

Report of the Internal Academic Audit Committee held on June 18, 2026

An internal academic audit was undertaken in all the departments on June 18, 2026 by a committee. The committee scrutinised the requisite aspects of each department as per the proforma provided by the IQAC. In the audit, it has been found that almost all the departments have their sound vision, mission and objectives, and have made substantial efforts to realise their set goals. All the eight departments have preserved well their workload, Academic Plan and course files, academic records of students, and other relevant documents. Also, all the departments have kept well both internal and external examination documents. As observed during the audit, student feedback has been taken centrally by the IQAC. Further, departments are found to use ICT tools in classroom transactions at regular intervals, signalling a healthy trend. Faculty members are actively involved in professional development courses including OC, RC and FDP. However, research publications of faculty members are measured below expected level barring a few. Following the audit, the committee decides to offer the below mentioned recommendations for further development of academic, research and other crucial aspects of the institution:

1. Alumni meet should be conducted every year by all the departments either departmentally or centrally.
2. Parent-Teacher meet should be conducted annually or semester wise.
3. Faculty/Student exchange and collaborative programmes with MoU signed institutions need to be done.
4. Research publications in erstwhile UGC CARE listed journals, SCOPUS and Web of Science indexed journal/books need to be focused upon.
5. Efforts should be made to secure Research Projects from various agencies in the coming days.
6. Departmental extension activities outside the campus should be given priority. At least 1 or 2 extension activities by each department should be done annually.
7. Departments excluding Economics and History should rethink their best practices and undergo the same in actual sense of the term. However, Economics dept. best practices need some modifications to make it timely and more relevant.
8. Departments may opt for further innovative methods in teaching learning and other departmental activities.
9. Departmental computers and softwares should be replaced/updated urgently/phase wise.
10. Departmental infrastructural lacunae including desk/benches and Chair should be addressed with urgency in consultation with the HoD of the respective departments.
11. Efforts should be made to provide an *Almirah* (bookshelf) immediately to each department for keeping their growing number of books, departmental documents, and other such things.

After all, all the departments participated enthusiastically and performed well in the Internal Academic Audit.

Anjan Saikia
(Dr. Anjan Saikia)
HoD, English

Bidyut Deori
(Mr. Bidyut Deori)
Academic Observer
Kamargaon College

Gayatree Bora
(Dr. Gayatree Bora)
Vice-Principal

VICE PRINCIPAL
KAMARGAON COLLEGE
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GOLAGHAT, ASSAM

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Internal Quality Assurance Cell (IQAC)

INTERNAL ACADEMIC AUDIT — DEPARTMENTAL CHECKLIST

Session 2025–2026

Department: <u>Assamese</u>	Date of Audit: <u>18.6.26</u>
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Rating Scale: 1 = Poor 2 = Below Average 3 = Average 4 = Good 5 = Excellent. Mark (✓) under Yes/No for availability of the document/record and rate the quality (1–5).
Note observations under Remarks / Suggestions.

Sl.	Audit Parameter / Document	Yes	No	1	2	3	4	5	Remarks / Suggestions
1	Departmental Profile (including vision, mission and objectives)	✓						✓	
2	Faculty Details (updated list with qualifications, designation and workload)	✓						✓	
3	Academic Plan (teaching plan, course distribution and timetable)	✓						✓	
4	Course Files (syllabus, lesson plans and teaching materials)	✓						✓	
5	Attendance Records of students	✓						✓	
6	Internal Assessment Records (sessional exams, assignments and evaluation reports)	✓						✓	
7	Result Analysis (pass percentage, progression and performance trends)	✓						✓	
8	Student Feedback Reports and action taken	✓							
9	Teaching–Learning Methods (use of ICT tools, innovative practices, etc.)	✓						✓	
10	Extension Activities and departmental events conducted	✓					✓		At least 1 or 2 extension activities outside the campus need to be undertaken.
11	Research, Publications and Professional Development of faculty (RC/OC/FDP/STP, etc.)	✓					✓		Efforts should be made to publish Research Papers and book chapters in reputed journals/books including English UGC CARE Listed Journals, SCOPUS and Web of Sciences.

Sl.	Audit Parameter / Document	Yes	No	1	2	3	4	5	Remarks / Suggestions
12	Best Practices adopted by the department	✓				✓			Departmental best practices need rethinking. Practices like "verse Reflections", poem of the week", LitFest and collaborative teaching in new schools may be undertaken.
13	Mentoring Records and student support activities (Mentor-Mentee records)	✓						✓	
14	Departmental Meetings (minutes and resolutions)	✓						✓	
15	Alumni Interaction and contributions	.							Annual Alumni meet needs to be organized.
16	Infrastructure and Learning Resources available in the department	✓				✓			Infrastructural facilities like ICT class repairment, Deskl bench and Deskt fan need to be provided urgently.
17	Department-initiated Add-on Course(s) and expected outcome	✓						✓	
18	Experiential learning and research-oriented activities / exposure	✓						✓	
19	Students' Project / Internship, etc.	✓						✓	
20	Faculty exchange and collaborative activities under MoU		✓						Regular collaborative activities and faculty & student exchange need to be undertaken.
21	Placement records of department students	✓						✓	
22	Departmental achievements including inter-departmental competitions (conducted / participated / won)	✓						✓	
23	Records of Parent-Teacher Meet								PTM may be conducted once in every semester.

Overall Observations / Recommendations:

Overall performance of the department is on the expected line.

Head of Department (Signature)	Gayatri Pasa Vice Principal Bidyut Sengupta Arjun Ghosh Audit Committee Member (Signature)	IQAC Coordinator (Signature & Seal)
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INTERNAL ACADEMIC AUDIT — DEPARTMENTAL CHECKLIST

Session 2025–2026

Department: <u>Economics</u>	Date of Audit: <u>18.6.26</u>
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Rating Scale: 1 = Poor 2 = Below Average 3 = Average 4 = Good 5 = Excellent. Mark (✓) under Yes/No for availability of the document/record and rate the quality (1–5).
Note observations under Remarks / Suggestions.

Sl.	Audit Parameter / Document	Yes	No	1	2	3	4	5	Remarks / Suggestions
1	Departmental Profile (including vision, mission and objectives)	✓							
2	Faculty Details (updated list with qualifications, designation and workload)	✓							
3	Academic Plan (teaching plan, course distribution and timetable)	✓							
4	Course Files (syllabus, lesson plans and teaching materials)	✓							
5	Attendance Records of students	✓							
6	Internal Assessment Records (sessional exams, assignments and evaluation reports)	✓							
7	Result Analysis (pass percentage, progression and performance trends)	✓							
8	Student Feedback Reports and action taken	✓							
9	Teaching–Learning Methods (use of ICT tools, innovative practices, etc.)	✓							
10	Extension Activities and departmental events conducted	✓							
11	Research, Publications and Professional Development of faculty (RC/OC/FDP/STP, etc.)	✓					✓		Sequel publication needed.

Sl.	Audit Parameter / Document	Yes	No	1	2	3	4	5	Remarks / Suggestions
12	Best Practices adopted by the department	✓						✓	2 no's Good.
13	Mentoring Records and student support activities (Mentor-Mentee records)		✓						
14	Departmental Meetings (minutes and resolutions)	✓							
15	Alumni Interaction and contributions		✓						
16	Infrastructure and Learning Resources available in the department	✓							
17	Department-initiated Add-on Course(s) and expected outcome	✓							
18	Experiential learning and research-oriented activities / exposure	✓							
19	Students' Project / Internship, etc.	✓							
20	Faculty exchange and collaborative activities under MoU	✓							
21	Placement records of department students	✓							
22	Departmental achievements including inter-departmental competitions (conducted / participated / won)	✓							
23	Records of Parent-Teacher Meet		✓						Dept should take initiative to conduct parent teacher meet.

Overall Observations / Recommendations:

1. Very good best practice - Collection of seed varieties.
2. Good progress with one faculty member.

Head of Department (Signature)	Gayatri Pasa, Vice Principal. Ridhit Deka. Anum Billa	Audit Committee Member (Signature)	IQAC Coordinator (Signature & Seal)
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INTERNAL ACADEMIC AUDIT — DEPARTMENTAL CHECKLIST

Session 2025–2026

Department: <u>Education</u>	Date of Audit: <u>18.6.26</u>
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Rating Scale: 1 = Poor 2 = Below Average 3 = Average 4 = Good 5 = Excellent. Mark (✓) under Yes/No for availability of the document/record and rate the quality (1–5).
Note observations under Remarks / Suggestions.

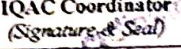
SL	Audit Parameter / Document	Yes	No	1	2	3	4	5	Remarks / Suggestions
1	Departmental Profile (including vision, mission and objectives)	✓							
2	Faculty Details (updated list with qualifications, designation and workload)	✓							
3	Academic Plan (teaching plan, course distribution and timetable)	✓							
4	Course Files (syllabus, lesson plans and teaching materials)	✓							
5	Attendance Records of students	✓							
6	Internal Assessment Records (sessional exams, assignments and evaluation reports)	✓							
7	Result Analysis (pass percentage, progression and performance trends)	✓							
8	Student Feedback Reports and action taken		✓						
9	Teaching–Learning Methods (use of ICT tools, innovative practices, etc.)	✓							
10	Extension Activities and departmental events conducted	✓						✓	
11	Research, Publications and Professional Development of faculty (RC/OC/FDP/STP, etc.)	✓							2. Peer reviewed P. Das - Guidance - K. K. [Signature]

Sl.	Audit Parameter / Document	Yes	No	1	2	3	4	5	Remarks / Suggestions
12	Best Practices adopted by the department		✓						
13	Mentoring Records and student support activities (Mentor-Mentee records)		✓						
14	Departmental Meetings (minutes and resolutions)	✓							
15	Alumni Interaction and contributions		✓						
16	Infrastructure and Learning Resources available in the department	✓							
17	Department-initiated Add-on Course(s) and expected outcome	✓							Two nos
18	Experiential learning and research-oriented activities / exposure	✓							
19	Students' Project / Internship, etc.	✓							
20	Faculty exchange and collaborative activities under MoU		✓						Dept is advised to conduct Faculty exchange.
21	Placement records of department students	✓							
22	Departmental achievements including inter-departmental competitions (conducted / participated / won)	✓							
23	Records of Parent-Teacher Meet		✓						Dept is advised to conduct parent teacher meet.

Overall Observations / Recommendations:

Movie making is a good practice.

Innovative teaching method has been taken.

Head of Department (Signature)	Gayatri Para Vice Principal Bidyut Debi. Anjan Swika Audit Committee Member (Signature)	 IQAC Coordinator (Signature & Seal)  Karmaram College Gokulnagar, Assam.
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INTERNAL ACADEMIC AUDIT — DEPARTMENTAL CHECKLIST

Session 2025–2026

Department: <u>History</u>	Date of Audit: <u>18.6.26</u>
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Note observations under Remarks / Suggestions.

Sl.	Audit Parameter / Document	Yes	No	1	2	3	4	5	Remarks / Suggestions
1	Departmental Profile (including vision, mission and objectives)	✓							
2	Faculty Details (updated list with qualifications, designation and workload)	✓							
3	Academic Plan (teaching plan, course distribution and timetable)	✓							
4	Course Files (syllabus, lesson plans and teaching materials)	✓							
5	Attendance Records of students	✓							
6	Internal Assessment Records (sessional exams, assignments and evaluation reports)	✓							
7	Result Analysis (pass percentage, progression and performance trends)								
8	Student Feedback Reports and action taken								action should be taken
9	Teaching–Learning Methods (use of ICT tools, innovative practices, etc.)	✓							
10	Extension Activities and departmental events conducted		✓						they are suggested to do extension activities
11	Research, Publications and Professional Development of faculty (RC/OC/FDP/STP, etc.)	✓							Depite - 3+1=4 Prakte 1 star 1

Sl.	Audit Parameter / Document	Yes	No	1	2	3	4	5	Remarks / Suggestions
12	Best Practices adopted by the department	✓							Oral tradition - elderly person
13	Mentoring Records and student support activities (Mentor-Mentee records)	✓							
14	Departmental Meetings (minutes and resolutions)	✓							
15	Alumni Interaction and contributions		✓						Dept should conduct alumni meet.
16	Infrastructure and Learning Resources available in the department	✓							
17	Department-initiated Add-on Course(s) and expected outcome	✓							3 No's
18	Experiential learning and research-oriented activities / exposure	✓							
19	Students' Project / Internship, etc.	✓							
20	Faculty exchange and collaborative activities under MoU		✓						Dept should do faculty exchange.
21	Placement records of department students	✓							
22	Departmental achievements including inter-departmental competitions (conducted / participated / won)	✓							
23	Records of Parent-Teacher Meet		✓						They should organize parent-teacher meet.

Overall Observations / Recommendations:

Good best practice: Exploring oral history through narratives & community interviews.

Head of Department (Signature)	Gayatri Pasa - Vice Principal Ajay Swain Audit Committee Member (Signature)	IQAC Coordinator (Signature & Seal)
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INTERNAL ACADEMIC AUDIT — DEPARTMENTAL CHECKLIST

Session 2025–2026

Department: <u>English</u>	Date of Audit: <u>18-06-2026</u>
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Note observations under Remarks / Suggestions.

Sl.	Audit Parameter / Document	Yes	No	1	2	3	4	5	Remarks / Suggestions
1	Departmental Profile (including vision, mission and objectives)	✓						✓	
2	Faculty Details (updated list with qualifications, designation and workload)	✓						✓	
3	Academic Plan (teaching plan, course distribution and timetable)	✓						✓	
4	Course Files (syllabus, lesson plans and teaching materials)	✓						✓	
5	Attendance Records of students	✓						✓	
6	Internal Assessment Records (sessional exams, assignments and evaluation reports)	✓						✓	
7	Result Analysis (pass percentage, progression and performance trends)	✓						✓	
8	Student Feedback Reports and action taken	✓							
9	Teaching–Learning Methods (use of ICT tools, innovative practices, etc.)					✓			Guesting photographs should be kept.
10	Extension Activities and departmental events conducted	✓				✓			More events can be conducted
11	Research, Publications and Professional Development of faculty (RC/OC/FDP/STP, etc.)	✓					✓		Faculties are suggested to involve in more research oriented activities

Sl.	Audit Parameter / Document	Yes	No	1	2	3	4	5	Remarks / Suggestions
12	Best Practices adopted by the department		✓						the department should adopt atleast one best practice for the upcoming session.
13	Mentoring Records and student support activities (Mentor-Mentee records)	✓				✓			
14	Departmental Meetings (minutes and resolutions)	✓						✓	department should conduct alumni meet
15	Alumni Interaction and contributions		X						→
16	Infrastructure and Learning Resources available in the department	✓						✓	
17	Department-initiated Add-on Course(s) and expected outcome	✓						✓	
18	Experiential learning and research-oriented activities / exposure		X						Faculties are requested to engage the students in field oriented activities
19	Students' Project / Internship, etc.	✓						✓	
20	Faculty exchange and collaborative activities under MoU	✓				✓			Faculties are suggested to conduct faculty exchange under MoU
21	Placement records of department students	✓						✓	
22	Departmental achievements including inter-departmental competitions (conducted / participated / won)	✓						✓	
23	Records of Parent-Teacher Meet		X						Department should conduct at least one PTM in every academic year.

Overall Observations / Recommendations:

Head of Department (Signature)	Bidya Debi Audit Committee Member (Signature)	IQAC Coordinator (Signature & Seal)
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Remains to be done
Going to be done

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INTERNAL ACADEMIC AUDIT — DEPARTMENTAL CHECKLIST

Session 2025-2026

Department: <u>Philosophy</u>	Date of Audit: <u>18.6.26</u>
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Note observations under Remarks / Suggestions.

Sl.	Audit Parameter / Document	Yes	No	1	2	3	4	5	Remarks / Suggestions
1	Departmental Profile (including vision, mission and objectives)	✓							
2	Faculty Details (updated list with qualifications, designation and workload)	✓							
3	Academic Plan (teaching plan, course distribution and timetable)	✓							
4	Course Files (syllabus, lesson plans and teaching materials)	✓							
5	Attendance Records of students	✓							
6	Internal Assessment Records (sessional exams, assignments and evaluation reports)	✓							
7	Result Analysis (pass percentage, progression and performance trends)	✓							
8	Student Feedback Reports and action taken		✓						Centrally done.
9	Teaching-Learning Methods (use of ICT tools, innovative practices, etc.)								
10	Extension Activities and departmental events conducted		✓						
11	Research, Publications and Professional Development of faculty (RC/OC/FDP/STP, etc.)	✓							FDP

Sl.	Audit Parameter / Document	Yes	No	1	2	3	4	5	Remarks / Suggestions
12	Best Practices adopted by the department		✓						
13	Mentoring Records and student support activities (Mentor-Mentee records)		✓						
14	Departmental Meetings (minutes and resolutions)	✓							
15	Alumni Interaction and contributions		✓						
16	Infrastructure and Learning Resources available in the department	✓							
17	Department-initiated Add-on Course(s) and expected outcome	✓	✓						Beautician Course
18	Experiential learning and research-oriented activities / exposure		✓						
19	Students' Project / Internship, etc.	✓							
20	Faculty exchange and collaborative activities under MoU		✓						
21	Placement records of department students		✓						
22	Departmental achievements including inter-departmental competitions (conducted / participated / won)	✓							
23	Records of Parent-Teacher Meet		✓						

Overall Observations / Recommendations:

Dept should try to conduct faculty exchange programme,
~~also~~ Parent Teacher meet.

Head of Department (Signature)	Gayatri Mera Vice principal Rishat Khatun Anjan Singh Audit Committee Member (Signature)	IQAC Coordinator (Signature & Seal)
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INTERNAL ACADEMIC AUDIT — DEPARTMENTAL CHECKLIST

Session 2025–2026

Department: <u>Pol science</u>	Date of Audit: <u>18.6.26</u>
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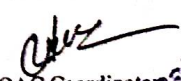
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Note observations under Remarks / Suggestions.

Sl.	Audit Parameter / Document	Yes	No	1	2	3	4	5	Remarks / Suggestions
1	Departmental Profile (including vision, mission and objectives)	✓							
2	Faculty Details (updated list with qualifications, designation and workload)	✓							
3	Academic Plan (teaching plan, course distribution and timetable)		Partial						
4	Course Files (syllabus, lesson plans and teaching materials)	✓							
5	Attendance Records of students	✓							
6	Internal Assessment Records (sessional exams, assignments and evaluation reports)	✓							
7	Result Analysis (pass percentage, progression and performance trends)	✓							
8	Student Feedback Reports and action taken								
9	Teaching–Learning Methods (use of ICT tools, innovative practices, etc.)	✓							Documentary screening & political debate is a good initiative.
10	Extension Activities and departmental events conducted	✓							
11	Research, Publications and Professional Development of faculty (RC/OC/FDP/STP, etc.)	✓						✓	Scope publication of R Hazarika

Sl.	Audit Parameter / Document	Yes	No	1	2	3	4	5	Remarks / Suggestions
12	Best Practices adopted by the department	✓							
13	Mentoring Records and student support activities (Mentor-Mentee records)	✓							
14	Departmental Meetings (minutes and resolutions)	✓							
15	Alumni Interaction and contributions		✓						
16	Infrastructure and Learning Resources available in the department	✓							
17	Department-initiated Add-on Course(s) and expected outcome	✓							
18	Experiential learning and research-oriented activities / exposure	✓							
19	Students' Project / Internship, etc.	✓							
20	Faculty exchange and collaborative activities under MoU	✓							
21	Placement records of department students	✓							
22	Departmental achievements including inter-departmental competitions (conducted / participated / won)	✓							
23	Records of Parent-Teacher Meet		✓						

Overall Observations / Recommendations:

Higher education progression and placement percentage should be improved.
 High dropout rate.

Head of Department (Signature)	Gayathree Deena Vice principal Bident Deori. Aryan Swilla Audit Committee Member (Signature)	 IQAC Coordinator (Signature & Stamp) Kama Gola
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Internal Quality Assurance Cell (IQAC)

INTERNAL ACADEMIC AUDIT — DEPARTMENTAL CHECKLIST

Session 2025–2026

Department: <u>Sociology</u>	Date of Audit: <u>18.06.26</u>
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Note observations under Remarks / Suggestions.

SL	Audit Parameter / Document	Yes	No	1	2	3	4	5	Remarks / Suggestions
1	Departmental Profile (including vision, mission and objectives)	✓							
2	Faculty Details (updated list with qualifications, designation and workload)	✓							
3	Academic Plan (teaching plan, course distribution and timetable)	✓							
4	Course Files (syllabus, lesson plans and teaching materials)	✓							
5	Attendance Records of students	✓							
6	Internal Assessment Records (sessional exams, assignments and evaluation reports)	✓							
7	Result Analysis (pass percentage, progression and performance trends)	✓							
8	Student Feedback Reports and action taken		✓						Centrally done
9	Teaching–Learning Methods (use of ICT tools, innovative practices, etc.)	✓							
10	Extension Activities and departmental events conducted	✓							
11	Research, Publications and Professional Development of faculty (RC/OC/FDP/STP, etc.)	✓						✓	Consideration - k k Handique 5 Nos

Sl.	Audit Parameter / Document	Yes	No	1	2	3	4	5	Remarks / Suggestions
12	Best Practices adopted by the department	✓							mix up with field visit
13	Mentoring Records and student support activities (Mentor-Mentee records)	✓							
14	Departmental Meetings (minutes and resolutions)	✓							
15	Alumni Interaction and contributions		✓						
16	Infrastructure and Learning Resources available in the department	✓							
17	Department-initiated Add-on Course(s) and expected outcome	✓							Two members involved
18	Experiential learning and research-oriented activities / exposure	✓							
19	Students' Project / Internship, etc.	✓							
20	Faculty exchange and collaborative activities under MoU	✓							
21	Placement records of department students	✓							
22	Departmental achievements including inter-departmental competitions (conducted / participated / won)		✓						
23	Records of Parent-Teacher Meet		✓						

Overall Observations / Recommendations:

1. Dept can take initiative to conduct alumni meet and parent teachers meet.
2. Dept should ^{try to} find out a best practice.

Head of Department (Signature)	Gayatri Para-Vice Principal Bidyut Deesi. Anjan Mishra	Audit Committee Member (Signature)	IQAC Coordinator (Signature & Stamp)
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Co-ordinator
IQAC
Kamalganj
Golgahat