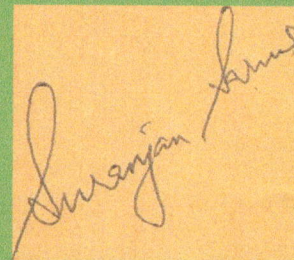


ACADEMIC AND ADMINISTRATIVE AUDIT FOR GORESWAR COLLEGE FOR THE
ACADEMIC YEAR 2020-21



[Dr. Suranjan Sauna]
Principal, Damdama College

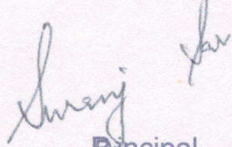
Principal
Damsdama College
P.O. Kuthali, Dist Kamrup
Assam, Pin-781 104


**ACADEMIC AND ADMINISTRATIVE AUDIT FOR GORESWAR COLLEGE FOR THE
ACADEMIC YEAR 2020-21**

was invited at Goreswar College, Baksa on the special request for an Academic Audit of the college by the Principal. For this purpose I inspected 8 departments out of total 17 departments of the college at random and checked for their class records, records of examinations and also the academic and research works initiated by respective faculties.

Looking into the Curricular Aspects & Teaching-Learning process of the college the following observations were recorded.


1. It was found that the college has one Academic Committee consisting of all Heads of the Departments [three streams viz., Arts, Science and Commerce]. The Academic Committee prepares and approves the Academic Calendar to be followed by the departments during the academic year.
2. The departments which were inspected submitted the records of Remedial Classes taken for the benefit of the slow learners specially students having Major subjects. Similarly, the faculties took Peer Classes for the advance learners also.
3. Four departments of the college viz., Economics, English, History and Assamese have MOUs especially in case of exchange of ideas and transfer of knowledge among the students and faculties with two neighbouring colleges viz.. (1) Pub Kamrup College, Baihata Chariali and (2) Patidarrong College.
4. As the college is located within the BTR territory, therefore, the college is affiliated to Bodoland University, Kokrajhar and the syllabus approved by Bodoland University is followed by the departments.
5. The Academic Committee of the college approves the merit list of the students to be admitted into the UG classes. In this regard the committee follows the State Government of Assam Guideline for the Reservation of seats for students belonging to the


Principal
Damdama College
P.O. Kulhar, Dist..Kamrup
Assam, Pin-781104


Principal i/c
Goreswar College

communities 'viz., SC, ST, OBC, PwD and other Backward classes. However, in case of admission sometimes some seats are not filled up by the reserved category students and those seats are filled up by open category students with due permission from the Governing Body of the college..

- . Generally the in-take capacity of the departments for both Major subjects as well as minor / general subjects is approved by the affiliating University i.e., the Bodoland University.
- . During the time of my visit, the Teacher-Pupil Ratio was found as 1:41 [i.e., No. of Teacher (42): No. of Students (1754)]. It is significant to note that out of 1754 students 1310 number of students [i.e.,75%] belong to BPL families who were enrolled free of cost in the college under the State Government sponsored 'Fee Waiver Scheme for poor students'. Thus the college is offering great service to the downtrodden society surrounding the college.
- . During the time of my visit, the college had 4 numbers of Digital Classrooms having ICT facilities.
- . Although the college has 42 numbers of faculty members including the three streams, however, the number of faculty members serving against sanctioned /permanent posts is only 26 [excluding the Post of Principal] which is really a challenge in case of management of finance of the college.
- 0. The college is obeying the State Government Guidelines in case of appointment of non- teaching employees as well as teaching faculty members. For example, the college follows Roster Reservation Policy/ Roster Reservation Register in case of appointments.
- 1. Significantly, the college is found rich having 13 numbers of faculty members with Ph.D. degree and a good numbers with M. Phil Degree as their highest academic qualification.


Principal i/c
Goreswar College


Principal
Dandama College
P.O.: Kulhati, Dist: Kamrup
A. m. Pin-781104

Looking into the Research, Innovations & Extension process of the college the following observations were recorded.

Interestingly, although the college is located in a remote place of the state of Assam, the faculty members of the college were involved in some serious research works publishing their papers in journals and books as mentioned below:

Numbers of publications in UGC Care listed Journals: 40

Numbers of publications in ISSN/ISBN Journals: 65

Numbers of Books written by the faculty members: 12

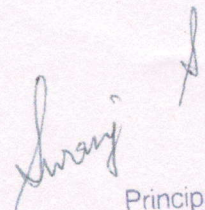
Number of collaboration programme with other institutions of higher education: 10


Looking into the Infrastructure & Learning Resources of the college the following observations were recorded.

The college is going to be equipped with one huge auditorium which is under construction. The completed auditorium will obviously fulfill some specific needs of the students as well as the college.

The college is equipped with one Indoor Stadium fulfilling the demand of the college students interested in indoor sports. The students of the college have a good reputation in indoor as well as outdoor sports.

The college has sufficient numbers of classrooms, one Conference hall as well as one seminar hall fulfilling the needs of the faculty members and students in their academic exercise.

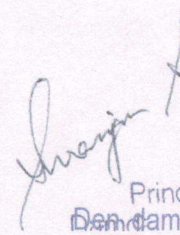

Principal
Damdama College
P.o. Kulh3tl, Us{ Kamrup
Assam, Pin-781104



Principal i/c
Goreswar College

4. The college has a small but beautiful cafeteria for the students.
5. The college central library is going to be digitized with implementation of SOUL 2.00 software. The college central library has a rich collection of 45,000 numbers of books. and 09 numbers of periodicals/ journals.
6. The college has 76 numbers of computers available for the students. Thus the Computer — Student Ratio of the college was found as 1: 24.

Looking into the Student Support and Student Progression aspect of the college the following observations were recorded.

1. During the time of my inspection it was found that 78 percent of the total students were benefited by the free cost of education under the State Government Scheme 'Fee Waiver Scheme for poor students' as well as students belonging to backward/ reserved categories with scholarship forwarded by the State/ Central Government to the students belonging to SC/ST/OBC/Minority community etc.
2. The college has collaborative program with the below mentioned institutions to train the students of the college for competitive examinations organized by the Government of Assam:
[1] Borthakur IAS Academy, Guwahati;
[2] ICT Academy, Guwahati.
3. The students of the college showed their talents in various fields like Games & Sports snatching 15 numbers of awards in National Level competitions.


Principal
Dandama College
P.O. Kulhati, Dist.: Kamrup
, Pin-781104

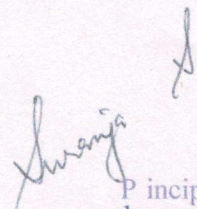

Principal i/c
Goreswar College

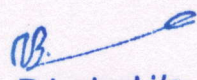
Looking into the Governance, Leadership and Management aspect of the college the following observations were recorded.

1. The college has one Principal in charge with institutional vision and having good leadership quality.
2. The clear Mission, Vision and Structural organization of the college is depicted in the Organogram available in the college website.
3. Steps have been taken by the college administration to convert the manual systems to the 'E-Governance System' specially in case of financial transactions of the college, recording Leave and other benefits availed by the faculty members and in case of Admission procedure of the students.
4. During the time of inspection, it was found that the college took initiatives for development of faculty members with financial assistance forwarded to join in the 'FDP' programs organized for the young Assistant Professors.
5. The college also organized some administrative training programs for development of non-teaching staff of the college.
6. The IQAC of the college were organizing various programs in collaboration with different Cells of the college viz., Research Cell, Women Cell, Career Counseling Cell, OBC Cell, SC Cell etc.

Looking into the Institutional Values aspect of the college the following observations were recorded.

1. Steps for health & hygiene of the environment of Girls' Common room of the college are considered as the top priorities of the best practices of the college.
2. Women Cell is organizing various programs for empowering the girl students as well as women employees of the college.


Principal
Goreswar College
P.O. Kulhati, Dist. Kamrup
Assam, Pin-781104

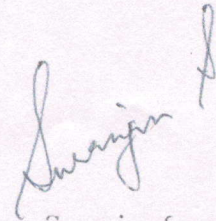

Principal i/c
Goreswar College

For green and clean campus of the college the college administration/ authority is taking following projects as their best practices:

- [1] Establishment of one micro forest in college campus;
- [2] One herbal garden;
- [4] Vermi compost Plant etc.

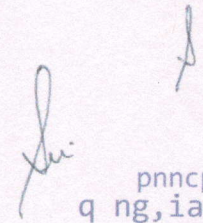
Specific Suggestions:

1. Departments should keep better records of the progression of their students to other higher education institutions. In-case, students are absent from their classes for long, appropriate guidance and counseling sessions for such students should be organized.
2. The administration can connect departments with a LAN facility.
3. Departments should undertake regular internal audits of the credit delivered in each course. Faculties should be evaluated regarding their classroom performance and ability to deliver lectures that are comprehensive and easily graspable. Every faculty should keep a logbook of class delivered.

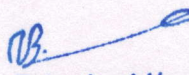


[Dr. Suranjan Sarma]
Principal, Damdama College

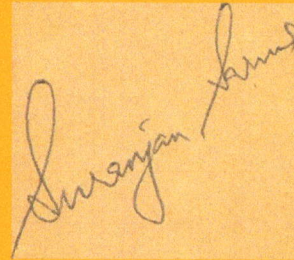
Principal
Damdama College
P.O.:Kulhat, Dist .Kamrup
Assam, Pin-781104



Principal
Goreswar College
P.O.:Kulhat, Dist.:Kamrup
Assam Pin-781104


Principal i/c
Goreswar College

ACADEMIC AND ADMINISTRATIVE AUDIT FOR GORESWAR COLLEGE FOR THE
ACADEMIC YEAR 2021-22

A rectangular box containing a handwritten signature in black ink. The signature is written in a cursive style and appears to read 'Suranjan Sauna'.

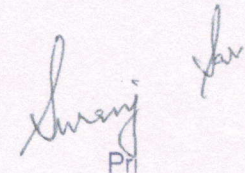
[Dr. Suranjan Sauna]
Principal, Damdama College

Principal
Damsdama College
P.O. Kuthati, Dist Kamrup
Assam, Pin-781.104


was invited at Goreswar College, Baksa on the special request for an Academic Audit of the college by the Principal. For this purpose I inspected 7 departments out of total 17 departments of the college at random and checked for their class records, records of examinations and also the academic and research works initiated by respective faculties.

Looking into the Curricular Aspects & Teaching-Learning process of the college the following observations were recorded.

1. It was found that the college has one Academic Committee consisting of all Heads of the Departments [three streams viz., Arts, Science and Commerce]. The Academic Committee prepares and approves the Academic Calendar to be followed by the departments during the academic year.
2. The departments which were inspected submitted the records of Remedial Classes taken for the benefit of the slow learners specially students having Major subjects. Similarly, the faculties took Peer Classes for the advance learners also.
3. Four departments of the college viz., Economics, English, History and Assamese have MOUs especially in case of exchange of ideas and transfer of knowledge among the students and faculties with two neighbouring colleges viz.. (1) Pub Kamrup College, Baihata Chariali and (2) Patidarrong College.
4. As the college is located within the BTR territory, therefore, the college is affiliated to Bodoland University, Kokrajhar and the syllabus approved by Bodoland University is followed by the departments.
5. The Academic Committee of the college approves the merit list of the students to be admitted into the UG classes. In this regard the committee follows the State Government of Assam Guidelines for the Reservation of seats for students belonging to the



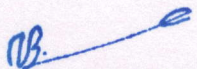
Principal
Damdama College
P.O. Kulhar, Dist. Kamrup
Assam, Pin-781104

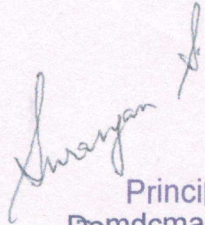


Principal i/c
Goreswar College

communities viz., SC, ST, OBC, PwD and other Backward classes. However, in case of admission sometimes some seats are not filled up by the reserved category students and those seats are filled up by open category students with due permission from the Governing Body of the college..

- . Generally the in-take capacity of the departments for both Major subjects as well as minor / general subjects is approved by the affiliating University i.e., the Bodoland University.
- . During the time of my visit, the Teacher-Pupil Ratio was found as 1:49 [i.e., No. of Teacher (45): No. of Students (2205)]. It is significant to note that out of 2205 students 1767 number of students [i.e., 78%] belong to BPL families who were enrolled free of cost in the college under the State Government sponsored 'Fee Waiver Scheme for poor students'. Thus the college is offering great service to the downtrodden society surrounding the college.
- . During the time of my visit, the college had six numbers of Digital Classrooms having ICT facilities. Some of the faculty members are interested in delivering the lecture through smart classes.
- . Although the college has 45 numbers of faculty members including the three streams, however, the number of faculty members serving against sanctioned /permanent posts is only 26 [excluding the Post of Principal] which is really a challenge in case of management of finance of the college.
- 0. The college is obeying the State Government Guidelines in case of appointment of non- teaching employees as well as teaching faculty members. For example, the college follows Roster Reservation Policy/ Roster Reservation Register in case of appointments.
- 1. Significantly, the college is found rich having 15 numbers of faculty members with Ph.D. degree and 12 numbers with M. Phil Degree as their highest academic qualification.
- !. Some of the departments under survey started 'Add-on courses' i.e., short-term training Program that were designed to supplement the core curriculum of the UG program for the greater benefit of the students with academic potentiality.


Principal i/c
Goreswar College


Principal
Bamdama College

P.O.:Kulhati, oust:Kam
A m. Pin-781104

Looking into the Research, Innovations & Extension process of the college the following observations were recorded.

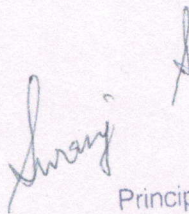
Interestingly, although the college is located in a remote place of the state of Assam, the faculty members of the college were involved in some serious research works publishing their papers in journals and books as mentioned below:

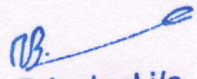
Numbers of publications in ISSN Journals:	79
Numbers of publications in ISBN Books:	70
Numbers of Books written by the faculty members:	12
Numbers of Awards obtained by the faculty members:	03
Number of collaboration programme with other institutions of higher education:	10

Looking into the Infrastructure & Learning Resources of the college the following observations were recorded.

- The college is going to be equipped with one huge auditorium which is under construction. The completed auditorium will obviously fulfill some specific needs of the students as well as the college.
- The college is equipped with one Indoor Stadium fulfilling the demand of the college students interested in indoor sports. The students of the college have a good reputation in indoors well as outdoor sports.

The college has sufficient numbers of classrooms, one Conference hall as well as one seminar hall fulfilling the needs of the faculty members and students in their academic exercise.


Principal
Damdama College
P.o. Kulh3tl, Us{ Kamrup
Assam, Pin -781104


Principal i/c
Goreswar College

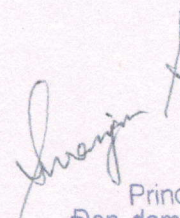
The college has a small but beautiful cafeteria for the students.

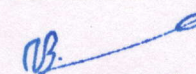
The college central library is going to be digitized with implementation of SOUL 2.009 software. The college central library has a rich collection of 45,000 numbers of books and 09 numbers of periodicals/ journals.

The college has 85 numbers of computers available for the students. Thus the Computer — Student Ratio of the college was found as 1: 24.

Looking into the Student Support and Student Progression aspect of the college the following observations were recorded.

1. During the time of my inspection it was found that 78 percent of the total students were benefited by the free cost of education under the State Government Scheme 'Fee Waiver Scheme for poor students' as well as students belonging to backward/ reserved categories with scholarship forwarded by the State/ Central Government to the students belonging to SC/ST/OBC/Minority community etc.
2. The college has established one Martial Art (life Skill) and one Yoga Centre with financial support from its own support.
3. The college has collaborative program with the below mentioned institutions to train the students of the college for competitive examinations organized by the Government of Assam:
[1] Borthakur IAS Academy, Guwahati;
[2] ICT Academy, Guwahati.
4. The students of the college showed their talents in various fields like Games & Sports snatching 15 numbers of awards in National Level competitions.


Principal
Dandama College
P.O. Kulhati, Dist.:Kamrup
, Pin-781104

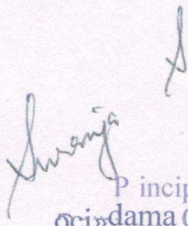

Principal i/c
Goreswar College

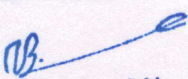
Looking into the Governance, Leadership and Management aspect of the college the following observations were recorded.

1. Although the college does not possess one permanent Principal but he had with institutional vision and having good leadership quality.
2. The clear Mission, Vision and Structural organization of the college is depicted in the Organogram available in the college website.
3. Steps have been taken by the college administration to convert the manual systems to the 'E-Governance System' specially in case of financial transactions of the college, recording Leave and other benefits availed by the faculty members and in case of Admission procedure of the students.
4. During the time of inspection, it was found that the college took initiatives for development of faculty members with financial assistance forwarded to join in the 'FDP' programs organized for the young Assistant Professors.
5. The college also organized some administrative training programs for development of non-teaching staff of the college.
6. The IQAC of the college were organizing various programs in collaboration with different Cells of the college viz., Research Cell, Women Cell, Career Counseling Cell, etc.

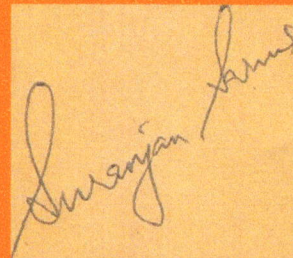
Looking into the Institutional Values aspect of the college the following observations were recorded.

1. As an approach to establish Gender Equality in the college campus, the college established one 'Day Care Centre' to cater the needs of faculties with minor children and also for those who may have a medical problem.
2. Steps for health & hygiene of the environment of Girls' Common room of the college are considered as the top priorities of the best practices of the college.
3. Women Cell is organizing various programs for empowering the girl students as well as women employees of the college.


Principal
Goreswar College


Principal i/c
Goreswar College

**ACADEMIC AND ADMINISTRATIVE AUDIT FOR GORESWAR COLLEGE FOR THE ACADEMIC YEAR
2022-23**

A rectangular yellow sticker containing a handwritten signature in black ink. The signature is written in a cursive style and appears to read "Suranjan Sauna".

[Dr. Suranjan Sauna] Principal, Damdama College

Principal Dansdama College


P.O. Kuthati, Dist Kamrup

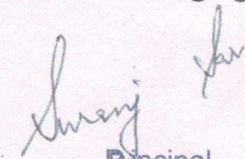
Assam, Pin-781.104

was invited at Goreswar College, Baksa on the special request for an Academic Audit of the college by the Principal Dr. Pramod Medhi. For this purpose I inspected 8 departments out of total 17 departments of the college at random and checked for their class records, records of examinations and also the academic and research works initiated by respective faculties.

Looking into the Curricular Aspects & Teaching-Learning process of the college the following observations were recorded.

1. It was found that the college has one Academic Committee consisting of all Heads of the Departments [three streams viz., Arts, Science and Commerce]. The Academic Committee prepares and approves the Academic Calendar to be followed by the departments during the academic year.
2. The departments which were inspected submitted the records of Remedial Classes taken for the benefit of the slow learners specially students having Major subjects. Similarly, the faculties took Peer Classes for the advance learners also.
3. Four departments of the college viz., Economics, English, History and Assamese have MOUs especially in case of exchange of ideas and transfer of knowledge among the students and faculties with two neighbouring colleges viz.. (1) Pub Kamrup College, Baihata Chariali and (2) Patidarrong College and recently, the college signed one MOU with 'Meche Multiple Campus, Nepal'.
4. As the college is located within the BTR territory, therefore, the college is affiliated to Bodoland University, Kokrajhar and the syllabus approved by Bodoland University is followed by the departments. As per NEP, 2020 the college is offering 4 years Under-Graduate Programme in the college from the academic year 2023.
5. The Academic Committee of the college approves the merit list of the students to be admitted into the UG classes. In this regard the committee follows the State Government of Assam Guideline for the Reservation of seats for students belonging to the


PRINCIPAL
Goreswar College

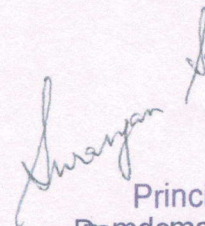

Principal
Damdama College
P.O. Kulhar, Dist. Kamrup

communities 'iz., SC, ST, OBC, PwD and other Backward classes. However, in case of admission sometimes some seats are not filled up by the reserved category students and those seats are filled up by open category students with due permission from the Governing Body of the college..

- . Generally the in-take capacity of the departments for both Major subjects as well as minor / general subjects is approved by the affiliating University i.e., the Bodoland University.
- . During the time of my visit, the Teacher-Pupil Ratio was found as 1:30 [i.e., No. of Teacher (65): No. of Students (2009)]. It is significant to note that out of 2009 students 1567 number of students [i.e., 78%] belong to BPL families who were enrolled free of cost in the college under the State Government sponsored 'Fee Waiver Scheme for poor students'. Thus the college is offering great service to the downtrodden society surrounding the college.
- . During the time of my visit, the college had six numbers of Digital Classrooms having ICT facilities. Some of the faculty members are interested in delivering the lecture through smac classes.
- . Although the college has 65 number of faculty members including the three streams, however, the number of faculty members serving against sanctioned /permanent posts is only 26 [excluding the Post of Principal] which is really a challenge in case of management of finance of the college.
- 0. The college is obeying the State Government Guideline in case of appointment of non-teaching employees as well as teaching faculty members. For example, the college follows Roster Reservation Policy/ Roster Reservation Register in case of appointments.
- 1. Significantly, the college is found rich having 15 numbers of faculty members with Ph.D. degree and 12 numbers with M. Phil Degree as their highest academic qualification.
- !. Some of the departments under survey started 'Add-on courses' i.e., short-term training Program that were designed to supplement the core curriculum of the UG program for the greater benefit of the students with academic potentiality.



PRINCIPAL
Goreswar College



Principal
Damdcma College
P.O.:Kulhati, oust:Kamrup
A m Din 791104

Looking into the Research, Innovations & Extension process of the college the following observations were recorded.

1. During the time of my visit, it was found that the Principal of the college engaged himself with a Major Research Project sponsored by the Defense Research Wing, Govt. of India with financial grant amounting Rs. 30.03 Lakhs.

The college has two numbers of research publications till the time of inspection. Interestingly, although the college is located in a remote place of the state of Assam, the faculty members of the college were involved in some serious research works publishing their papers in journals and books as mentioned below:

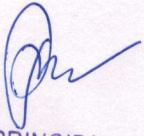
Numbers of publications in Scopus Journals:	03
Numbers of publications in UGC Care listed Journals:	45
Numbers of publications in ISSN Journals:	79
Numbers of publications in ISBN Books:	70
Numbers of Books written by the faculty members:	12
Numbers of Awards obtained by the faculty members:	03
Number of collaboration programme with other institutions of higher education:	10

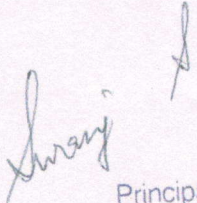
Looking into the Infrastructure & Learning Resources of the college the following observations were recorded.

1. The college is going to be equipped with one huge auditorium which is under construction. The completed auditorium will obviously fulfill some specific needs of the students as well as the college.

2. The college is equipped with one Indoor Stadium fulfilling the demand of the college students interested in indoor sports. The students of the college have a good reputation in indoors well as outdoor sports.

The college has sufficient numbers of classrooms, one Conference hall as well as one seminar hall fulfilling the needs of the faculty members and students in their academic exercise.



PRINCIPAL
Goreswar College

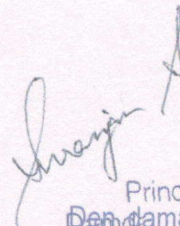

Principal
Damdama College
P.O. Kulh3tl, Us{ Kamrup
781104

4. The college has a small but beautiful cafeteria for the students.
5. The college central library is going to be digitized with implementation of SOUL 2.009 software. The college central library has a rich collection of 45,000 numbers of books and 09 numbers of periodicals/ journals.
6. The college has 85 numbers of computers available for the students. Thus the Computer — Student Ratio of the college was found as 1: 24.

Looking into the Student Support and Student Progression aspect of the college the following observations were recorded.

1. During the time of my inspection it was found that 78 percent of the total students were benefited by the free cost of education under the State Government Scheme 'Fee Waiver Scheme for poor students' as well as students belonging to backward/ reserved categories with scholarship forwarded by the State/ Central Government to the students belonging to SC/ST/OBC/Minority community etc.
2. The college has established one Language Laboratory, one Martial Art (life Skill) and one Yoga Centre with financial support from Assam Skill Development Mission [an initiative of the State Government of Assam for the youth of the state].
3. The college has collaborative program with the below mentioned institutions to train the students of the college for competitive examinations organized by the Government of Assam:
[1] Borthakur IAS Academy, Guwahati;
[2] ICT Academy, Guwahati.
4. The students of the college showed their talents in various fields like Games & Sports snatching 15 numbers of awards in National Level competitions.


PRINCIPAL
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Dandama College
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Looking into the Governance, Leadership and Management aspect of the college the following observations were recorded.

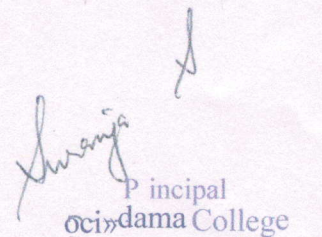
1. The college has one permanent Principal with institutional vision and having good leadership quality.
2. The clear Mission, Vision and Structural organization of the college is depicted in the Organogram available in the college website.
3. Steps have been taken by the college administration to convert the manual systems to the 'E-Governance System' specially in case of financial transactions of the college, recording Leave and other benefits availed by the faculty members and in case of Admission procedure of the students.
4. During the time of inspection, it was found that the college took initiatives for development of faculty members with financial assistance forwarded to join in the 'FDP' programs organized for the young Assistant Professors.
5. The college also organized some administrative training programs for development of non-teaching staff of the college.
6. The IQAC of the college were organizing various programs in collaboration with different Cells of the college viz., Research Cell, Women Cell, Career Counseling Cell, OBC Cell, SC Cell etc.

Looking into the Institutional Values aspect of the college the following observations were recorded.

1. As an approach to establish Gender Equality in the college campus, the college established on- 'Day Care Centre' to cater the needs of faculties with minor children and also for those who may have a medical problem.
2. Steps for health & hygiene of the environment of Girls' Common room of the college are considered as the top priorities of the best practices of the college.
3. Women Cell is organizing various programs for empowering the girl students as well as women employees of the college.



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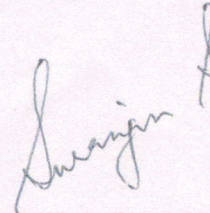
Principal
Goreswar College

For green and clean campus of the college the college administration/ authority is taking following projects as their best practices:

- [1] Establishment of one micro forest in college campus;
- [2] One herbal garden;
- [3] Solar energy plant for electricity generation;
- [4] Vermi compost Plant etc.

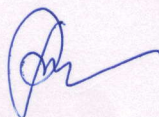
Specific Suggestions:

1. Departments should keep better records of the progression of their students to other higher education institutions. In-case, students are absent from their classes for long, appropriate guidance and counseling sessions for such students should be organized.
2. The administration can connect departments with a LAN facility.
3. Departments should undertake regular internal audits of the credit delivered in each course. Faculties should be evaluated regarding their classroom performance and ability to deliver lectures that are comprehensive and easily graspable. Every faculty should keep a logbook of class delivered.

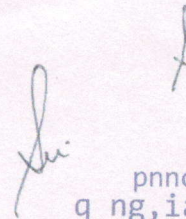


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