session etc. report
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	Recommended
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	Report.
8	Departmental activities documented with title and dates and speakers or others etc.	Yes	Report
9	Result analysis of previous exams (odd or even)	Yes	Result analysis report
10	There is an evident commitment in making continuous quality improvement in the program <ul style="list-style-type: none"> <li>List of mentoring of students in the current semester</li> <li>Evaluation of student performance</li> </ul>	Yes	Mentoring record.
11	Is there any outstanding faculty achievement or involvement in any research area/project	Yes	Publication



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P.O. Patharkandi, Dist. Karimganj Assam 788724

**INTERNAL ACADEMIC AUDIT  
NON-CONFORMITY REPORT FORM**

Date: - 24/12/2022

Done for the Department: - Mathematics

Done by the Department: - External Auditor

**NON-CONFORMITY REPORT**

Department name: - Mathematics

Date: - 24/12/2022

**Non-Conformity Observed**

Reason if any

1. Proforma of course completion is filled

2.

3.

Name and Signature of Auditors

Dr. Sujit Tiwari  
Name and Signature of Auditees

Teacher-in-charge:

Teacher-in-charge: N/A

Past Teacher-in-charge:


Past Teacher-in-charge: N/A

Next Teacher-in-charge:

Next Teacher-in-charge: N/A

**Status of Non-Conformity:**

A few suggestions have been recommended which will be checked in next academic audit.

  
Signature of Auditors: 24/12/2022

Date: - 24/12/2022



## PATHARKANDI COLLEGE

ESTD. 1990

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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 <ul style="list-style-type: none"> <li>• All the members of the department are made conscious of the academic workload.</li> <li>• Course and timetable is assigned and communicated to the departmental colleagues.</li> <li>• Proforma of course completion is filled</li> <li>• Academic calendar is prepared.</li> <li>• Required committees are formed in the department to distribute the various academic responsibilities.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p>	<p>Proceeding Book</p> <p>Notice, Class routine</p> <p>Recommended</p> <p>Common for all</p> <p>Proceeding book.</p>

Sl. No.	Laboratory Management	Yes	N/A	Detail
<b>Organization and Management</b>				
1	Does the department specify and document the responsibility of the Laboratory staff	Yes		staff training register
2	Does the department delegate duties to alternate in case of absence of the technical staff	Yes		Google calendar
3	Does the technical staff go for training from time to time	Yes		certificates
<b>Equipment for which AMC are done (if any)</b>				
1	Are maintenance procedures documented?	Yes		maintenance register
2	Procedure and periodicity of maintenance of equipment?	Yes		Laboratory safety policy
3	Are mechanical volumetric devices checked for accuracy on a quarterly basis?	Yes		Maintenance Log
<b>Records</b>				
1	Does the laboratory have work instructions?	Yes		lab inspection
2.	Do documented procedures exist for the purchase, reception and storage of consumable materials used for the technical operations of the laboratory?	Yes		Purchase committee documents
3.	Does the department maintain stock register?	Yes		stock register
4.	Are original reagent containers labeled with the expiry date?	Yes		manual verification
5.	Are detailed records maintained on reagent and standard preparation?	Yes		As per protocol
6.	Are all documents signed by responsible staff	Yes		ALCOA + Principal
7.	Are all initial calibration verified?	Yes		calibration report.

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	Report
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	Recommended
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	Report
8	Departmental activities documented with title and dates and speakers or others etc.	Yes	Event register
9	Result analysis of previous exams (odd or even)	Yes	Result analysis report
10	There is an evident commitment in making continuous quality improvement in the program <ul style="list-style-type: none"> <li>List of mentoring of students in the current semester</li> <li>Evaluation of student performance</li> </ul>	Yes	Mentor Mentee programme
11	Is there any outstanding faculty achievement or involvement in any research area/project	Yes	Research 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

Date: - 24/12/2022

**Non-Conformity Observed**

Reason if any

1. Proforma of course completion is filled
2. Minutes of the moderation committee meeting to be given in diary.
- 3.

Name and Signature of Auditors

Dr. Sujit Tiwari  
Name and Signature of Auditees

Teacher-in-charge:

Teacher-in-charge: N/A

Past Teacher-in-charge:


Past Teacher-in-charge: N/A

Next Teacher-in-charge:

Next Teacher-in-charge: N/A

**Status of Non-Conformity:**

A few suggestions have been recommended which will be checked in next academic audit.

Signature of Auditors:  24/12/2022

Date: - 24/12/2022



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### CHECKLIST FOR ACADEMIC INTERNAL AUDIT

Department of Zoology  
Academic Audit Proforma

Date: - 24/12/2022

Done for the Department: - zoology

Done by the Department: - External Auditor

Sl. no.	Activity	Minutes	Verifiable documents/Remarks
1	Does the Teacher in Charge ensure that <ul style="list-style-type: none"> <li>All the members of the department are made conscious of the academic workload.</li> <li>Course and timetable is assigned and communicated to the departmental colleagues.</li> <li>Proforma of course completion is filled</li> <li>Academic calendar is prepared.</li> <li>Required committees are formed in the department to distribute the various academic responsibilities.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>NO</p> <p>Yes</p> <p>Yes</p>	<p>Proceeding register</p> <p>Class routine</p> <p>Recommended</p> <p>common for all</p> <p>Proceeding register</p>

Sl. No.	Laboratory Management	Yes	N/A	Detail
<b>Organization and Management</b>				
1	Does the department specify and document the responsibility of the Laboratory staff	Yes		Staff training register
2	Does the department delegate duties to alternate in case of absence of the technical staff	Yes		Google calendar
3	Does the technical staff go for training from time to time	Yes		Certificates
<b>Equipment for which AMC are done (if any)</b>				
1	Are maintenance procedures documented?	Yes		Maintenance register
2	Procedure and periodicity of maintenance of equipment?	Yes		Laboratory safety policies
3	Are mechanical volumetric devices checked for accuracy on a quarterly basis?	Yes		Maintenance and log
<b>Records</b>				
1	Does the laboratory have work instructions?	Yes		Lab Inspection
2	Do documented procedures exist for the purchase, reception and storage of consumable materials used for the technical operations of the laboratory?	Yes		Purchase committee documents
3	Does the department maintain stock register?	Yes		stock register
4	Are original reagent containers labeled with the expiry date?	Yes		manual verification
5	Are detailed records maintained on reagent and standard preparation?	Yes		As per protocol
6	Are all documents signed by responsible staff	Yes		ALCOA+ Principal
7	Are all initial calibration verified?	Not always		recommended



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	Report
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	Recommended
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	Report
8	Departmental activities documented with title and dates and speakers or others etc.	Yes	Event register
9	Result analysis of previous exams (odd or even)	Yes	Result analysis Report.
10	There is an evident commitment in making continuous quality improvement in the program <ul style="list-style-type: none"> <li>List of mentoring of students in the current semester</li> <li>Evaluation of student performance</li> </ul>	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 Auditor

**NON-CONFORMITY REPORT**

Department name: - Zoology

Date: - 24/12/2022

**Non-Conformity Observed**

Reason if any

1. Proforma of course completion is filled
2. verification of all initial calibration
3. Minutes of the moderation committee meeting to be given in diary.

Name and Signature of Auditors

Dr. Sujit Tiwari  
Name and Signature of Auditees

Teacher-in-charge:

Teacher-in-charge: N/A

Past Teacher-in-charge:

Past Teacher-in-charge: N/A


Next Teacher-in-charge:

Next Teacher-in-charge: N/A

**Status of Non-Conformity:**

A few suggestions have been recommended which will be checked in next academic audit.

Date: - 24/12/2022

  
Signature of Auditors: 24/12/2022