



# **Academic Audit**

**Department of Political Science**


**WEST GOALPARA COLLEGE**

*Presented By:*

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**Associate Professor & Head  
Department of Political Science  
West Goalpara College**

## Total No. of Seats (Hons)

Year 	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
	40	60	60	65	65	80
	<b>Total No. Student at present</b>					
COURSE	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
HONS 1 <sup>ST</sup> SEM	19	59	54	65	61	79
HONS 3 <sup>RD</sup> SEM	22	18	58	50	59	55
HONS 5 <sup>TH</sup> SEM	12	22	18	45	45	48
REGULAR 1 <sup>ST</sup> SEM	206	197	170	141	180	122
REGULAR 3 <sup>RD</sup> SEM	217	152	192	162	88	135
REGULAR 5 <sup>TH</sup> SEM	116	120	120	72	87	82
<b>Total</b>	<b>592</b>	<b>568</b>	<b>612</b>	<b>535</b>	<b>520</b>	<b>521</b>

# TEACHING FACULTY

## NOS OF SANCTIONED FACULTY POSITION

SANCTIONED BY UGC/STATE GOVT.	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
	03	03	03	03	03	03
<b>No. of Filled up Faculty Against Sanctioned Post</b>						
SANCTIONED BY UGC/STATE GOVT.	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
	02	02	02	02	02	02
<b>No. of other Faculty</b>						
SANCTIONED BY MANAGEMENT	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
	02		02	02	02	02

## The institution ensures effective curriculum delivery through a well – planned and documented process

1.1.1		The institution ensures effective curriculum delivery through a well –planned and documented process	
	a	Lesson plan is maintained by the teachers	Yes <a href="#">LESSON NEW PLAN JALAL.docx</a>
	b	Course progress record is maintained by the teachers	Yes
	c	Course completed in stipulated time	Yes
	d	Feedback on teachers collected from the students	Yes file:///C:/Users/Admin/Downloads/FEE Dback%20of%20pol.Science.
	e	Internal examination result are analysed and necessary action taken	Yes <a href="#">C:\Users\Admin\Downloads\Merged Analysis.pdf</a>
1.1.2		The Institution adheres to the academic calendar including for the conduct of continuous internal Evaluation	
	a	Academic Calendar is maintained for Teaching	Yes <a href="#">C:\Users\Admin\Downloads\Academic Calendar Merge.pdf</a>
	b	Academic Calendar is maintained for CIE	Yes <a href="#">C:\Users\Admin\Documents\1 CIE.docx</a>

1.2.2 Number of Add-On / Certificate 5 offered during							
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	View File
	00	01	00	00	02		<a href="C:\Users\Admin\Downloads\ADD_ON_merged(5).pdf">C:\Users\Admin\Downloads\ADD_ON_merged(5).pdf</a>
1.2.3 Number of students enrolled in Certificate / Add-on programme last year							
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	View File
	00	06	00	00	81		<a href="C:\Users\Admin\Downloads\Students List Add-on.pdf">C:\Users\Admin\Downloads\Students List Add-on.pdf</a>
<b>1.3.1</b>	<b>Following issues are integrated to Curriculum</b>	<p><b>Yes,</b> The West Goalpara College follows the curriculum prescribed by Gauhati University</p> <p>The Prescribed Curriculum integrates various crosscutting issues relevant to professional ethics, gender , human values, environment and sustainability in the following ways:” In syllabus Pol-HE 6036. Women, Power and Politics”</p> <p>Irrespective of their core programme and courses, the students of the department have to study certain generic elective and DSE papers which incorporates values on gender, environment and so on. Rights of women in Pol-HE-5016.</p> <p>The observation of Human Rights Day, Teachers Day, Environment Day, Constitution Day, Voters Day, Lachit Divas, etc. in the department gives a positive message among the Students as well as to the society. Pol- HC-5026</p> <p>The department undertook field study give immense opportunities to the students to interact with the people of different communities and backgrounds. Such study has certainly deepened their knowledge of gender issues, human values as well as on the environment.</p>					
	<b>a. Professional Ethics</b>						
	<b>b. Gender</b>						
	<b>c. Human Values</b>						
	<b>d. Environment and Sustainability</b>						


1.32	No. Of courses that include experimental learning through project work / field work/internship	Yes
1.3.3	No. of students undertaking project /field work/internship	Yes, 169 no. Of View File <a href="#">Project</a>

**2.2.1. The department assesses the learning level of students on the basis of classroom performance, Seasonal examination, Group Discussion, Team Teaching class test, interaction detect the slow and advanced learner**

### **Strategies for Slow Learner**

- ❖ Tutorial and Remedial classes are conducted to clarify doubts ,re-explain the critical points
- ❖ Supply extra reading materials to improve basic understanding of the subject.
- ❖ Extra Practice assignment that are finally assessed by their teacher
- ❖ Engagement in social /class institutional activities to build up confidence level of the students.
- ❖ Mentoring by faculty members

### **Strategies for Advanced Learner.**

- ❖ Advanced reading materials to stimulate their thoughts
  - ❖ Encouraged to attend /participate in seminar, conference/quizzes to broaden their horizon.
  - ❖ To motivate them to excel by providing best students and best readers awards regularly on the College Foundation day.
  - ❖ Group counseling
- 

	Students – Full time Teacher ratio					
2.2.2	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
	148:1	142:1	153:1	133:1	130:1	130:1

**2.31.** Various student centric methods are adopted by the department to ensure active participation of students in the teaching learning process.

### Participating Learning

- ❖ Group Discussion, Team Teaching, Peer Teaching.
- ❖ Students Seminar, Quiz.
- ❖ Home assignment.
- ❖ Wall Magazine.
- ❖ Field Study.

The students also participate various activities like blood donation, cleanliness programme, co-curricular, extracurricular and value added activities.

contd.

## Experiential Learning

Programme like seminar/ Webinars' / workshop are organized by the department the Resource person share their experience with the students which them to enrich their knowledge.

- ❖ Field trip
- ❖ Group Discussion
- ❖ Debates
- ❖ Peer group learning
- ❖ Home Assignment
- ❖ Students actively participate in heritage tour, field studies , institutional visit which enhance their learning experience. [View File.C:\Users\Admin\Downloads\Departmental ACTIVITY Pol.Science - Copy.pdf](C:\Users\Admin\Downloads\Departmental ACTIVITY Pol.Science - Copy.pdf)

## Problem Solving Methodologies

The Department attempts to provide the scope to students to exercise their–

- ❖ Problems–solving skills by organizing various activities such as–
- ❖ Seminars and Group Discussion are organized by the department where students are asked questions and present their views on contemporary topics/issues to enrich their learning experience.

2.3.2	Number of Teachers use ICT Enabled tools for effecting teaching- learning process	Yes,3 nos of Teachers use ICT enabled tools like LCD Projector, smart class room , smart boards ,USB pen drive , interactive board, whatsapp, YouTube channel, printer etc. For effecting teaching learning process.				<a href="#">View File</a> C:\Users\Admin\Downloads\ICT Tools.pdf
2.3.3	Ratio of Mentor to students for academic and other related issues					
	017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Hons				40:1	41:1	46:1
Regular						
2.4.2	No. of Teachers with PhD			01	<a href="#">C:\Users\Admin\Downloads\PhD.jpeg</a>	
	Pursuing PhD			01	<a href="#">C:\Users\Admin\Downloads\pursuing PhD.jpeg</a>	
2.4.3	Average teaching experience of full time teachers in the same institution					
	Name of Teacher		Experience		Remarks	
	a. Jalal Uddin Ahmed		29 Years			
	b. Shahjahan Ali Sheikh		30 Years			
	c.Hafizur Rahman		19 Years			
	d. Dr. Robiul Islam Mollah		19Years			

## **2.5.1. Mechanism of internal assessment is transparent and robust in terms of frequency and mode:**

### **Response**

The department follow the guidelines of G.U. for conducting examination and evaluation which ensure a robust assessment management system of college .

The University schemes of assessment are of two part: External and Internal Assessment. The External Assessment of the university carries 80% weight age while the Internal Assessment carries 20% of the total marks for each paper. Internal assessment in the college is conducted through Sessional Exam, assignment seminar, Group Discussion, Team teaching , Quizzes attendance etc

### **Transparency of Internal Assessment**

- ❖ Proper orientation is given to students on the allotment marks of sessional exams, assignment, seminar, group discussion attendance etc.
- ❖ The Internal Examination Routine is displayed notice board and Whatsapp group.
- ❖ Setting of question paper as per syllabus.
- ❖ Marks obtained by the students in their sessional exams are displayed on the departmental notice board.
- ❖ The Evaluated Answer scripts are shown to the students to maintain transparency.

[View file 2.5.1.docx](#)

## 2.6.1. Teachers and students are aware of the stated programme and course outcomes of the programs offered by the institution.

### Response

All the programmes and courses offered by the department , programme outcome (PO), Programme specific outcome (PSO) and Course outcome(CO) are clearly stated and upload on the college website. The PO, PSO, and CO are communicated to the teachers and students before beginning of the session.

### Mechanism of communication.

The Department follows various mechanisms to communicate the PO,PSO,CO, to the faculty and the students ,which can be presented as follows.

➤ **At the beginning of the session** :the department made aware the students of their respective course and learning outcome through the orientation programme.

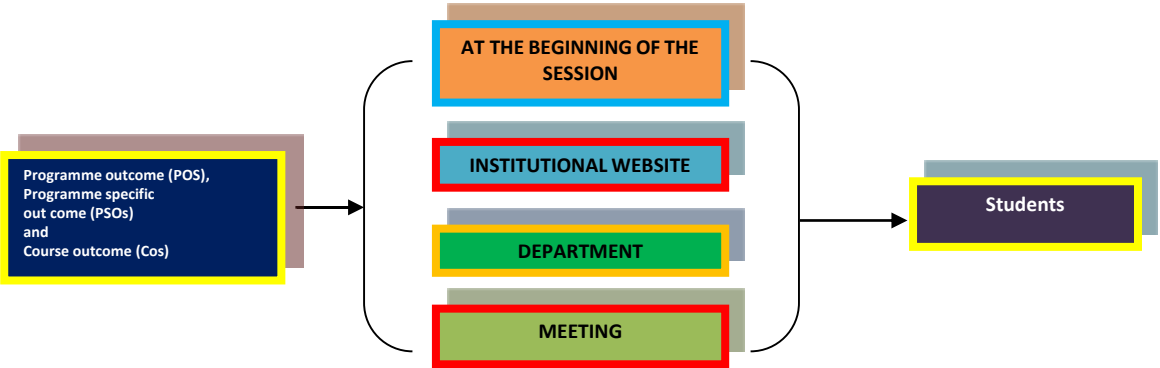
**View File:** <C:\Users\Admin\Downloads\orientation Programme.jpeg>

➤ **Institutional Website:** PO, PSO, and CO for all programmes of the institution are displayed and stated on the institutional website for reference for the teachers and students.

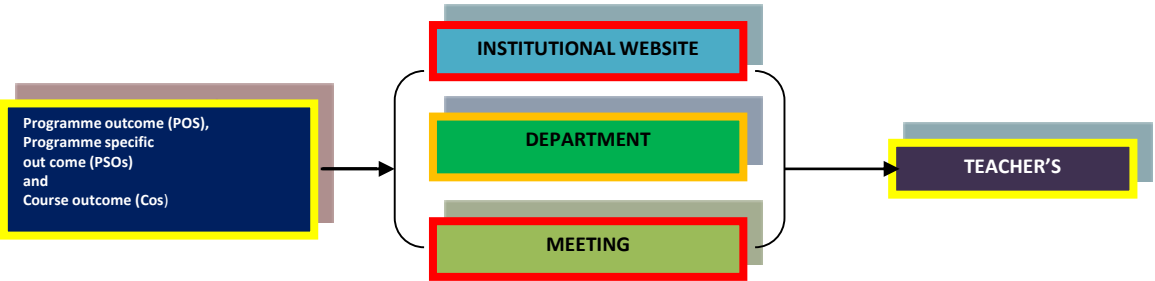
➤ **Department:** hard copy of the syllabi are available in the department for students and Teachers.

➤ **Meeting** . in the department meeting also discuss PO,PSO and CO.

# MECHANISM OF COMMUNICATION (FOR STUDENTS)



# MECHANISM OF COMMUNICATION (FOR TEACHER'S)



## 2.5.2

Mechanism to deal with internal examination related grievances is transparent ,time bound and efficient:

### Response:

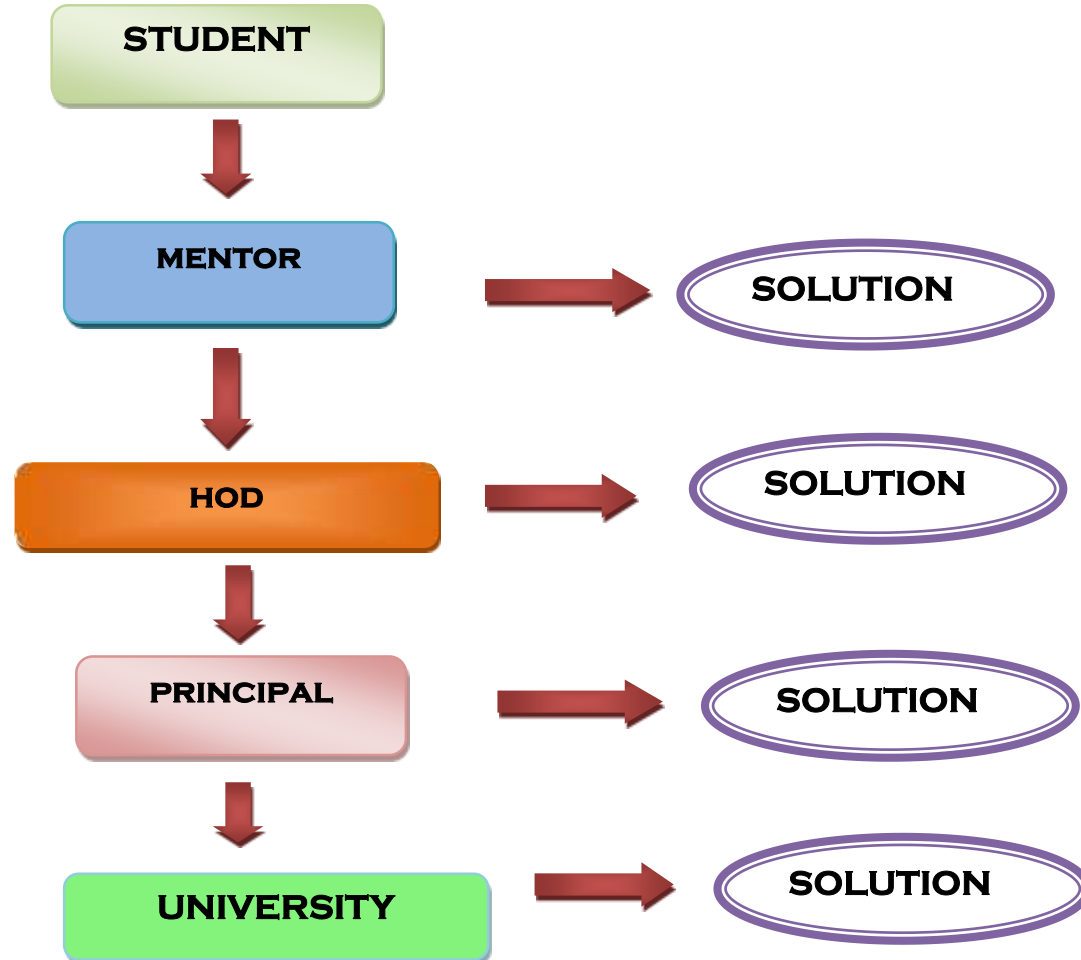
The college has well defined and systematic mechanism to deal with the Internal examination ( Sessional Examination, Project, assignment etc.)related grievances , which is transparent, time bound and efficient. In case of any issues relating to internal assessment of the students, they first approach their respective mentor. Students can carry the matter to the HoD if He /She is not satisfied with the mentor's solution. If the issue is not sort out at the departmental level , they can bring the matter to the Principal and finally to the university authority for solution, if necessary within stipulated time. Thus, a three tier Grievance resolving mechanism is carried out to find out solution for the complaints related to internal marks of the students. Cntd.



**DEPARTMENT: POLITICAL SCIENCE**  
**WEST GOALPARA COLLEGE: AMBARI.**  
**GRIEVANCE REDRESSAL MACHANISM**



**INTERNAL MARKS RELATED  
GRIEVANCE**



**2.6.2** :Attainment of programme outcomes and course outcomes are evaluated by the institution's: [View File: \Users\Admin\Downloads\, PROGRAME OUTCOME,PSO,CO.pdf](#)

### **Response**

As the institution affiliated to Gauhati University, it follows the curriculum designed by the University. The PO, PSO and CO are evaluated by the institution for a better teaching –learning process and better outcomes for the students

Since the institution has implemented CBCS from 2019, the teaching learning outcomes is assessed at three level as given below

### **Course Outcomes:**

The course outcomes are measured through various methods, viz;

- Group Discussion, Home assignment, Debate, project work, Team teaching, Peer, Teaching, Seessional examination, Attendance etc.

### **Programme Specific Outcomes**

The PSO are those outcomes that are expected from each students to achieve by the end of their undergraduate programme any specific discipline.

The college uses methods to measure the pso

Method: consists of examination which are graded through the following pattern.

<b>LETTER GRADE</b>	<b>MEANING OF THE GRADE POINT</b>	<b>CGPA</b>	<b>PERCENTAGE</b>
O	Outstanding	10	Above90%
A+	Excellent	9	80%-90%
A	Very Good	8	70%-80%
B+	Good	7	60%-70%
B	Above Average	6	50%-60%
C	Average	5	40%-50%
P	Pass	4	30%-40%
F	Fail	0	Below-30%
ABS	Absent/Incomplete	0	

### **Programme Outcomes**

The department adopted various means to measure the attainment of the Programme outcomes

- Students progression to Higher Education
- Students placement
- Alumni participation
- Involvement in society's developmental activities

### 2.6.3. Pass percentage of final year Students in the last year

Session	Class	Appeared	pass	Pass %	1 <sup>st</sup> Class	2 <sup>nd</sup> Class	View File
2017-18	6 <sup>th</sup> Sem	11	11	100%	08	03	<a href="C:\Users\Admin\Downloads\MERRIT Register.pdf">C:\Users\Admin\Downloads\MERRIT Register.pdf</a>
2018-19	6 <sup>th</sup> Sem.	33	32	96.96%	27	05	
2019-20	6 <sup>th</sup> Sem.	23	23	100%	19	04	
2020-21	6 <sup>th</sup> Sem.	43	43	100%	36	07	
2021-22	6 <sup>th</sup> Sem.	41	41	100%	37	04	
3.1.1	Grants received from Government and Non- Governmental agencies for research project/endowment						No
3.1.2	No. Of research projects funded by Government and Non-Government agencies						No

3.2.1	Nos of papers published per teacher in the journals notified on UGC website	<b>02 View File</b> <a href="C:\Users\Admin\Downloads\Hafizur_merged.pdf">C:\Users\Admin\Downloads\Hafizur_merged.pdf</a>
3.2.2	Number of books and chapters in edited volumes / books published and papers published in national / international Conference proceedings	No
3.3.1	No. of Extension activities are carried out in the neighbourhood community , sensitizing students to social issue , for their holistic development	<b>03 View File.</b> <a href="C:\Users\Admin\Downloads\Extension Activities.pdf">C:\Users\Admin\Downloads\Extension Activities.pdf</a>
3.3.2	Number of awards and recognition for extension activities from government/ government recognised bodies.	<b>01. View File:</b> <a href="C:\Users\Admin\Downloads\Alumni.jpeg">C:\Users\Admin\Downloads\Alumni.jpeg</a>

3.3.3	No. Of number of extension and outreach programmes conducted by the institution through NSS/ NCC/RED CROSS/ YRCetc, (including the programmes such as Swachh Bharat, AIDs awareness, Gender lssues etc / or those organised in Collaboration with industry, community and NGO	Yes. View File <a href="C:\Users\Admin\Downloads\ilovepdf_merged (5).pdf">C:\Users\Admin\Downloads\ilovepdf_merged (5).pdf</a>
3.3.4	No. Of students participating in extension activities at 3.3.3. above	160 Nos
3.4.1	No. of Collaboration/ linkage for faculty exchange , students exchange , Internship research etc	Yes, The Deptt. of Political science linkage with the Deptt. of History for faculty exchange
3.4.2	Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc.	2 View File <a href="C:\Users\Admin\Downloads\MOU.pdf">C:\Users\Admin\Downloads\MOU.pdf</a>

4.1.3	No. of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc	5 Nos <a href="C:\Users\Admin\Downloads\ICT Tools.pdf">C:\Users\Admin\Downloads\ICT Tools.pdf</a>
5.1.3	<p>Capacity building and skills enhancement initiatives taken by the department include the following</p> <ol style="list-style-type: none"><li>1. Soft skills</li><li>2. Language and communication skills</li><li>3. Life skills (Yoga, physical fitness, health and hygiene)</li><li>4. ICT/computing skills</li></ol> <p>Options:</p> <ul style="list-style-type: none"><li>A. All of the above</li><li>B. 3 of the above</li><li>C. 2 of the above</li><li>D. 1 of the above</li><li>E. none of the above</li></ul>	B. 2 of the above <a href="#">View File</a> <a href="C:\Users\Admin\Downloads\5.1.3.yoga.pdf">C:\Users\Admin\Downloads\5.1.3.yoga.pdf</a>

5.2.1	No. of placement of outgoing students	<a href="#">57 Nos. View File :: Placement.xlsx</a>
5.2.2	No. of students progressing to higher education	<a href="#">28.Nos .View File: :Progression.docx</a>
5.2.3	No. of students qualifying in state/national/international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	10 nos. in the State Govt. Examination.

5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level	View File: <a href="C:\Users\Admin\Downloads\Kush Rabha.jpeg">C:\Users\Admin\Downloads\Kush Rabha.jpeg</a>
5.3.3	No. of number of sports and cultural events/competitions in which students of the Institution participated	<a href="#">View File</a> <a href="C:\Users\Admin\Downloads\Shohana Q.pdf">C:\Users\Admin\Downloads\Shohana Q.pdf</a>
6.3.3	No. of number of professional development /administrative training programs organized	<a href="#">View File</a> <a href="C:\Users\Admin\Downloads\Training As.pdf">C:\Users\Admin\Downloads\Training As.pdf</a>
6.3.4	No. of teachers undergoing online/face-to-face Faculty development Programmes (FDP)	<a href="#">View File</a> <a href="C:\Users\Admin\Downloads\FDP (1).pdf">C:\Users\Admin\Downloads\FDP (1).pdf</a>

7.2.1

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### **Best Practice–1, Political consciousness.**

#### **Objective:**

- Awareness of voting .
- Voting Importance in democratic Government.
- Improving the casting vote.
- Process of making Law in the Parliament.
- Importance of Human Rights Day, Constitution Day.
- ❑ The Department of Political Science exercise Mock Parliament, observation of various importance Day in the last five years.
- ❖ The students of the department of political Science participated in the youth Parliament which was organized by the District Administration, Goalpara, in 2019. and got 2<sup>nd</sup> position.
- ❖ Every year on 25<sup>th</sup> January Department of Political science observed National Voters Day for purpose of awareness of voters,
- ❖ Every year the department of political science celebrate the Constitution Day on 26<sup>th</sup> November.

The Department also observed Human Rights Day on 10th December every year for awareness about their rights.

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## **Best Practice -2 Community Service**

### **Objective:**

- To instill the spirit of kindness and cooperation in the students.
- Giving back to the same community which provides help and support to the college and its members.
- To develop loyalty and dedication of the students towards the community.
- To help the weaker sections of the society.

### **Practice**

**The department of Political science implementation of the practices in the last five years is listed below.**

- An outreach programme was conducted by the faculty members of the department at Rakhaldubi High Madrassa in 2019 . Under this Initiative the teaching faculty of the department taught the students of the aforementioned Madrassa.
- The department organized free health check up camp in collaboration with Team Humanity, Goalpara .12<sup>th</sup> March 2022
- The department also help to the poor people in the Covid-019 period.
- Conducted an awareness programmer on 19<sup>th</sup> March/2020 and its preventive measures in Ambari Tiniali Bazaar sanitizer and musk distributed to the needful peoples.
- View file: <C:\Users\Admin\Downloads\BEST PRACTICE 2.pdf>

Thank  
you



For more details please visit  
our Departmental YouTube  
channel

<https://youtube.com/@ShukkurOfficial>