



YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	Pub Kamrup College
• Name of the Head of the institution	Dr Bhupen Kumar Sarma
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	913621291171
• Mobile no	8638375658
• Registered e-mail	principal@pubkamrupcollege.org
• Alternate e-mail	aqar.pubkamrupcollege@gmail.com
• Address	Baihata Chariali
• City/Town	Baihata Chariali
• State/UT	Assam
• Pin Code	781381
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Gauhati University and Assam Science and Technology University
• Name of the IQAC Coordinator	Dr Khagen Das
• Phone No.	9864855553
• Alternate phone No.	9864855553
• Mobile	9864855553
• IQAC e-mail address	aqar.pubkamrupcollege@gmail.com
• Alternate Email address	khagendas77@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.pubkamrupcollege.co.in/upload/aqar/1733923966.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.pubkamrupcollege.co.in/upload/acalendar/Academic%20Calendar%202023-24.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	72	2004	16/09/2004	15/09/2009
Cycle 2	B	2.67	2015	11/05/2015	10/05/2020
Cycle 3	B++	2.80	2023	31/01/2023	30/01/2028

6.Date of Establishment of IQAC

07/04/2003

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Economics	Workshop	ICSSR(NERC)	2024	80,000.00
Pub Kamrup College	Toilet Grant	Samagra Shiksha, Assam	2023	45,213.28

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9. No. of IQAC meetings held during the year	8	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>• For the benefit of Student Community:- Student Induction Programme on NEP, 2020 on 3rd and 4th August, 2023, workshop on Entrepreneurship as Career on 2nd Nov, 2023, Training Programme to Advanced Learners on PYTHON Software of 130 hrs. duration from 3rd February, 2023 to 30th March, 2024, Free Health Check-up Camp on 16th March, 2024; A Talk on "Mastering Stress - Effective Strategies for Students' Success" on 31st May, 2024, A drive towards Voters' Awareness- "Don't waste your right to vote" on 6th March, 2024 have been organized and Six Months Certificate Course on Yoga has been introduced. • For the benefit of Teacher Community:- Workshop on "Quality Enhancement Strategies in Higher Educational Institutions" on 12th Sept, 2023; Faculty Development Programme on Learning Management System and E-Content Development on 19th-20th February, 2024 have been organized. • For the benefit of Society:- Community Enrichment Programme on 73rd Amendment of Assam State Panchayat Act, 1994 and Role of Panchayat Representatives on 12-13th February, 2024, Mushroom Cultivation Training for Rural Women on 15th and 16th March, 2024, Eri Seed cum Sapling Distribution Camp on 1st June, 2024, workshop on "Techniques of Effective Teaching and Learning" for neighboring High School Teachers from 9th to 14th October, 2023</p>		

have been organized. • AQAR 2022-23 has been submitted. • 7 no MoU have been done.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To organize workshop for enhancing the quality of the Institution	Workshop on "Quality Enhancement Strategies in Higher Educational Institutions" on 12th Sept, 2023 has been organized where Dr. Dharmadhikari N. S. delivered a lecture
To organize workshop/training to advanced learners	Training Programme to Advanced Learners on PYTHON Software of 130 hrs. duration from 3rd February, 2023 to 30th March, 2024 has been organised where 65 students participated
To introduce certificate course for holistic development	A certificate course on Yoga of 6 months duration has been introduced
To organize workshop/training programme for teachers of the Feeder schools	Workshop on "Techniques of Effective Teaching and Learning" for neighbouring High School Teachers from 9th to 14th October, 2023 have been organized in collaboration with Department of Education
To organize Community enrichment programme	Community Enrichment Programme on 73rd Amendment of Assam State Panchayat Act, 1994 and Role of Panchayat Representatives on 12-13th February, 2024, Mushroom Cultivation Training for Rural Women on 15th and 16th March, 2024, Eri Seed cum Sapling Distribution Camp on 1st June, 2024
To make MoU to improve industry-institute linkage	7 no MoU have been done

13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	24/09/2024
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022-23	21/02/2024
15. Multidisciplinary / interdisciplinary	
<p>The College has been offering UG programmes in both arts and science streams as a multidisciplinary institution. Subjects like Mathematics, Geography, Economics and Statistics can be chosen by the students of any stream. To be a holistic and multidisciplinary institution and to develop all capacities of human beings- intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner, by integrating humanities and science with STEM, it has been offering post graduate courses in Bio-physics and UG and PG in Vocational courses on Food Processing and Quality Management, Software Development and System Administration (IT). Students from arts and science can enroll in B. Voc programs. Initiatives have been taken for opening Integrated B. Ed. Courses along with diploma/certificate courses on Yoga and Pranayam, Skill Development, Mushroom Cultivation, etc. The objective of these courses is to develop positive learning outcomes, including increased creativity and innovation, critical thinking, problem-solving abilities, communication skills, more in-depth learning and mastery of curricula across fields, increase in social and moral awareness, etc. The institution aims to provide a conducive environment to develop research through a holistic and multidisciplinary education approach. It has been offering multidisciplinary flexible curriculum with multiple entry and exit opportunities as per NEP 2020. For example, the Skill enhancement courses, Multidisciplinary courses, Value-added Courses, etc. are offered. It aims to register in Academic Bank of Credit if it is approved by the constituent authorities. The College aims to move towards high-quality holistic and multidisciplinary education to find solutions to society's most pressing issues and challenges.</p>	

16.Academic bank of credits (ABC):

Pub kamrup College is an affiliated institution under Gauhati University. The college, though not registered under Academic Bank of Credits, aims to fulfill the requirements of ABC as envisaged in NEP, 2020. The college adheres to the norms and guidelines prescribed by the affiliating university. In addition, efforts have been made to collaborate with various institutions by the college at national and state level to strengthen research culture which will facilitate multiple entries and exists among the colleges in the long run.

17.Skill development:

The college offers B. Voc and M. Voc courses on Food Processing and Quality Management and Software Development and System Administration (IT) in accordance with National Skills Qualifications Framework. It has been offering PG courses on Computer Science. Continuous efforts have been undertaken to promote the soft skill of students by organizing workshops seminars, household survey, field study, etc in collaboration with different organizations/ institutions. All departments have been offering Skill Enhancement courses as per the affiliating university guidelines and syllabus. The college has established a Centre for Handloom and Textile to promote the skill of the students. The college has MoUs with SS Technology, Guwahati, ICT Academy, Tamilnadu, Indian Institute of Entrepreneurship (IIE), Guwahati, Assam Electrotics Development Corporation Ltd., Assam down town Cherity Trust, Janani Electrical, Skillfinity;Guwahati, Sagar Coir Products, Nalbari, and Mushroom Development Foundation, etc for enhancing skill,vocational training, etc. The college organizes different workshops/ seminars/ training, etc to enhance skill of students. The college offers internship/ summer project, etc opportunities to students in collaboration with others. The college has set up Skill Hub to implement the scheme 'Pradhan Mantri Kaushal Vikas Yojana (PMKVY)' scheme 4.0 as per the directions of the Govt. of Assam. Organization of workshop on 'Yoga and Pranayam', observation of the World Environment Day, observation of Gender Week, starting of Sankardeva Study Centre of the college are good initiatives to inculcate positivity amongst students. The college is ready to provide vocational courses for all the students as per the guidelines of NEP, 2020

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Pub Kamrup College is seriously emphasizing over introducing

certificate/diploma/degree courses in regional languages. At present only the Assamese language is being taught by Assamese Department of the college at undergraduate level. If the affiliating University gives nod, the college will surely introduce PG in Assamese language. The current method of teaching in all the departments of the college is such that it incorporates regional language in the methodology of teaching. For example the department of Assamese deals with more than one MIL (Hindi, Bengali, etc.) in the paper named Comparative Indian Literature as a part of the prescribed syllabus of the affiliating university. Non-Aryan and Tribal Languages are also part of discussion in this regard. The college has ever been emphasizing on history and culture of the country. Many topics of Indian ancient traditional knowledge have been taught by the department of Assamese and Philosophy in their curriculum. Knowledge and philosophy of the Gita, Veda, Upnishada are also taught. The formation of Cultural Development Committee is an initiative in this regard. Moreover certificate courses on Satriya Nritya, Khol Badya and Borgeet under Sankardeva Study Centre have been offered. Extra-curricular activities such as cultural rally, folk dance competition, etc are an example how the college is trying to make student aware of their culture and folklore. The college observes International Yoga Day and organizes workshop on Yoga and Pranayam. Moreover to preserve and popularize the Indian traditional knowledges, Pub Kamrup College Traditional Hub has been established.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The college always gives importance in setting up of standards in the teaching-learning process in regard of qualities, values, attitudes, knowledge and skill to shape the student fraternity more competent citizens and professionals. The college tries to achieve the goal of enhancing knowledge and skill through well designed teaching plans and lesson plans. For achieving the goal, it follows its own academic calendar. To make the students more competent, the departments organize seminars/ workshop/Group Discussion/ symposium, etc. The departments arrange field trip/ education tour, etc for the students as per the need of the curriculum. The college has signed a number of MoUs with other organizations/ industries, etc to encourage the students for internship/ summer training, etc. A number of professional courses like BBA, BCA and B. Voc programmes in Software Development and System Administration and Food Processing and Quality Management are offered to promote the skills and quality of students by the college. The college is offering PG courses on Physics, Zoology, Computer Science, Biophysics and M. Voc courses on Food Processing and Quality Management in alignment with

National Skill Framework. While formulating the teaching methodology there is always an effort on the part of the teaching fraternity to make teaching based on outcome. To enhance the skill of the students, it offers UG and PG in vocational courses on Software Development and System Administration (IT) and Food Processing and Quality Management. Skill based certificate course on Mushroom Cultivation, Certificate Course on Entrepreneurship are being offered.

20.Distance education/online education:

The college has the potentiality to offer education in ODL and Blended Learning mode in different disciplines including vocational courses. The college has 14 numbers of ICT enabled classroom equipped with SMART Board/LCD Prjoector/ Audio-visual sysem . The availability of Food and computer labs are important earmark to offer vocational courses through ODL. The institution has an E resource access Centre with Wi-Fi internet facility. For effective ODL and blended learning, the college has high-speed internet connectivity. The teaching fraternity is experienced to offer online teaching by using the Apps like Google classroom, Zoom, Google Meet, etc as necessaries. The library provides e-access to its resources through NLIST. The links of NDLI, e-pg Pathsala are provided through the library webpage. For e-journals, open access platforms like, DOAJ (Directory of Open Access Journals) and Indian Academy of Sciences Journal are made available on the library webpage. The college uses ERP modules and has increased the use of E-governance. The college has a study centre of Krishna Kanta Handique State Open University (KKHSOU). The college plans to equip with necessary tools and techniques for online learning with the existing ones. The college encourages faculty to organize as well as attend FDPs for MOOCs, and increase their participation in MOOCs. LMS module has already been installed in its website. The college is planning to provide facilities for e-content development.

Extended Profile

1.Programme

1.1

733

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student2.1 3040

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 390Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 777

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 67

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 64

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	733
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	3040
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	390
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	777
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	67
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	64
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	58
Total number of Classrooms and Seminar halls	
4.2	80,36,027/-
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	109
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

As an affiliated college of Gauhati University for UG programmes and Assam Science and Technology University for PG programmes, Pub Kamrup College adheres to the prescribed curriculum and ensures effective and timely delivery of the curriculum. 1. The academic calendar is prepared by the Academic Committee by following the Academic Calendars of the affiliating Universities.

2. Master Time Table for UG Programmes are prepared centrally and for PG Programmes are prepared departmentally.

3. For effective and timely delivery of the curriculum, each department strictly follows the Teaching plans and lesson plans.

4. G E, SEC and DSE for CBCS and SEC,VAC, AEC and MDC courses under FYUGPare selected judiciously in mind the faculty expertise and students' interests.

5. Short-term add-on/certificate/value addition and skill-based courses are offered.
6. Specific orientation programmes like Bridge Courses, Induction programmes are offered for different departments/streams or courses.
7. The College conducts as well as encourages faculty to participate in FDPs/refreshers/workshops for quality enhancement.
8. Ancillary programmes such as camps, field trips, talks, seminars/conferences and workshops are run.
9. To match curricular knowledge with practical application, many eminent personalities from various fields are invited to interact with students.
10. The College integrates the cross-cutting issues such as gender, environment, human rights, etc., into the curriculum to produce responsible citizens.
11. Critical thinking is encouraged through debates, college magazine and newsletters while creativity is fostered through extra-curricular activities

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.pubkamrupcollege.co.in/upload/agar_doc/1730888646.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendar: Academic Committee prepares the Academic Calendar as per the Academic Calendar of Gauhati University and Assam Science and Technology University. It insists on the completion of the curriculum through proper division of class days and working days. The dates of commencement and completion of semesters, practical examination, mid-semester break, etc are stated in the Academic Calendar and uploaded in the college website. Observation of different days of state and national importance, festivals, Students' Council Election, etc are set by Academic Calendar. **Continuous Internal Assessment:** College ensures that Internal Assessments are organized in time bound and transparent manner. Internal Assessment modalities are fixed by affiliating Universities and followed by the College. **Sessional Examination Committees** are formed. Sessional examination for 20

marks out of 100 marks is conducted. Students', whose performances are not satisfactory, are given another chance to improve themselves. Students are also assessed through different modes like Quizzes, group discussion, home assignment, involvement with co-curricular activities, attendance, etc. Complete internal assessments of students are done on the basis of marks of Sessional examination and other assessments at departmental level. After evaluation of tests/assignments, etc., results/ remarks are shared with the students. Internal Assessment related grievances are properly addressed and marks are forwarded to the University.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

110

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The cross cutting issues relevant to professional ethics, gender, human values, environment and sustainability, etc are integral part of the curriculum of its affiliating universities. Compulsory Value Added Courses on 'Environmental Studies' for first semester and "Environmental Assessment and Education" for second semester undergraduates students are offered sensitizing all to the

necessity of conservation and holistic ecological practices. The different departments offer courses as a part of its curriculum relating to the cross cutting issues as follows.

Dept. of Assamese:

Dept. of BBA: Environmental Science,

Dept. of Biophysics: Environmental Biophysics

Dept. of B. Voc (FPQM): Cyber Ethics

Dept. of Botany: Industrial and Environmental Microbiology, Plant Ecology and Phytogeography

Dept. of Computer Science: Cyber Ethics

Dept. of Economics: Environmental Economics

Dept. of Education: Educational Psychology, Creating writing and Interview Skills

Dept. of Geography: Environmental Geography and Disaster Management

Dept. of Philosophy: Ancient Indian Thought, Philosophical counseling, Ethics, Critical Thinking

Dept. of Zoology: Ecology and Wildlife, Environmental Biology

Dept. of Political Science: Human Rights, Human Rights in India

A certificate course on Yoga is offered to the students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

33

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1044

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.pubkamrupcollege.co.in/upload/feedback_report/1735019953.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.pubkamrupcollege.co.in/upload/feedback_report/1735019953.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1160

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

221

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

To ensure overall academic improvement, at the beginning of an academic session, the college categorize advanced learners and slow learners by conducting assessment test, Sessional test, etc and then adopt strategies for different level of students.

Initiatives for Advanced Learners:

Advanced students are guided to use library resources including reference books and are allowed to borrow additional books.

The N-list (INFLIBNET) membership facility is also provided by the library.

Departments recommend/supply advanced level books.

Awareness programme for various national level entrance exams like GATE/ JAM etc are conducted regularly.

Eminent personality, subject experts are invited to deliver talk on special topics.

Special Training Programs are arranged.

Visit to the various institutes of national importance are arranged.

Internship/summer projects opportunities are provided.

Initiatives for Slow Learners:

Remedial classes are conducted by the departments both in Assamese and English medium.

Mentoring and counseling are also given.

As Assamese is vernacular language, books are available both in Assamese and English medium in the central as well as departmental library.

Regular classroom assessment through quiz, MCQ based test, presentations etc are conducted.

Question Banks are made available in library and students are encouraged and helped to solve the question papers.

Extra reading materials and practice assignments are also provided.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1730802395.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1160	64

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college emphasizes on the application of student centric method for effective teaching- learning. The College encourages students' active participation in the learning process to improve their critical thinking, problem solving and decision making capacity. The college provides opportunities to students forexperiential, participatory learning and to apply problem-solving methodologies. Experiential learning:

- Field trips or educational tours are arranged to give students a real life practical exposure. Students are advised to collect photographs, data for preparing of

project reports' etc.,

- Students visit industries which help students to bridge gap between text book knowledge and hands-on-experience.
- Students' visit to institutions and research laboratories.
- Students are encouraged to attend Internship/summer/winter camp organised by various institutions.

Participative Learning:

- Students are engaged in book/literature review for improving reading/writing/thinking skills.
- Writing for wall-magazines and college magazine.
- Debate/Seminars/ Quiz, etc are organized.
- Students are involved in various academic and administrative committees and Community works, Organize different co-curricular events. .

Problem solving:

- Most of the students are assigned project work as part of their curriculum.
- Group discussions are organized to promote communication skill, generate ideas and interpersonal skills.
- Reasoning, puzzles, matching and pairing, etc., are given.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college has been emphasizing on the use of ICT tools to improve the teaching-learning system. The faculty members of the college are using various technology-based teaching and learning tools.

- Most of the teachers deliver their lecture in the class through power point presentation. There are 14 ICT enabled classrooms through which students are given audio-visual experience in the college.
- All the departments have whatsapp group with their students, through which the teachers remains in constant interaction

with the students.

- The faculty members use LMS App such as Easy Class/Google Class, which is a platform that allows them to create online classes. Besides, faculty members use online platforms such as, Zoom, Google Meet, Teachmint etc.
- Both teachers and students can access e-books and ejournals through N-list (INFLIBNET).
- Teachers often consult the free study materials available in e pg Pathshala.
- Some departments organize Video Documentary Class, where video of some important issues are played.
- Some departments organize classes/webinar by eminent educationist/scientist of national/international repute through video conferencing and other online platforms

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

64

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

64

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

27

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

803

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college emphasizes on transparent and robust assessment and evaluation process. For transparency:

- Internal/ sessional examination is conducted as per the Academic calendar.
- The Sessional examination committee prepares the common examination schedule and communicates to the students through the college notice board. Department's teachers inform the students through Whatsapp, etc.
- Departmental faculties set the question papers and submitted to the Sessional examination committee through the HoDs.
- The internal evaluation is done as per the rule of the affiliating universities.
- The departments declare the syllabus and pattern of the scheduled test to the students.
- Opportunity is given to the students to reappear in internal tests, if they fail to appear due to valid reasons.
- After evaluation, the answer sheets are shown to students for their information.
- For any query or grievances, students may approach the Head of the concerned subject.
- The internal marks are submitted to the online portal of affiliating university.

For robustness in frequency and variety:

- Internal examinations are compulsory for all students.
- Field visit, visit to institution/industry, survey works, seminars and extension activities are constituent part of internal assessment.
- The home assignment is a regular practice to assess the students.
- Internal assessment is done through participation in co-scholastic activities

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.pubkamrupcollege.co.in/upload/agar_doc/1731321392.pdf

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

The college gives emphasis in identifying and resolving the

difficulties and grievances faced by the students related to the affiliating university examinations- both internal assessment and external examinations. The Grievance Redressal Cell is entrusted to look into the matter of internal assessment/ Sessional examination related grievances and appropriate measures are taken within the specific time limit.

Grievances related to University examination:

- For grievance regarding marks of a paper/ course, the college collects complaint from student and forwards to University.
- The college forwards students application for re-scrutiny or re-evaluation of answer scripts to the University.
- For errors with respect to students' attendance in the examination, the college sends the duly certified attendance sheet to the University.
- The grievances related to the name of student, course, programme are resolved by communicating with University.

Grievances related to Internal examination:

- If any discrepancies related to evaluation are reported by the students, then they are immediately tried to resolve by the faculty members at departmental level.
- For any grievance, the students can apply to the Grievance Redressal Cell. The Cell resolves the issues through meeting. The head of the respective department is also contacted to resolve the issue.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1697012081.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The College follows the curriculum of the affiliating universities. Hence, the COs of the programs offered by the college is determined by the affiliating universities. The college emphasizes the following mechanism for attaining the COs, POs and

PSOs.

- The COs is uploaded in the College website.
- The college conducts orientation programmes at the commencement of academic year, where the Principal make students aware with the POs along with their goals and objectives, code of conduct, classroom attendance, examination and evaluation system and the amenities available in the college
- Department level orientations are organized to apprise the students about the COs, pedagogy to be followed, credits allotted to each paper and scheme of internal assessment.
- Departments also help the students to choose optional papers by informing them about the outcomes of different Skill Enhancement Courses and Discipline Specific Electives.
- To attain the COs workshops, seminars are organized.
- Field visits/ Industrial visit/ Institutional visit/ Lab visit etc. are undertaken.
- Student-Teacher interaction at Departmental level is regularly organized.
- Further, IQAC also organises orientation programme on POs and COs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.pubkamrupcollege.co.in/upload/iqac_file/1733663976.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college adopts methods and mechanisms of assessment for the attainment of POs and COs. The IQAC thoroughly analyses the results of the assessment and evaluation. Appropriate measures are taken to achieve the outcome to the desired level.

- The results of the university examinations at the end of each semester are keenly and systematically analyzed by the departments concerned and Academic Committee of the college.
- Students' performance in class tests, seminars, group discussion, debate, etc is also used as a measure to assess

the attainment of COs and POs.

- The performance of students in co-scholastic activities also act as a pointer for learning outcomes.
- The feedbacks from students, teachers, employers and Student Satisfaction Survey are used as a tool to improve the limitation in the attainment of the learning outcomes and also to chalk out correctivemeasures.
- Academic and Administrative Audits are conducted to testify the attainment of COs,POs and PSOs.
- Students' understanding of the COs, POs and PSOs are measured and assessed through internal assessment, practicals and end semester examination.
- POs and COs are also evaluated through the progression of students enrolling for higher education and qualifying for various competitive examinations.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.pubkamrupcollege.co.in/upload/igac_file/1718186729.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

607

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.pubkamrupcollege.co.in/upload/sss/1733991810.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

Rs. 45,213.28/-

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

05

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college is creating an ecosystem for innovations and transfer of knowledge.

- Research and Development Cell organises activities to inculcate research culture amongst the students and the teachers.
- Advanced Level Biotech Hub is to help the faculty members, students and neighboring institutions for doing project/ research works.
- To culture the habit of establishing start-up and incubation, an awareness drive has been organized under Assam Start Up, Govt. of Assam
- An orientation programme on Survey has been organized by the Dept. of Education.
- Computer Laboratory, recognized as Research Laboratory by Gauhati University, have been using by students, research scholars and teachers.
- Introduction of B. Voc Courses- Food Processing and Quality Management (FPQM) and Information Technology (IT), M.Voc course- FPQM is an initiative to transfer knowledge and vocational training.
- There exists Skill Based Courses-certificate course on Mushroom Cultivation and add-on courses on Advance Diploma in Medical laboratory Technician
- Adoption of Two Villages- Bonbari and Kumnagar to create awareness on crosscutting issues and to develop on various aspects is another initiative.
- Sankardeva Study Centre organises invited lectures, etc to reinvigorate Sankardeva's ideas/philosophy among students.
- The college has Skill Hub Centre to promote the Skill Hub

initiative of PMKVY 4.0.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1731916177.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

04

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

08

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

49

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities carried out during 2023-24

1. Ajit Kalita, Assistant Professor Organized Environment Awareness Program on 06-06-2023
2. Organized Workshop on "Training on Survey" from 9-12th October, 2023.
3. Organized Workshop on Handloom and Textile on 23.03.2024.
4. Organized Community Enrichment Program on "73rd Amendment of 'The Assam State Panchayat Act, 1994'....." on 12-13th February, 2024
5. Organized Workshop of Folk instruments on 1-2nd April, 2024 And Trade Fare on 9th April, 2024.
6. Organized Workshop on Vermicomposting and Solid Waste.....on 27-28th May, 2024.
7. Exhibition cum Science Model Competition was held on 17/11/2023.

8. Workshop on Road Safety and Traffic Control were held from 30/06/2023.
9. Organized a Symposium on Sericulture of Assam on 20/02/2024.
10. Organized Workshop on "Teaching and Learning Techniques for" from 9-14th October, 2023.
11. Dr Dipak Konwar, Assistant Professor provided extension service to students at Majgaon Highschool on 5/7/2023.
12. Dhanjit Das, Assistant Professor extended service at Goreswar College.
13. Abinash Neog, Assistant Professor provided extension service through NET/SLET Coaching to students of Pragjyotish College from 27/08/2023.
14. Md. Ayez Ali, Associate Professor taught Geography to the students of Mazgaon Highschool on 4/7/2023.
15. Dr Anowar Hussain, Assistant Professor took interactive Class to the students of Mazgaon Highschool on 8/7/2023.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/agar_doc/1732359052.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

6

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

18

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1204

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

16

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

29

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Pub Kamrup College is equipped with the following infrastructures for teaching and learning.

Classroom:

- There are total 58 numbers of classrooms and out of which 14 are ICT enabled.
- **Laboratories:** College has 16 well-equipped departmental laboratories. The Computer Science laboratory is recognized for Ph.D. programs under Gauhati University. The Biotech Hub is equipped with sophisticated research equipments.
- **Computing Equipments:** College has 148 desktop computers, out

of which 109 are used for students. There are 6 laptop computers and 13 LCD projectors, 19 printers, 9 scanners and 3 Xerox machine.

- College Library: The college library has 31,370 text books/reference books, more than 1,95,809 e books under NLIST and more than 6237 e journals, 16print journals, 9 print magazines and 13newspapers. It has a few special corners/collections, viz; North-East corner, Assam corner, collection on women studies and career books.

Additional Physical facilities

- Wi-Fi enabled campus with G-Suite facility.
- College has 1 card printer, 77CCTV cameras,
- Generators of 20 KVA power each, Solar photovoltaic panel of 50 KW,
- Biometric system for attendance, Ramps for Divyangjan and canteen.
- Software with integrated applications for admission, student's database, leave management etc.
- Centralised Announcement system.
- College has one Offset Printing Press

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1733295914.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college provides the following facilities for student's co-curricular development.

1. It has a UGC funded indoor stadium with court facilities for badminton, table tennis and basketball. Carom, chess, etc.

2. It has courts for volleyball and basket ball .For outdoor games like Kabaddi, tug-of-war etc. college field is utilized. For organizing the events like football, Cricket, race, etc., Karara Mini Stadium and the playground of Agdala Chariali High school are used.

3.It has a gymnasium centre with 155.80 m² in size and is equipped with Motorized Treadmill, Upright Bike, Twister, Olympic set, Gym Ball, etc.

4. It provides facilities for the cultural promotion of students. The College has an auditorium with 200 seating capacity for organizing different cultural events.

5. One open sky stage is available for organizing cultural programmes. The events of the open sky can be enjoyed by around 5000 spectators.

6. The College has Musical instruments- Harmonium, Tabla, etc. Other necessary instruments are also made available to the students in need.

6. The college organizes workshops on Yoga. External Yoga experts are invited. . A certificate course on Yoga is offered.

7. The college has Sankardeva Study Centre to provide training and workshop/ certificate course on Sankardeva creations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1733302711.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

16

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1733306620.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

16.48864

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Pub Kamrup College Library is equipped with ILMS .

ILMS software: SOUL (Software for University Libraries) Version: 3.0, Year of Automation: 2005; Updated: 2024

Nature of automation: Library is partially automated. Books are catalogued using the software. The library circulation process is fully automated. The Online Public Access Catalogue (OPAC) facility is available in the ILMS for the status of a book such as available/issue, accession number and bibliographic information. Records of books are generated according to subject, accession number, author, publisher as well as ISBN . Barcode technology is used. The books are barcoded and the users are given unique barcode ID.

Digital wing: Access to online resources (remote access) such as, N-LIST is available.

Library Webpage (<https://sites.google.com/site/pkclibrary/home>): The webpage provides informations - rules, facilities, instructions and services. It provides the latest updates and display the remote access facility of the subscribed database. It also displays some open access site. Computer Facility: It is equipped with 50 computers having internet and Power backup facilities. Among them 1 for OPAC, 3 for circulation of books, 1

for member login, 1 for SOUL server and 1 for administrative works and 43 are used at Library E -Resource Centre.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.pubkamrupcollege.co.in/upload/agar_doc/1733214981.pdf

4.2.2 - The institution has subscription for the B. Any 3 of the above following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.64349

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

31

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

IT infrastructure is spread over all departments, library, IQAC room, conference hall, E resource centre and administrative sections. The College is equipped with 148nos. of desktop computers out which 125 has high speed internet connectivity. 43 nos. of computers are used as browsing centres. There are 6 laptop computers. All these computers are protected by antivirus softwares.

These facilities are continuously upgraded. The college takes care of the maintenance and servicing of IT tools.

Following are the addition/ upgradation of the IT facilities.

1. Introduction of online admission portal in 2016-17, developed by the Computer Science department.

2. Addition of new webpages, viz., Alumni Portal and Placement Portal in its website in the year 2022-23.

3. Addition of new webpage for E Journal

3. Wi-Fi and high speed internet connectivity has been added in the administrative and IQAC office.

4. Office automation was executed in the year 2012-13 with limited compatibility. This was replaced in the year 2020-21 to create more facilities to handle students' data, exam data, accounting operations, and university requirements.

5. Upgradation of 'SOUL' (Version-3.0) software has been done in 2024 to improve LMS system.

6. Biometric attendance system and CCTV surveillance system has been augmented since 2012-13.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1733224352.pdf

4.3.2 - Number of Computers

154

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

7.51788

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College manages its infrastructure as follows.

- Classrooms are allocated as per class routine according to student strength. Routine is designed for optimal use of classroom which are also used for examination purposes.
- Routine committee and HoDs jointly decide the laboratory schedule. HoDs decide about the allocation and usage of laboratory equipment/consumables, etc.
- Two types of libraries exist: central and departmental. HoDs manage departmental library. Library Management Committee manages the central library. The Central Library is composed of reading room, stack, digital wing and reference section.
- Minor and Major games equipments and activities are under two teachers-in charge. Sports Management and Development Committee organizes and manages the inside and outside sports events. Indoor Stadium Management Committee supervises and maintains the Indoor Stadium and the Gymnasium centre.
- Principal allocates office space to officials.
- Supervision of boys and girls common rooms are incharge of concerned Student Union Secretaries and in charge teacher.
- Hostel Management Committees supervises the boys and girls hostels.
- College has MoU with third party for technical assistance.
- Canteen Management Committee looks after the canteen.
- Principal office manages electricity, generator, drinking water facility, solar plates, fire extinguishers, etc
- College spaces are allocated to external users without hampering normal activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/agar_doc/1733210113.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

2714

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	https://www.pubkamrupcollege.co.in/upload/igac_file/1733480708.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

516

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

516

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

103

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

116

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

93

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

20

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college provides the following facilities to enable the students to engage in various administrative, co-curricular and extracurricular activities.

- College constitutes 14 members' Students' Union for a term of one year through general election as per guidelines of the Lyngdoh Committee of UGC.
- The Union is entrusted the responsibilities to organize different events like Pub Kamrup College Youth Festival to ensure students' participation.
- The observation of Saraswati Puja, Milad-e- Mehfil, Bathow Puja, etc., are also entrusted to the Union.
- They are also entrusted the responsibility to organise Freshers' Social, Farewell, Teachers' day and other national/ international days, etc.
- The Union is responsible to lead the aspirant students for participating in the events like University Youth Festival and other university, state and national events organised by others.
- The college magazine is the base to promote their literary talents, creative writings, etc.
- To make the administrative process more decentralized and participatory, students are also engaged in different committees or cells like Grievance Redressal Cell, Anti-ragging Committee, Internal Complaint Committee, IQAC, etc.
- Students may organize cleanliness drive, anti-tobacco drive and other social awareness drive, etc..
- NSS & Scout & Guide is two important cells where student can involve for their vpersonality and leadership development.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1733904756.pdf
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

74

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college always gives importance to its alumni in the process of development. Conscious efforts are made to strengthen the relationship between the institution and alumni. The College has a registered Alumni Association under Societies Registration Act XXI of 1860. Besides, in the college website, there is an alumni login portal, where the alumni can register, provide suggestion, feedback, etc. The different departments maintain cordial relations with their alumnus (registered/non-registered) through Social Media platform.

The alumni of the college contribute in various ways,

- The College Alumni Association enriches the values and

principles of the college by coordinating with the students.

- Alumni are engaged in curriculum enrichment by providing their valuable feedback.
- Alumni contributes in academic publication like e magazine and print Magazine.
- Distinguished alumni are invited as resource persons, guest speakers and as judges for various college events. They provide contribution both in the form of cash or kind for academic upliftment of students.
- The Association cooperates to the college fraternity in different community rrelated acrtivities.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/authpub_igac_admin/agar_doc.php
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The College is governed by the Governing Body (G.B), formed by the Department of Higher Education (DHE), Govt. of Assam. G.B. frames plans and policies as per the rules and regulations of DHE and executes the developmental activities by involving stake holders as per the vision and mission of the college.

The Vision:

The College envisions as one of the pioneer educational institutions imparting quality education to the students irrespective of caste, creed and religion. Building a proper platform for the students amidst diversity for all round development to meet the needs and challenges of time is at the

core of the vision.

The Mission

To provide quality education to all students.

To maintain excellent academic standard through innovation and application of effective teaching-learning methods.

To mould the student as a responsible citizen.

To create a learner-friendly environment.

College strives to achieve its vision by

- Making intellectual exercises based on effective methods of teaching and learning.
- Effective use of the technological tools to create skilled manpower.
- Providing facilities for vocational and professional education for producing skilled youths.
- Encouraging teaching and student fraternity for research-based activities.
- Engaging students in creative, innovative and community works.
- Providing mentoring support to all the students.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1733997384.pdf
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college encourages decentralization and participatory approach by involving staff members and students in both academic and non-academic matters for ensuring efficiency.

- The apex decision making body is the Governing Body having representatives from guardians, donors, teachers, office staff and nominees from affiliated university, librarian and local MLA.

- Governing Body appoints the Vice- Principal, Heads of respective departments and provides administrative, academic autonomy and mobility for effective governance.
- Governing Body forms IQAC for planning and evaluation process. The IQAC consists of principal, members from Governing Body, alumni, employer, few teachers, students and coordinator.
- The College has an Academic Committee where the Vice Principal holds the Chairmanship, Coordinator of IQAC as the convener and all the HoDs as members.
- Admission Committee is constituted by taking a senior faculty as Chairperson, a senior faculty as convener and a few teachers as members. A Routine Committee and a prospectus Committee are formed along with.
- Decentralization principle is followed in Election Committee, Examination Committees, Library Management Committee, Certificate Course Management Committee, Canteen Management Committee and Committees for observing different days/events of international, national importance, Grievance Redressal Cell, Anti ragging Committee, Internal Complaint Committee and in the formation of Students' council.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/agar_doc/1734072450.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

To accomplish the objectives of higher education, the College develops perspective and strategic plan by ensuring coordination among the Governing Body, IQAC, Academic Committee and various other committees. Formation or modification of different committees and cells like IQAC, Academic Committee, Admission Committee, Examination Committee, Research and Development Cell, etc is the integral part of the perspective plan.

Pub Kamrup College aims to be in the top 50 colleges as per the NIRF ranking by the year 2036 by acquiring excellency in teaching, learning and research. It aims to strengthen the processes by benchmarking with ISO quality management international accreditations.

Implementation of NEP, 2020 is the prime objective. NEP Task Force has been constituted, faculties have been deputed for training and seminar and workshop has been organized.

To be a part of the Viksit Bharat@2047 vision of Government of India, the college has been organizing awareness/ sensitization programmes, outreach programmes, etc.

Introduction of more PG and Skilled based programmes is a prime objective. Initiatives have been taken.

Preliminary procedures have been completed with Gauhati University for introducing Integrated Teachers' Education Program, NOC from Gauhati University has been obtained and MoU has been signed with Govt. of Assam. Program.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/agar_doc/1734083027.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college follows the policy of participatory approaches in its administrative set up, appointment procedure, service rule, etc.

Administrative Setup:

- The Governing Body (GB), the highest decision-making body of the college is constituted by the DHE, Govt. of Assam. Principal is the Secretary of the GB.
- Vice-Principal, a member of the GB, looks after the academic activities.
- HoDs are responsible for looking after the individual departments. HoDs are also the members of the Academic Committee.
- The faculties are involved in various committees. Every year two faculty members are elected as representatives to the GB.
- Librarian looks after the library related activities. The

Librarian is a member of the GB.

- IQAC is responsible for ensuring quality in all academic and administrative activities.
- The office of the college works under the supervision of the Principal. Every year one office staff is elected as representative to the GB

Procedure for Appointment:

- All appointments are made as per the rule of DHE, Govt. of Assam and UGC guidelines.

Service Rule:

- College follows the service rules and conditions laid down by the DHE, Govt. of Assam.

Procedure for Promotion:

- All promotions are made as per the rules of DHE, Govt. of Assam.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1734084425.pdf
Link to Organogram of the institution webpage	https://www.pubkamrupcollege.co.in/upload/iqac_file/1657885133.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college has the following facilities for its staff.

Pension Scheme: The sanctioned staff are eligible for pension.

Gratuity: The sanctioned staff are eligible for gratuity.

Group Insurance Scheme: The sanctioned staff are insured through GIS.

Leave Encashment : All the sanctioned staff are eligible for Leave Encashment facility from the Govt

Financial Support: Although there is no relief fund, the staff extends financial support in case of emergency.

Leave : The staff is entitled for Study Leave, Duty Leave, Maternity Leave, Child Care Leave etc.

Cognitive Support:

Teachers are encouraged and allowed to participate in FDP, Seminars, Workshops, etc.

Faculty members are encouraged for publication activities.

Library Facility is provided to staff.

IT : Departments are equipped with computers.

Safe Drinking Water : Safe drinking water is available.

Canteen: Hygienic canteen is available.

Gymnasium: Gymnasium facilities are provided free of cost.

Reserved seat staff-children: The College has a provision of reserving seat for college staff children in UG courses.

Car parking facility is available.

Attached Washroom/toilet is available in each department.

Rest Room cum Night stay facility is available.

Sanitary pad and dispose system for female staff is available.

Day care centre is available.

First-Aid Station is available.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/agar_doc/1734164786.pdf
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

28

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

15

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Pub Kamrup College has performance appraisal system for teaching and non-teaching staff.

For teaching staff

Performance Based Appraisal System: IQAC prepares the Performance Based Appraisal System (PBAS) format as per the guidelines of UGC and Department of Higher Education, Govt. of Assam. In every academic year, the IQAC collects API- PBAS from all faculty members. The performance of the faculty is assessed by the Heads of the Department, Coordinator-IQAC and Principal of the college. Promotion of teachers is granted only if the requisite score is achieved.

Annual Confidential Report (ACR): ACR for the teaching staff is prepared by the Principal as per the format of Department of Higher Education, Govt. of Assam and submitted to the Director of Higher Education as and when directed.

Evaluation by the Students: Students' Feedback on performance of the teachers is collected and evaluated.

Non-Teaching Staff

All non-teaching staff is also assessed through annual confidential reports. Annual Confidential Report for the non-teaching staff is prepared as per the format of Department of Higher Education, Govt. of Assam and is assessed by the Principal every year.

Student Feedback: Student's Feedback is also used to evaluate the performance of non-teaching staff of the college.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1699428655.pdf
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Pub Kamrup College regularly conducts internal and external financial audits. There is a two tier financial audit system in the college which involves-

1. **Internal Audit by Chartered Accountant:** It is conducted by a local chartered accounting firm selected by the Governing Body of the college.

2. **External Government Audit :**

It is conducted by the Department of Local Audit, Govt. of Assam.

Internal audits for all the funds received under various schemes are done immediately after each level of completion of work. The internal audit is a continuous process which is carried out by CA. All bills, vouchers are stock registers are checked and verified by the auditors. Finally, an audit report is prepared by the CA, which is placed in the Governing Body.

For grants received from UGC, DBT, RUSA and other agencies, utilization certificates are prepared as per the guidelines of the funding agency which is duly checked and signed by CA and submitted to the corresponding authority.

In external government audit which is carried out by the Department of Local Audit, Govt of Assam, as per their schedule, assessment of Income-Expenditure and Receipt-Payment is checked by following the government rule.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1734413398.pdf
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

14.05

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College aims to grow by providing requisite funds and its optimal use. The main sources of funds are student fees and grants from State Government. The college makes every effort to generate funds from the following

1. Students' tuition fees
2. Grant under section 12B of UGC, state government, RUSA
3. Grants from govt. organizations to conduct activities like research project, etc.
4. Funds from self-finance courses
5. Interest from FD.
6. Financial support from Alumni, philanthropes
7. Funds from Universities for examination zones
8. Funds from govt and non-govt organizations for using college space/ infrastructure
9. Funds from hostels, Canteen, fishery, College Press , KKHSOU Study Centre

UTILIZATION OF FUND

1. Funds from State Government are spent on payment of salary. Funds are utilized as per budget. UGC grants are spent as per the guidelines.
2. Contingency expenditures are made accordingly.

3. RUSA grant is utilized as per the proposed plan.

4. Funds from tuition fees and self-finance courses are spent for academic and development activities.

Optimum Utilization of funds:

1. Adequate funds are allocated for teaching-learning, development/ maintenance of infrastructure as per the recommendations of the purchasing committee

2. Competitive bidding/ tendering process is followed.

MONITORING MECHANISM

1. Use of resources are monitored by the GB 2. At the end financial year, audit is performed.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1699947623.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Pub Kamrup College IQAC is instrumental in suggesting and implementing a number of quality improvement measures. Following are the two major practices that have been institutionalized as a result of IQAC initiatives.

Teaching and Learning

To improve the teaching-learning process, Academic Committee meeting has been organized twice in a Semester- at the beginning and at the end of odd and even semesters. At the 1st meeting, all the faculties are suggested to conduct the classes as per the teaching and lesson plans. At the second meeting, information of course completion, internal assessment, etc., are collected and necessary suggestions are given. Suggestions for bridge courses, induction programme and remedial classes are given.

Mentoring the Students

The objective of the Practice is to motivate, support and guide the mentees to face the academic and non-academic challenges. Mentoring is followed by every department under a prescribed mechanism of record keeping sheets and grouping of mentees. Mentees are divided semester wise and concerned HODs appoint mentors for different semesters. Counselors are also invited to provide mentoring.

The following initiatives are also taken by IQAC:

Preparation of Perspective plan.

Preparation of Academic Calendar.

Timely submission of AQAR

Collection and analysis of stakeholders' feedbacks.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1734418026.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC reviews the teaching-learning process and methodologies of operations, learning outcomes in a planned manner as follows.

1. Planning and Evaluation of Teaching-Learning: Effective teaching requires proper planning. IQAC prepares the Academic Calendar and formats of Teaching-Lesson Plans and reviewed in Academic Committee Meeting. After approval, the plans are given to the faculties. The completion of courses as per the Academic Calendar, Teaching-Lesson Plans is evaluated in Academic Committee meeting organized at the Semesters' end. Feedbacks are collected in time.

2. Strategies to Uniform Education: Diversity of students in respect of understanding, memory, psychology and circumstance is

an inherent character. Uniform education is possible after the removal of these barriers. IQAC advises the departments to conduct assessment test, bridge courses, induction programmes, etc., for the new comers and Internal Assessment, Sessional Examination, etc., to understand the students' category. Mentoring, Remedial Classes for slow learners and workshop, invited talk, etc., for advanced learners are suggested.

Following initiatives have been taken to implement the NAAC recommendations

1. Value and skill based certificate courses have been started.
2. Resarch and Development cell has been constituted.
3. Placement portal has been developed in the college website.
4. ICT based classrooms have been increased.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1734423925.pdf
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.pubkamrupcollege.co.in/upload/igac_file/1734511416.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The College has been emphasizing the simultaneous development of all the genders through its co-curricular and extra-curricular activities.

Curricular:

The College carries on the curricular aspect as per the syllabus prescribed by the affiliated Universities of which many are concerned with gender sensitivity and women empowerment. While delivering these courses, the concerned teachers try to familiarize students with gender equity and gender sensitivity and gender issues, etc.

Co-curricular activities:

It observes the Youth Festival annually to flourish the co-curricular activities by arranging events. In all the events Girls' students can have the equal participation opportunities with the boys. Special programs like training, workshop, etc., are arranged for girls' students.

Women Cell

The Women Cell of the college is the sister organization of Pub Kamrup College Teachers' Association. This cell regularly observes International Womens Day and organizes programs on the burning issues to empower Girls' students.

Facilities for women:

- CCTV cameras
- Girls Hostel with an intake capacity of 86 with safe boundary
- Girls Common Room having adequate facilities
- Separate Girls Toilets in each floor of the buildings.
- Day Care Centre for taking care of babies of female employees
- Grievance Redressal Cell,
- Anti-ragging Committee to monitor and address specific issues.
- First Aid Station

File Description	Documents
Annual gender sensitization action plan	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1734591555.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1734592472.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

For Solid waste management:

- Digital mode is followed in office work.

- Separate waste bins for bio-degradable (Green Bins) and non-biodegradable wastes (Blue Bins) are used.
- Bio-degradable laboratory wastes are dumped into pit.
- Non biodegradable wastes are disposed to vendors.
- Degradable wastes from hostel and canteen are used for vermi-composting and in piggery farms.
- Degradable wastes of the campus are converted to bio fertilizer (Waste into Wealth) at Vermi-composting unit.
- Single used plastics are restricted.
- Flex boards of event publicities are given to the scrappers.
- Paper wastes from Press, library, etc are sold.
- Incinerators are available to dispose sanitary napkins.
- Furniture is repaired.
- NSS Unit organizes cleansing drives at regular intervals.

For Liquid waste management:

Wastewater of septic tank flow into soak pits which are connected to the main drainage system so that excess water from the soak pit flows. Canteen's wastewater flows to the main drain. Toilets are connected to sewage system and are cleaned.

For E waste management:

College has a MoU for collecting E-wastes. Computer hardwares are repaired and utilized. Cartridges are reused and which cannot be reused are provided to scrapper. E-waste generation is minimized by purchasing and installing quality equipment with long duration.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting
Bore well /Open well recharge Construction
of tanks and bunds Waste water recycling
Maintenance of water bodies and distribution
system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	View File
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Pub Kamrup College implements several measures to inculcate the principle "Unity in Diversity" among the stakeholders and provides an inclusive campus.

- **It provides free access to all students irrespective of**

caste, creed, religion, etc.

- It strictly follows the state reservation guideline in appointments and admission procedure to ensure equal opportunities.
- Students from BPL category are granted free admission / fee waiving as per the guidelines of State Govt.
- It provides financial assistance/scholarships under the Government of India and state governments.
- The college provides equal participation opportunities to all students.
- Wearing Uniform by students is compulsory inside the campus to create unity among diversities.
- The Teachers adopt bi-lingual media (Mother Tongue and English) in teaching learning process for the convenience of students coming from vernacular medium schools.
- The College endeavors to inculcate communal harmony and tolerance by organizing various cultural programmes or events, such as Saraswati Puja, Milad-E-Mehfil for Muslim Community and Bathow Puja of the Bodo Community.
- International Yoga Day, International Women's Day, etc. are observed by the students and teachers and students.
- Besides, the following events are also organized during the celebration of Annual Youth Festival.
 - Cultural procession
 - Folk Dance Competition
 - Bridal competition among students representing different community.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college aims to sensitize the stakeholders about constitutional obligations (values, rights, duties and responsibilities as a citizen) through the following ways.

- It facilitates its students for enrolling in National Service Scheme (NSS), and Bharat Scouts and Guides. The NSS and Bharat Scouts and Guides arrange programmes to inculcate

values, duties and responsibilities.

- It organizes awareness programmes to sensitize the students regarding their duties towards society.
- It organizes programmes to cherish patriotism, sovereignty, etc., in connection with the commemoration of Nation's important Days and other days of importance.

Few of such programmes are as follows:

1. It observes National Voters' Day to sensitize the students about their voting rights.
2. It observes World Environment Day, World Wetland Day, Anti-tobacco Day, World Environment Day, International Yoga Day, etc. to inculcate the values.
3. It observes Independence Day and Republic Day to foster nationalism and patriotism.
4. The college observes Human Rights Day, National Unity Day, Gandhi Jayanti, etc to make aware about rights and responsibilities of students and to promote unity.
5. It has observed Azadi Ka Amrit Mahotsav from 28-07-22 to 15-08-2022 and Bhupen Hazarika Janma Jayanti on 08-09-2022 to promote unity
6. It observed Meri Mitti Meri Desh

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1734768747.pdf
Any other relevant information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1734768614.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes

A. All of the above

professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Pub Kamrup College celebrated/ observedo commemorative days/ events / festivals with pride and enthusiasm by involving all the stakeholders to inculcate values and morals, duties and responsibilities; inspiration for the holistic development and empowerment of students to become a responsible citizen and also to attract the students' attention and interest in learning about the history and background of the very Day

The commemorative days celebrated / observed by the institute during 2023-24are enlisted as under:

RegionalCommemorative days/ Festivals

1. College Foundation Day

2. Shilpi Divas

3. Rabha Divas

4. Sarswati Puja

5. Milad-e-Mehfil

6. Bathow Puja

7 Bahag Bihu

National Commemorative days:

1. National Science Day
2. Republic Day
3. Independence Day
4. Gandhi Jayanthi
5. National Unity Day
6. National Girl Child day
7. National Youth Day
8. Pi Day

International Commemorative days:

1. International Women's Day
2. International Yoga Day
3. World Environment Day
4. World Anti Tobacco day
5. World Cancer Day
6. World Blood Donor Day
7. World Human Rights Day
8. World Food Day
9. World Menstrual Hygiene Day
10. International day of Happiness
11. World Bicycle Day
12. International Biological Diversity day

13. World AIDS Day**14. World Population Day**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICE-01**1. Title: Green Initiatives****2. Objectives:**

Creation of eco-friendly environment by integrating environmental concerns such as plantation, use of natural and other resources

3. Context

Green initiatives is an emergent need for future generations' survival. It needs to empower the students to be responsible citizen for assuring greenery

4.Practice

- Use of Solar Energy, LED Bulbs, Plantation, Waste management practices, etc.

5. Evidence of Success

- Decrease of energy use, more plantation and garden development

6.Problems :

- Deterioration of solar batteries and floods

PRACTICE-02

1. Title: Grooming of Literary Talents

2. Objectives: To provide exposure to literary talents.

3. Context: College publishes magazine, etc by involving literary talented students. It needs to develop this exercise to promote the level of efficiency. Accordingly Best Literary Awardee is offered the editorship of the pocket magazine 'Pub Kamrup Collegat Basantar Dhemalee'.

4. Practice: It is published annually on the eve of the cultural festival 'Bohag Bihu'. It falls in the season spring (Basanta); hence the name of the magazine is Basantar Dhemalee.

5. Evidence of Success: The editors have been able to promote efficacy in literary field.

6. Problems: It has not been able to provide opportunity to all literary talents as demanded.

File Description	Documents
Best practices in the Institutional website	https://www.pubkamrupcollege.co.in/upload/bestpractice/1734773344.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The College strives to attain the vision of imparting quality education to students by students' holistic development that makes it distinctive.

Educational Well-being:

- It follows the Outcome based educational practice.
- It organizes remedial classes, Lecture Programme, field trips

- It provides ICT Based teaching-learning.
- It provides opportunity to promote research culture through R&D Cell. .
- It has Linkages and MoUs.
- It offers certificate and Add On Course It provides Internship opportunity, project, etc.

Physical Well-being:

- It organizes sports competitions in its Annual Youth Festival.
- It has MoU with Royal Volleyball Training Centre
- It has Indoor Stadium and Gymnasium Centre.
- It organizes yoga programs.

Psychological Well-being:

- Mentoring/ counseling are provided.
- The college has MoU with Skillfinty, Guwahati specially for students' mentoring.
- The code of conduct is available in its website to familiarize students with their duties and obligations.

Social Responsibility

- It has cells/ committees to enable to learn values of national unity and integration, social inclusion and responsibilities.
- It has a provision Green Diary to realize "Green Earth, Safe Earth".

Other Facilities

- It has Centre for Career Guidance and Training and Placement Cell.
- It has girls' hostels for boys and girls.
- It assists in getting Scholarships Awards are given to encourage students.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

As an affiliated college of Gauhati University for UG programmes and Assam Science and Technology University for PG programmes, Pub Kamrup College adheres to the prescribed curriculum and ensures effective and timely delivery of the curriculum. 1. The academic calendar is prepared by the Academic Committee by following the Academic Calendars of the affiliating Universities.

2. Master Time Table for UG Programmes are prepared centrally and for PG Programmes are prepared departmentally.

3. For effective and timely delivery of the curriculum, each department strictly follows the Teaching plans and lesson plans.

4. G E, SEC and DSE for CBCS and SEC,VAC, AEC and MDC courses under FYUGP are selected judiciously in mind the faculty expertise and students' interests.

5. Short-term add-on/certificate/value addition and skill-based courses are offered.

6. Specific orientation programmes like Bridge Courses, Induction programmes are offered for different departments/streams or courses.

7. The College conducts as well as encourages faculty to participate in FDPs/refreshers/workshops for quality enhancement.

8. Ancillary programmes such as camps, field trips, talks, seminars/conferences and workshops are run.

9. To match curricular knowledge with practical application, many eminent personalities from various fields are invited to interact with students. 10. The College integrates the cross-cutting issues such as gender, environment, human rights, etc., into the curriculum to produce responsible citizens. 11.

Critical thinking is encouraged through debates, college magazine and newsletters while creativity is fostered through extra-curricular activities

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1730888646.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendar: Academic Committee prepares the Academic Calendar as per the Academic Calendar of Gauhati University and Assam Science and Technology University. It insists on the completion of the curriculum through proper division of class days and working days. The dates of commencement and completion of semesters, practical examination, mid-semester break, etc are stated in the Academic Calendar and uploaded in the college website. Observation of different days of state and national importance, festivals, Students' Council Election, etc are set by Academic Calendar. **Continuous Internal Assessment:** College ensures that Internal Assessments are organized in time bound and transparent manner. Internal Assessment modalities are fixed by affiliating Universities and followed by the College. **Sessional Examination Committees** are formed. Sessional examination for 20 marks out of 100 marks is conducted. Students', whose performances are not satisfactory, are given another chance to improve themselves. Students are also assessed through different modes like Quizzes, group discussion, home assignment, involvement with co-curricular activities, attendance, etc. Complete internal assessments of students are done on the basis of marks of Sessional examination and other assessments at departmental level. After evaluation of tests/assignments, etc., results/ remarks are shared with the students. Internal Assessment related grievances are properly addressed and marks are forwarded to the University.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

31

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

110

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The cross cutting issues relevant to professional ethics, gender, human values, environment and sustainability, etc are integral part of the curriculum of its affiliating universities. Compulsory Value Added Courses on 'Environmental Studies' for first semester and "Environmental Assessment and Education" for second semester undergraduates students are offered sensitizing all to the necessity of conservation and holistic ecological practices. The different departments offer courses as a part of its curriculum relating to the cross cutting issues as follows.

Dept. of Assamese:

Dept. of BBA: Environmental Science,

Dept. of Biophysics: Environmental Biophysics

Dept. of B. Voc (FPQM): Cyber Ethics

Dept. of Botany: Industrial and Environmental Microbiology,
Plant Ecology and Phytogeography

Dept. of Computer Science: Cyber Ethics

Dept. of Economics: Environmental Economics

Dept. of Education: Educational Psychology, Creating writing
and Interview Skills

Dept. of Geography: Environmental Geography and Disaster
Management

Dept. of Philosophy: Ancient Indian Thought, Philosophical
counseling, Ethics, Critical Thinking

Dept. of Zoology: Ecology and Wildlife, Environmental Biology

Dept. of Political Science: Human Rights, Human Rights in India

A certificate course on Yoga is offered to the students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

33

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1044

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.pubkamrupcollege.co.in/upload/feedback_report/1735019953.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.pubkamrupcollege.co.in/upload/feedback_report/1735019953.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1160

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

221

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

To ensure overall academic improvement, at the beginning of an academic session, the college categorize advanced learners and slow learners by conducting assessment test, Sessional test, etc and then adopt strategies for different level of students.

Initiatives for Advanced Learners:

Advanced students are guided to use library resources including reference books and are allowed to borrow additional books.

The N-list (INFLIBNET) membership facility is also provided by the library.

Departments recommend/supply advanced level books.

Awareness programme for various national level entrance exams like GATE/ JAM etc are conducted regularly.

Eminent personality, subject experts are invited to deliver talk on special topics.

Special Training Programs are arranged.

Visit to the various institutes of national importance are arranged.

Internship/summer projects opportunities are provided.

Initiatives for Slow Learners:

Remedial classes are conducted by the departments both in Assamese and English medium.

Mentoring and counseling are also given.

As Assamese is vernacular language, books are available both in Assamese and English medium in the central as well as departmental library.

Regular classroom assessment through quiz, MCQ based test, presentations etc are conducted.

Question Banks are made available in library and students are encouraged and helped to solve the question papers.

Extra reading materials and practice assignments are also provided.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1730802395.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1160	64

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college emphasizes on the application of student centric method for effective teaching- learning. The College encourages students' active participation in the learning process to improve their critical thinking, problem solving and decision making capacity. The college provides opportunities to students forexperiential, participatory learning and to apply problem-solving methodologies. Experiential learning:

- Field trips or educational tours are arranged to give students a real life practical exposure. Students are advised to collect photographs, data for preparing of

project reports' etc.,

- Students visit industries which help students to bridge gap between text book knowledge and hands-on-experience.
- Students' visit to institutions and research laboratories.
- Students are encouraged to attend Internship/summer/winter camp organised by various institutions.

Participative Learning:

- Students are engaged in book/literature review for improving reading/writing/thinking skills.
- Writing for wall-magazines and college magazine.
- Debate/Seminars/ Quiz, etc are organized.
- Students are involved in various academic and administrative committees and Community works, Organize different co-curricular events. .

Problem solving:

- Most of the students are assigned project work as part of their curriculum.
- Group discussions are organized to promote communication skill, generate ideas and interpersonal skills.
- Reasoning, puzzles, matching and pairing, etc., are given.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college has been emphasizing on the use of ICT tools to improve the teaching-learning system. The faculty members of the college are using various technology-based teaching and learning tools.

- Most of the teachers deliver their lecture in the class through power point presentation. There are 14 ICT enabled classrooms through which students are given audio-visual

experience in the college.

- All the departments have whatsapp group with their students, through which the teachers remains in constant interaction with the students.
- The faculty members use LMS App such as Easy Class/Google Class, which is a platform that allows them to create online classes. Besides, faculty members use online platforms such as, Zoom, Google Meet, Teachmint etc.
- Both teachers and students can access e-books and e-journals through N-list (INFLIBNET).
- Teachers often consult the free study materials available in e pg Pathshala.
- Some departments organize Video Documentary Class, where video of some important issues are played.
- Some departments organize classes/webinar by eminent educationist/scientist of national/international repute through video conferencing and other online platforms

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

64

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

64

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

27

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

803

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

The college emphasizes on transparent and robust assessment and evaluation process. For transparency:

- Internal/ sessional examination is conducted as per the Academic calendar.
- The Sessional examination committee prepares the common examination schedule and communicates to the students through the college notice board. Department's teachers inform the students through Whatsapp, etc.
- Departmental faculties set the question papers and submitted to the Sessional examination committee through the HODs.
- The internal evaluation is done as per the rule of the affiliating universities.
- The departments declare the syllabus and pattern of the scheduled test to the students.
- Opportunity is given to the students to reappear in internal tests, if they fail to appear due to valid reasons.
- After evaluation, the answer sheets are shown to students for their information.
- For any query or grievances, students may approach the Head of the concerned subject.
- The internal marks are submitted to the online portal of affiliating university.

For robustness in frequency and variety:

- Internal examinations are compulsory for all students.
- Field visit, visit to institution/industry, survey works, seminars and extension activities are constituent part of internal assessment.
- The home assignment is a regular practice to assess the students.
- Internal assessment is done through participation in co-scholastic activities

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.pubkamrupcollege.co.in/upload/_aqar_doc/1731321392.pdf

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

The college gives emphasis in identifying and resolving the difficulties and grievances faced by the students related to the affiliating university examinations- both internal assessment and external examinations. The Grievance Redressal Cell is entrusted to look into the matter of internal assessment/ Sessional examination related grievances and appropriate measures are taken within the specific time limit.

Grievances related to University examination:

- For grievance regarding marks of a paper/ course, the college collects complaint from student and forwards to University.
- The college forwards students application for re-scrutiny or re-evaluation of answer scripts to the University.
- For errors with respect to students' attendance in the examination, the college sends the duly certified attendance sheet to the University.
- The grievances related to the name of student, course, programme are resolved by communicating with University.

Grievances related to Internal examination:

- If any discrepancies related to evaluation are reported by the students, then they are immediately tried to resolve by the faculty members at departmental level.
- For any grievance, the students can apply to the Grievance Redressal Cell. The Cell resolves the issues through meeting. The head of the respective department is also contacted to resolve the issue.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1697012081.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The College follows the curriculum of the affiliating universities. Hence, the COs of the programs offered by the college is determined by the affiliating universities. The college emphasizes the following mechanism for attaining the COs, POs and PSOs.

- The COs is uploaded in the College website.
- The college conducts orientation programmes at the commencement of academic year, where the Principal make students aware with the POs along with their goals and objectives, code of conduct, classroom attendance, examination and evaluation system and the amenities available in the college
- Department level orientations are organized to apprise the students about the COs, pedagogy to be followed, credits allotted to each paper and scheme of internal assessment.
- Departments also help the students to choose optional papers by informing them about the outcomes of different Skill Enhancement Courses and Discipline Specific Electives.
- To attain the COs workshops, seminars are organized.
- Field visits/ Industrial visit/ Institutional visit/ Lab visit etc. are undertaken.
- Student-Teacher interaction at Departmental level is regularly organized.
- Further, IQAC also organises orientation programme on POs and COs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.pubkamrupcollege.co.in/upload/igac_file/1733663976.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college adopts methods and mechanisms of assessment for the attainment of POs and COs. The IQAC thoroughly analyses the results of the assessment and evaluation. Appropriate measures

are taken to achieve the outcome to the desired level.

- The results of the university examinations at the end of each semester are keenly and systematically analyzed by the departments concerned and Academic Committee of the college.
- Students' performance in class tests, seminars, group discussion, debate, etc is also used as a measure to assess the attainment of COs and POs.
- The performance of students in co-scholastic activities also act as a pointer for learning outcomes.
- The feedbacks from students, teachers, employers and Student Satisfaction Survey are used as a tool to improve the limitation in the attainment of the learning outcomes and also to chalk out correctivemeasures.
- Academic and Administrative Audits are conducted to testify the attainment of COs,POs and PSOs.
- Students' understanding of the COs, POs and PSOs are measured and assessed through internal assessment, practicals and end semester examination.
- POs and COs are also evaluated through the progression of students enrolling for higher education and qualifying for various competitive examinations.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.pubkamrupcollege.co.in/upload/igac_file/1718186729.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

607

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.pubkamrupcollege.co.in/upload/sss/1733991810.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

Rs.45,213.28/-

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

05

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college is creating an ecosystem for innovations and transfer of knowledge.

- Research and Development Cell organises activities to inculcate research culture amongst the students and the teachers.
- Advanced Level Biotech Hub is to help the faculty members, students and neighboring institutions for doing project/ research works.
- To culture the habit of establishing start-up and incubation, an awareness drive has been organized under Assam Start Up, Govt. of Assam
- An orientation programme on Survey has been organized by the Dept. of Education.
- Computer Laboratory, recognized as Research Laboratory by Gauhati University, have been using by students,

research scholars and teachers.

- Introduction of B. Voc Courses- Food Processing and Quality Management (FPQM) and Information Technology (IT), M.Voc course- FPQM is an initiative to transfer knowledge and vocational training.
- There exists Skill Based Courses-certificate course on Mushroom Cultivation and add-on courses on Advance Diploma in Medical laboratory Technician
- Adoption of Two Villages- Bonbari and Kumnagar to create awareness on crosscutting issues and to develop on various aspects is another initiative.
- Sankardeva Study Centre organises invited lectures, etc to reinvigorate Sankardeva's ideas/philosophy among students.
- The college has Skill Hub Centre to promote the Skill Hub initiative of PMKVY 4.0.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1731916177.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

04

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

08

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

49

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities carried out during 2023-24

1. Ajit Kalita, Assistant Professor Organized Environment Awareness Program on 06-06-2023
2. Organized Workshop on "Training on Survey" from 9-12th October, 2023.
3. Organized Workshop on Handloom and Textile on 23.03.2024.
4. Organized Community Enrichment Program on "73rd Amendment of 'The Assam State Panchayat Act, 1994'....." on 12-13th February, 2024
5. Organized Workshop of Folk instruments on 1-2nd April, 2024 And Trade Fare on 9th April,2024.
6. Organized Workshop on Vermicomposting and Solid Waste.....on 27-28th May, 2024.
7. Exhibition cum Science Model Competition was held on 17/11/2023.
8. Workshop on Road Safety and Traffic Control were held from 30/06/2023.
9. Organized a Symposium on Sericulture of Assam on 20/02/2024.
10. Organized Workshop on "Teaching and Learning Techniques for" from 9-14th October, 2023.
11. Dr Dipak Konwar, Assistant Professor provided extension service to students at Majgaon Highschool on 5/7/2023.
12. Dhanjit Das, Assistant Professor extended service at Goreswar College.
13. Abinash Neog, Assistant Professor provided extension service through NET/SLET Coaching to students of Pragjyotish College from 27/08/2023.
14. Md. Ayez Ali, Associate Professor taught Geography to the students of Mazgaon Highschool on 4/7/2023.
15. Dr Anowar Hussain, Assistant Professor took interactive Class to the students of Mazgaon Highschool on 8/7/2023.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1732359052.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.4.2.1 - Total number of awards and recognition received for extension activities from**

Government/ Government recognized bodies year wise during the year

6

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

18

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1204

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

16

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

29

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Pub Kamrup College is equipped with the following infrastructures for teaching and learning.

Classroom:

- There are total 58 numbers of classrooms and out of which 14 are ICT enabled.
- **Laboratories:** College has 16 well-equipped departmental laboratories. The Computer Science laboratory is recognized for Ph.D. programs under Gauhati University. The Biotech Hub is equipped with sophisticated research equipments.
- **Computing Equipments:** College has 148 desktop computers, out of which 109 are used for students. There are 6 laptop computers and 13 LCD projectors, 19 printers, 9 scanners and 3 Xerox machine.
- **College Library:** The college library has 31,370 text books/ reference books, more than 1,95,809 e books under NLIST and more than 6237 e journals, 16 print journals, 9 print magazines and 13 newspapers. It has a few special corners/collections, viz; North-East corner, Assam corner, collection on women studies and career books.

Additional Physical facilities

- Wi-Fi enabled campus with G-Suite facility.
- College has 1 card printer, 77 CCTV cameras,
- Generators of 20 KVA power each, Solar photovoltaic panel of 50 KW,
- Biometric system for attendance, Ramps for Divyangjan and canteen.
- Software with integrated applications for admission, student's database, leave management etc.
- Centralised Announcement system.
- College has one Offset Printing Press

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/_agar_doc/1733295914.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college provides the following facilities for student's co-curricular development.

1. It has a UGC funded indoor stadium with court facilities for badminton, table tennis and basketball. Carom, chess, etc.

2. It has courts for volleyball and basket ball. For outdoor games like Kabaddi, tug-of-war etc. college field is utilized. For organizing the events like football, Cricket, race, etc., Karara Mini Stadium and the playground of Agdala Chariali High school are used.

3. It has a gymnasium centre with 155.80 m² in size and is equipped with Motorized Treadmill, Upright Bike, Twister, Olympic set, Gym Ball, etc.

4. It provides facilities for the cultural promotion of students. The College has an auditorium with 200 seating capacity for organizing different cultural events.

5. One open sky stage is available for organizing cultural programmes. The events of the open sky can be enjoyed by around 5000 spectators.

6. The College has Musical instruments- Harmonium, Tabla, etc. Other necessary instruments are also made available to the students in need.

6. The college organizes workshops on Yoga. External Yoga experts are invited. A certificate course on Yoga is offered.

7. The college has Sankardeva Study Centre to provide training and workshop/ certificate course on Sankardeva creations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1733302711.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

16

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1733306620.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

16.48864

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Pub Kamrup College Library is equipped with ILMS .

ILMS software: SOUL (Software for University Libraries)

Version: 3.0, Year of Automation: 2005; Updated: 2024

Nature of automation: Library is partially automated. Books are catalogued using the software. The library circulation process is fully automated. The Online Public Access Catalogue (OPAC) facility is available in the ILMS for the status of a book such as available/issue, accession number and bibliographic information. Records of books are generated according to subject, accession number, author, publisher as well as ISBN . Barcode technology is used. The books are barcoded and the users are given unique barcode ID.

Digital wing: Access to online resources (remote access) such as, N-LIST is available.

Library Webpage

(<https://sites.google.com/site/pkclibrary/home>): The webpage provides informations - rules, facilities, instructions and services. It provides the latest updates and display the remote access facility of the subscribed database. It also displays some open access site. Computer Facility: It is equipped with 50 computers having internet and Power backup facilities. Among them 1 for OPAC, 3 for circulation of books, 1 for member login, 1 for SOUL server and 1 for administrative works and 43 are used at Library E -Resource Centre.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.pubkamrupcollege.co.in/upload/_aqar_doc/1733214981.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.64349

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

31

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

IT infrastructure is spread over all departments, library, IQAC room, conference hall, E resource centre and administrative sections. The College is equipped with 148nos. of desktop computers out which 125 has high speed internet connectivity. 43 nos. of computers are used as browsing centres. There are 6

laptop computers. All these computers are protected by antivirus softwares.

These facilities are continuously upgraded. The college takes care of the maintenance and servicing of IT tools.

Following are the addition/ upgradation of the IT facilities.

1. Introduction of online admission portal in 2016-17, developed by the Computer Science department.
2. Addition of new webpages, viz., Alumni Portal and Placement Portal in its website in the year 2022-23.
3. Addition of new webpage for E Journal
3. Wi-Fi and high speed internet connectivity has been added in the administrative and IQAC office.
4. Office automation was executed in the year 2012-13 with limited compatibility. This was replaced in the year 2020-21 to create more facilities to handle students' data, exam data, accounting operations, and university requirements.
5. Upgradation of 'SOUL' (Version-3.0) software has been done in 2024 to improve LMS system.
6. Biometric attendance system and CCTV surveillance system has been augmented since 2012-13.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1733224352.pdf

4.3.2 - Number of Computers

154

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

7.51788

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College manages its infrastructure as follows.

- Classrooms are allocated as per class routine according to student strength. Routine is designed for optimal use of classroom which are also used for examination purposes.

- Routine committee and HoDs jointly decide the laboratory schedule. HoDs decide about the allocation and usage of laboratory equipment/consumables, etc.
- Two types of libraries exist: central and departmental. HoDs manage departmental library. Library Management Committee manages the central library. The Central Library is composed of reading room, stack, digital wing and reference section.
- Minor and Major games equipments and activities are under two teachers-in charge. Sports Management and Development Committee organizes and manages the inside and outside sports events. Indoor Stadium Management Committee supervises and maintains the Indoor Stadium and the Gymnasium centre.
- Principal allocates office space to officials.
- Supervision of boys and girls common rooms are incharge of concerned Student Union Secretaries and in charge teacher.
- Hostel Management Committees supervises the boys and girls hostels.
- College has MoU with third party for technical assistance.
- Canteen Management Committee looks after the canteen.
- Principal office manages electricity, generator, drinking water facility, solar plates, fire extinguishers, etc
- College spaces are allocated to external users without hampering normal activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1733210113.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2714

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	https://www.pubkamrupcollege.co.in/upload/iqac_file/1733480708.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

516

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

516

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

103

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

116

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

93

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

20

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college provides the following facilities to enable the students to engage in various administrative, co-curricular

andextracurricular activities.

- College constitutes 14 members' Students' Union for a term of one year through general election as per guidelines of the Lyngdoh Committee of UGC.
- The Union is entrusted the responsibilities to organize different events like Pub Kamrup College Youth Festival to ensure students' participation.
- The observation of Saraswati Puja, Milad-e- Mehfil, Bathow Puja, etc., are also entrusted to the Union.
- They are also entrusted the responsibility to organise Freshers' Social, Farewell, Teachers' day and other national/ international days, etc.
- The Union is responsible to lead the aspirant students for participating in the events like University Youth Festival and other university, state and national events organised by others.
- The college magazine is the base to promote their literary talents, creative writings, etc.
- To make the administrative process more decentralized and participatory, students are also engaged in different committees or cells like Grievance Redressal Cell, Anti-ragging Committee, Internal Complaint Committee, IQAC, etc.
- Students may organize cleanliness drive, anti-tobacco drive and other social awareness drive, etc..
- NSS & Scout & Guide is two important cells where student can involve for their vpersonality and leadership development.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1733904756.pdf
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

74

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college always gives importance to its alumni in the process of development. Conscious efforts are made to strengthen the relationship between the institution and alumni. The College has a registered Alumni Association under Societies Registration Act XXI of 1860. Besides, in the college website, there is an alumni login portal, where the alumni can register, provide suggestion, feedback, etc. The different departments maintain cordial relations with their alumnus (registered/non-registered) through Social Media platform.

The alumni of the college contribute in various ways,

- The College Alumni Association enriches the values and principles of the college by coordinating with the students.
- Alumni are engaged in curriculum enrichment by providing their valuable feedback.
- Alumni contributes in academic publication like e magazine and print Magazine.
- Distinguished alumni are invited as resource persons, guest speakers and as judges for various college events. They provide contribution both in the form of cash or kind for academic upliftment of students.
- The Association cooperates to the college fraternity in different community related activities.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/authpub_iqac_admin/aqar_doc.php
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The College is governed by the Governing Body (G.B), formed by the Department of Higher Education (DHE), Govt. of Assam. G.B. frames plans and policies as per the rules and regulations of DHE and executes the developmental activities by involving stake holders as per the vision and mission of the college.

The Vision:

The College envisions as one of the pioneer educational institutions imparting quality education to the students irrespective of caste, creed and religion. Building a proper platform for the students amidst diversity for all round development to meet the needs and challenges of time is at the core of the vision.

The Mission

To provide quality education to all students.

To maintain excellent academic standard through innovation and application of effective teaching-learning methods.

To mould the student as a responsible citizen.

To create a learner-friendly environment.

College strives to achieve its vision by

- Making intellectual exercises based on effective methods of teaching and learning.
- Effective use of the technological tools to create skilled manpower.
- Providing facilities for vocational and professional education for producing skilled youths.
- Encouraging teaching and student fraternity for research-based activities.
- Engaging students in creative, innovative and community works.
- Providing mentoring support to all the students.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1733997384.pdf
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college encourages decentralization and participatory approach by involving staff members and students in both academic and non-academic matters for ensuring efficiency.

- The apex decision making body is the Governing Body having representatives from guardians, donors, teachers, office staff and nominees from affiliated university, librarian and local MLA.
- Governing Body appoints the Vice- Principal, Heads of respective departments and provides administrative, academic autonomy and mobility for effective governance.
- Governing Body forms IQAC for planning and evaluation process. The IQAC consists of principal, members from Governing Body, alumni, employer, few teachers, students and coordinator.
- The College has an Academic Committee where the Vice Principal holds the Chairmanship, Coordinator of IQAC as the convener and all the HoDs as members.
- Admission Committee is constituted by taking a senior

faculty as Chairperson, a senior faculty as convener and a few teachers as members. A Routine Committee and a prospectus Committee are formed along with.

- Decentralization principle is followed in Election Committee, Examination Committees, Library Management Committee, Certificate Course Management Committee, Canteen Management Committee and Committees for observing different days/events of international, national importance, Grievance Redressal Cell, Anti ragging Committee, Internal Complaint Committee and in the formation of Students' council.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1734072450.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

To accomplish the objectives of higher education, the College develops perspective and strategic plan by ensuring coordination among the Governing Body, IQAC, Academic Committee and various other committees. Formation or modification of different committees and cells like IQAC, Academic Committee, Admission Committee, Examination Committee, Research and Development Cell, etc is the integral part of the perspective plan.

Pub Kamrup College aims to be in the top 50 colleges as per the NIRF ranking by the year 2036 by acquiring excellency in teaching, learning and research. It aims to strengthen the processes by benchmarking with ISO quality management international accreditations.

Implementation of NEP, 2020 is the prime objective. NEP Task Force has been constituted, faculties have been deputed for training and seminar and workshop has been organized.

To be a part of the Viksit Bharat@2047 vision of Government of India, the college has been organizing awareness/ sensitization programmes, outreach programmes, etc.

Introduction of more PG and Skilled based programmes is a prime objective. Initiatives have been taken.

Preliminary procedures have been completed with Gauhati University for introducing Integrated Teachers' Education Program, NOC from Gauhati University has been obtained and MoU has been signed with Govt. of Assam. Program.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/agar_doc/1734083027.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college follows the policy of participatory approaches in its administrative set up, appointment procedure, service rule, etc.

Administrative Setup:

- The Governing Body (GB), the highest decision-making body of the college is constituted by the DHE, Govt. of Assam. Principal is the Secretary of the GB.
- Vice-Principal, a member of the GB, looks after the academic activities.
- HoDs are responsible for looking after the individual departments. HoDs are also the members of the Academic Committee.
- The faculties are involved in various committees. Every year two faculty members are elected as representatives to the GB.
- Librarian looks after the library related activities. The Librarian is a member of the GB.
- IQAC is responsible for ensuring quality in all academic and administrative activities.
- The office of the college works under the supervision of the Principal. Every year one office staff is elected as representative to the GB

Procedure for Appointment:

- All appointments are made as per the rule of DHE, Govt. of Assam and UGC guidelines.

Service Rule:

- College follows the service rules and conditions laid down by the DHE, Govt. of Assam.

Procedure for Promotion:

- All promotions are made as per the rules of DHE, Govt. of Assam.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1734084425.pdf
Link to Organogram of the institution webpage	https://www.pubkamrupcollege.co.in/upload/iqac_file/1657885133.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college has the following facilities for its staff.

Pension Scheme: The sanctioned staff are eligible for pension.

Gratuity: The sanctioned staff are eligible for gratuity.

Group Insurance Scheme: The sanctioned staff are insured through GIS.

Leave Encashment : All the sanctioned staff are eligible for Leave Encashment facility from the Govt

Financial Support: Although there is no relief fund, the staff extends financial support in case of emergency.

Leave : The staff is entitled for Study Leave, Duty Leave, Maternity Leave, Child Care Leave etc.

Cognitive Support:

Teachers are encouraged and allowed to participate in FDP, Seminars, Workshops, etc.

Faculty members are encouraged for publication activities.

Library Facility is provided to staff.

IT : Departments are equipped with computers.

Safe Drinking Water : Safe drinking water is available.

Canteen: Hygienic canteen is available.

Gymnasium: Gymnasium facilities are provided free of cost.

Reserved seat staff-children: The College has a provision of reserving seat for college staff children in UG courses.

Car parking facility is available.

Attached Washroom/toilet is available in each department.

Rest Room cum Night stay facility is available.

Sanitary pad and dispose system for female staff is available.

Day care centre is available.

First-Aid Station is available.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1734164786.pdf
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

28

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

15

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Pub Kamrup College has performance appraisal system for teaching and non-teaching staff.

For teaching staff

Performance Based Appraisal System: IQAC prepares the Performance Based Appraisal System (PBAS) format as per the guidelines of UGC and Department of Higher Education, Govt. of Assam. In every academic year, the IQAC collects API- PBAS from all faculty members. The performance of the faculty is assessed by the Heads of the Department, Coordinator-IQAC and Principal of the college. Promotion of teachers is granted only if the requisite score is achieved.

Annual Confidential Report (ACR): ACR for the teaching staff is prepared by the Principal as per the format of Department of Higher Education, Govt. of Assam and submitted to the Director of Higher Education as and when directed.

Evaluation by the Students: Students' Feedback on performance of the teachers is collected and evaluated.

Non-Teaching Staff

All non-teaching staff is also assessed through annual confidential reports. Annual Confidential Report for the non-teaching staff is prepared as per the format of Department of Higher Education, Govt. of Assam and is assessed by the Principal every year.

Student Feedback: Student's Feedback is also used to evaluate the performance of non-teaching staff of the college.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1699428655.pdf
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Pub Kamrup College regularly conducts internal and external financial audits. There is a two tier financial audit system in the college which involves-

1. **Internal Audit by Chartered Accountant:** It is conducted by a local chartered accounting firm selected by the Governing Body of the college.

2. **External Government Audit :**

It is conducted by the Department of Local Audit, Govt. of Assam.

Internal audits for all the funds received under various schemes are done immediately after each level of completion of work. The internal audit is a continuous process which is carried out by CA. All bills, vouchers and stock registers are checked and verified by the auditors. Finally, an audit report is prepared by the CA, which is placed in the Governing Body.

For grants received from UGC, DBT, RUSA and other agencies, utilization certificates are prepared as per the guidelines of the funding agency which is duly checked and signed by CA and submitted to the corresponding authority.

In external government audit which is carried out by the Department of Local Audit, Govt of Assam, as per their schedule, assessment of Income-Expenditure and Receipt-Payment is checked by following the government rule.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1734413398.pdf
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

14.05

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College aims to grow by providing requisite funds and its optimal use. The main sources of funds are student fees and grants from State Government. The college makes every effort to generate funds from the following

1. Students' tuition fees
2. Grant under section 12B of UGC, state government, RUSA
3. Grants from govt. organizations to conduct activities like research project, etc.
4. Funds from self-finance courses
5. Interest from FD.
6. Financial support from Alumni, philanthropes
7. Funds from Universities for examination zones
8. Funds from govt and non-govt organizations for using college space/ infrastructure
9. Funds from hostels, Canteen, fishery, College Press , KKHSOU Study Centre

UTILIZATION OF FUND

1. Funds from State Government are spent on payment of salary. Funds are utilized as per budget. UGC grants are spent as per the guidelines.
2. Contingency expenditures are made accordingly.

3. RUSA grant is utilized as per the proposed plan.

4. Funds from tuition fees and self-finance courses are spent for academic and development activities.

Optimum Utilization of funds:

1. Adequate funds are allocated for teaching-learning, development/ maintenance of infrastructure as per the recommendations of the purchasing committee

2. Competitive bidding/ tendering process is followed.

MONITORING MECHANISM

1. Use of resources are monitored by the GB 2. At the end financial year, audit is performed.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1699947623.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Pub Kamrup College IQAC is instrumental in suggesting and implementing a number of quality improvement measures. Following are the two major practices that have been institutionalized as a result of IQAC initiatives.

Teaching and Learning

To improve the teaching-learning process, Academic Committee meeting has been organized twice in a Semester- at the beginning and at the end of odd and even semesters. At the 1st meeting, all the faculties are suggested to conduct the classes as per the teaching and lesson plans. At the second meeting, information of course completion, internal assessment, etc., are collected and necessary suggestions are given. Suggestions for bridge courses, induction programme and remedial classes are given.

Mentoring the Students

The objective of the Practice is to motivate, support and guide the mentees to face the academic and non-academic challenges. Mentoring is followed by every department under a prescribed mechanism of record keeping sheets and grouping of mentees. Mentees are divided semester wise and concerned HODs appoint mentors for different semesters. Counselors are also invited to provide mentoring.

The following initiatives are also taken by IQAC:

Preparation of Perspective plan.

Preparation of Academic Calendar.

Timely submission of AQAR

Collection and analysis of stakeholders' feedbacks.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1734418026.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC reviews the teaching-learning process and methodologies of operations, learning outcomes in a planned manner as follows.

1. Planning and Evaluation of Teaching-Learning: Effective teaching requires proper planning. IQAC prepares the Academic Calendar and formats of Teaching-Lesson Plans and reviewed in Academic Committee Meeting. After approval, the plans are given to the faculties. The completion of courses as per the Academic Calendar, Teaching-Lesson Plans is evaluated in Academic Committee meeting organized at the Semesters' end. Feedbacks are collected in time.

2. Strategies to Uniform Education: Diversity of students in respect of understanding, memory, psychology and circumstance

is an inherent character. Uniform education is possible after the removal of these barriers. IQAC advises the departments to conduct assessment test, bridge courses, induction programmes, etc., for the new comers and Internal Assessment, Sessional Examination, etc., to understand the students' category. Mentoring, Remedial Classes for slow learners and workshop, invited talk, etc., for advanced learners are suggested.

Following initiatives have been taken to implement the NAAC recommendations

1. Value and skill based certificate courses have been started.
2. Resarch and Development cell has been constituted.
3. Placement portal has been developed in the college website.
4. ICT based classrooms have been increased.

File Description	Documents
Paste link for additional information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1734423925.pdf
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.pubkamrupcollege.co.in/upload/igac_file/1734511416.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The College has been emphasizing the simultaneous development of all the genders through its co-curricular and extra-curricular activities.

Curricular:

The College carries on the curricular aspect as per the syllabus prescribed by the affiliated Universities of which many are concerned with gender sensitivity and women empowerment. While delivering these courses, the concerned teachers try to familiarize students with gender equity and gender sensitivity and gender issues, etc.

Co-curricular activities:

It observes the Youth Festival annually to flourish the co-curricular activities by arranging events. In all the events Girls' students can have the equal participation opportunities with the boys. Special programs like training, workshop, etc., are arranged for girls' students.

Women Cell

The Women Cell of the college is the sister organization of Pub Kamrup College Teachers' Association. This cell regularly observes International Womens Day and organizes programs on the

burning issues to empower Girls' students.

Facilities for women:

- CCTV cameras
- Girls Hostel with an intake capacity of 86 with safe boundary
- Girls Common Room having adequate facilities
- Separate Girls Toilets in each floor of the buildings.
- Day Care Centre for taking care of babies of female employees
- Grievance Redressal Cell,
- Anti-ragging Committee to monitor and address specific issues.
- First Aid Station

File Description	Documents
Annual gender sensitization action plan	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1734591555.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.pubkamrupcollege.co.in/upload/aqar_doc/1734592472.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

For Solid waste management:

- Digital mode is followed in office work.
- Separate waste bins for bio-degradable (Green Bins) and non- biodegradable wastes (Blue Bins) are used.
- Bio-degradable laboratory wastes are dumped into pit.
- Non biodegradable wastes are disposed to vendors.
- Degradable wastes from hostel and canteen are used for vermi-composting and in piggery farms.
- Degradable wastes of the campus are converted to bio fertilizer (Waste into Wealth) at Vermi-composting unit.
- Single used plastics are restricted.
- Flex boards of event publicities are given to the scrappers.
- Paper wastes from Press, library, etc are sold.
- Incinerators are available to dispose sanitary napkins.
- Furniture is repaired.
- NSS Unit organizes cleansing drives at regular intervals.

For Liquid waste management:

Wastewater of septic tank flow into soak pits which are connected to the main drainage system so that excess water from the soak pit flows. Canteen’s wastewater flows to the main drain. Toilets are connected to sewage system and are cleaned.

For E waste management:

College has a MoU for collecting E-wastes. Computer hardwares are repaired and utilized. Cartridges are reused and which cannot be reused are provided to scrapper. E-waste generation is minimized by purchasing and installing quality equipment with long duration.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge	A. Any 4 or all of the above
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Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	View File
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Pub Kamrup College implements several measures to inculcate the principle "Unity in Diversity" among the stakeholders and provides an inclusive campus.

- It provides free access to all students irrespective of caste, creed, religion, etc.
- It strictly follows the state reservation guideline in appointments and admission procedure to ensure equal opportunities.
- Students from BPL category are granted free admission / fee waiving as per the guidelines of State Govt.
- It provides financial assistance/scholarships under the Government of India and state governments.
- The college provides equal participation opportunities to all students.
- Wearing Uniform by students is compulsory inside the campus to create unity among diversities.
- The Teachers adopt bi-lingual media (Mother Tongue and English) in teaching learning process for the convenience of students coming from vernacular medium schools.
- The College endeavors to inculcate communal harmony and tolerance by organizing various cultural programmes or events, such as Saraswati Puja, Milad-E-Mehfil for Muslim Community and Bathow Puja of the Bodo Community.
- International Yoga Day, International Women's Day, etc. are observed by the students and teachers and students.
- Besides, the following events are also organized during the celebration of Annual Youth Festival.
 - Cultural procession
 - Folk Dance Competition
 - Bridal competition among students representing different community.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college aims to sensitize the stakeholders about constitutional obligations (values, rights, duties and responsibilities as a citizen) through the following ways.

- It facilitates its students for enrolling in National Service Scheme (NSS), and Bharat Scouts and Guides. The

NSS and Bharat Scouts and Guides arrange programmes to inculcate values, duties and responsibilities.

- It organizes awareness programmes to sensitize the students regarding their duties towards society.
- It organizes programmes to cherish patriotism, sovereignty, etc., in connection with the commemoration of Nation's important Days and other days of importance.

Few of such programmes are as follows:

1. It observes National Voters' Day to sensitize the students about their voting rights.

2. It observes World Environment Day, World Wetland Day, Anti-tobacco Day, World Environment Day, International Yoga Day, etc. to inculcate the values.

3. It observes Independence Day and Republic Day to foster nationalism and patriotism.

4. The college observes Human Rights Day, National Unity Day, Gandhi Jayanti, etc to make aware about rights and responsibilities of students and to promote unity.

5. It has observed Azadi Ka Amrit Mahotsav from 28-07-22 to 15-08-2022 and Bhupen Hazarika Janma Jayanti on 08-09-2022 to promote unity

6. It observed Meri Mitti Meri Desh

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.pubkamrupcollege.co.in/upload/_aqar_doc/1734768747.pdf
Any other relevant information	https://www.pubkamrupcollege.co.in/upload/_aqar_doc/1734768614.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to

A. All of the above

monitor adherence to the Code of Conduct
Institution organizes professional ethics
programmes for students,
teachers, administrators and other staff
4. Annual awareness programmes on Code
of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Pub Kamrup College celebrated/ observedo commemorative days/ events / festivals with pride and enthusiasm by involving all the stakeholders to inculcate values and morals, duties and responsibilities; inspiration for the holistic development and empowerment of students to become a responsible citizen and also to attract the students' attention and interest in learning about the history and background of the very Day

The commemorative days celebrated / observed by the institute during 2023-24are enlisted as under:

RegionalCommemorative days/ Festivals

1. College Foundation Day
2. Shilpi Divas
3. Rabha Divas
4. Sarswati Puja
5. Milad-e-Mehfil

6. Bathow Puja

7 Bahag Bihu

National Commemorative days:

1. National Science Day

2. Republic Day

3. Independence Day

4. Gandhi Jayanthi

5. National Unity Day

6. National Girl Child day

7. National Youth Day

8. Pi Day

International Commemorative days:

1. International Women's Day

2. International Yoga Day

3. World Environment Day

4. World Anti Tobacco day

5. World Cancer Day

6. World Blood Donor Day

7. World Human Rights Day

8. World Food Day

9. World Menstrual Hygiene Day

10. International day of Happiness

11. World Bicycle Day

12. International Biological Diversity day

13. World AIDS Day

14. World Population Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICE-01

1. Title: Green Initiatives

2. Objectives:

Creation of eco-friendly environment by integrating environmental concerns such as plantation, use of natural and other resources

3. Context

Green initiatives is an emergent need for future generations' survival. It needs to empower the students to be responsible citizen for assuring greenery

4. Practice

- Use of Solar Energy, LED Bulbs, Plantation, Waste management practices, etc.

5. Evidence of Success

- Decrease of energy use, more plantation and garden development

6. Problems :

- Deterioration of solar batteries and floods

PRACTICE-02

1. Title: Grooming of Literary Talents

2. Objectives: To provide exposure to literary talents.

3. Context: College publishes magazine, etc by involving literary talented students. It needs to develop this exercise to promote the level of efficiency. Accordingly Best Literary Awardee is offered the editorship of the pocket magazine 'Pub Kamrup Collegat Basantar Dhemalee'.

4. Practice: It is published annually on the eve of the cultural festival 'Bohag Bihu'. It falls in the season spring (Basanta); hence the name of the magazine is Basantar Dhemalee.

5. Evidence of Success: The editors have been able to promote efficacy in literary field.

6. Problems: It has not been able to provide opportunity to all literary talents as demanded.

File Description	Documents
Best practices in the Institutional website	https://www.pubkamrupcollege.co.in/upload/bestpractice/1734773344.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The College strives to attain the vision of imparting quality education to students by students' holistic development that makes it distinctive.

Educational Well-being:

- It follows the Outcome based educational practice.

- It organizes remedial classes, Lecture Programme, field trips
- It provides ICT Based teaching-learning.
- It provides opportunity to promote research culture through R&D Cell. .
- It has Linkages and MoUs.
- It offers certificate and Add On Course It provides Internship opportunity, project, etc.

Physical Well-being:

- It organizes sports competitions in its Annual Youth Festival.
- It has MoU with Royal Volleyball Training Centre
- It has Indoor Stadium and Gymnasium Centre.
- It organizes yoga programs.

Psychological Well-being:

- Mentoring/ counseling are provided.
- The college has MoU with Skillfinty, Guwahati specially for students' mentoring.
- The code of conduct is available in its website to familiarize students with their duties and obligations.

Social Responsibility

- It has cells/ committees to enable to learn values of national unity and integration, social inclusion and responsibilities.
- It has a provision Green Diary to realize "Green Earth, Safe Earth".

Other Facilities

- It has Centre for Career Guidance and Training and Placement Cell.
- It has girls' hostels for boys and girls.
- It assists in getting Scholarships Awards are given to encourage students.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Future plan of actions

- To take allround measures for holistic development of the students
- To undertake extension activities for community development.
- To take initiatives to introduce more numbers of skill based and value based certificate courses of multidisciplinary in nature.
- To take measures for effective Implementation of NEP, 2020
- To promote research activities on relevant local community issues.
- To provide training to inculcate research habits of students.
- To promote reading habits of the students through Digitalized Learning management System.
- To take necessary measures for E-Content development.
- To make mentoring to students more effective.
- To take initiatives to provide coaching for Civil Services and other competitive examinations.
- To take initiatives for the development of students' health and hygiene.
- To organize workshops/ seminars etc for career advancement of college fraternity.
- To organize conference/ workshop/ conclave, etc related to industry-institute interaction.
- To take initiatives to create campus placement opportunity
- To organize workshop, Seminars, etc to ensure gender equity and gender sensitization.
- To take measures for own revenue mobilization.
- To sign Memorandum of Understanding with industry/ institute, etc for practical exposure of students and quality development
- To take measures to promote students' sports and culture
- To take initiatives necessary infrastructural arrangement for effective teaching-learning.