AQAR: 2015-2016

Part – A

AQAR for the year

| 2015-16 |

1. Details of the Institution

1.1 Name of the Institution

| Pub Kamrup College |

1.2 Address Line 1

| Baihata Chariali |

Address Line 2

| Kamrup, P.O.- Baihata Chariali |

City/Town

| Baihata Chariali |

State

| Assam |

Pin Code

| 781381 |

Institution e-mail address

| principal@pubkamrupcollege.org |

Contact Nos.

| 094351 19315; 9365424034 |

Name of the Head of the Institution:

| Dr B K Dev Choudhury |

Tel. No. with STD Code:

| 03621 286300 |

Mobile:

| 094351 19315 |

Name of the IQAC Co-ordinator:

Dr Kamal Sarma

Mobile:

099547 84294

IQAC e-mail address:

kml.sarma9@gmail.com

1.3 **NAAC Track ID**

ASCOGN11667

1.4 **NAAC Executive Committee No. & Date:**

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

www.pubkamrupcollege.org

1.5 Website address:

Web-link of the AQAR: http://www.pubkamrupcollege.co.in/AQAR2015-16.PDF

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC:

07/04/2003

2015-16

1.8 AQAR for the year

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

   i. AQAR   AQAR 2014-15 uploaded on 30/09/2016

1.10 Institutional Status

University   State `√` Central `-` Deemed `-` Private `-`

Affiliated College   Yes `√` No `-`

Constituent College   Yes `-` No `-`

Autonomous college of UGC Yes `-` No `-`

Regulatory Agency approved Institution Yes `√` No `-`

Type of Institution Co-education `√` Men `-` Women `-`

        Urban `-` Rural `√` Tribal `-`

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

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

1.11 Type of Faculty/Programme

   Arts `√` Science `√` Commerce `-` Law `-` PEI (Phys Edu) `-`

  TEI (Edu) `-` Engineering `-` Health Science `-` Management `-`

Others (Specify)

☐ Self finance courses on BBA, BCA, PGDCA, BVoc in Software and System analysis and BVoc in Food Processing and Quality Management.
☐ Add on courses in MLT and TTM.
☐ UGC funded course on "Organic Farming and Post Harvest Management" under Community College Scheme.
☐ Certificate courses on
 1) Personal Development Soft Skill and Employbility.
 2) Creative Writing.
 3) Yoga and Pranayama

1.12 Name of the Affiliating University Gauhati University

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

Autonomy by State/Central Govt. / University | -- |

University with Potential for Excellence | -- | UGC-CPE | -- |

DST Star Scheme | -- | UGC-CE | -- |

UGC-Special Assistance Programme | -- | DST-FIST | -- |

UGC-Innovative PG programmes | -- | Any other (*Specify*) | Advanced level Biotech Hub, DBT |

UGC-COP Programmes | -- |

2. IQAC Composition and Activities

2.1 No. of Teachers | 12 |

2.2 No. of Administrative/Technical staff | 01 |

2.3 No. of students | 01 |

2.4 No. of Management representatives | 02 |

2.5 No. of Alumni | 01 |

2. 6 No. of any other stakeholder and

   community representatives | 02 |

2.7 No. of Employers/ Industrialists | 01 |

2.8 No. of other External Experts | 01 |

2.9 Total No. of members | 21 |

2.10 No. of IQAC meetings held | 04 |

2.11 No. of meetings with various stakeholders: Total No. [10] Faculty [03]

Non-Teaching Staff [02] Students [02] Alumni [03] Others [----]

2.12 Has IQAC received any funding from UGC during the year?   Yes [-]   No [√]

If yes, mention the amount [-]

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [09] International [-] National [02] State [02] Institution Level [5]

(ii) Themes -

1. UGC Sponsored National Seminar on *Molecular Biology and Biotechnology Research in NE India*.
2. *Orientation workshop for study of Microorganisms* for science teachers of Kamrup district in Assam in collaboration with ASTEC.
3. Workshop on *Biomolecule Screening and Computational Biology*.
4. Popular lecture series under Brain Awareness Week.
5. One day lecture programme on *Gene, Genomics and Cancer*.

2.14 Significant Activities and contributions made by IQAC

i) B. Voc courses in i) Food processing and quality management and ii) Software Management and System Administration has been successfully started from this academic year.
ii) Completion of second floor of Science Block.
iii) UGC funded course on "Organic Farming and Post Harvest Management" under Community College Scheme has been started.
iv) Installation of indoor games and gymnasium facilities.
v) Increased number of students' participation in research activities.
vi) Continuance of the plantation works through the Green Diary programme.
vii) Development of software for computerised voting process of students' election by the faculty and students of Software Management and System Administration department.

2.15 Plan of Action by IQAC/Outcome

	Plan of Action		Achievements
Scholastic	1)	To hold meetings with the Departments to increase the numbers of departmental and interdepartmental seminars and student exchange programs.	1) The IQAC hold a meeting with the Department Heads and coordinator of Biotech hub. As a result, departmental and inter-departmental seminars have been organized and students have visited nearby institutions such as IIT Guwahati, IASST, Gauhati University, Pig Research Institute etc.
	2)	Plan to make discussion with the admission committee as well as the Principal to increase the number of students particularly in History and Statistics by organising relevant talks for popularising these subjects.	2) The IQAC hold a meeting with admission committee. Invited talks were organized to spread the importance and employability of the concerned subjects among students and as a result number of students increased.
	3)	The IQAC to send a proposal to the principal of the college to make necessary step to open PG Courses in Biophysics and Geography.	3) The college sent letter of application to Gauhati University.
	4)	To organize workshop and seminars	4) 5 different workshops and seminars have been organized.
	5)	To train the students to clear different competitive examinations.	5) 3 students cleared IIT JAM examination.
Research	1)	To take initiative for submitting proposals for research projects under various funding agencies.	1) The existing IBT Hub, DBT has been upgraded to Advanced Level Biotech Hub.
	2)	To cultivate research orientation among the students by conducting summer and winter school programmes.	2) 3 papers by students have been published in the proceeding of UGC sponsored national seminar on *Molecular Biology and Biotechnology Research in NE India*. One students got second position in Poster Competition in IASST, DST 3rd Colloquium.
Co-scholastic	1)	To discuss with the principal to make a strategy for motivating students regarding health consciousness and thereby increase the number of students visiting the indoor stadium sports facilities and college gymnasium.	1) The interested students were motivated to make games and sports practice on regular basis at the stadium and the Instructor for Physical Education took special initiative to develop a sports culture.
	2)	IQAC formulated "Best Department Selection Policy" with a view to increase the student participation from each department in various activities.	2) Students' participation has increased in youth festivals.
Infrastructural	1)	To take initiative for submitting proposals of or letter of application to different funding agencies for infrastructural development.	1) The college submitted various proposals to UGC and RUSA and has received grant under Model College Scheme.
Social Responsibilities	1)	To discuss with the NSS Unit to organize different extension activities in the neighbouring schools and villages in association with Alumni Association and local people.	1) Different activities have been carried out as follows: a) Popular talks on science and religion b) Cleanliness drives c) Health awareness programmes d) Plantation drives

2.16 Whether the AQAR was placed in statutory body   Yes √   No -

Management √   Syndicate --   Any other body --

Provide the details of the action taken

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

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	--	--	--	--
UG	04 (BA, B.Sc., BBA, BCA)	01 (B.Voc)	03 (BBA, BCA, B.Voc)	03
PG Diploma	01 (PGDCA)	--	01 (PGDCA)	01
Advanced Diploma	01 (ADMLT)	--	01 (ADMLT)	01
Diploma	02 (DTTM)	--	--	01
Certificate	04	--	04	--
Others	--	--	--	--
Total	12	01	09	06

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

Pattern	Number of programmes
Semester	05
Trimester	--
Annual	02

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

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

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

- The syllabus for the subjects under B.Voc and community college scheme has been prepared by the faculty members of each course.
- Revisions of Syllabus for other courses are done by the affiliating university.

1.5 Any new Department/Centre introduced during the year. If yes, give details. [Yes]
   i.   Department of Software Management and System Administration.
   ii.   Department of Food Processing and Quality Management.
   iii.   Centre for Organic farming and Post Harvest Management.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
45	20	25	--	--

2.2 No. of permanent faculty with Ph.D. [16]

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

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

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

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	04	
Presented papers	05	12	03
Resource Persons	--	01	

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

- Healthy interaction between students and faculty members which goes beyond the classrooms.
- Students participate in summer research projects.
- Socially relevant research.
- Well equipped E-Resource centre and computer lab.
- Case studies on current social topics to create social awareness among students.
- The students of the college has to maintain a diary entitled "GREEN DIARY" where the records of compulsory sapling plantation and environmental activities performed during their study period in the college have to be recorded. A regular student has to plant at least three saplings in their homestead or any other public place and the work under this scheme is a partial fulfilment of their project work in environmental studies and evaluated for 10 marks assigned in their syllabus.

2.7 Total No. of actual teaching days

184 days

during this academic year

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

- Continuous evaluation is carried out throughout the semester through regular tests, sessional examinations, objective tests, projects, presentations etc.
- Regular, weekly tutorials are conducted.
- The college prefers to take the responsibility entrusted by Gauhati University of answer scripts evaluation zone of different final examinations and end semesters with an objective to expedite faculties' quality, sharing knowledge and experience, engaging them in evaluation processes.
- The college keeps all the examinations halls under the purview of close circuit camera to check all kinds of malpractices.
- Home assignments/projects are given to the students.

2.9 No. of faculty members involved in curriculum
Restructuring / revision/syllabus development

-	02	05

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students   80%

2.11 Course/Program wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				Overall Pass %
		Major			General	
		Distinction %	I %	II %	III % (Simple pass)	
BA	341	N/A	36.02	43.22	63.81	88.92
B.Sc.	204	N/A	37.65	10	64.71	69.93

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

The IQAC of the college monitors the overall learner centric pedagogic issues of the students by adopting the following measures.

a) The IQAC discusses with all the departments to understand individual departmental pedagogic issues and after that policy proposals for addressing these issues are sent to the Principal or Governing Body.

b) The IQAC monitors participation of students in the field of sports, games and culture in college as well as state/university/national level. Evaluation is done on the basis of medals or awards won by the participants or on the basis of potentiality shown in different competitions.

c) The IQAC encourages the students having potentiality in extra-curricular activities to participate in training programs. It also holds discussion with teacher-in-charge of respective fields.

d) To assess the quality of teachers it collects Annual Self Appraisal Reports from the teachers and accordingly put suggestions the authority as well the concerned teachers to sort out weaknesses if any.   .

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	01
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	09

Others	STC	02
	Interactive Program	01

2.14 Details of Administrative and Technical staff

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

Criterion – III

3. Research, Consultancy and Extension

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

> The IQAC of the college is taking major steps to improve research atmosphere in the institution by encouraging the faculty members to pursue doctoral programs, paper presentation in different seminars both national and international, attending workshops etc. Moreover, the faculty members are also encouraged to apply for various research projects under different funding agencies. The IQAC also motivate the UG students towards research field through summer and winter school programmes, invited talks from reputed institutes such as IIT Guwahati, students seminars etc. The students are trained towards research through the different activities of DBT sponsored Biotech Hub of the college. The Biotech Hub has taken steps such as organizing winter/summer research programmes, arrangement of invited talks by renowned persons in different fields of research etc. and depending on the progress of the Biotech Hub, DBT has upgraded it to Advanced Level Biotech Hub. In this year 3 papers have been published in the proceeding of UGC sponsored national seminar on *Molecular Biology and Biotechnology Research in NE India* by UG students.

3.2   Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-----------	01		01
Outlay in Rs. Lakhs		5.8 lakhs		22 lakhs

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Regional
Peer Review Journals	03	02	
Non-Peer Review Journals	--	--	01
e-Journals	--	--	
Conference proceedings	01	10	

3.5 Details on Impact factor of publications:

Range 0.988-6.28   Average 2.682   h-index 13   Nos. in SCOPUS 03

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received In lakhs
Major projects				
Minor Projects	Nil			
Interdisciplinary Projects	4th year	DBT	121.5 lakhs	5.80 lakhs
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	--	NBRC(National Brain Awareness Program)	--	0.70 lakhs
Total	--	--	121.5 lakhs	6.50 lakhs

3.7 No. of books published   i) With ISBN No.   04   Chapters in Edited Books   10

ii) Without ISBN No.   03

3.8 No. of University Departments receiving funds from: NA

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

3.9 For colleges :

Autonomy	--	CPE	--	DBT Star Scheme	--
INSPIRE	--	CE	--	Any Other (specify)	Advanced level IBH, DBT

3.10 Revenue generated through consultancy   --

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	02	02	--	05
Sponsoring agencies	--	• UGC • NBRC	College	--	College

3.12 No. of faculty served as experts, chairpersons or resource persons   3

3.13 No. of collaborations   International   --   National   03   Any other   --

3.14 No. of linkages created during this year   8

3.15 Total budget for research for current year in lakhs:

From Funding agency   6. 50 lakhs   From Management of University/College   --

Total   6. 50 lakhs

3.16 No. of patents received this year:

Filed 01

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

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

Total	International	National	State	University	Dist	College
02			02			

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

04

03

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

3.20 Number of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   01   SRF   --   Project Fellows   --   Any other   --

3.21 Number of students Participated in NSS events:

University level   20   State level   14

National level   --   International level   --

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

3.23 No of Awards won in NSS:

University level   --   State level   --

National level   --   International level   --

3.24 No. of Awards won in NCC: NA

3.25 No. of Extension activities organized

University forum   --   College forum   10

NCC   --   NSS   10   Any other   01

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

Serial No.	Event	Date	No. of participants
1.	Brain Awareness Week, 2016 (this programme included six popular lecture delivered by renowned scientist like Prof. Shiv K Sarma, Dr. Anirban Basu & Dr. Ellora Sen (NBRC), Prof. Prabodh Borah (CVSc), Dr. M Barthakur (GNRC), Dr. L J Basumatary (GMCH) etc., one quiz competition, one poster competition.	26-31/03/2016	150
2.	One day lecture programme on Gene, Genomics and Cancer	21/11/2015	95
3.	Celebration of National Yoga Day	21/06/2016	100
4.	Tree Plantation program at Kumnagar Village (adopted village of the college)	28/07/2015	120

5.	The college celebrated National Science Day, 2016 with a view to popularize science.	28/02/2016	300
6.	The college celebrated World Environmental Day	2016	120
7.	The college regularly celebrates Milad-E-Mehfil and Swaraswati Puja to create social harmony.	Every Year	---
8.	The students of the college has to maintain a diary entitled "GREEN DIARY" where the records of compulsory sapling plantation and environmental activities performed during their study period in the college have to be recorded. A regular student has to plant at least three saplings in their homestead or any other public place and the work under this scheme is a partial fulfillment of their project work in environmental studies and evaluated for 10 marks assigned in their syllabus.	Every Year	All students
9.	The teachers of the college are involved in the school evaluation process (Gunatsav) of the state to promote quality of education at elementary and secondary level through identification of learning gaps and for designing of effective strateries and remedial measures.	---	---

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6.02 acre	--	--	6.02 acre
Class rooms	40	02	RUSA	42
Laboratories	15	-----	-------	15
Seminar Halls	02	---	-----	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	Rs. 2.37416 Lakhs	UGC, DBT College Fund	Rs. 2.37416 Lakhs
Others	--	--	--	--

4.2 Computerization of administration and library

- All the administration related works are computerized.
- Computerized student database is maintained by the college.
- SOUL 2.0 software is used in library management.
- A system generated ID card (Bar code attached) is issued to the students through which a student is accessible to various computerized system such as library information system, feedback system, computerized college election voting system etc.
- Computerized students election voting process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30621	-	1436	1.99156 lakhs	32057	
Reference Books		-				
e-Books	Accessed under N-List					
Journals	22					-
e-Journals	Accessed under N-List					
Digital Database	Partially available					
CD & Video						
Others (specify) *Manuscript and other archival items*	72	-	-	-	72	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	85	16	75	42	--	13	14	--
Added	14	14	05	--	--	--	--	--
Total	99	30	80	42	--	13	14	--

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

1) Introduction of UGC sponsored B.Voc course on Software Management and System Administration.
2) The faculty and students of Software Management and System Administration department developed software for computerised voting process of students' election.
3) Staff development program on "State Level Staff Development Program for Library Supporting Staff" on 7-8/07/2015.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   7.29,209 lakhs

   ii) Campus Infrastructure and facilities   96.59091 lakhs

   iii) Equipments   Rs. 2.37416 lakhs

   iv) Others   Rs. 23.288239 lakhs

Total :   Rs. 129.545399 lakhs

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC is in regular consultation with the college administration regarding various student support services so that these can be disseminated to the deserving students. Accordingly following steps are regularly carried out:

- Updates on notice board regarding various scholarships and other career development schemes to ensure active participation by students.
- Time to time announcement through public address system to ensure timely form fill up and other works.
- Motivate and support students to apply for various scholarships like INSPIRE, State Merit Scholarship, Combined Merit Scholarship, Ishan Uday Scholarship, ST/SC/OBC/Minority Scholarship etc.
- Dedicated office person to help students

5.2 Efforts made by the institution for tracking the progression

- Students are given support by the respective teachers for improvement in their next level of exam.
- The alumni association of the college also keeps track of the fresh alumni.
- There are various extra-curricular bodies for improving students' extra-curricular activities. These bodies are headed by a teacher-in-charge. These bodies keep track of students' progression and support them whatever is needed.
- Each Department of the college keeps track with the students even after their completion of UG level. Students are individually guided for their career advancement either physically in the college or using IT.

5.3 (a) Total Number of students

| 1990 |

(b) No. of students outside the state

| 01 |

(c) No. of international students

| -- |

Men	No	%		Women	No	%
	831	41.8			1159	58.2

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1520	91	80	463	Nil	2154	1012	135	89	754	1	1990

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

Demand ratio- 1:2   Dropout %: 22%

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

The college is taking different initiatives and support mechanism for coaching for competitive examinations.
1) The library keeps a separate section of books for various competitive examinations such as IIT JAM, NET, GRE, TOEFL, UPSC etc.
2) Workshops and training programs are organized time to time.
3) Special classes in respective departments are conducted
4) Special mentoring is extended to students.
5) Two students of Physics Department (A.R. Atique Ulla and Pankaj Sarma) and one student of Zoology Department (Nipu Kumar Das) of the college cleared IIT JAM examination, 2016 for admission to PG courses in IITs.

No. of students beneficiaries　　| 40% of total students |

5.5 No. of students qualified in these examinations

NET | 01 |　SET/SLET | 03 |　GATE | 01 |　CAT | -- |

IAS/IPS etc | -- |　State PSC | 01 |　UPSC | -- |　Others | IIT JAM: 03 |

5.6 Details of student counseling and career guidance

- Under the supervision of teachers, students taken to institutes of repute to motivate and train students.
- Each different takes different steps and provide necessary information to the students for career development.
- The teachers of each department take special concern of giving department students necessary counselling, suggestions and guidance individually or in the special classes.

No. of students benefitted　　| Around 70% of the total students |

5.7 Details of campus placement: Nil

5.8 Details of gender sensitization programmes

The college regularly takes various steps for gender sanitization such as:

- Formation of an active Women Studies Cell.
- The Women Studies Cell which undertakes various programmes such as holding street play on domestic violence against women, blood donation camp, talks on health related problems, pink ribbon distribution in the neighbouring schools for awareness against breast cancer etc. to create awareness on various gender sensitive issues among the students and locality.
- Four of the faculty members of the college have attended International Women Day celebrated at J.N. College where different issues related to women were discussed.

5.9 Students Activities

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

State/ University level [20]   National level [12]   International level [01]

No. of students participated in cultural events

State/ University level [55]   National level [--]   International level [--]

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level [--]   National level [01]   International level [01]

Cultural: State/ University level [06]   National level [02]   International level [--]

5.10 Scholarships and Financial Support

	Number of Students	Amount (in Rs.)
Financial support from institution	05	30,910
Financial support from government	1. Combined Merit Scholarship = 140 2. OBC Scholarship = 207 3. SC Scholarship = 67 4. ST Scholarship = 51 5. Minority = 80 6. Ishan Uday = 55	1,68,000/- 4,71,060/- 3,50,200/- 2,87,010/- ------ 35,64,000/-
Financial support from other sources	Jindal Foundation Scholarship = 03	14,400/-
Number of students who received International/ National recognitions	01 (INSPIRE Fellowship)	80,000/-
	01 (Research Fellowship Program)	Expenses provided by Indian Academy of Sciences and National Science Academy

5.11 Student organised / initiatives

Fairs : State/ University level [--]   National level [--]   International level [--]

Exhibition: State/ University level [03]   National level [--]   International level [--]

5.12 No. of social initiatives undertaken by the students [10]

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

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

6.2 Does the Institution has a management Information System

Yes.

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

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

6.3.1 Curriculum Development

- The teachers of the college continuously involved in the various committees on curriculum development and implementation constituted by the affiliating university (Gauhati University).
- A committee of the college developed the syllabus of the B.Voc courses namely *Food Processing and Quality Management* and *Software Development and System Administration*. Moreover the syllabus of the course *Organic Farming and Post Harvest Management* has also been developed by the college.
- Several faculty members are active members of Gauhati University appointed examination committee to frame questions papers and evaluate examination scripts.

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

Type	Numbers added	Amount spent
Text books	1436	1.99156 lakhs
Reference books		
Journals/ periodicals	01	-------

6.3.6 Human Resource Management

- Faculty and Staff are encouraged to participate self-development programmes such as Orientation Course, Refresher Course, Short Term Course etc.
- Introduction of job oriented B.Voc courses in *Food Processing and Quality Management* and *Software Development and System Administration* to develop skilled human resource.

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

- Industrial visits and lectures by industry experts are conducted.
- A programme entitled *"Workshop on Entrepreneurship"* was held on 30/11/2015 where Mr. Pankaj Sarmah, owner of Rhino Industries delivered a lecture.

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	Group Insurance Scheme
Non teaching	Group Insurance Scheme
Students	- PKCTU Merit Award, Mahendra Nath Deka Memorial Scholarship, NBMT Merit Award, Best Reading Room User award, Best Borrower Award, Poor Aid Fund, Book Bank Facility. - Free admission to 10 BPL students.

6.5 Total corpus fund generated   Rs. 8,50,000/_

6.6 Whether annual financial audit has been done   Yes √   No --

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

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

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

For UG Programs   Yes | -- | No | √ |

For PG Programmes   Yes | -- | No | -- |

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

-NA

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

-NA

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

- Members of the support staff are allowed to attend various training programmes, workshop, etc. organized by different organizations.
- Pub Kamrup college Library arranges different programs time to time for the benefits of support staff. On 7-8 July, 2015 state level Staff Development Program for Library Supporting Staff was organised where the supporting staff of Pub Kamrup College also participated. Sri M. C Bhattacharya, Dr. S K Sing , Sri Prasanta Deka, Dr. Tilak Hazarika, Dr. Dipen Deka, and Dr. Badan Barman attended as resource persons.
- The management of the college offers financial help to the support staff specifically to the Grade –IV staff in the time of distress.
- The management forwards the application form of bank loan without imposing any strict norms.

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

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

Criterion – VII

7. Innovations and Best Practices

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

- Introduction of B. Voc courses in i) Food processing and quality management and ii) Software Management and System Administration. Introduction of these courses not only facilitated aspiring students to enrol in professional job oriented courses, but it also helped the college management to access the service of more computer savvy faculties.
- Computerised voting process in students' election which helped the college administration in paperless and time saving process.
- Lectures and interactive sessions with distinguished personalities.
- IQAC formulated "Best Department Selection Policy" with a view to increase the student participation from each department in various activities.

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

1) Successfully introduced UGC sponsored B.Voc courses in *"Food Processing and Quality Management"* and *"Software Development and System Administration"*.
2) Successfully introduced UGC sponsored *Organic Farming and Post Harvest Management* course under community college scheme.
3) Applied for introducing PG course in Biophysics under Gauhati University.
4) Students are focused towards research career which is reflected in the results that 3 students cleared IIT JAM test.

7.3 Give two Best Practices of the institution

- Computerised voting process in students' election to equip the students with use of IT and encourage paperless process.
- Motivation of students towards research by conducting summer and winter school programmes.

7.4 Contribution to environmental awareness / protection

- It is made compulsory for the students to maintain a diary entitled "GREEN DIARY" where the records of compulsory sapling plantation and environmental activities performed during their study period in the college have to be recorded.
- Plantation program at the adopted village of the college.

7.5 Whether environmental audit was conducted?   Yes | - | No | √ |

7.6 Any other relevant information the institution wishes to add.

Strength:
- Supportive Local population.
- Increasing trend of student enrolment.
- Ever readiness of the faculty members to offer counselling to students in both formal and informal levels.
- Commitment to the society.

Weakness:
- Inadequate infrastructure.
- Most of the students are from the family of marginal economy.
- Improper teacher student ratio in many departments.

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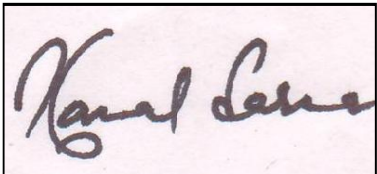- Disciplined student community.

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

8. **Plans of institution for next year**

- Online admission process to be initiated.
- To install high speed Wi-Fi networking system.
- To organise a few national seminars.
- To complete the 3rd and 4th floor of Science building and at least two classrooms for Humanities.
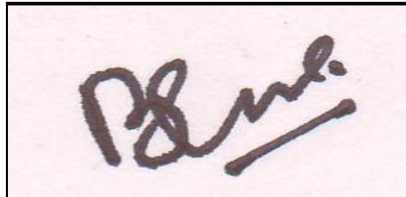- To complete the indoor stadium and gymnasium.

Name: *Dr Kamal Sarma*

_____

Signature of the Coordinator, IQAC

Name: *Dr B K Dev Choudhury*

_____

Signature of the Chairperson, IQAC

Abbreviations:

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