



**Report of the Academic and Administrative Audit**  
**Pub Kamrup College, BaihataChariali, Kamrup, Assam**

**Date: 09-01-2023**

The Academic and Administrative Audit team headed by Dr. Dipesh Ch. Bhagawati, former Principal, SMMS College, Sualkuchi, Kamrup and Prof: Sanjay Kr. Singh, HoD, Library Information Science, Gauhati University visited Pub Kamrup College for conducting AAA.

The Peer team members of the college were welcomed by Principal of the college, Dr. Bhupen Kr. Sarma, VicePrincipal Mr. Narayan Goswami and IQAC coordinator, Dr. Dipen Bezbaruah of Pub Kamrup college. The team, along with IQAC members, visited each Department including the central Library and interacted with the HoDs and Faculty members of the respective Departments including the librarian.

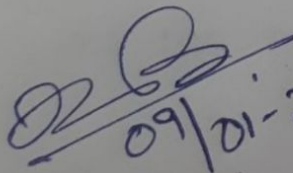
The team discussed pros and cons of the departments and suggested some measures to be taken before the NAAC visit of the college.

The AAA Team witnessed all the works done by respective departments in proper way which are going on the right direction and very much encouraging. There are few suggestions which may be taken care of:

1. The implementation of the NEP 2020 from the next academic session may be implemented.

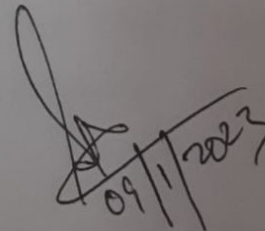


2. The provision for differently abled students needs to be improved.
3. The entire college campus may be converted into plastic free zone.
4. Publications of the faculties should be updated and made ready. The publications published in the UGC-Care listed journals, Scopus indexed, web of science indexed journals etc. should be preferred.
5. Webinar/seminar conference/workshops related documents should be compiled and made available for the purpose.
6. Faculties' achievements, student achievements, college achievements should be highlighted properly.
7. Hand written magazines of the college should be uploaded in the digital library of the college.



09/01-2023

Dr. Dipesh Kr. Bhagwati  
Trained Assessor, NAAC



09/01/2023

Prof: Sanjay Kr. Singh  
Trained Assessor, NAAC

# Pub Kamrup College

## Administrative Audit

Date: 09-01-2023

### Questionnaire/checklist



1. Has the institution made yearly audit of the assigned budget and expenditure on physical facilities and academic support facilities? 

Yes	No
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2. Does the governance of the institution is reflective of and in tune with the vision and mission of the institution? 

Yes	No
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3. Does the institution follow the policy of participative management? 

Yes	No
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4. If yes, how many Subordinate/ Auxiliary Committees are there to assist the Principal for smooth management of the College.
5. Does the institution have a facility maintenance policy? 

Yes	No
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6. Does the institution submit annual reports of the institution? 

Yes	No
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7. Do you provide financial support to teachers for attending conferences/workshops and towards membership fee of professional bodies? 

Yes	No
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8. Has the institution organized professional development /administrative training programs for the teaching and non teaching staff? 

Yes	No
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9. Do you have a Performance Appraisal System for teaching and non-teaching staff of the Institution? 

Yes	No
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10. Does the institution have a mechanism for resource mobilization? 

Yes	No
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11. Does the institution submit AQAR regularly? 

Yes	No
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12. Is there any AQAR still pending?  Yes  No

13. Does the IQAC hold regular meetings?  Yes  No

14. Does the college have a feedback system?  Yes  No

15. Are the feedbacks taken from various stakeholders and action taken reports displayed in the website?  Yes  No

16. Does the institution place feedback in the Governing body of the college?  Yes  No

17. What is the mode of feedback? Tick the right one

<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Offline	<input type="checkbox"/> Both

18. Does the institution have a system for primary health care?  Yes  No

19. Does the college possess the following facilities?

Name of the facilities	Yes	No
Boys Hostel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Girls hostel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Boys common room	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Girls common room	<input type="checkbox"/>	<input type="checkbox"/>
Separate toilets for boys and girls	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Toilets for the Divyangjan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ramps/rails	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Street light	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roads/Pavement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gymnasium	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sports facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rain water harvesting and distribution system	<input checked="" type="checkbox"/>	<input type="checkbox"/>



20. Does the institution have a grievance redressal mechanism?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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21. What system do you have for complaints regarding sexual harassment?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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22. Does the institution have a green policy?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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23. Does the institution have a code of conduct policy?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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24. Does the institution have a system of taking attendance of the staff?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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25. Does the institution take attendance of employees through biometric machine?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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26. Is the examination system in tune with affiliated University guidelines?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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27. Does the institution have SC/ST, OBC and minority cell?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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28. Have the institution introduced any new program in the last five years?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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29. Does the institution follow proper appointment procedure?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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30. Does the institution follow govt. reservation norms in admission process?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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31. ~~How~~ Are the fixed assets of the college recorded?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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32. Does the institution have sufficient number of fire extinguishers?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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*Need more*

32. Does the institution has Students' Union Body ?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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33. If yes, do the students get the opportunity to exercise democratic right to select/elect their representatives?  Yes  No

34. Does the college has an Alumni Association?  Yes  No

35. If yes, is it a registered organisation?  Yes  No

36. Does the Alumni Association make significant contribution in terms of cash/ kind to the college ?  Yes  No *not significant*

37. Please state the numbers of meetings of the GB held in the last academic session.

38. Has the financial audit of the College got done regularly?  Yes  No

39. If yes, is it approved by the GB?  Yes  No

We are delighted to visit Pub Kamrup College. After a thorough on-site verification of the responses in the check list, we have arrived at the conclusion that the college is running with a sound administrative set up involving various stakeholders to carry on its mission and vision as envisaged by it.

We hope, the college will continue to shine in the near future.

*[Signature]*  
Dr. Dipesh Bhagawati  
Trained assessor, NAAC

Dr. Sanjay K. Singh  
Trained assessor, NAAC

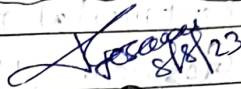
*[Signature]*  
Dr. Bhupen K. Sarma  
Principal  
Pub Kamrup College  
P.O. Baihata Chariali

*[Signature]*  
Dr. Dipesh Bhagawati  
Coordinator  
Internal Quality Assurance Cell  
Pub Kamrup College

Departmental Meeting held on 8/8/2022

Signature of teachers present in the meeting.

① Narayan Goswami

  
8/8/23

② Khagen Das



③ Pankaj K. Boro



④ Hemphi Terangpi



⑤

Agenda.

① Analysis of G.U result.

② Preparation of lesson plan and teaching plan.

③ Discussion about mentoring

④ Others

Resolutions of the Meeting:

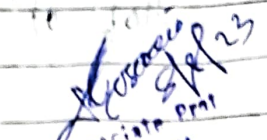
① The meeting has resolved analysed the result

of sixth sem results of 2022 and as the reason applicable for failing by a few students and resolved to raise the number of remedial classes.

② The meeting resolved to provide mentoring to the educationally poor students

③ The meeting has entrusted the responsibility of preparing mentoring log book.

④ The meeting resolves to make an MoU with Proseran college for student exchange program

  
8/8/23  
HOD Associate Prof  
Economics Deptt.  
Pub Kamrup College

## Part A: STUDENTS' FEEDBACK FORM FOR TEACHERS-PUB KAMRUP COLLEGE

Name of Teacher: Dr. Dipak Konwar Department...  
docs.google.com

[https://docs.google.com/forms/d/e/1FAIpQLSfJxY086C2dwQ9r2Y91YnwgSegqGWN152oj1GAjJ2WKwwZSBA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfJxY086C2dwQ9r2Y91YnwgSegqGWN152oj1GAjJ2WKwwZSBA/viewform?usp=sf_link)

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