

AQAR: 2016-2017

Part – A

AQAR for the year

2016-17

1. Details of the Institution

1.1 Name of the Institution

Pub Kamrup College

1.2 Address Line 1

Baihata Chariali

Address Line 2

Kamrup, P.O.- Baihata
Chariali

City/Town

Baihata Chariali

State

Assam

Pin Code

781381

Institution e-mail address

principal@pubkamrupcollege.org

Contact Nos.

094351 19315; 9954784294

Name of the Head of the Institution:

Dr B K Dev Choudhury

Tel. No. with STD Code:

03621 286300

Mobile:

094351 19315

Name of the IQAC Co-ordinator:

Dr Kamal Sarma

Mobile:

099547 84294

IQAC e-mail address:

kml.sarma9@gmail.com

1.3 NAAC Track ID

ASCOGN11667

1.4 NAAC Executive Committee No. & Date:

EC(SC)/07/RAR/03
Dtd. 11.05.2015

1.5 Website address:

www.pubkamrupcollege.org

Web-link of the AQAR:

<http://www.pubkamrupcollege.co.in/AQAR2016-17.PDF>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	--	2004	2004-09
2	2 nd Cycle	-	2.67	2015	11/05/2015 to 10/05/2020

1.7 Date of Establishment of IQAC :

07/04/2003

1.8 AQAR for the year

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR AQAR 2015-16 uploaded on 24/12/2018
- ii. AQAR AQAR 2014-15 uploaded on 30/09/2016

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

- Self finance courses on BBA, BCA, PGDCA, BVoc in Software and System analysis and BVoc in Food Processing and Quality Management.
- Add on courses in MLT and TTM.
- UGC funded course on “Organic Farming and Post Harvest Management” under Community College Scheme.
- Certificate courses on
 - Personal Development, Soft Skill and Employability.
 - Creative Writing
 - Yoga and Pranayama

1.11 Name of the Affiliating University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="17"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="04"/>
2.5 No. of Alumni	<input type="text" value=""/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="--"/>
2.8 No. of other External Experts	<input type="text" value="--"/>
2.9 Total No. of members	<input type="text" value="26"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes -

1. Probability Theory
2. Application of Nanotechnology for Biological Science Research
3. Tools and Techniques used in Biochemistry Research

2.14 Significant Activities and contributions made by IQAC

- 1) Multi-facility indoor stadium with gymnasium has been constructed in the college campus.
- 2) Development of playground.
- 3) An outreach program to celebrate World Environment Day was organized on 5th June, 2017 in the nearby school Udayan Santi Niketon, Bezera in collaboration with Assam Science Society.

2.15 Plan of Action by IQAC/Outcome

Plan of Action		Achievements
Scholastic	<ol style="list-style-type: none"> 1) To introduce M.Sc. course in Biophysics under Gauhati University. 2) Encourage students to involve in literary activities. 3) To give responsibility to the faculty and students of Software Development and System Administration to develop a software for online admission process. 4) To train the students to clear different national level competitive examinations for admission in PG courses under institutes of repute. 	<ol style="list-style-type: none"> 1) The proposal has been approved by the Executive Committee of Gauhati University to introduce the course from next academic session. 2) The college magazine got 3rd prize in Gauhati University Youth Festival. 3) The faculties and students of Software Development and System Administration department successfully developed the software for online admission process. 4) 01 student cleared IIT JAM examination and several others cleared different entrance tests.
Research	<ol style="list-style-type: none"> 1) To take initiative for submitting proposals for research projects under various funding agencies. 2) To cultivate research orientation among the students by conducting summer and winter school programmes. 	<ol style="list-style-type: none"> 1) A DBT major research project worth Rs. 8 lakhs have been sanctioned. 2) Advanced Level Biotech Hub organized workshops for students on “<i>Application of Nanotechnology for Biological Science Research</i>” and “<i>Tools and Techniques used in Biochemistry Research</i>”.
Co-scholastic	<ol style="list-style-type: none"> 1) To hold discussion with the college authority for early completion of multi-facility indoor stadium with gymnasium facility. 2) IQAC plan to encourage students to participate in co-scholastic activities. 	<ol style="list-style-type: none"> 1) Multi-facility indoor stadium with gymnasium has been completed in the college campus. 2) 1st prize in cultural rally and several in different activities in youth festival under Gauhati University.
Infrastructural	<ol style="list-style-type: none"> 1) Planning to complete 3rd and 4th floor of science building so that M.Sc. in Biophysics can be introduced from the next academic year. 	<ol style="list-style-type: none"> 1) 3rd and 4th floor of science building has been completed with modern laboratories and classrooms.
Social Responsibilities	<ol style="list-style-type: none"> 1) To discuss with the NSS Unit to organize programs on human health. 2) Plan to discuss with the Women Cell to organize career oriented program for girl students. 	<ol style="list-style-type: none"> 1) A program on “<i>Environmental issues in human health</i>” was organized in collaboration Assam Science Society in Udayan Santi Niketan, Bezera. 2) The National Women’s Day was celebrated with a program where 40 girl students were given training on preparation of ketchup with a view to develop small scale industry for financial benefit of girls.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- The principal cum secretary of the management committee placed the AQAR in front of the Governing Body for any suggestions.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	--	--	--	--
UG	05 (BA, B.Sc., BBA, BCA, B.Voc)		03 (BBA, BCA, B.Voc)	03
PG Diploma	01 (PGDCA)	--	01 (PGDCA)	01
Advanced Diploma	01 (ADMLT)	--	01 (ADMLT)	01
Diploma	02 (DTTM, MLT)	01 (Organic Farming)	--	01
Certificate	03	--	03	--
Others	--	--	--	--
Total	12	01	08	06

- 1.2 (i) Flexibility of the Curriculum: Core/Elective option
(ii) Pattern of program:

Pattern	No. of Programs
Semester	05 (BA, B.Sc., BBA, BCA, B. Voc)
Trimester	--
Annual	02 (PGDCA, Organic Farming)

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The college is planning to introduce Post Graduation Course in Biophysics (under Gauhati University) in the Entire North East India for the first time. In this regard, the syllabus for the course has been prepared by the faculty members of the college. The syllabus has been send to Prof. M.R.N Murthy, Ex Head, Molecular Biophysics, IISc, Banglore, University of Delhi and Tezpur University (Central University) by the affiliating university. Based on the comments and recommendations, the affiliating university granted permission to open the course from the next academic year.

1.5 Any new Department/Centre introduced during the year. If yes, give details. No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
45	22	23	---	--

2.2 No. of permanent faculty with Ph.D. 19

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	05	--	--	--	--	--	--	01	05

2.4 No. of Guest and Visiting faculty and Temporary faculty 12 -- 12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	1	--
Presented papers	4	12	--
Resource Persons	--	--	--

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Healthy interaction between students and faculty members which goes beyond the classrooms.
- Case studies on current social topics to create social awareness among students.
- The college give importance to research as a part of teaching as research creates innovation. Students are encouraged to participate in summer research projects. A list of activities is given below:

Serial No.	Topic	Duration	No. of beneficiaries (all UG students)
1.	Summer school on Computer based analytical tools for advanced study	10-19 July, 2017	18
2.	Summer School on Tools and Techniques used in Biological Science study	11-20 July, 2017	12
3.	One Month Summer Training	05-31 July, 2017	16

2.7 Total No. of actual teaching days

during this academic year 182

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding,

- Continuous evaluation is carried out throughout the semester through regular tests, sessional examinations, objective tests, presentations, home assignments/projects etc.
- Department wise analysis of the internal examination results.
- The departmental colleagues analyse the progress of the students reflected from their performance in the examinations and find out measures to correct.
- The college prefers to take the responsibility entrusted by Gauhati University of answer scripts evaluation zone of different final examinations and end semesters with an objective to expedite faculties' quality, sharing knowledge and experience, engaging them in evaluation processes.

2.9 No. of faculty members involved in curriculum Restructuring / revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

-	--	20
---	----	----

2.10 Average percentage of attendance of students

82%

2.11 Course/Program wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III % (Simple pass)	Pass %
BA	377	N/A	38.69	44.16	69.9	75.59
BSc	239	N/A	50.5	14	76.92	69.04

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC through Principal collects the progress report from each and every faculty members in a prescribed format. The cell analyzes the Self-appraisal of the teachers and suggestions are intimated to the respective faculty. The IQAC keeps contact with the Pub Kamrup College students' Union body and chalk-out problems faced by the students and give recommendation for solution. The IQAC invites different stake-holders to know about teacher's performance and the matter is intimated to the teacher through the Principal for taking corrective measures. The IQAC identifies the innovative and time demanding courses and in consultation with the authority prepares projects for submission to concerned funding agencies.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>	
Refresher courses	02	
UGC – Faculty Improvement Programme	02	
HRD programmes	--	
Orientation programmes	01	
Faculty exchange programme	01	
Staff training conducted by the university	--	
Staff training conducted by other institutions	--	
Summer / Winter schools, Workshops, etc.	08	
Others (STC)	STC	02
	Interactive Program	05

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	09	04	Nil	04
Technical Staff	16	01	Nil	06

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The IQAC of the college is taking major steps to improve research atmosphere in the institution by encouraging the faculty members to pursue doctoral programs, paper presentation in different seminars both national and international, attending workshops etc. Two faculties were awarded teacher fellowship under UGC's Faculty Development Program.
- The faculty members are encouraged to apply for various research grants under different funding agencies.
- The IQAC motivate the students towards research field through summer and winter school programs, invited talks from reputed institutes such as IIT Guwahati, students seminars etc. The students are trained towards research through the different activities of DBT sponsored Advanced Level Biotech Hub of the college. The Advanced Level Biotech Hub has taken steps such as organizing winter/summer research programs, arrangement of invited talks by renowned persons in different fields of research etc.
- The IQAC encourages the students to apply for various summer training programs such as Indian Academy of Science sponsored programs in National Institute of repute.

3.2 Details regarding major projects: Faculties are requested to orient themselves for academic pursuit by applying major projects.

	Completed	Ongoing	Sanctioned	Submitted
Number	--	01	01	--
Outlay in Rs. Lakhs	--	22	08	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	01	--
Outlay in Rs. Lakhs	--	--	1.80	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	08	04	--
Non-Peer Review Journals	--	--	01
e-Journals	--	--	--
Conference proceedings	--	02	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Rs. in Lakhs)	Received (Rs. in Lakhs)
Major projects	2 nd year	DBT	22	13.30
Minor Projects	1 st year	UGC	1.80	1.80
Interdisciplinary Projects	5 th year	DBT	121.50	5.79
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total (Rs. in Lakhs)			145.3	20.89

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	--	01	--	--	02
	Sponsoring agencies	--	ASTEC	--	--	Self

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year: 01 (Applied for)

Dr. Nripendra Nath Talukdar, Associate Professor, Dept. of Chemistry has applied for a patent on "Highly Efficient Catalyst from Banana plant for Transesterification of Vegetable Oils to Fatty Acid Methyl Esters", application No. 1669/KOL/2008 of 26/09/2008

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
01	-	-	-	-	01	-

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events: There is no NCC unit in the college

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC: NA

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Serial No.	Event	Duration and Date	No. of Participants
1.	Let's Start Research	2-5 July, 2016	22
2.	One Month Summer Training	5-31 July, 2016.	22
3.	Workshop on Tools and Techniques used in Biochemistry Research	31 st October-5 th November, 2016	30
4.	Hands-on training on "Application of Nanotechnology for Biological Science Research"	8 to 14 February, 2017	22
5.	Environmental issues in human health in collaboration Assam Science Society in Udayan Santi Niketon, Bezera	5th June, 2017	65

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6.02	1.00 acre	College Fund	7.02 acre
Class rooms	42	--	--	42
Laboratories	15	03	UGC, State Government and College	18

			fund	
Seminar Halls	02	--	--	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	02	2.26956 lakh	DBT	2.26956 lakh
Value of the equipment purchased during the year (Rs. in Lakhs)	--	Rs. 3.25688 Lakhs	UGC,DBT and College fund	Rs. 3.25688 Lakhs
Others	--	--	--	--

4.2 Computerization of administration and library

<p>Administration:</p> <ol style="list-style-type: none"> I. Online admission process. II. Computerized salary bill preparation and online submission. III. Computerized student database is maintained. IV. Computerized students election voting process. V. Computerized administration which include: <ul style="list-style-type: none"> • Office management system. • Automated feedback system <p>Library:</p> <ol style="list-style-type: none"> I. Computerized library system with SOUL 2.0 II. Use of bar code for Library circulation system. III. Bar coded Users' ID card. IV. A separate library webpage with online feedback and online book acquisition form is being maintained.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	32057		169	0.79128 lakhs	32226	
Reference Books						
e-Books	Accessed under N-List					
Journals	22		02	0.037 lakhs		
e-Journals	Accessed under N-List					
Digital Database	Partially available					
CD & Video						
Others (specify Manuscript and other archival items)	72	-	-	-	72	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	99	30	80	42	--	13	14	--
Added	26	23	10	--	--	03	--	--
Total	125	53	90	42		16	14	--

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up gradation (Networking, e-Governance etc.)

- 1) The faculty and students of Software Management and System Administration department developed software for online admission process.
- 2) Computerized students election voting process.
- 3) One day training program on "Online salary bill preparation" held on 21/12/2016.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 1.41,900 Lakhs
ii) Campus Infrastructure and facilities	Rs. 145.62534 lakhs
iii) Equipments	Rs. 5.52644 Lakhs
iv) Others	Rs. 18.43795 lakhs.
Total :	Rs. 171.00873 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC takes the following steps for enhancing awareness about Student Support Services:

- IQAC aware the students about the scholarships that are introduced by the Pub Kamrup College fraternity for the students who excel in their examinations. The scholarships granted by the college are poor aid fund, freeship, book bank facility for poor students and Gyan kosh for meritorious students.
- For encouraging in participation in extracurricular and co-curricular activities and to attract student with such background, the College has Extra Curricular Activity Quota seat. Under this Scheme 6 (Arts: 4; Science: 2) seats are reserved for getting admission in Degree classes.

- Motivate and support students to apply for various scholarships like INSPIRE, State Merit Scholarship, Combined Merit Scholarship, Ishan Uday Scholarship, ST/SC/OBC/Minority Scholarship etc. No. of students getting combined state merit scholarship is the highest in the state for the last 3 consecutive years.
- IQAC manages the college bus for various field study and institute visits.

5.2 Efforts made by the institution for tracking the progression

- The authority and the heads of various departments meet in regular basis to discuss on the progress of students in academics. The suggestions taken in the meeting help the college in amending a suitable system to assure and enhance academic performance of the students every semester.
- The College fraternity readily provides counseling to the passing out students in selecting institution for higher studies. Sometimes they are even guided in selecting course of higher studies.

5.3 (a) Total Number of students 2550

(b) No. of students outside the state 02

(c) No. of international students --

Men	No	%	Women	No	%
	1094	42.9%		1456	57.1%

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1012	135	89	754	01	1990	1128	180	100	442	01	2550

**Although 10+ 2 section is in the college, here only UG students numbers are shown in the above table.*

Demand ratio- 1:2.1 Dropout 15%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- The library has magazines and newspapers for different competitive examinations.
- There is a display board in library giving information related to competitive examinations and career.

No. of students beneficiaries

All the students

5.5 No. of students qualified in these examinations

NET	05	SET/SLET	02	GATE	01	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others (IIT JAM)	01

5.6 Details of student counselling and career guidance

- The teachers of each department take special concern for giving departmental students necessary counselling, suggestions and guidance individually or in the special classes.
- A student of Physics Department of the college, Sagar Bhatta Rai cleared IIT JAM examination, 2017 for admission to PG courses in IITs.
- The library of the college has a separate collection of reference books for the competitive examinations such as UGC-CSIR-NET, IIT JAM, SET, CAT, GRE, TOEFL, GMAT, UPSC, TET, APSC etc.

No. of students benefitted

All the students

5.7 Details of campus placement: NIL

5.8 Details of gender sensitization programmes

- All the programs organized in the college are equally participated by the boys and girls and even in the the Students' Union there is equal participation of boys and girls.
- The Women Cell of the college organized National Women's Day on 8th March, 2017 in collaboration with the dept. of Food Processing and Quality Management. Invited speaker Dr. Rajlakshmi Devi from Institute of Advanced Studies in Science and Technology (Govt. of India) delivered a talk on traditional medicinal plants. In the program 40 girl students were given training on preparation of ketchup with a view to develop small scale industry for financial benefit of girls.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level	20	National level	12	International level	--
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No. of students participated in cultural events

State/ University level	60	National level	20	International level	--
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5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (in Rs.)
Financial support from institution		30,910
Financial support from government	1. Free Scholarship to BPL students: 1396 2. Combined Merit Scholarship = 108 2. OBC Scholarship = 271 3. SC Scholarship = 73 4. ST Scholarship = 47 5. Minority = 100 6. Ishan Uday = 120	47,52,378 129600/- 912840/- 402800/- 2,78400/- ----- 77,76,000/-
Financial support from other sources	Jindal Foundation Scholarship = 03	14,400/-
Number of students who received International/ National recognitions	01 (INSPIRE fellowship)	Rs. 80,000/-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Pub Kamrup College envisions to be one of the pioneer higher educational institutions of the state. It aims to impart quality education to the students from all sections of the society and thereby, enable them to meet the needs and challenges of time. The College envisages to erect the proper platform for the teachers and taught to mould knowledge, morality and social commitment for building social order and discipline amidst the plurality and diversity of religion and culture of the nation.

Mission: Pub Kamrup College has been working with the mission to provide quality education to the young generation to prepare them as responsible citizen of the nation to face the challenges of time.

6.2 Does the Institution has a management Information System

Yes.

- Computerized student database is maintained by the college. A system generated ID card (Bar code attached) is issued to the students through which a student is accessible to various computerized system such as library information system, feedback system, computerized college election voting system etc.
- SOUL 2.0 software is used in library management.
- Information is published in website.
- Vital information are communicated to the faculties by holding meetings

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The College follows the curriculum developed by the affiliating university, i.e. Gauhati University.

For existing Certificate courses the college prepares the syllabi on its own.

6.3.2 Teaching and Learning

- The faculty members regularly interact with students beyond classroom teaching for career and overall development.
- Remedial classes are held for the students requiring additional help.
- Well-equipped library for both faculty and students both central and departmental library.
- Regular feedback from students are taken and monitored to improve teaching and learning methods.
- Classroom seminar and projects are made to enhance students' level of understanding.

6.3.3 Examination and Evaluation

- Continuous evaluation through different methods like internal assessment test, assignments, presentations, projects etc.
- The end semester examination question paper is set by the affiliating university.
- The practical examination is conducted with internal and external examiners appointed by the controller of examination of the affiliating university.
- The affiliating university regularly select the college as end semester examination zone for different courses to evaluate the answer scripts and faculty members of the college are involved in the process.

6.3.4 Research and Development

- The college belief in that research is utmost important for up gradation of teaching and learning process. With this view the college provides all support for research and development like sanctioning duty leaves, encouraging faculty to interact with faculties from other institutions of repute.
- The college organizes summer and winter research programmes on current research topics and the students are encouraged to participate in that. Moreover the students are also encouraged to do research programmes in other institutes through various programs such as programmes of Indian Academy of Sciences.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library offers free service to teachers to access e-journals through N-List.
- Each of the major students can borrow four books at a time.
- For students of HS and General degree courses two books are allowed.
- A display board to display career related information.
- Library provides two awards to students in every academic session: BEST LIBRARY BOOK READER AWARD and BEST LIBRARY USER AWARD.
- The library has a 01 PC system to browse the OPAC.
- The library is equipped with computer system to process library housekeeping operation.
- The library is equipped with eight CCTV cameras which have been installed in some strategically important spots.
- An e-resource centre is adjacent to the library.
- Digital Reprographic system is available in the library.

6.3.6 Human Resource Management

- Students are encouraged to pursue skill based courses.
- Talented students are exposed to higher level of study.
- Faculties are encouraged to take necessary steps freely to utilise their different extracurricular expertise so that the capable students can be moulded that way.
- Faculty and Staff are encouraged to participate self-development programmes such as Orientation Course, Refresher Course, Short Term Course etc.
- Introduction of job oriented B.Voc courses in *Food Processing and Quality Management* and *Software Development and System Administration* to develop skilled human resource.

6.3.7 Faculty and Staff recruitment

- Permanent faculties and staffs are recruited as per the Govt. Norms.
- Depending upon financial capabilities, guest faculties and temporary staffs are employed.

6.3.8 Industry Interaction / Collaboration

- City based industries are visited by our students through different schemes as the major city, Guwahati is only 20km far away from the institute.
- Sometimes seminar/talk is arranged keeping this aim.
- Industrial visits and lectures by industry experts are conducted.

6.3.9 Admission of Students

- Admission procedure is followed by admission committee applying Govt. as well as Governing Body approved norms.
- Students are selected for admission strictly on merit.
- Major seats are entirely decided by the concerned departments.
- Admission Advt. is made on News paper.

6.4 Welfare schemes for

Teaching	Group Insurance Scheme
Non teaching	Group Insurance Scheme
Students	<ul style="list-style-type: none">• PKCTU Merit Award, Mahendra Nath Deka Memorial Scholarship, NBMT Merit Award, Best Reading Room User award, Best Borrower Award, Poor Aid Fund, Book Bank Facility.• Free admission to students under State Govt. scheme whose family annual income is less than Rs. 1 lakh.

6.5 Total corpus fund generated

Rs. 9.75 lakhs

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	College Academic committee
Administrative	No	-	Yes	By Chartered Accountant

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

-NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

-NA

6.11 Activities and support from the Alumni Association

Alumni Association provides-

- Annual alumni meetings are held to discuss about the progress of the college.
- Involvement of alumni in the Governing Body of the college.
- Different Memorial lectures and scholarships, awards, prizes such as NBMT Merit Award etc. are instituted by alumni
- Alumni Association provides feedback about the overall academic atmosphere.

6.12 Activities and support from the Parent – Teacher Association

- Parent/Teacher/Stack holders meet on the occasion of the College Establishment Day on 21st August, celebration of Gandhi Jayanti, Independence Day, Republic Day etc.
- Parent/Stack holders' representation in the examination committee.
- Three Guardian Members are part of the Governing Body.

6.13 Development programmes for support staff

- A discussion on “Library Staff Motivating” programme was held on July 2, 2016 in the college in which all the library staff members participated. Dr. Badan Barman, Asstt. Professor, Dept. of Computer Science, Gauhati University attended the discussion as resource person.
- One day training program for support staff on Online Salary Bill Preparation held on 21/12/2016.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Well-maintained and environmental friendly campus.
- Tree plantation drive on special occasions like World Environment Day.
- Solar panels installed in the college are used as green energy.
- Use of public address system to promote paperless communication and in-time information.
- The college has a pond inside the campus which serves as rain water reservoir and ground water recharging unit.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Online admission process introduced. The software was developed by students and faculties of Software Development and System Administration.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- The proposal to introduce MSc course in Biophysics has been approved by the Executive Committee of the Gauhati University to introduce the course from the next academic year.
- Students were encouraged to involve in literary activities. As a result the college magazine got 3rd prize in Gauhati University Youth Festival.
- The faculties and students of Software Development and System Administration were entrusted to develop software for online admission process. As a result the faculties and students of Software Development and System Administration department successfully developed the software for online admission process.

7.3 Give two Best Practices of the institution

- The NSS unit of the college provides exposure to the students to instill values and concern for the neighbourhood through community service.
- Environmental awareness through Green Diary.

7.4 Contribution to environmental awareness / protection

- Neem plantation drive organized by department of Geography
- Celebration of World Environment Day
- Celebration of World Wetland Day
- It is made compulsory for the students to maintain a diary entitled "GREEN DIARY" where the records of compulsory sapling plantation and environmental activities performed during their study period in the college have to be recorded.
- Plantation program at the adopted village of the college.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add.

Strength:

- Supportive Local population.
- Increasing trend of student enrolment.
- Ever readiness of the faculty members to offer counselling to students in both formal and informal levels.
- Online admission and Cashless transaction in admission procedure.
- Almost every year a number of students become rank holders in University Exam. A number of students are selected for PG courses in various universities.

Weakness:

- Inadequate infrastructure.
- Improper teacher student ratio in many departments.

Opportunity:

- Add-on and value based courses.
- Co-operative faculty members.
- Locational advantage.
- Disciplined student community.

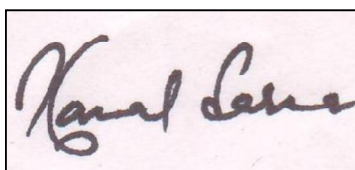
Threat:

- Inadequate Research facilities.
- Marginal economy as the hindrance in students' career advancement.

8. Plans of institution for next year

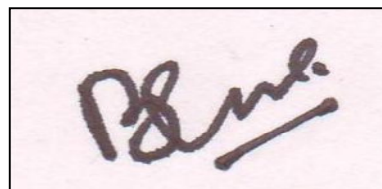
- Introduction of Post Graduate course in Biophysics
- Up gradation of indoor sports complex for co-scholastic development of the students.
- Development of infrastructural facility for Physics department with modern Lab facilities in the new science building so that PG course in Physics can be introduced.
- Entrepreneurship development through offering training and orientation in food processing, organic farming and food quality management to women's' self help group.
- To organize awareness cum training program on vermicompost for upgrading organic farming for the benefit of the Bonbari village (adopted by the college) locality.
- To create awareness regarding environmental protection and plastic pollution.
- To create health awarness specially among the woman of the nearby locality of the college and introduction of certificate course in Yoga and Pranayama.

Name *Dr Kamal Sarma*



Signature of the Coordinator, IQAC

Name *Dr B K Dev Choudhury*



Signature of the Chairperson, IQAC

Abbreviations:

ASTEC	-	Assam Science Technology and Environmental Council
BPL	-	Below Poverty Line
DBT	-	Department of Biotechnology
IASST	-	Institute of Advanced Studies in Science and Technology
IBT Hub	-	Institutional Level Biotech Hub
IIT	-	Indian Institute of Technology
JAM	-	Joint Admission test for M.Sc.
MLT	-	Medical Laboratory Technician
NBMT	-	Navajyoti Bhattacharyya Memorial Trust
NBRC	-	National Brain Research Centre, Gurgaon
NSS	-	National Service Scheme
PKCTU	-	Pub Kmarup College Teachers' Unit
TTM	-	Travel and Tourism Management