

AQAR : 2017-18

AQAR for the year

2017-18

Part – A

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.

09435119315; 9365424034

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:

Md. Ayez Ali

Mobile:

9365424034

IQAC e-mail address:

ayez72@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/AQAR2017-18.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	B	2.67	2015	11 May 2015 to 10 May 2020

1.7 Date of Establishment of IQAC :

07/04/2003

1.8 AQAR for the year

2017-18

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

- i. AQAR AQAR 2016-17 uploaded on 27-12-2018
- ii. AQAR AQAR 2015-16 uploaded on 24-12-2018
- iii. 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

(eg. AICTE, BCI, MCI, PCI, NCI)

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)

- P.G. Course in Biophysics .
- Self finance courses on BBA, BCA, PGDCA, BVoc in Software Management and System Administration 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
 - 1) Personal Development Soft Skill and Employability
 - 2) Yoga and Pranayama
 - 3) Entrepreneurship

1.12 Name of the Affiliating University (*for the Colleges*)

Gauhati University

1.13 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*)

Advanced
Level Biotech
Hub, DBT

UGC-COP Programmes

--

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="16"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="03"/>
2.5 No. of Alumni	<input type="text" value="--"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="--"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="--"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="23"/>
2.10 No. of IQAC meetings held: 04	
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="05"/> Faculty <input type="text" value="02"/>
Non-Teaching Staff Students <input type="text" value="02"/>	Alumni <input type="text" value="01"/> Others <input type="text" value="--"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text" value="--"/> No <input checked="" type="text" value="√"/>
If yes, mention the amount	<input type="text" value="--"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos. <input type="text" value="09"/>	International <input type="text" value="-"/> National <input type="text" value="03"/> State <input type="text" value="01"/> Institution Level <input type="text" value="05"/>

(ii) Themes -

- 1) UGC sponsored National seminar on “*Harmony with nature in the context of Chemistry, Environmental issues and challenges*” held on 11-12th Sept., 2017.
- 2) UGC sponsored National seminar on “*Innovative Practices in Teaching, Learning and Evaluation in Higher Education*” held on 13-14th Sept., 2017.
- 3) UGC sponsored National seminar on “*Food and Bioprocess Research for Industrial Application*” held on 15, 16 Sept., 2017.
- 4) Mathematical implications in Biology
- 5) Mathematical Biology
- 6) Environmental Issues and Climate Change

2.14 Significant Activities and contributions made by IQAC

- 1) National Science Day, 2018 was celebrated with different activities which include:
 - Science Model competition for school students (34 groups; 83 students)
 - Poster competition for UG students (35 groups; 87 students)
 - A popular lecture on “Environmental Issues and Climate Change” was organized on the same event.
- 2) The college celebrated state level World Environmental Day with two days program on 4-5th June, 2018, sponsored by Assam Science Technology and Environment Council (Govt. of Assam) with a view to create awareness for sustainable development among students, school teachers and college teachers.
- 3) A motivating programme cum inauguration of PG class of Biophysics was organized on 10th August, 2017 with the gracious presence of Prof. Proboodh Borah, College of Veterinary Science, Guwahati, Prof. M. P. Bora, Physics Dept., Gauhati University and other invitee from IITG, IASST, GU.
- 4) A lecture program on Mathematical implications in Biology was organized on 24th October, 2017. Prof. Swadhin Pattanaik, Founder Director, Institute of Mathematics and its Applications, Bhubaneswar and Prof. Swaroop Nandan Bora, HOD, Dept. of Mathematics, IIT Guwahati delivered their lectures as resource persons.
- 5) A talk on Biophysics was organized on 9th March, 2018 where Dr. PVB Reddy, Assam University, Diphu Campus) delivered his lecture.
- 6) A lecture on Mathematical Biology was organized on 15th March, 2018 with resource person Prof. Kripasindhu Choudhury, Jadavpur University.

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 2) To organize national seminars 3) To train the students to clear different competitive examinations. 4) To organize talks on Mathematical Biology 	<ol style="list-style-type: none"> 1) Successfully introduced M.Sc. course in Biophysics from this academic year. 2) Three UGC sponsored national seminars have been organised. 3) 01 student cleared IIT JAM examination. 4) 03 talks were organized where eminent personalities gave lectures on Mathematical Biology.
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. 3) To motivate students to apply for various summer research programs. 	<ol style="list-style-type: none"> 1) Projects have been submitted. 2) Summer research workshops have been organized by Advanced Level Biotech Hub for undergraduate students. 3) 04 students got selected in national level summer research programs.
Co-scholastic	<ol style="list-style-type: none"> 1) To organize one state level inter-college Badminton Tournament. 2) IQAC formulated “Best Department Selection Policy” with a view to increase the student participation from each department in various activities. 	<ol style="list-style-type: none"> 1) Decided to organize the tournament on 24 & 25 January, 2019. 2) Students’ participation has increased in youth festivals.
Social Responsibilities	<ol style="list-style-type: none"> 1) To organize different extension activities in the neighbourhood through NSS and Women Cell. 	<p>Different activities have been organized as follows:</p> <ol style="list-style-type: none"> 1) <i>Rastriya Sanghati Sudrihakaran</i> program was organized. 2) Awareness cum training program on vermicompost for the benefit of the Bonbari village (adopted by the college) locality. 3) Awareness and training programs on organic farming, food processing and quality management and entrepreneurship development. 4) Awareness and science popularization program on <i>Lets Grow with Science and Lets Know our Surrounding Plants and Animals</i> at nearby school. 5) A street play was organized by the college on the streets of nearby locality to create awareness about evil effects of plastics. 6) The women cell of Pub Kamrup College organized free health camp in a nearby school to celebrate the National Women’s Day where free check up of diabetes, blood pressure and weight of around 100 women of the locality has been carried out.

2.15 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		01 (M.Sc in Biophysics)	01	-
UG	05 (BA, B.Sc., BBA, BCA, B.Voc)	-	03 (BBA, BCA, B.Voc)	03 (BBA, BCA, B.Voc)
PG Diploma	01 (PGDCA)	-	01 (PGDCA)	01
Advanced Diploma	01 (ADMLT)		01 (ADMLT)	01
Diploma	03 (DTTM, MLT, Organic Farming)	-	-	01
Certificate	03	-	03	01
Others	-	-	-	-
Total	13	01	09	07

1.2 (i) Flexibility of the Curriculum: Core/Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06 (BA, B.Sc., BBA, BCA, B. Voc, M.Sc.)
Trimester	-
Annual	04 (PGDCA, DTTM, ADMLT, 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.

Revision in syllabus has not been done.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

The college introduced Post Graduation Course in Biophysics (under Gauhati University) in the Entire North East India for the first time. In this regard, Prof. M.R.N Murthy, Ex Head, Molecular Biophysics, IISc, Bangalore has given suggestions on the syllabus and expressed his willingness to assist in running the course.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
46	23	23	--	--

2.2 No. of permanent faculty with Ph.D.

21

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
02	03	--	--	--	--	--	--	02	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

14

Nil

12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	90	--
Presented papers	05	15	--
Resource Persons	--		--

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

The college has taken several innovative processes

- 1) To strengthen the academic atmosphere, the college has established different centres such as Science Study centre, Social Science Study Centre and Language Study Centre and to promote works on Mathematical Biology to help overall development of the students and faculties.
- 2) The College has organized seminars/workshops/summer training program/faculty development program etc. inviting experts in various fields from Institutes of National Importance for skill development of students and faculties.
- 3) Field visits both for students and faculties have been organized to renowned institutions, research laboratories, industries and other places of importance from where knowledge can be imparted to the young minds of students to nurture personality.
- 4) The college has already taking several initiatives to enhance skill of students by organizing summer training, industrial training, visit of institutes and organizing seminars for students in a frequent manner. As a part of curriculum Botany, Zoology and Geography students go for field works. Chemistry, Physics and other departmental students do project works in various fields which generate research training in them. It is worth mentioning that students of the college are regularly being selected for various summer training programs such as Indian Academy of Science sponsored programs, in National Institute of repute etc.

With a view to enhance the hands on training of students the college has taken many measures which include summer school training on experiments, talk by invited speaker, visit of important laboratories etc. A brief summary of the works is tabulated below:

Serial No.	Topic	Duration	No. of beneficiaries (all UG students)
1.	Chemical and physical foundations of Biology (Phase -I)	16-23 Dec., 2017	12
2.	Chemical and physical foundations of Biology (Phase -II)	26-31 Dec., 2017	20
3.	A one day programme to visit the laboratory of Guwahati Biotech Park and dept. of Physics, IITG	20 th July, 2017	38
4.	Hands-on training on instrument handling for specific biological and chemical analysis	19-25 March, 2018	19

2.7 Total No. of actual teaching days during this academic year

181

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- 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

--	02	--
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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	Major			Overall Pass % (General +Major)
		Distinction %	I %	II %	
BA	349	N/A	39	44.2	70
BSc	218	N/A	52.3	12	78
B Voc (Software)	15	N/A	43	57	93.3
B Voc (Food Processing)	42	N/A	37.8	62.2	88
BBA	11	N/A	54	27	81
BCA	01	N/A	100	----	100

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

The IQAC of the College collects the Self- appraisal of the teachers to know their strength and weakness and after discussion, suggestions are intimated to the respective faculty members through the authority for necessary measures. Coordinator and other members of IQAC keep contact with the teacher in-charge of the College students' Union body and chalk-out problems faced by the students and recommend for solution to the authority.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	07
UGC – Faculty Improvement Programme	02
HRD programmes	
Orientation programmes	--
Faculty exchange programme	
Staff training conducted by the university	02
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	02
Others	01

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. The research activities in the college are undertaken through the three centres namely Science Study centre, Social Science Study Centre and Language Study Centre under the purview of IQAC. The DBT sponsored Advanced Level Biotech Hub of the college has taken steps such as organizing winter/summer research programs, arrangement of invited talks by renowned persons in different fields of research etc. and depending on the progress of the Biotech Hub, DBT has upgraded it to Advanced Level Biotech Hub.

I. List of Students selected to various Summer Research Programs.

Sl. No.	Name of the Student	Department	Programme attended/Selected	Institution	Funded by	Year
1.	Hirak Jyoti Mahanta	Physics	Summer Research Fellowship Programme	IIT Kanpur	IAS, Bengaluru & NSA, New Delhi	2018
2.	Mridul Das	Zoology	Summer Research Fellowship Programme	IASST, Guwahati	IASST, Guwahati	2018
3.	Mrinal Das	Zoology	Summer Research Fellowship Programme	IASST, Guwahati	IASST, Guwahati	2018
4.	Hirak Jyoti Deka	Zoology	Summer Research Fellowship Programme	IASST, Guwahati	IASST, Guwahati	2018

II. List of talks organized

Sl. No.	Topic	Duration and Date	No. of participants
1.	UGC sponsored National seminar on “Harmony with nature in the context of Chemistry, Environmental issues and challenges”	11-12 th Sept., 2017	90+
2.	UGC sponsored National seminar on “Innovative Practices in Teaching, Learning and Evaluation in Higher Education”	13-14 th Sept., 2017	120+
3.	UGC sponsored National seminar on “Food and Bioprocess Research for Industrial Application”	15, 16 Sept., 2017	80+
4.	A motivating programme cum inauguration of PG class of Biophysics on 10 th August, 2017 with the gracious presence of Prof. Probodh Borah, CVSc, Guwahati,	10 th August, 2017	35

	Prof. M. P. Bora, Physics Dept., GU and other invitee from IITG, IASST, GU.		
5.	Lecture program on Mathematical implications in Biology (Resource person: Prof. Swadhin Pattanaik, Founder Director, Institute of Mathematics and its Applications, Bhubaneswar and Prof. Swaroop Nandan Bora, HOD, Dept. of Mathematics, IITG)	24 Oct., 2017	300
6.	A lecture on Biophysics (Resource person: Dr. PVB Reddy, Assam University, Diphu Campus)	9 th March, 2018	20
7.	Lecture programme on Mathematical Biology (Resource person: Prof. Kripasindhu Choudhury, Jadavpur University)	15 March, 2018	200

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		02		01
Outlay in Rs. Lakhs		44.2		08

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	14	02	--
Non-Peer Review Journals	--	--	--
e-Journals	01	--	--
Conference proceedings	01	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	1) 2 years 2) 1 year	DBT	1) 22 2) 08	1) 8.7 2) 06
Minor Projects				
Interdisciplinary Projects	6 th year	DBT	121.50	29.50
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other				
Total (Rs. in lakhs)			151.5	44.2

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	--	03	--	--	--
Sponsoring agencies	--	UGC	--	--	--

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:

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
02	--	01	01	--	--	--

- 1) Research Associate of Biotech Hub and Faculty of Biophysics, Pankaj Kalita was awarded young scientist award by the Indian Society of Nano Medicine (ISNM) to participate in NANOBIO TECH, 2017 (The Annual Conference of ISNM) organized by ISNM and DBT, Govt. of India at IISER, Thiruvananthapuram during 7-9 December, 2017.
- 2) Dr. Pankaj Boro, Assistant Professor, Dept. of Economics has been awarded “Best Teacher Award” in the Kamrup District of Assam by Govt. of Assam.

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

04
04

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	02	SRF	01	Project Fellows	--	Any other	--
-----	----	-----	----	-----------------	----	-----------	----

3.21 No. of students Participated in NSS events:

University level	20	State level	14
National level	02	International level	--

3.22 No. of students participated in NCC events: Yet to have a NCC unit

3.23 No. of Awards won in NSS: N/A

University level	--	State level	--
National level	--	International level	--

3.24 No. of Awards won in NCC: N/A

3.25 No. of Extension activities organized

University forum	--	College forum	16		
NCC	--	NSS	11	Any other	--

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

Serial No.	Event	Date	No. of participants
1.	<i>Rastriya Sanghati Sudrihakaran</i> program was organized and Pallab Bhattacharyya, IPS, DIG, Assam, graced the occasion as invited guest.	7 th September, 2017	530
2.	School teachers and students had been given theoretical and practical training in the Advanced Level Biotech Hub on current topics of science and technology. (5 different nearby High School participated in this programme).	23, 25, 27, 28, 30 th September, 2017	76
3.	Awareness cum training program on vermicompost for the benefit of the Bonbari village (adopted by the college) locality.	16-22 th December, 2017	45
4.	Awareness and training programs on organic farming, food processing and quality management and entrepreneurship development. Three self-help group (<i>Mahilagot</i>) participated in the programs.	17-18 th February, 2018	30
5.	Awareness and science popularization program on <i>Lets Grow with Science and Lets Know our Surrounding Plants and Animals</i> at Saraighat LP School, Dumnichowki, Kamrup, Assam.	21 st February, 2018	48
6.	The college celebrated National Science Day, 2018 with a view to popularize science. In the event various competitions had been organized which include Model competition for school students (34 groups; 83 students) and poster competition for UG students (35 groups; 87 students). A popular lecture was also arranged on the topic “Environmental Issues and Climate Change”.	28 th February, 2018	550
7.	The college celebrated state level World Environmental Day with two days program on 4-5 th June, 2018, sponsored by Assam Science Technology and Environment Council (Govt. of Assam). In connection with the event street play has been organized by the college on the streets of nearby locality to create awareness about evil effects of plastics.	4-5 th March, 2018	1200
8.	The women cell of Pub Kamrup College organized free health camp in a nearby school to celebrate the National Women’s Day where free check up of diabetes, blood pressure and weight of around 100 women of the locality has been carried out.	8 th March, 2018	200

9.	The college has been selected under Unnat Bharat Abhiyan scheme by Ministry of Human Resource Development, Govt. of India among 293 educational institutes. Two faculties are already trained in IIT Delhi. Under this scheme the college is planning to do works on sanitation, programs on Swachh Bharat Abhiyaan etc. involving school and college teachers.	---	---
10.	The college regularly celebrates Milad-E-Mehfil and Swaraswati Puja to create social harmony.	Every Year	---
11.	The students of the college has 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. A regular student has to plant at least three saplings in their homestead or any other public place and the work under this scheme is a partial fulfillment of their project work in environmental studies and evaluated for 10 marks assigned in their syllabus.	Every Year	All students
12.	To create health awarness the college run a certificate course on Yoga and Pranayama and also celebrate International Yoga Day on 21 th of June every year.	21 st June, 2018	
13.	Observance of <i>Swachhtha Pakhekh</i> by Students Union and NSS unit of the college aimng to achieve a clean and green environment.	1 to 15 th August, 2017	All the college fraternity
14.	On the occasion of Nabajyoti Bhattacharyya Memorial Lecture series, invited speaker Dr. Anil Saikia (eminent folklorist of the state) deleivered a talk on "Assamese Folk-Culture in the Modern Milieu".	28 th August, 2017	300
15.	In the process of Students Union General Election, the college authority create awarness among the gurdians of the candidates about democratic ethics and values. Different meetings are organized during election among gurdians, candidates and election committee to maintain friendly atmosphere.	Every Year	---
16.	The teachers of the college are involved in the school evaluation process (Gunatsav) of the state to promote quality of education at elementary and secondary level through identification of learning gaps and for designing of effective strateries and remedial measures.	2017-2018	---

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	7.02 Acre			7.02 Acre
Class rooms	42	04	RUSA	46
Laboratories	18	03	State Govt., UGC and College Fund	21
Seminar Halls	02	01	State Govt. and College Fund	03
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--			
Value of the equipment purchased during the year (Rs. in Lakhs)	-	0.94030 Lakhs	UGC, DBT and College Fund	0.94030 Lakhs
Others	--			

4.2 Computerization of administration and library

<p>Administration:</p> <ol style="list-style-type: none"> 1) Online admission process. 2) Computerized salary bill preparation and online submission. 3) Computerized administration which include: <ul style="list-style-type: none"> • Office management system. • Automated feedback system <p>Library:</p> <ul style="list-style-type: none"> • Computerized library system with SOUL 2.0 • Use of bar code for Library circulation system. • Bar coded Users' ID card. • Use of an in-house developed software for maintaining the data of subscribed newspapers. • A separate library webpage facilitated 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	32226		556	2.20714 lakhs	32782	
Reference Books						
e-Books	Accessed under N-List					
Journals	24					
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	125	53	90	42		16	14	--
Added	--	--	15	--	--	--	--	--
Total	125	53	105	42		16	14	--

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

- 1) Online admission process has been carried out.
- 2) Computerized students election voting process.
- 3) MoU is signed with AMTRON and a technological set up for E-networking is installed with an amount around Rs. 11 Lakhs in the college campus. With this set up and the faculties from AMTRON along with the faculties of Computer Science department occasionally give training to the teachers of various departments and office staff for the use of ICT in their respective fields. Moreover, student training is also organised on regular basis.
- 4) Computer Laboratory of the college is recognised by Gauhati University as PhD research Lab.
- 5) The three study centres of the college namely “Science Study Centre”, “Social Science Study Centre” and “Language Study Centre” organized a two day workshop on “Effective Application of ICT in Teaching-Learning Process” on 29 and 30th June, 2018 for teachers.
- 6) Online fees collection of students initiated from this year.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 1.67214 Lakhs
ii) Campus Infrastructure and facilities	Rs. 114.65496 Lakhs
iii) Equipments	Rs. 0.94030 Lakhs
iv) Others	Rs. 44.49184 Lakhs
Total :	161.75924 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.

5.2 Efforts made by the institution for tracking the progression

- The Heads of the Departments keep the data of individual students at the entry level and collect the data of last Semester/ Final examinations results, and the comparative analysis is made.
- All the Heads and senior most faculties of the respective departments, immediately after the published of the results prepare a consolidated report to gauge the performance of the students' subject wise. Consolidated reports placed in the meeting of the faculty members convened by the Principal. Any deviations from mean performance in other subject and respective University, departments are asked to justify the same. Further they are asked to take appropriate corrective measures.
- Outcome and progression are monitored through different activities such as result of the final year, award or position achieved through extracurricular activities, involvement in research, alumni achievement etc.

5.3 (a) Total Number of students:

2569

(b) No. of students outside the state

03

(c) No. of international students

-

Men	No	%
	1093	42.5

Women

No	%
1476	57.5

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1128	180	100	442	01	2550	1447	182	118	822	01	2569

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

Demand ratio: 1:2.4

Dropout %: 19.1%

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

The college has taken different initiatives and support mechanism for coaching for competitive examinations. The different initiatives have been mentioned below:

- 1) In collaboration with two other colleges and IIT Guwahati, Undergraduate Students were given training for preparation to clear IIT JAM entrance test by the faculty members of IIT Guwahati on 17/09/2017.
- 2) A student of Chemistry Department of the college, Biswajit Kalita cleared IIT JAM examination, 2018 for admission to PG courses in IITs.
- 3) The “Centre for Social Science” of the college organized a talk on Civil Service Examination on 5th of May, 2018 for greater benefit of students towards preparation for these examinations.

No. of students beneficiaries

All the students

5.5 No. of students qualified in these examinations

NET

02

SET/SLET

01

GATE

01

CAT

--

IAS/IPS etc.

--

State PSC

--

UPSC

--

Others

IIT JAM: 01

5.6 Details of student counseling and career guidance

- 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.
- The library also 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 benefitted

All the students

5.7 Details of campus placement:

11 students of Food Processing and Quality Management Department got placement in various industries such as Akshaypatra Foundation, Spring Valley Bakery (Tezpur), Tulsi Specialty Foods, Maruti Quality Products Pvt. Ltd. etc.

5.8 Details of gender sensitization programmes

A glimpse of various activities on gender sanitization is summarized below:

- 1) Two senior lady faculty members of the college attended a 3-Day Training Course on “Empowerment of Women”, sponsored by Department of Personnel and Training (DoPT), Govt. of India from 18-20th December, 2017 held at Assam Administrative Staff College, Khanapara Guwahati – 781022. In the course the faculty members learnt about various women specific schemes of Govt., scheme for financial help for women, women harassment issues and remedies etc.
- 2) A three day Training of Trainers (ToT) program on gender equity was conducted from 7-9th January, 2018 by the college in collaboration with Rajiv Gandhi National Institute of Youth Development, Tamilnadu and Krishna Kanta Handiqui Open University, Assam. 40 participants of different spheres including teachers, NSS program officers of different universities, colleges and schools attended the program.
- 3) The women cell of Pub Kamrup College organized free health camp at Agdala Valika Prathamik Vidyalaya to celebrate the National Women’s Day on 8th March, 2018. In the program, ayurvedic doctor Dr. Tripti Das delivered a lecture on “Health and Hygiene” among the students and villagers of Agdala area. Resource person Dr. Ranjit Sharma along with the faculties and students of Medical Laboratory Technician course of the college carried out free check up of diabetes, blood pressure and weight of around 100 women of the locality.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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	05	30,910
Financial support from government	1. Free Scholarship to BPL students: 2332 2. Combined Merit Scholarship = 120 2. OBC Scholarship = 144 3. SC Scholarship = 30 4. ST Scholarship = 17 5. Minority = 200	69,39,888/- 144000/- 446360/- 100230/- 78110/- -----
Financial support from other sources	--	--
Number of students who received International/National recognitions	01 (Summer Fellowship of National Academy of Sciences) --	Expenses provided by Indian Academy of Sciences and National Science Academy --

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 being 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.
- Public address system is used to propagate the information.
- Display board in library giving information about competitive examinations.

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 prepared 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.
- The students of M.Sc. in Biophysics course are motivated towards Mathematical Biology by organizing talks by eminent personalities such as Prof. Swadhin Pattanaik, Founder Director, Institute of Mathematics and its Applications, Bhubaneswar, Prof. Swaroop Nandan Bora, HOD, Dept. of Mathematics, IIT Guwahati, Prof. Kripasindhu Choudhury, Jadavpur University.

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

- With a view that research is utmost important in teaching, the college provides all support to the faculty members 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.
- Establishment of different centres such as Science Study centre, Social Science Study Centre and Language Study Centre to promote works on research and collaboration with different institutes.
- In this year three national seminars have been organized on interdisciplinary research topics. Undergraduate students also presented papers in these seminars.

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.
- 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 M.Sc. course in Biophysics for the first time in North East India to generate research oriented 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

- Students of B.Voc courses are given projects in collaboration with industries. A student of Software Development and System Administration (SDSA) has done internship in Jaguar Infotech Ltd., Noida, Uttar Pradesh.
- A group of students from SDSA department completed their one month training program in AMTRON (Govt. undertaking).
- Students of Food Processing and Quality Management have done training programs in different industries. Some of the students also got placement in various industries such as Akshaypatra Foundation, Spring Valley Bakery (Tezpur) etc.

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, Group Provident Fund
Non teaching	Group Insurance Scheme, Group Provident Fund
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 and Book Bank Facility.• Free admission to the students with family income less than Rs. one lakh per annum.

6.5 Total corpus fund generated

Rs. 10.25 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 declares 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

<p>Alumni Association provides-</p> <ul style="list-style-type: none"> • The Alumni Association of the college helped successful implementation of the works under community college scheme. • 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

- In the process of Students Union General Election, the college authority create awareness among the guardians of the candidates about democratic ethics and values. Different meetings are organized during election among guardians, candidates and election committee.
- Parent/Teacher/Staff holders meet on the occasion of the College Establishment Day on 21st August, celebration of Gandhi Jayanti, Independence Day, Republic Day etc.
- Parent/Staff holders' representation in the examination committee.
- Three Guardian Members are part of the Governing Body.

6.13 Development programmes for support staff

- Members of the support staff are encouraged to attend various training programmes, workshops, etc. organized by different organizations.
- As per the capacity the management offers financial help to the support staff specifically to the Grade –IV staff in distress.
- The management forwards the application form of bank loan without imposing any strict norms.
- They are encouraged for saving through LIC/mutual funds, etc.
- Tilak Ch. Kakati and Mukul Ali, supporting staff of Dept. of Physics and Zoology, respectively, attended a two day Orientation cum workshop on 25 and 26th of May, 2018 at Advanced Level Institutional Biotech Hub, Dept. of Biotechnology, Gauhati University organised in association with UGC-HRDC, Gauhati University.

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.
- 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.
- The college has set up 50KV solar plant which is used economically in the most essential time.
- Biodegradable waste materials including canteen wastes are regularly disposed to the dumping pit.

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 procedure and cashless transaction.
- Creation of research oriented atmosphere inside the college by organizing summer/winter schools.
- Talk on current challenges in science & opportunities for students.

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

- Completion of indoor sports complex with gymnasium.
- Successfully introduced Post Graduate course in Biophysics under Gauhati University which is the first PG course in this subject in the entire North East India.
- Affiliating university completed inspection for introducing PG course in Physics on 13th April 2018.
- Successful organization of workshop on vermicompost on 16-22 December, 2017 and construction of vermicompost bed at the adopted village.
- Celebration of state level World Environmental Day sponsored by Assam Science Technology and Environment Council (Govt. of Assam) for creating awareness towards environment and evil effects of plastics.
- Organization of free health camp in a nearby school for free check up of diabetes, blood pressure and weight of around 100 women of the locality.
- The college organized awareness and training programs on organic farming, food processing and quality management and entrepreneurship development where three self-help group (*Mahilagot*) participated.

7.3 Give two Best Practices of the institution

- Students are made awareness about various scholarships and other academic information through public address system.
- Environment friendly policy of the College.

7.4 Contribution to environmental awareness / protection

- The college celebrated state level World Environmental Day with two days program on 4-5th June, 2018, sponsored by Assam Science Technology and Environment Council (Govt. of Assam). The program helped in creating awareness towards environment.
- The students and faculty members organized street play on the streets of nearby locality to create awareness about evil effects of plastics.
- Two faculty members of the college have been trained in IIT Delhi under Unnat Bharat Abhiyan scheme by Ministry of Human Resource Development, Govt. of India. Under this scheme the college is planning to do works on sanitation, programs on Swachh Bharat Abhiyaan etc. involving school and college teachers of neighbourhood.
- Plantation program at the adopted village of the college.
- Workshop on vermicompost and construction of vermicompost bed at the adopted village on 16-22 December, 2017.
- Environmental awareness activity among students through Green Diary.
- Creating awareness by organizing UGC sponsored National seminar on “*Harmony with nature in the context of Chemistry, Environmental issues and challenges*” held on 11-12th Sept., 2017.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength:

- Involvement of undergraduate students in research.
- The aspiring students of nearby locality give preference to take admission in Pub Kamrup College for higher studies.
- Making students aware of different Govt. fellowships.
- Online admission and cashless transaction in admission procedure.
- Active involvement of students in co-scholastic activities.
- User friendly library.

Weakness:

- To meet up the norms of a quality teaching-learning process upholding the standard without requisite number of qualified faculty is a big problem.
- Weak data collection and management system.

Opportunity:

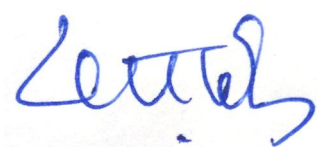
- Add-on and value based courses.
- Collaborations with nearby institutes.
- Increasing placement opportunity due to introduction of skilled based courses (B. Voc).

Threat:

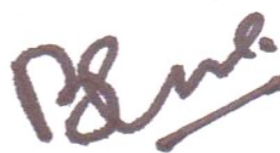
- Insularity
- Delay in appointing both new teaching and non-teaching staff or fill up the vacant positions have been adversely affecting the normal functioning of the institute.

8. Plans of institution for next year

- Teachers will be encouraged to carry on research in national and international institutes of repute.
- Emphasis on blended learning.
- To introduce Post Graduate courses in Physics, Economics and Zoology and introducing Physical Education as a subject in UG course.
- Construction of new building for Zoology, Geography, Statistics, Computer Science departments and Computer Centre.
- Construction of open stage in the field for co-curricular activities.
- To create facility for Boys' Hostel.
- Collaboration with nearby institutes of repute such as IIT Guwahati, IASST, National Law University to promote research and student and faculty exchange program.
- New inclusions in the library in the form of new books, journals and reference books including e-books and online journals.
- Emphasis on developing sports culture.
- Entrepreneurship development and academic collaborative work with Govt. agency.



Md. Ayez Ali
Coordinator,
IQAC Chairperson, IQAC



Dr. B K Dev Choudhury
Principal,
Pub Kamrup College

Abbreviations:

ASTECC	-	Assam Science Technology and Environment Council
BBA	-	Bachelor of Business Administration
BCA	-	Bachelor of Computer Application
CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
GU	-	Gauhati University
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SDSA	-	Software Development and System Administration.
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
