



**ACADEMIC AND ADMINISTRATIVE AUDIT  
REPORT**

**PRAMATHESH BARUA COLLEGE  
GAURIPUR, DHUBRI, ASSAM**

**SUBMITTED**

**To**

**PRINCIPAL**

**PRAMATHESH BARUA COLLEGE**

**By**

**Academic Administrative Audit Committee**

**P.B. College**





# ACADEMIC AND ADMINISTRATIVE AUDIT PRAMATHESH BARUA COLLEGE

Date:

Sl. No	Particulars	Response
1	Name of the College	Pramathesh Barua College
2	Address with Email- Id and phone number	Gauripur Ward No: 10, PO: Gauripur, Dist: Dhubri, Assam, Email: <a href="mailto:pbcollegefeedback@gmail.com">pbcollegefeedback@gmail.com</a> Phone Number: 03663-281436
3	Website of the college	<a href="http://www.pbcollege.co.in">www.pbcollege.co.in</a>
4	Date of Establishment	01.06.1964
5	Is college registered under society act? If yes, registration number and year	No
6	Date of recognition by UGC under 2(f) and 12 (B)	22.10.1969 & 31.03.2006 respectively
7	Name of the University under which the college is affiliated, date of permanent affiliation	Gauhati University
8	Is the college recognized by UGC as Assam college with potential for excellence	No
9	Is the college recognized for its performance by any other government agency	Yes by NAAC with Grade B in 2015
10	Number of Programmes offered by the College	2 (Two) – BA & B.Com
11	Total enrolment in the college in UG Programme	2021-2022: 1342 2022-2023: 1216
12	Whether the college authority monitored preparation of programmes and course outcomes by the faculty	Yes.
13	What mechanism is undertaken for dissemination of POs and COs?	As per the policy document of the college devised by IQAC of the college. Annexure-1
14	Whether feedback form i) Students ii) Teachers iii) Employers and iv) Alumni collected?	Yes, feedback collected from Students, Teachers, Alumni and Guardians





15	Whether collected feedback analyzed and necessary measures taken?	Yes, discussed in the meeting of Academic Council and necessary measures are taken.
16	What ICT facilities are added to the college in the last year?	Projectors, Display Panel, Interactive Board, Video Conferencing Device
17	Amount of grants receive (excluding salary) from Govt. and Non- Govt. agencies in the last year (2022-2023)	2021-2022: Rs. 92,652/- 2022-2023: Rs. 1,46,15423/-
18	No. of Seminars/ Conferences/ Workshops conducted during the last year (2022-2023) Regional/ National/ International	2021-2022: 07 2022-2023: 18
19	Extension Activities carried out by the College during last year	2021-2022: 21 2022-2023: 18
20	Collaboration/ MoU with other Institutions/ Industries	MoU with (i) B.N. College, Dhubri, (ii) Chilarai College, Golokganj, (iii) A.R. College, Alomganj, (iv) AMTRON & TEAM LEASE Mumbai, (v) S.S.Technology, (vi) Tech Cube Annexure: 2
21	No. of Classroom/ Laboratories added in the last year	2 (Two)
22	No. of Classrooms with ICT facilities/ Digital Class Rooms	11 (Eleven)
23	Amount Spent on maintenance of infrastructure	2021-2022: Rs. 5,57,852/- 2022-2023: Rs. 5,25,571/-
24	Whether the college library is automated or not?	Semi-automated
25	What is the student-computer ratio in the college?	2021-2022: 20 2022-2023: 20
26	Whether Internet leased line installed in the college? If yes, what is the bandwidth?	Yes, 200 mbps
27	Whether Wi-Fi is available to the students and the faculty	Yes, BSNL Broadband internet
28	No. of students benefited by the scholarships/ free ships etc. provided by the college during the last year	2021-2022: 890 2022-2023: 982
29	Capacity building and skill enhancement programmes conducted by the college during the year and the no. of students participated. Male/ Female = Total	2.22:2.22:27 Total: 1463

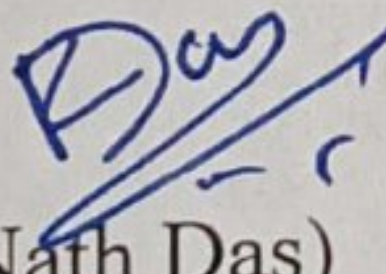




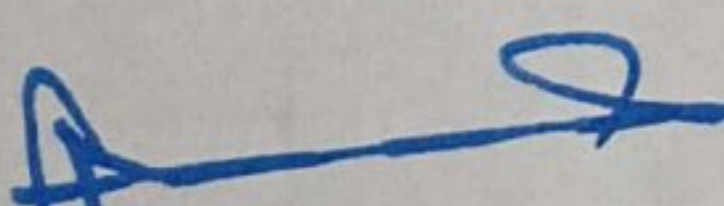
30	Placement drives organized during the year and no of students placed	Initiatives taken for future drives.
31	How the student's representation is facilitated in various administrative curricular and extra-curricular bodies?	Students members are endorsed with various Cells, Units and Committees of the college.
32	What initiatives/ Practices undertaken for decentralized and participative management?	Through various committees, cells and units constituted of teachers, students and leading citizens.
33	Does the institution have a Strategic/ Perspective management Plan?	Yes, Annexure-3
34	What kind of Leaves available to the staff and how the records are maintained?	Casual Leave, Earned Leave, Child Care Leave Special Leave etc as permitted by the Govt.
35	Whether grants are provided to the staff to attend Seminar/ Workshop/ Conference etc.? If yes details.	Partially
36	Explain implementation of E-Governance in i) Administration ii) Finance & Accounts iii) Students Admission iv) Examination	Yes, Annexure-4
37	Explain the welfare measures available or undertaken for the staff?	Yes, Health Check-up in the campus, Financial assistance to the temporary staff.
38	Whether any professional development /Administrative training programmes organized in the last year for faculty and staff?	Yes, FDP for Teachers and Professional Development Programme for Non-Teaching Staff.
39	Whether Internal and External audit are regularly conducted?	Yes
40	Whether the college has received grants from RUSA for infrastructure development?	Yes, Rs.
41	What strategies are adopted for mobilization of fund for the college? Are there any self-sustained course?	Yes, Computer Application Course
42	Whether the college has participated in NIRF?	No
43	What measures are initiated by the authority for ensuring gender equity in the college?	Gender Awareness Programmes organised. Gender Audit has also been conducted.
44	Whether Solar Energy Plant, Biogas Plant installed as alternative sources of energy?	No
45	Explain the Practices adopted for solid waste, liquid waste, bio-medical waste management, E-waste management, water recycling and	Yes, Solid-waste is collected by local Municipality, Bio-degradable wastes are managed in the



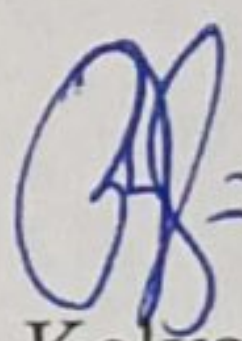
	hazardous chemical and radioactive waste management.	campus and E-Wastes are managed by the agency entered in MoU with the college.
46	Whether the college has Assam bore well and has it undertaken rainwater harvesting?	Yes
47	What measures are undertaken for restricted entry of automobiles and to ban plastic use?	1. Hoarding installed in the campus. 2. College has policy of 'No single used Plastic'
48	Whether Environment/ Green and Energy audit conducted?	Yes
49	Explain the PWD friendly initiatives undertaken by the college.	Yes, Ramps constructed with every building & Wheel Chair facility.
50	Explain how the college authority sensitize the students and employees on constitutional obligation- values, rights, duties etc.	Constitutional Day and related Programmes organised on regular basis. Annexure-6
51	Whether the college has prepared code of conduct for the students, teachers, administrators, and other staff and how these are disseminated and displayed?	Yes, Annexure-7

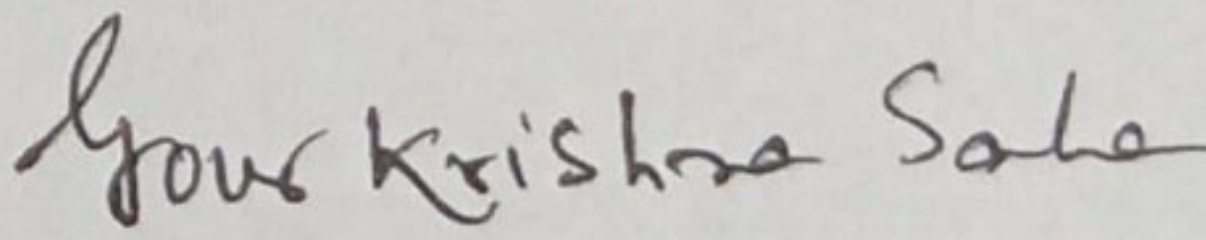
  
(Dr. Rabindra Nath Das)  
(Chairperson, AAA)  
Retd. Principal  
K.R.B. Girls' College, Guwahati-9

Retd. Principal  
K.R.B. Girls' College  
Guwahati

  
(Dr. Farid Uddin Ahmed)  
(External Member)  
Principal,  
Hatidhura College

Principal  
Hatidhura College, Hatidhura

  
(Dr. Kalyan Das)  
Principal  
P.B. College, Gauripur

  
Dr. Gaur Krishna Saha  
(External Member)  
Retd. Associate Professor  
Sapatgram College



**REPORT OF THE COMMITTEE  
FOR  
ACADEMIC AND ADMINISTRATIVE AUDIT  
PRAMATHESH BARUA COLLEGE  
GAURIPUR, DIST: DHUBRI, ASSAM  
VISIT DATE : 08-06-2023**

1. Established in 1964 Pramathesh Barua College, Gauripur is a provincialized Degree College, provincialized with effect from 2005 by the Government of Assam. The College is recognised by UGC under section 2(f) & 12(B) and permanently affiliated to Gauhati University, Guwahati. The College regularly follows and complies with the directives and circulars related to administrative, financial & academic matters issued by the Directorate of Higher education, Govt. of Assam, and the directives of Gauhati University regularly. All the admission and examinations related matters are followed as per the rules of the University. The College Governing Body Meetings are regularly held every year 4 to 5 times as and when required. The College Authority has been satisfactorily adopting the policies & resolutions of the GB for the all round development of the College. The Mission and Vision of the College are clearly stated in the College Prospectus and in the College Website.
2. The principal being the Head of the Institution looks after the Administrative, Financial & Academic affairs of the College. As per Govt. Rules, the Principal is also the Secretary of the College Governing Body and Drawing & Disbursing Officer (DDO) with regard to financial matters. Accordingly, the present Principal has been carrying out his role & responsibility in this College since taking charge of office on 16 May, 2023 till date successfully. The GB has entrusted one senior most teacher as the Vice-Principal to assist the Principal if necessary. At present there are 30 regular teachers (6 posts are lying vacant) and 14 Non-sanctioned teachers whose service are yet to be provincialized. There are 9 regular Non-teaching Staff members including one Library Assistant and one Library Bearer (6 posts are lying vacant). On the otherhand, 8 non-sanctioned office staffs are working in the office.
3. The Principal conducts all the meetings, such as Academic Council of P.B. College and other Staffs Meetings with the Faculty Members in regard to Academic matters and other necessary issues in every academic year. Moreover, the Principal regularly conducts meetings with the Head of the Departments; Proceedings of the Meetings are well maintained.
4. The Principal conducts Meetings with the Non-Teaching Staff also. This includes the Office Staff, Library Staff, and other Support Staffs. Regular interactions are held with the Office Staff on day to day basis on terms of the administrative & financial transactions. The Principal monitors the cleanliness and works of the sweepers on regular basis.
5. The Principal being the Chairman of the Internal Quality Assurance Cell (IQAC) looks after the Quality maintenance of every academic & non-academic activity in close Coordination with the members of IQAC and its Coordinator. The College is on the verge of the 3rd Cycle of Accreditation by NAAC. Various committees of IQAC are doing their works regularly. The College has constituted various committees under IQAC and in general to carry out the Academic & official works.





6. As per laid down rules of the Govt, the general administration of the College is managed by the office. At present there are 03 Senior Assistants (Senior Office Assistance), 02 Junior Assistant, 01 Librarian, 03 Grade IV level officials are in permanent post. Besides, there are 06 Junior Assistant, 04 Office bearers are working in the office in capacity of non-sanctioned posts and whose duties and responsibilities are specially allotted by the principal. The Governing Body has entrusted the present one Senior Office Assistant to look after the account section due to lack of Account Officer (Accountant) and another Senior Assistant as the Head-Assistant of the Establishment Section of the college.
7. The Accounts Section is well maintained as per financial rules with regular updating of all financial transactions, cash book, budget etc. The internal audit report for 2021-2022 & 2022-23 has been completed and is up to date. The College office facilitates various scholarships to the students like under:

National Scholarship Portal OBC, SC, ST, Minority scholarship.

8. The College office is automated/ computerised with online facilities Internet connectivity and Wi-Fi System. This facility is extended to all the departments including the college central Library. The college has installed MIS System with their official Website. The college website is fully functional and is regularly updated with all relevant and necessary information. The website primarily caters to all kinds of general notifications, admission related notifications and examinations related notification and all other online notifications for the students.
9. The College has a central library named after the founder of the college Alokesh Chandra Barua Central Library well managed by the Librarian and other Staff members. A Library Advisory Committee is in place which is headed by the Principal. The Librarian manages the library in close coordination with Principal. The Library has been semi-automated with adequate computers with internet facility along with CC cameras. The Library has a collection of nearly 35,490 books which included Text Book and reference Books. There is also a good collection of periodicals, Newspapers. Books are primarily procured with necessarily requisition from all the teaching departments.

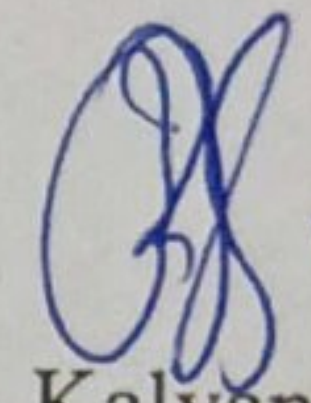
Recommendation and suggestion for quality enhancement of the institution:

- The departments are advised to record properly the contribution and donations of alumni to the departments in kinds like books, furniture etc.
- The library may be developed with some more e-learning facility. Reading room and toilet facility may be upgraded.
- All important relevant documents of the department should be properly counter signed by the Principal being Head of institution along with HOD for authentication.
- Sports and students support facilities may be upgraded. All extension and community service activities should be routed through NSS.
- The management may initiate for solar power in the campus.
- The Lalji Campus of the college need to be developed.
- Vocational Courses may be introduced.



- AMC for maintenance of electronic equipments such as, Computer, Projectors, Interactive Panel etc. for safety and security.
- Scrape disposal records should be maintained properly.
- Research Committee should take initiative for more collaborations.
- To encourage the teachers for more publication related works in UGC Care Journals.
- Alumni Association should be registered.

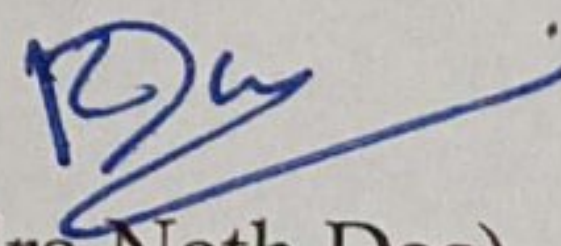
I agree with the observations of the peer members for Academic and Administrative Audit as mentioned in this report.



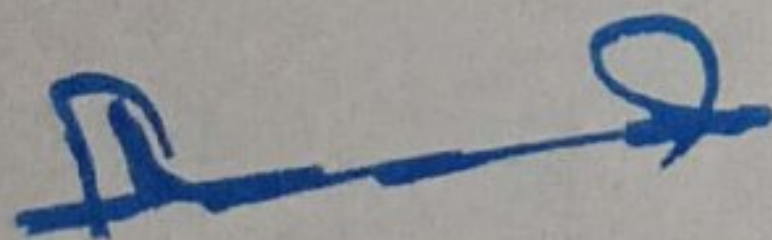
08.06.23

(Dr. Kalyan Das)  
Principal  
P.B. College, Gauripur

Signature of the Experts of Academic and Administrative Audit:

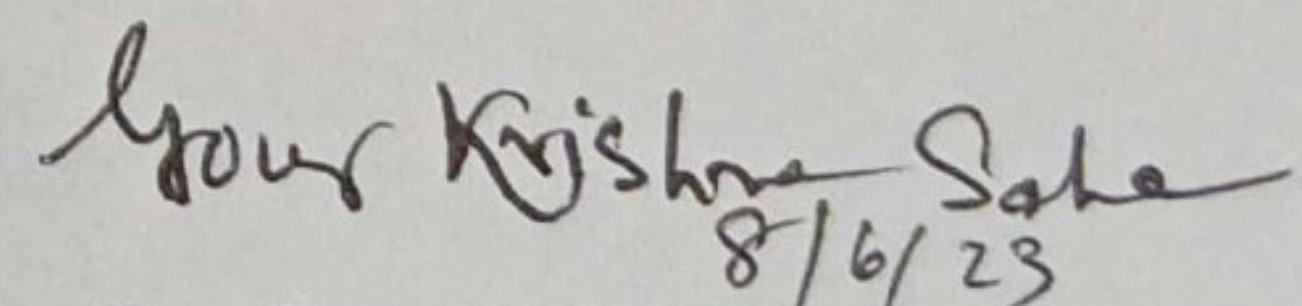


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8/6/23  
Dr. Gaur Krishna Saha  
(External Member)  
Retd. Associate Professor  
Sapatgram College