



Estd. 1954

প্ৰাগজ্যোতিষ মহাবিদ্যালয়

PRAGJYOTISH COLLEGE

Accredited by NAAC since 2004 (3rd Cycle); Recognised under sections 2(f) and 12(B) of UGC
Affiliated to Gauhati University; ISO 9001:2015 Certified; SDG Accord Certified

DVV Clarification

CRITERIA VI

METRIC 6.5.2

COMMENT 2

AUTHENTICATED ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) AND FOLLOW-UP ACTION TAKEN DULY CERTIFIED BY PRINCIPAL AND AUDIT OFFICER

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

DOCUMENTS REGARDING DVV CLARIFICATION

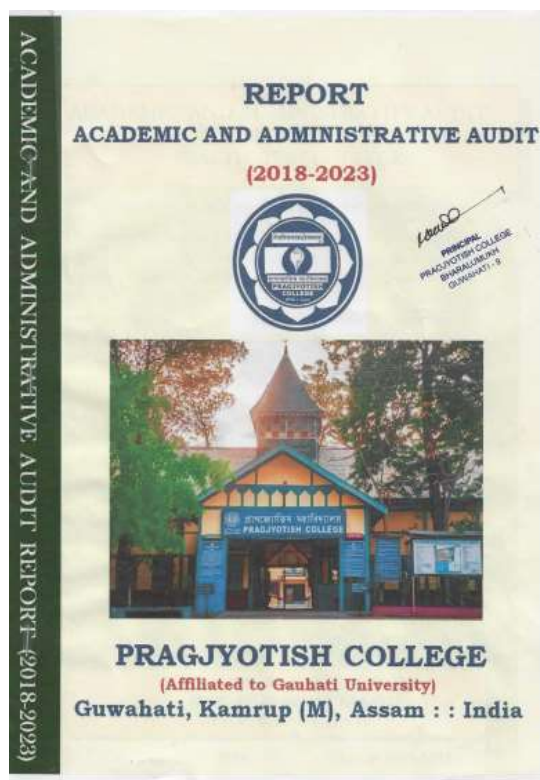
6.5.2: Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Comment 2: Kindly provide the authenticated Academic and Administrative Audit (AAA) and follow-up action taken duly certified by principal and audit officer

Response: The authenticated Academic and Administrative Audit (AAA) and follow-up action taken are duly certified by principal and audit officer

Link for AAA report- <https://pragjyotishcollege.ac.in/iqac/auditreport>



- More teachers should be participating in the FIP/FDP programmes.
- Proper documentation is required for all activities.
- Best practices of individual departments should be identified and need to be institutionalized.
- Students and society need to be engaged while formulating policies specific to students' welfare and society.
- More collaboration needs to be established for faculty exchange, students exchange, internship etc.

Name of the Members of the Audit	Signature
Prof. Dilip Kumar Kakati Former Head & Professor Department of Chemistry Gauhati University	
Prof. Ehaben Tanti Head, Department of Botany Director, IQAC & RDC Gauhati University	

Web Link:

https://webbackend.pragjyotishcollege.ac.in/src/uploads/IQAC_AUDIT/Report%20AAA_Pragjyotish%202018-23_zMRUrezO0e.pdf

Academic Audit Report

Pragjyotish College, Guwahati

[Completed with visit to the Academic Departments on 10 June 2019]



I.K. Bhattacharya
Sri Indra Kumar Bhattacharyya
Former Principal,
Cotton College, Guwahati

K.G. Bhattacharyya
Dr. Krishna Gopal Bhattacharyya
Former Director, UGC-HRDC,
Gauhati University

Academic Audit Team

1. *Sri Indra Kumar Bhattacharyya*
Former Principal, Cotton College, Guwahati
2. *Dr. Krishna Gopal Bhattacharyya*
Former Director, UGC-HRDC, Gauhati University

MUSD
PRINCIPAL
PRAGJYOTISH COLLEGE
SHARALLUMURH
GUWAHATI - 8

A
Coordinator
IQAC
Pragjyotish College
Guwahati-09

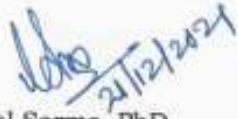
Web Link:

https://webbackend.pragjyotishcollege.ac.in/src/uploads/IQAC_AUDIT/ACADEMIC%20AUDIT%20REPORT_2019_njmyqYKTy1.pdf

Audit Key Steps

1. Planning
2. Field work
3. Draft report completed and sent for Principal's response
4. Response from the Principal received
5. Final report completed
6. Report presented to the Management

Administrative Auditor



Utpal Sarma, PhD
Professor, Dept. of Instrumentation and USIC
Gauhati University



Manoj Kumar Mahanta, PhD
Principal, Pragjyotish College

Principal
Pragjyotish College
Guwahati-781009

Web Link:

https://webbackend.pragjyotishcollege.ac.in/src/uploads/IQAC_AUDIT/ADMINISTRATIVE-AUDIT-REPORT-2019-2020_rRGers1VIU.pdf



PRAGJYOTISH COLLEGE

(Affiliated to Gauhati University and recognized under Sections 2(f) and 12(B) of the U.G.C. Act, 1956)

Santipur, Guwahati – 781009, Assam

E-mail: principal@pragjyotishcollege.ac.in Website: www.pragjyotishcollege.ac.in

To whom it may concern

This is to certify that the following follow up action are taken with respect to the Academic Audit conducted on 2019

Recommendations	Action taken
Improve placement scenario	<ul style="list-style-type: none">• Conducted career counselling programme and placement drive by Career counselling cell, Placement Cell and different departments like-<ul style="list-style-type: none">➤ A workshop on "Career enhancement and job opportunities from industry experts' were held on 08/11/2023➤ A Recruitment drive was organized by Placement Cell and IQAC, Pragjyotish College in collaboration with ADECCO India, Mumbai on 04/04/2023
Strengthening student information system	<ul style="list-style-type: none">• Created messenger group for students having faculties as admin• Regular updates in the website• Installed digital display board
Increase in the number of extra curricular activities	<ul style="list-style-type: none">• Team Pragjyotish College win Championship trophy in the IIT Guwahati Spirit 2023 Intercollege basketball championship• Inter departmental dance competition held on 25/08/2023
Appointment of more teachers	<ul style="list-style-type: none">• 81 posts against 84 sanctioned posts are fulfilled till February 2024
Best faculty award in teaching and research	<ul style="list-style-type: none">• IQAC awarded best faculty for research publication at annual Award Day
Enrichment of library	<ul style="list-style-type: none">• Number of books-61500 (upto February, 2024)



PRAGJYOTISH COLLEGE

(Affiliated to Gauhati University and recognized under Sections 2(f) and 12(B) of the U.G.C. Act, 1956)

Santipur, Guwahati – 781009, Assam

E-mail: principal@pragjyotishcollege.ac.in Website: www.pragjyotishcollege.ac.in

	<ul style="list-style-type: none">• Journals-13• Magazine-17
Increasing number of Research Project	<ul style="list-style-type: none">• Number of research project from 2018-2023=06
Formulate a consultancy policy	<ul style="list-style-type: none">• In process
Increase in the number of research publication	<ul style="list-style-type: none">• Number of research publication in UGC care listed Journal during 2021-22=18• Number of research publication in UGC care listed Journal during 2022-23=25
More MoU with other institution	<ul style="list-style-type: none">• Number of functional Mou- 25
Student centric learning mechanism	<ul style="list-style-type: none">• Student centric learning mechanism is seen in field study, practical and projects
More ICT enabled classroom	<ul style="list-style-type: none">• Number of ICT enabled classroom in 2022-23=5
Feedback analysis and action taken	<ul style="list-style-type: none">• Feedback from different stake holders are taken regularly and actions are taken based on the feedback given by them.
Recommended course curriculum books in departmental library	<ul style="list-style-type: none">• Each department have course curriculum books in their departmental library.
Interaction with parents	<ul style="list-style-type: none">• Conducted regular parents' meet• Conducted home visit to students by faculties of various departments



PRAGJYOTISH COLLEGE

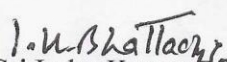
(Affiliated to Gauhati University and recognized under Sections 2(f) and 12(B) of the U.G.C. Act, 1956)


Santipur, Guwahati – 781009, Assam

E-mail: principal@pragjyotishcollege.ac.in Website: www.pragjyotishcollege.ac.in

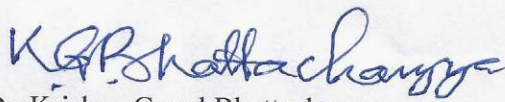
Internet connection for students' use	<ul style="list-style-type: none">• Internet facility is available for students at Library e-corner• Wi fi enabled campus with dedicated LAN connection at various laboratories
A site map at the entrance of the Institute	<ul style="list-style-type: none">• A site map is installed at the entrance of the Institute
Display of services provided by the office	<ul style="list-style-type: none">• Services provided by the office are displayed on notice board.
Naming of each counter of the office	<ul style="list-style-type: none">• Each counter of the office is named mentioning their service they provide
Maintenance of casual leave register	<ul style="list-style-type: none">• Casual leave registers are maintained for each faculty.
Maintenance of register for valuables	<ul style="list-style-type: none">• Stock registers are maintained for valuables

Audit Officer


Sri Indra Kumar Bhattacharyya
Former Principal,
Cotton College, Guwahati


Dr. Manoj Kumar Mahanta
Principal

Principal
Pragjyotish College
Guwahati-781009


Dr. Krishna Gopal Bhattacharyya
Former Director, UGC-HRDC
Gauhati University



PRAGJYOTISH COLLEGE

(Affiliated to Gauhati University and recognized under Sections 2(f) and 12(B) of the U.G.C. Act, 1956)

Santipur, Guwahati – 781009, Assam

E-mail: principal@pragjyotishcollege.ac.in Website: www.pragjyotishcollege.ac.in

To whom it may concern

This is to certify that the following follow up action are taken with respect to the Academic and Administrative Audit conducted on 2018-23

Recommendations	Action taken
Few common classrooms with ICT facility	<ul style="list-style-type: none">• Prof. Madhusudan Ojha memorial Conference Hall at new Arts Block was inaugurated on 29/02/2024
Institutional developmental plan	<ul style="list-style-type: none">• Preparation of Institutional development plan is in process
Structured methodology for identifying slow learner	<ul style="list-style-type: none">• Attainment of CO and Mapping of CO, PO and PSO in accordance to the Bloom's taxonomy is done by each department to identify different level of learner
Arrange motivational lecture/counselling programme for the entire fresher at the beginning of the session.	<ul style="list-style-type: none">• Conducted Anti ragging awareness campaign and students' orientation programme for the freshers on 21/08/2023
Organise Brainstorming session among faculties with Principal for increasing research output	<ul style="list-style-type: none">• Conducted an academic meet on 02/08/2023
Adequate ICT enabled classroom to academic departments	<ul style="list-style-type: none">• 5 ICT enabled classrooms are available• Construction of computer laboratory are in process
Course file should be assessed by IQAC	<ul style="list-style-type: none">• Course files was assessed by IQAC on 10/08/2023
More add on courses should be initiated	<ul style="list-style-type: none">• 29 Add on courses completed by May, 2023• 3 Add on courses are running



PRAGJYOTISH COLLEGE

(Affiliated to Gauhati University and recognized under Sections 2(f) and 12(B) of the U.G.C. Act, 1956)

Santipur, Guwahati – 781009, Assam

E-mail: principal@pragjyotishcollege.ac.in Website: www.pragjyotishcollege.ac.in

Interdisciplinary research should be initiated	<ul style="list-style-type: none">• Initiation of Interdisciplinary research is in process
More involvement in extension activities	<ul style="list-style-type: none">• Number of Extension activity during 2022-23 is 12
Participation of more teachers in the FDP programme	<ul style="list-style-type: none">• Total number of teaching staff participating in FDP during 2021-22=33• Total number of teaching staff participating in FDP during 2022-23=105
Involvement of student and society in formulating policies	<ul style="list-style-type: none">• Involvement of student and society in formulating policies for the institute are in process
More collaboration for faculty exchange, student exchange	<ul style="list-style-type: none">• More collaboration with other institute for faculty exchange, student exchange are in process

Audit Officer

Prof. Dilip Kumar Kakati
Former Head and Professor
Department of Chemistry
Gauhati University

Professor
Department of Chemistry
Gauhati University

Dr. Manoj Kumar Mahanta

Principal

Principal
Pragjyotish College
Guwahati-781009

Prof. Bhaben Tanti
Head, Department of Botany
Director, IQAC and RDC
Gauhati University





PRAGJYOTISH COLLEGE

(Affiliated to Gauhati University and recognized under Sections 2(f) and 12(B) of the U.G.C. Act, 1956)

Santipur, Guwahati – 781009, Assam

E-mail: principal@pragjyotishcollege.ac.in Website: www.pragjyotishcollege.ac.in

To whom it may concern

This is to certify that the following follow up action are taken with respect to the Administrative Audit conducted on 2019-20

Recommendation	Follow up Action
Implementation of a scalable and interoperable automated system	Interoperable automated system is functioning at the office
Regular training on use of ICT tools for office automation	Training on use of ICT tools are conducted for office employees
Mentoring of the office staff by experienced faculty members/ external expert	Mentoring of the office staff is done at regular intervals
Letter receipt/ dispatch record should be maintained	Letter receipt and dispatch records are maintained at the office
Structured budget estimate to be prepared by an expert committee with approval from the GB	Budget is prepared by budget preparation committee which is approved by Governing body
Grievance box near the office	A Grievance box is set near the office
Long term perspective plan	The institute has a long-term perspective plan.
Policy for utilization of resources	The institute has a Policy for utilization of resources
Policy for maintenance of infrastructure	The institute has a Policy for maintenance of infrastructure
Regular external financial audit	Regular external financial audit is done for



PRAGJYOTISH COLLEGE

(Affiliated to Gauhati University and recognized under Sections 2(f) and 12(B) of the U.G.C. Act, 1956)

Santipur, Guwahati – 781009, Assam

E-mail: principal@pragjyotishcollege.ac.in Website: www.pragjyotishcollege.ac.in

	every session
Maintenance of stock book for movable assets	Stock book is maintained for movable assets
Issue of official notification from single point	Official notices are issued from single point
Copies of all documents to be sent to respective entities	Copies of all documents are sent to respective entities storing one copy in Guard file
Supervising assistant may be replaced by head assistant	Supervising assistant is replaced by head assistant
Copies of all documents relevant to IQAC usage should be sent to IQAC at the earliest	All documents relevant to IQAC are sent to IQAC

Audit Officer

Utpal Sarmah, PhD

Professor, Dept of Instrumentation and USIC

Gauhati University

Dr. Utpal Sarma
Professor & Head
Dept. of Instrumentation & USIC
Gauhati University

Dr. Manoj Kumar Mahanta
Principal

Principal
Pragjyotish College
Guwahati-781009