



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

PUB KAMRUP COLLEGE

PUB KAMRUP COLLEGE, BAIHATA CHARIALI, KAMRUP, ASSAM

781381

pubkamrupcollege.co.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Pub Kamrup College is one of the notable institutions in North East India. It was established in the year 1972. It is located at Baihata Chariali in the district of Kamrup, Assam. Geographically, it is located between the longitude 90° 44' East and latitude 26° 02' North. As an institution, it is the brain child of some of the far-sighted people from Pub Kamrup area, the eastern part of the old Kamrup district. The word *pub* is an Assamese word which has its root in Sanskrit *purbah*. This institution is the manifestation of a vision of some of the people belonging to this pluralistic agrarian society, who extended financial contributions from their own purse and also some donated lands which practically materialized the establishment of this institution. This institution is set amidst three archeological sites: Madan Kamdev Devalaya, Pingaleswar Devalaya and Gopeswar Devalaya. The famous Kamakhya temple is situated at a distance of around 31 km. The institutional situatedness is such that it is 25 km away from Gauhati University (GU) and Assam Science and Technology University (ASTU), and Indian Institute of Technology (IIT), Guwahati, at a distance of 17 km.

Milestones:

1979: The College brought under deficit- grants- in-aid system

1988-89: Commencement of Science Stream in degree level

1996-97: Science Stream was brought under deficit-grants-in-aid system

2002: UGC recognition under Section 2(f) 12 (B).

2004: Accreditation (1st Cycle) by NAAC

2010: The College was graced by the visit of His Excellency, the former Hon'ble President of India, Dr. A.P.J. Abdul Kalam

2011: Establishment of Institutional Level Bio-Tech Hub funded by DBT, Govt of India.

2012: Recognised under Star College Scheme.

2015: Declared as Model College under RUSA.

2015: Accreditation (2nd Cycle) by NAAC

2016-17: Computer Science Department Laboratory recognised as PhD level Research Laboratory by Gauhati University

2017: Institutional Level Bio-Tech Hub recognised as Institutional Advanced Level Bio-Tech Hub. MSc (Bio-Physics) program introduced.

2019: MSc in Physics and Computer Science started.

2020: MSc (Zoology) and Integrated MSc in Bio-Physics started

2021: BAND PERFORMER recognition under “General (Non-Technical)” category by ARIIA. M. Voc program introduced

2022: The institution got ISO Certification

Vision

The vision of the college is engraved in the very emblem of the college. 1972 at the bottom symbolizes its year of establishment. Flower, *xorai* (a manufactured bell metal product of Assam which is associated with utmost reverence) and *gamosa* (the indispensable part of Assamese cultural life) implanted at the centre symbolize knowledge, beauty and culture. In the same way, the bunch of paddy symbolizes wealth and burning earthen lamp symbolizes spread of knowledge and wisdom. The wings of birds imply the flight of the institution towards establishing the institution a centre of Art, Culture, Science and Technology, Knowledge and Ethos. The institution has ever been realizing this vision and has ever been working to make thoughts into action. The college visualizes itself as one of the pioneer 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 erecting the proper platform from the teachers and the taught to mould intellectually and morally, combined with social commitment for building social order and discipline amidst the plurality and diversity of religion and culture of the nation.

Mission

The College has been working with the mission to materializing the implications suggested in the very logo of the institution. The general mission of the institution is to provide quality education to the young generation to prepare them as responsible citizen of the nation to face the challenges of time. The prime missions of the college as of today are as follows:

- To transform this institution into a potential for excellence institution
- To provide more facilities for students in terms of infrastructure.
- To accomplish the task of opening integrated B.Ed program with immediacy.
- To introduce more skill based certificate or add-on and professional programs to cater to the needs of the students
- To introduce more PG programs.
- To move towards multidisciplinary as per NEP 2020 implications.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The strength of this college is that since its inception in 1972 it has been marching ahead, be it in terms of student strength or in terms of progression to higher education as well as placement.

- Locational advantage is its strength.
- The faculties comprising of young and the experienced.
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- Strong academic linkage with IIT Guwahati, Tezpur University, IASST and Institutions with repute.
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- MoUs with different organizations for outreach experiences.
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- Advanced Institutional Level Bio-Tech Hub for Ph. D research, Food Processing and Quality Management Lab for processing and analysis
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- Recognition of Computer Science Department laboratory as a Ph.D level laboratory.
- Strong and devoted NSS unit for promoting cross cutting issues and social services.
- State of the Art Indoor stadium and Library.

Institutional Weakness

1. In the changing teaching-learning scenario the institution must have facilities for e-content development. This is weakness of the college that the college needs more robust facilities.
2. **Less scope for own revenue generation**
3. **Less scope for campus placement**
4. **Paucity of land.**

Institutional Opportunity

1. As rural based institution, it has immense scope for opening agro-based courses.
2. Increasing number of industries in the neighboring areas has provided the scope for signing MoUs with industries and involve in collaborative activities.
3. Growing number of industries have opportune the college for opening more skill-based courses.
4. The demographic plurality and multilingual environment are opportunities for the college which may open up door setting up a centre for art literature and culture.

Institutional Challenge

1. After the Covid-19 pandemic it has become a challenge for the teaching fraternity how to take the students to normal classroom situations. Because after the pandemic whole way of teaching learning has changed.
2. The college has so far not been opportuned by campus recruitment.
3. Many Departments of the college are running with inadequate number of permanent teachers. Besides, a number of posts of non-teaching staff are lying vacant.
4. After the Government introduced the system of free waiver scheme, it has become a problem to take any new scheme. Because, the fund is released sometime partially and sometimes very late.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution implements the given curriculum of its affiliating universities. While implementing the curriculum under the given framework, the College lays emphasis on assessing the available resource potential and the institutional goals. The given framework is basically the Academic Calendar and the syllabus of the respective universities. Class routine, teaching plans and lesson plans are the ways through which curriculum delivery and implementation are materialized.

The college has been offering 30 UG and PG programmes. All these programmes follow CBCS module strictly by following the course curriculum of affiliating universities. The planning and implementation of the curriculum is set by the Academic Committee as per the Academic Calendar of the college and is executed by following a Class Routine. Curriculum implementation is assessed and monitored through practical sessions such as home assignments, seminar presentations, field visits, project assignments and group discussions along with internal evaluation. The college offers certificate and Add-on-Courses. During 2016-17 to 2020-21 average percentage of teachers' participation in various bodies, Syllabus Designing, Question paper setting and Evaluation is 44.25. The college has been addressing cross cutting issues like professional ethics, gender sensitization, human values, environment and sustainability etc. For this purpose, it has been offering various programmes and observes different days of international, national and local importance basically to ensure equity and integrity. To address these crosscutting issues the college has integrated holding of various talks and seminars with the subject or topic prescribed in the syllabus. The College has been emphasizing on environment sustainability for which the green initiative of the college has gone long way in fulfilling the intended objective. The college emphasises on involving students with experiential learning, through project work and field work given in the course curriculum, besides participation in internship programs, summer research programs etc. For achieving the goals of curricular and co-curricular development, the college carries feedback survey among the students, teachers, alumni and employers. Since 2018-19 the college has started taking students' feedback through online mode. The feedbacks are analysed and necessary actions are taken. These are displayed in the college website.

Teaching-learning and Evaluation

The College gives thrust on imparting quality education. In the last five years an average of 1009 students got enrolled on yearly basis. The average percentage of students enrolled in this institution is 80.74. The college follows Government guidelines on reservation of seats. **Average percentage of seats filled against reserved categories during the last five years is 77.29. Average number of students during the last five years is 2753. The college has 55 full time teachers in 2020-21. Student full time teacher ratio is 50:1. Ratio of students to mentor is 50:1. Average percentage of full time teachers against sanctioned posts during the last five years is 89.33. Average percentage of full time teachers with Ph. D is 42.66. Average teaching experience of full time teachers is 15.58. Average pass percentage of Students during the last five years is 66.3.**

The general teaching-learning environment in this college is such that everyone irrespective of class, creed and religion must get learning opportunity. Students are counseled for making the right choice of subject by explaining in detail about the contents of the various courses and its future prospect. To reduce the gap between varied learners the college organizes bridge course in formal or informal way.

Students are encouraged to learn through various experiential learning programmes/activities like field trips, in-house research projects, field survey, laboratory practices, workshops, seminars, summer-internship programmes, collaboration with other academic institutions. In addition to traditional mode of classroom teaching, the teachers use ICT tools for making teaching-learning process more effective.

Internal assessment mechanism of Pub Kamrup College is transparent and robust. The college conducts the assessment process by following proper guidelines. The maintenance of frequency of assessments corroborates the framework designed by the Gauhati University. The usual forms of assessment are: written sessional examination, viva-voce, project work, practical etc.

At the college level, there is an Internal Examination Committee which performs the function of management and conduct of internal examinations both theory and practical. After holding examination, the answer scripts are evaluated in the college level by the teachers of the college.

Research, Innovations and Extension

The College has given sincere effort to develop research culture among the staff and the students. Students are encouraged to visit various research centers and institutes of repute to motivate them towards research. During the report period three major and two minor research projects were done. **Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years is 58.07 lakhs. Percentage of departments having Research projects funded by government and non government agencies during the last five years is 11.11. Percentage of teachers recognized as research guides in the academic year 2020-21 is 9.09. The number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years is 19. In the last five years 5 teachers have been recognized as research guides.**

The institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge. The Biotech Hub, established in 2011 which was upgraded to Advanced Level Institutional Biotech Hub in 2017, has been contributing in this field. The Laboratory of Computer Science Department recognized as PhD level research laboratory is a milestone in the endeavour of the college in this area.

The number of research papers per teachers in the Journals notified on UGC website during the last five years is .54. All these Journals are enlisted in UGC-Care list as per UGC notification and NAAC notification. The number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years is 1.59 and the number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years stands at 52. Moreover, the institution is involved in 45 collaborative activities. The Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years is 72. There are 9 functional MoUs in the college during the last five years. The college has a research page in its website with the URL

<http://www.pubkamrupcollege.co.in/research.php>

Infrastructure and Learning Resources

Pub Kamrup College has always strived for facilitating the students and teachers with adequate infrastructure and physical facilities for teaching-learning, such as classrooms, laboratories, computing equipments etc. Along with that the institution has also taken various measures to upgrade its existing infrastructure and creating new facilities not only through the funding of various funding agencies like UGC, RUSA, DST and DBT, but also from the fund generated by the institution.

The college has 55 classrooms and 7 ICT enabled classrooms and seminar halls. Average The college has a library with 30,000 books. Each Department has Departmental library. Average annual expenditure for purchasing books and journals is 2.36 lakh. There are 153 computers in the college out of which 46 numbers are in computer lab. Out of them 125 numbers have internet facilities with band width more than 50 mbps and 43 browsing centres. The computers are operating in OS Windows 7, 8 and 10 with required software. The average percentage of expenditure incurred on maintenance of infrastructure is 3.27 lakh.

The College has an auditorium for organizing cultural activities, seminars and workshops. One open sky stage with a capacity for 5000 spectators is also available. Various musical instruments are also available in the college.

The college has a UGC-funded indoor stadium where various sports activities and competitions take place. The college has a volleyball court, basket ball court etc. For competitions, such as Kabaddi, tug-of-war etc. college field is utilized. Badminton is held in the indoor stadium.

For maintaining proper health and fitness of the students, the college has a gymnasium centre where certain goods like Motorized Treadmill, Upright Bike, Twister, Olympic set, Yoga Mat, Gym Ball etc. are available. The size of the said centre is 155.80 m².

The college organizes workshops on Yoga in the UGC-funded indoor stadium located within the college campus. The college has a Sankardev Adhyan Kendra which was inaugurated on 29-12-2021. It is being run from the Department of Assamese.

Student Support and Progression

This criteria comprises of a number of aspects such as students benefited by scholarships and freeships, capacity building and skills enhancement initiatives, students benefitted by guidance for competitive examinations and career counseling taken, a transparent mechanism for timely redressal of student grievances, students progression to higher education and students placement and the allied issues related to students support and progression. The average percentage of students benefited by scholarships and freeships provided by the Government during last five years is 58.8. Soft skills, Language and communication skills, Life skills (Yoga, physical fitness, health and hygiene) and ICT/computing skills are skills enhancement initiatives taken up by the institution. Average 3.35% of students are benefitted by guidance for competitive examinations and career counselling offered by the Institution. The College has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases too. The College strictly implemented the guidelines of statutory/regulatory bodies in this regard. The

organisation carries awareness programmes and has undertaken zero tolerance policies on sexual harassment and ragging cases. There are mechanisms for submission of students' grievances on online and offline mode. The College has appropriate committees for timely redressal of such grievances. **While average 71.74% students were progressing to higher education during the last five years and 7.54 % of average outgoing students got the placement in different sectors. A number of students were also qualified in different state/national/ international level examinations. In sports/cultural activities at inter-university/state/national / international level 48 numbers of students given outstanding performance and accordingly achieved recognitions.** Again, the College has a student's council, known as Pub Kamrup College Students' Union. The Union works together for the efficient and smooth functioning of the Institution and in boosting students' participation in co-curricular and extracurricular activities. Again, active participation of students are seen in various Cells such as Water Management cell, Eco Club, Green Diary Student Support services etc. Pub Kamrup College has a registered Alumni Association. It has more than 500 registered members and they have **contributed significantly to the development of the College through financial and/or other support service.**

Governance, Leadership and Management

The institution follows decentralization and participatory approach in planning and implementation in academic and non academic matters for its smooth functioning and efficiency in different activities as per the directives of the Governing Body of the college. The formation process of the IQAC of the college is the most exemplary approach to ensure decentralization and participation from different stakeholders. To improve the academic potentialities of the teaching community for the greater interest of the students, the College has an Academic Committee. E-Governance is operative in the college in administration, finance and accounts, student admission and support etc. The College **organized 9 professional development /administrative training programs. An average of 18.53% of teachers has undergone FDP/OC/RC/STC.** Welfare measures for teaching and non-teaching Staff **includes** Group Insurance Scheme, a day care centre, gymnasium and canteen. **However, the functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.** Pub Kamrup College strictly follows the UGC Regulations and Regulations of Government of Assam (DHE) on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges. The performance of each employee is assessed annually after completion of one year of service and attempted to identify the potential aspects for improvement that can eventually lead to further progress and growth of the employee. **Institution conducts internal and external financial audits.** External audit is done by Government agency and Internal Audit is done by qualified chartered accountant. Internal audits for all the funds received from various schemes like RUSA, UGC are done immediately after each level of completion of work. Apart from that quality assurance initiatives of the institution includes Regular meeting of IQAC, Feedback collection, analysis and used for improvements, Collaborative quality initiatives with other institution(s), participation in NIRF. The college has become ISO certified from 2022. In the areas of Creating skilled youths, Encouraging Students for Research, Garnering Creativity among students, providing greater opportunities to students to meet the academic challenges, Decentralization Gender Equity and Student Centric Environment the college strategically lays serious emphasis.j

Institutional Values and Best Practices

The institution emphasises on co-curricular and extra-curricular activities to achieve the goal of gender sensitive society. Gender Sensitivity and gender sensitization are accomplished through the amalgamation of

theory and practice. The college has various facilities for women, such as bus facility in any emergency situations. For the boarders of Girls Hostel one extra gate is placed in the entrance. The college has Day Care Centre, separate girls' hostel with all the facilities including incinerators. There are various committees and Cells, such as Internal Complaints Committee, Women Study Cell, Grievance Redressal Cell, Anti-ragging Committee to monitor and address specific issues.

Major Highlights:

- The college has a solar plant of 50 KVA capacity, wheeling of the grid. The college has replaced conventional bulb and tubes with LED bulbs and tubes.
- **The Institution has a policy for management of wastes. For solid and e-wastes the college has MoU with agencies. The college follows waste wealth policy.**
- **Water conservation facilities available in the Institution includes**

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Maintenance of water bodies and distribution system in the campus**

- **Green campus initiatives include:**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **landscaping with trees and plants**

- **Quality initiatives of the college includes**

1. **Green audit**
2. **Energy audit**
3. **Environment audit**

1. **Beyond the campus environmental promotion activities**

- . One of the prime goals of the college is to take various initiatives for establishing an atmosphere of tolerance and harmony in which all people irrespective of caste, creed and religion feel at home.
- **“Service before Self”** is the core value of Pub Kamrup College.
- **The Institution has a prescribed code of conduct for the stakeholders.**
- **Institution celebrates/ organizes national and international commemorative days, events and festivals.**
- **Best Practices:**
 1. **Green Initiatives**
 2. Use of Computerised Voting System for conducting Election to Pub Kamrup College Students' Union
- Distinctiveness:

"Integrating Research Culture with Normal Teaching-learning Activities"

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	PUB KAMRUP COLLEGE
Address	Pub Kamrup College, Baihata Chariali, Kamrup, Assam
City	Baihata Chariali
State	Assam
Pin	781381
Website	pubkamrupcollege.co.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Bhupen Kumar Sarma	03621-286300	8638375658	-	principal@pubkamrupcollege.org
IQAC / CIQA coordinator	Dipen Bezbaruah	03621-186000	9613755982	-	aqar.pubkamrupcollege@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	21-08-1972

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Assam	Assam Science & Technology University	View Document
Assam	Gauhati University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	03-08-2002	View Document
12B of UGC	03-08-2002	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	Office of the Mission Director RUSA Assam and Ministry of Education Government of India
Date of recognition	29-12-2021

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Pub Kamrup College, Baihata Chariali, Kamrup, Assam	Rural	7.84645	14147.23

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	Higher Secondary	English	55	55
UG	BSc,Economics	36	Higher Secondary	English,Assamese	5	3
UG	BA,Economics	36	Higher Secondary	English,Assamese	50	50
UG	BA,Education	36	Higher Secondary	English,Assamese	65	61
UG	BA,Assamese	36	Higher Secondary	Assamese	60	57
UG	BA,Political Science	36	Higher Secondary	English,Assamese	60	60
UG	BA,Philosophy	36	Higher Secondary	English,Assamese	60	58
UG	BSc,Geography	36	Higher Secondary	English,Assamese	5	3
UG	BA,Geography	36	Higher Secondary	English,Assamese	45	45
UG	BA,History	36	Higher Secondary	English,Assamese	70	70
UG	BSc,Physics	36	Higher Secondary	English,Assamese	50	50
UG	BSc,Zoology	36	Higher	English,Assa	60	56

			Secondary	mese		
UG	BSc,Chemistry	36	Higher Secondary	English,Assamese	55	53
UG	BSc,Botany	36	Higher Secondary	English,Assamese	50	50
UG	BA,Statistics	36	Higher Secondary	English,Assamese	30	0
UG	BSc,Statistics	36	Higher Secondary	English,Assamese	40	33
UG	BSc,Mathematics	36	Higher Secondary	English,Assamese	55	52
UG	BA,Mathematics	36	Higher Secondary	English,Assamese	30	0
UG	BSc,Computer Science	36	Higher Secondary	English,Assamese	45	44
UG	BSc,Bsc Regular	36	Higher Secondary	English,Assamese	140	133
UG	BA,Ba Regular	36	Higher Secondary	English,Assamese	200	181
UG	BVoc,Food Processing And Quality Management	36	Higher Secondary	English,Assamese	50	24
UG	BVoc,Software Development And System Administration	36	Higher Secondary	English,Assamese	50	29
UG	BBA,Bba	36	Higher Secondary	English	40	9
UG	BCA,Bca	36	Higher Secondary	English	30	26
PG	MSc,Physics	24	BSc	English	22	16
PG	MSc,Zoology	24	BSc	English	23	23
PG	MSc,Comput	24	BSc	English	30	6

	er Science					
PG	MVoc,Food Processing And Quality Management	24	B. Voc	English	16	16
PG	MSc,Bio Physics	24	BSc	English	22	5
PG	MSc,Integrated Msc In Biophysics	60	Higher Secondary	English	15	8
PG Diploma recognised by statutory authority including university	PGDCA,Computer Science	12	Graduation	English	10	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				21				29			
Recruited	0	0	0	0	17	4	0	21	14	12	0	26
Yet to Recruit	0				0				3			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				28
Recruited	17	1	0	18
Yet to Recruit				10
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	5	2	0	7	8	0	22
M.Phil.	0	0	0	0	1	0	4	2	0	7
PG	0	0	0	12	1	0	3	2	0	18
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	0	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	8	3	0	11
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	8	0	10
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	Male	Female	Others	Total	
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	541	0	0	0	541
	Female	663	0	0	0	663
	Others	0	0	0	0	0
PG	Male	46	0	0	0	46
	Female	28	0	0	0	28
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	24	11	18	20
	Female	32	18	18	23
	Others	0	0	0	0
ST	Male	30	14	18	20
	Female	43	18	22	23
	Others	0	0	0	0
OBC	Male	68	59	52	53
	Female	100	70	70	70
	Others	0	0	0	0
General	Male	473	330	329	329
	Female	508	400	398	350
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1278	920	925	888

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>To transform the college into a holistic and multidisciplinary institution, it is offering Post Graduate Courses in Biophysics, UG and PG in vocational courses on Food Processing and Quality Management, Software Development and System Administration, etc. Moreover, the College aims to introduce commerce stream and industry/ agriculture based short term diploma and certificate courses. It also aims to introduce PG courses in different departments with the existing PG in Zoology, Physics and Computer Science. Initiatives have already been taken for opening integrated B. Ed courses. The college aims to move towards more multidisciplinary by opening of new departments/subjects along with</p>
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	<p>diploma/ certificate courses on Waste Management, Population Management, skill development, Mushroom cultivation, etc.</p>
2. Academic bank of credits (ABC):	<p>The college, though not registered under Academic Bank of Credits, aims to fulfill the requirements of ABC as envisaged in NEP, 2020. The college will emphasize on digitalization and collaboration with premier organizations as per the direction of the affiliating university and governments.</p>
3. Skill development:	<p>The college offers various diploma and certificate courses and syllabus-oriented projects in the areas of community service, environmental and value-based education. Existing certificate courses on Yoga and Pranayam, Soft Skill and Employability, etc. as well as the offering of Diploma in Organic Farming and Post-Harvest Management, Maintenance of Green Diary are the good initiatives to transform the college into a multidisciplinary institution. During the pandemic the college saw zero Enrolment in Skill based ADMLT program. The college is giving more thrust on running this program. program.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>The college is seriously pondering over introducing certificate/diploma/degree courses in Sanskrit, and Hindi languages. At present the college has Assamese Department only. 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. The college has ever been giving thrust on history and culture of the country. Extra-curricular activities such as cultural rally is an example how the college is trying to make student aware of their culture and folklore. The opening of Sankardeva Study Center is an initiative in this area.</p>
5. Focus on Outcome based education (OBE):	<p>The college has professional courses like BBA, BCA and B. Voc programmes which are skill-based. 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, the college offers UG and PG in vocational courses on Software Development and System Administration, Food Processing and Quality Management in alignment with National Skills Qualifications Framework.</p>

6. Distance education/online education:

The college do not offer any distance education. But the college feels that it has the potentiality to go to that stage. Pub Kamrup College plans to offer ODL and Blended Learning in different disciplines including skilling courses. The college organized two-day workshop on MOOC. The college plans to equip with necessary tools and techniques for online learning with the existing ones. For effective online and blended learning, the college is already installed with high-speed internet connectivity by signing an MoU with AMTRON, Govt. of Assam.

NAAC

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
570	683	661	632	627
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
25	26	25	25	23

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2725	2733	2852	2768	2690
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
378	262	275	260	315

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
673	578	732	624	542

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
54	55	54	52	51

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
63	62	59	58	57

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 55

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
85.01690	87.99925	54.20076	139.82699	112.09431

4.3

Number of Computers

Response: 152

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Pub Kamrup College implements the given curriculum of its affiliating university, the Gauhati University (GU) for UG and Diploma programs and Assam Science and Technology University (ASTU) for PG programs. While implementing the curriculum under the given framework, the College lays emphasis on assessing the available resource potential and the institutional goals. The given framework is basically the Academic Calendar and the syllabus of the respective universities. Class routine, teaching plans and lesson plans are the ways through which curriculum delivery and implementation are materialized. For effective curriculum delivery the academic committee prepares an annual academic plan under the given curriculum framework of the affiliating universities. Some of the notable aspects of the institution's effort to make effective curriculum delivery are as follows:

- 1.The academic committee prepares the academic calendar along with the Class routine. For preparing the class-routine a separate micro cell/committee/team is formed under the directives of the academic committee. The routine committee submits the routine well before the beginning of each semester. If any corrections are needed, it is the routine committee which is given the freedom to make any modifications or changes as per the need of various departments of the college.
- 2.The academic committee meetings are held at least twice a year. Before the beginning of each academic session, program outcomes (PO) and Course outcomes (CO) of various departments are discussed. If any lacking/gap in the part of any department is found, the committee chairperson discuss with the respective department to make necessary improvement in consultation with the convener or the IQAC coordinator.
- 3.Teaching Plans are prepared by the respective departments as per the syllabus and teaching days. Importance is also given on such topics in the prescribed syllabus which demand more attention in view of the students' need.
4. Lesson Plans are developed by individual teachers to meet the objectives entrenched in each topic. In setting certain objectives teachers consider aspects like developing students' skills for career prospect and research activity.
- 5.For successful implementation of Choice Based Credit System (CBCS), the institution set up a CBCS Implementation Committee for acquainting and guiding the teaching fraternity with the new CBCS module. It is such a committee which works as per the directives of the Academic committee.
- 6.In the beginning of the academic session, departments hold meetings to allot topics of the syllabus among the faculties along with discussions on teaching plan, methods and new strategies for testing and evaluation. The college invites external experts for various projects, practical, etc., to ensure quality education. The departmental meetings time-to time evaluates progress of the syllabus coverage and student's performance. Home assignments, seminar presentations, tutorial classes, field visits, project assignments and group discussions along with internal evaluation by the concerned departments are practised.

7. The college takes utmost care to follow the University, State government and UGC guidelines regarding curriculum delivery.
8. Facilitation of online classes is another effort of the college. During covid-19 pandemic online classes became an institutional strategy.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The Academic Committee of the college prepares an annual academic calendar in accordance with the academic calendar of its affiliating universities and is uploaded in the college website. It is also included in prospectus and a hardcopy is pasted in the notice board. Accordingly, semester classes and examinations (both internal and external) are conducted. The academic calendar sets a time frame for the implementation of the following major activities.

1. Academic calendar insists on the completion of the syllabus through proper division of class days and other working days.
2. Sessional Examination is conducted in each semester as per the dates fixed in the academic calendar.
3. The duration of the University Exams are specified in the academic calendar as per the guidelines of the affiliating Universities. Any last-minute change of dates/dates is informed to the students.
4. Admission dates, beginning and end of semester classes are specified in the academic calendar as per the guidelines of the affiliating University.
5. Though no timeline in the academic calendar is fixed for holding class tests, the division of class days set in the academic calendar provides the opportunity to the teachers to hold such tests.
6. The departments organize student seminars, as per convenience, during the stipulated teaching days or in any working days as prescribed in the academic calendar.
7. In the academic calendar the dates and duration of the Annual Youth Festival are specified as per the guidelines of Gauhati University.
8. Election to Pub Kamrup College Students' Union is organized during the apecified dates as reflected in the academic calendar of the college.
9. New admission process is conducted by an Admission Committee in accordance with the academic calendar of the College.

10. Different days of local, state, national and international importance such as College Foundation Day, Rabha Divas, Republic Day, Independence Day, National Science Day, World Environment Day, World Women's Day, International Day of Yoga, etc. are part of the Academic Calendar and the college observes them following the prescribed dates.

11. The Academic Calendar also includes observation of various religious and cultural festivals like Sarswati puja, Viswa-Karma Puja, Milad-e-Mehfil and Bathou Puja.

File Description	Document
Link for Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 25

File Description	Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 18

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	5	3	6

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0.97

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	14	64	10	46

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

As an affiliated college of Gauhati University and Assam Science and Technology University Pub Kamrup College has certain limitation in regard to curriculum framework and syllabus designing. However, keeping itself within the framework of these Universities, the college takes utmost care in integrating

various issues relevant to professional ethics, gender, human values and sustainability into the curriculum. It is a general practice among the teachers of the college to deal with the courses or units prescribed in the syllabi in terms of its importance in local level. The general perception of the college fraternity is to think globally and act locally. This perception gives the prescribed curriculum delivery a new dimension and new impetus. Focus is always given on enabling students to solve various issues. For example, when a text like ‘Truth in the Time of Social Media’ is dealt with in BA (RC) classes thrust on giving a platform to the students to share their experiences from day-to-day life. Similarly, when in the BA (Hons) in Economics classes a unit entitled, ‘Gender Disparity and Rural-Urban Disparity in Education’ is dealt with, examples and context is also set in local level.

The general goal of the teaching learning environment of the college is to make students responsible citizens with utmost concern for social, cultural and environmental issues. To accentuate these facts, the institution observes a number of days of regional, national and international days. When the institution observes the death anniversary of noted singer from Assam Dr. Bhupen Hazarika, the ultimate aim is to inform the students about reverberating Assamese culture and glory. The celebration of women’s day is to emphasize on gender equity. In 2020-21 the college observed a special ‘gender equity week’, to make them realize about issues pertaining to gender equity. The celebration of World Environment Day is to raise awareness on environmental issues. Similarly, the observation of international Day of Mathematics, aims at informing the students about rich intellectual history. Again, observation of NSS day, Yoga Day, National Science Day, Independence Day, Republic Day etc. is to acculturate in them the sense of national integration and how a responsible citizen dedicates his or her service to the nation. The college time to time organizes seminars and workshops on such topics which not only boosts their understanding of the syllabus, but also help them go beyond what has been inscribed in the prescribed syllabus. Waste management drive, observing cracker free and noise free Dipawali Festival and such other activities are again some aspects that the institution attempts to attempt to address various crosscutting issues.

The college organizes youth festival, publication of departmental wall magazine, hand written magazine, college magazine, pocket magazine; etc. Similarly, to raise the competency in divergent field, the college offers various training courses under Career Guidance Cell. These activities are well linked to enriching the creativity on the part of the students and to address various crosscutting issues relevant to professional ethics, gender, human values and sustainability into the curriculum.

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 2.09

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
15	13	13	13	12

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 15.78

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 430

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: A. All of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

NAAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 80.74

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1278	920	925	888	1037

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1467	1234	1157	1137	1235

File Description	Document
Institutional data in prescribed format	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 77.29

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
307	190	198	209	253

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

- The teaching learning environment of the college integrates the aspect of students' varied level of understanding. Students of various socio economic backgrounds from rural areas come to the institute with an aim of materializing their dream of a secured and bright future. The general teaching-learning environment in this college is such that everyone irrespective of class, creed and religion must get learning opportunity. Be it at the onset or during the admission process, students are counseled for making the right choice of subject by explaining in detail about the contents of the various courses and its future prospect. Even after admission, if they find it difficult to cope with a programme or course, they are given an opportunity of changing their subjects / courses within a week of course commencement.
- For the newly admitted students each department devotes certain number of classes for bridging the gap between the previous courses/programmes and the programmes they have been admitted to. Sometimes, the effort of bridging the gap is undertaken in a formal manner and sometimes in informal manner. For example, in 2021 a three-day bridge course was organized under the initiative of the IQAC in a more organized and formal manner. It was also aimed at understanding the advanced and slow learners as well as need of such students in general.
- Every department adopts various ways to identify slow and advanced learners by monitoring them during verbal interaction in classes, tests, quizzes etc. It is a common practice that the teachers invite students to meet individually for any issues. Class notes/reference articles are provided to slow learners so that their learning of any course content gets improved.
- Teachers extend every possible help, suggestion and guidance to students at any moment, be it within or outside the campus. Teachers even extend their support through various means, like whatsapp, email, or virtual meets and direct phone call.
- The departmental common room and library are always accessible and teachers guide students for the selection of books based on their level of understanding.
- Students are also given proper guidance to avail different merit scholarships under various government schemes which motivates them for better progression in studies.
- Students, especially advanced learners, are encouraged to avail inflibnet facility.
- Departments also encourage students, particularly the strong learners to use variety of texts, websites, blogs, and so forth.
- Further, the students are also motivated to develop a good habit of reading by yearly offering Best Library Book Reader Award and Best Library Book Borrower Award.
- Students are encouraged to learn through various experiential learning programmes/activities like field trips, in-house research projects, field survey, laboratory practices, workshops, seminars, summer-internship programmes, collaboration with other academic institutions which helps for a better involvement in the learning process. This experiential learning process specially encourages and helps the slow learners to hold a better grip of their course content in which they lagged behind during classroom teaching.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

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

Response: 50.46

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

Response:

Pub Kamrup College has ever been realizing that any successful pedagogy involves adoption of student centric methods to enhance student involvement and participation so as to ultimately empower them with problem solving ability. Role plays, team works, debates, seminar, extempore speech, quizzes, project works, field works and case studies are some of the means through which the college has attempted to enhance in students' learning experiences. Major thrust areas in respect of student centric methods of this college are as follows:

1. Experiential learning:

- Project work.

Various departments like Zoology, Botany, Physics, Chemistry, Biophysics conduct laboratory exercises for students providing opportunity to experiential learning. In-house research projects are also conducted in different departments like Biophysics, B. Voc (FPQM), Chemistry, Physics, Statistics, Mathematics.

- Internship or field visits
- Industrial visits

The departments of B.Voc and BBA take students to different industries as a part of industrial visit programme.

- Encouraging students to participate in various competitions.

Students are encouraged to participate in various scholastic and co-scholastic competitions. The college also conducts yearly exhibition competition during College Youth Festival. In this competition students display self-made articles like scientific models, charts, art and handicrafts. The basic aim of holding this competition is to boost the creativity embedded in every student and also to provide a platform for developing their skill as well as to generate professionalism.

- Certificate courses

To develop the personal and professional skills of the students the college is running certificate courses on Personal Development, Soft-Skill and Employability and certificate course on Entrepreneurship within the campus for students.

- Guest lecture by persons of repute.

1. Participative learning:

- Role play
- Team or group activity
- Involving students in tree plantation, village adoption, NSS activities such as Swachh Bharat and awareness camps
- Encouraging students to participate in various competitions like debate, quizzes, extempore speech
- Student seminar

Student seminars and workshops are also organized by the departments.

- Involving students in various academic and administrative committees

Students are given opportunities to take part in various academic and administrative committees of the college.

- Exchange programmes
- Participation in subject related Students' Camp
- Wall Magazine/ hand written magazine

All departments of the college publish wall magazines on yearly basis prepared by the students. Some Departments also prepares hand written magazine.

1. Problem solving methodology:

- Case studies

Case studies are conducted by students under the guidance of teachers as a part of problem-solving methodologies

- All questions in examination are based on analysis and reasoning.

In the internal examinations questions are framed with the purpose to enhance the problem solving skill of the students.

- Entrusting students to organize events

Students are entrusted with different responsibilities to organize various events in the college, like youth festival and other such programmes which give them opportunity to handle the practical problems and thereby enhance their real life problem solving capabilities.

- Entrusting students with the task of publishing wall magazine.

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

In present context, ICT tools are important in the teaching-learning process. In addition to traditional mode of classroom teaching, the teachers have gradually adopted various ICT tools in the teaching learning process. These tools are gradually helping both teachers and students in an effective way. Some of them are:

1. The teachers use ICT tools like laptops, LCD projector and audio devices etc. The college has a few ICT enabled classrooms and one smart-classroom. The college has 151 computers in working condition, 42 browsing centers, 7 projectors, 10 printers, 4 scanners, 1 classroom with smart board. Though this facility is not sufficient for a college like this, teachers know it well how to extract more from the less.
2. Smart-phone has become a very useful tool since it is handy and one can avail many ICT facilities through it. With the help of smart-phones teachers as well as students share study materials (from different sources) of respective syllabus. Teachers' capability of maneuvering Apps like Google classroom has been of immense help in this respect.
3. LMS, like Google classroom is extensively used by many teachers of the college.
4. During the Covid-19 lock down period the teachers extensively used ICT platforms to carry out teaching learning process through online mode. Teachers used online platforms such as, Google Classroom, Zoom, Google-meet, teach mint etc. during that period. Videos of lectures are shared with the students through popular platforms like You Tube.
5. Online tests, project presentation, home assignments are also done through online mode.
6. Online classes were sufficiently done during COVID period.
7. In all departments there are WhatsApp groups semester wise to disseminate information and quick sharing of study materials.
8. The department of English has its own website through which various teaching materials as well as articles and essays are posted for the greater interest of the student fraternity not only of the college, but also the students in general. This website provides a platform for the students to publish their articles and creative writings.
9. High speed internet connectivity is available with wi-fi facility which is provided by Assam Electronics Development Corporation (AMTRON) a Govt. of Assam undertaking. The college conference room has microphone, projector, computer and internet facility where various seminars, meetings, workshops, guest lectures are conducted in a smooth way.

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

Response: 50:1

2.3.3.1 Number of mentors

Response: 54	
File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
Response: 89.02	
File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)				
Response: 42.82				
2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years				
2020-21	2019-20	2018-19	2017-18	2016-17
24	24	23	23	20
File Description	Document			
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document			
Any additional information	View Document			

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest

completed academic year in number of years)

Response: 15.87

2.4.3.1 Total experience of full-time teachers

Response: 857

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document

2.5 Evaluation Process and Reforms

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

Response:

The internal assessment mechanism of Pub Kamrup College is transparent and robust. The college conducts the assessment process by following the academic calendar of Gauhati University and the rules and guidelines designed by the same. The mechanism is set in a way that can properly support the maintenance of frequency of assessments under the framework designed by the Gauhati University. The usual forms of assessment are: written sessional examination, viva-voce, project work, practical etc.

Usually internal assessment is conducted off-line where students have to go through the given forms of assessment. If a student fails to appear in the sessional examination on a scheduled date due to some serious personal inconveniences, such students are given an opportunity to appear in the sessional examination at a later date. In such cases a new question paper is set by the respective Departments. In the whole process of sessional examination it is the examination committee which takes the necessary decisions. Strict discipline and confidentiality are maintained in all the examination related issues. The college maintains proper record of examination attendance of students not only in case of the internal examination, but in all the University Examinations. After the evaluation process is over, students are also given the opportunity to verify their answer scripts so as to understand their mistakes. It also provides them with an opportunity for improvement in the next examinations. If any discrepancy arises, it is instantly resolved by the respective Departments. Marks of the internal assessment are submitted to the authorized person of the examination committee for submitting it in the University portal.

Examiners (Internal & External) and Scrutinisers actively participate in the assessment process in a strong and healthy manner and also maintain transparency. The practical examination is conducted with internal and external examiners appointed by the controller of examination of the affiliating university. The College conducts various examinations of Gauhati University and college sessional examinations at stipulated time fixed by the authority concerned. Internal and external examiners evaluate the students answer scripts and practical examinations on stipulated time and prepare the marks sheets. Accordingly, they submit the marks sheets to the authority concerned for preparation of result sheets. Besides, teachers (evaluators) discuss about the performances of their respective students and suggest them for further improvements.

During 2020-21 Session, due to Covid-19 pandemic situation the govt. set certain rules and regulations (SOP) and as such the Gauhati University framed a new design of internal assessment under which students were instructed to prepare home assignments. The internal assessment for this particular session was purely on the basis of assessment of Home Assignments. Students (examinees) submitted their home assignments in online mode and the evaluations were made by the concerned teachers of different departments of the college. In this regard, the college administration gave quick responses to the instructions of Gauhati University in a time bound manner.

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

Response:

At the college level, there is an Internal Examination Committee which performs the function of management and conduct of internal examinations both theory and practical. It also deals fairly and efficiently with examination related grievances in a time bound manner. As an affiliated college of Gauhati University the internal examination is held according to the guidelines set by it. After holding the examination, the answer scripts are evaluated in the college level by the teachers of the college. After that, marks (theory and practical) assigned to students as per the evaluation are submitted by various departments to the Internal Examination Committee for further submission to the university authority of examinations. For practical internal examinations external examiners are invited to run the examination.

For revaluation of marks, the candidate needs to apply to the Gauhati University. The process is governed by Gauhati University rules and regulations. The administrative office of the college guides the students about the process. The detailed process is also described in the official website of Gauhati University website. For any wrong entry of marks and errors related to his/her attendance in examination, the college sends marksheet and attendance sheet to help University for identifying and locating errors and discrepancies.

However, if any grievance is lodged before sending the internal examination marksheets to the University, the departments take utmost care to address the issues. This includes revaluation or rechecking of the answer sheet of the concerned student. The department also displays the answer script to the aggrieved student to eliminate any doubt that may arise in the mind of the student and to maintain transparency in the evaluation system.

It is to be mentioned that if any students fail to sit in scheduled internal examinations due to their unavoidable circumstances, special provision is made by different departments and separate internal examination for them is arranged and conducted.

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.

Response:

As the institution is affiliated to Gauhati University (GU) for UG programs and Assam Science and Technology University (ASTU) for the PG programs, it follows the curriculum of the affiliating universities in respect of the programs offered by the institution. Syllabus and course content are formulated by the concerned affiliating University for all the concerned UG and PG programs and are available in the official website of the concerned university which can be downloaded by the colleges. The programme outcomes (PO) of all these programs and course outcomes (CO) of a particular program are also set by the affiliating universities along with the syllabus content. So, in the formulation of programme outcomes (PO) of all the programs and course outcomes (CO) of a particular program, the college takes note of what the affiliating university directs. Hence, in a sense, the course outcomes of the programmes offered by the college are in line with university directives. However, in respect of the certificate courses, the institution sets the program and course outcomes while designing the syllabus and course content.

The teachers of the institution are aware of the programme outcome of their concerned program and the course outcomes of various courses included in respective programs. A hardcopy of program and course outcomes of all the programs are available in the respective Department for teachers' ready reference. It is also available in the website of the institution for greater benefit of the student community. Students' confusions, if any, are cleared by the faculty members. Moreover, in the beginning of the semester classes the faculty members, while introducing a particular program or course, conveys to the students what outcome the program or course desires after its completion. This kind of communication to the students is a general practice of all the departments of the institution and is considered by the teaching fraternity as very helpful for the students.

It is a general view of the teaching fraternity that, though the students must have to achieve program specific and program/course outcome, their achievement gets reflected in the results of their respective final examinations, the progression of the passed out students to higher education and the associated job opportunities to the students. Hence, immediately after the declaration of the semester examinations, students are again communicated about the outcome of the program and how that can be achieved. Students are reminded of visiting the website for understanding the programme and course outcomes which is available in the college website. The URL of the program and course outcomes of the institution is

<http://www.pubkamrupcollege.co.in/program.php>.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Past link for Additional information	View Document

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

Response:

The attainment of Programme outcome (PO) and Course outcome (CO) is given utmost importance and hence evaluated by the institution. As an affiliated College, the institution follows the curriculum of the Gauhati University; but it has the liberty to conduct Sessional Examinations to evaluate the CO. The institution adopts the following ways to evaluate CO and PO.

Attainment of CO: Attainment of the CO is evaluated at different stages of teaching by adopting various techniques specific to the courses. After timely completion of the syllabus, course outcome (CO) is evaluated through organizing course based seminars and workshops, project works and assignments, conducting field surveys and class tests etc. The Sessional examination conducted internally by the institution contributes to the evaluation of the CO.

Attainment of PO: The attainment of PO is evaluated through students' progression to higher studies in the parent university or to any other higher educational institutions both within and outside the State. Another method of evaluating PO is the students' placements in different sectors. The feedback system of the different stakeholders specially students' feedback helps the institution in evaluating the attaining the PO.

File Description	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 66.3

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
506	350	364	408	437

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
673	578	732	624	542

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.33	
File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 58.07

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
1.61	0	10.86	8.0	37.6

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

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

Response: 9.26

3.1.2.1 Number of teachers recognized as research guides

Response: 5

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 11.11

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	1	1

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
20	20	20	20	19

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

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

Response:

With a view of getting academic excellence and development of proper human resources, the College has taken several steps for creation and transfer of knowledge which are summarized as follows:

- Faculty members of various departments have collaborative projects with different institutions and they are working in neighbouring feeder schools and adopted villages to create awareness about the scientific outlook among the students and common mass.
- A project entitled “*Development of a Cloud Computing Based Wireless Sensor for Patient Monitoring System in Health Care Engineering*” has been completed successfully in Physics Dept. in collaboration with IIT Guwahati and the same has already been submitted to DBT, Govt. of India. The aim of the proposed work is to constantly monitor the patients’ health system using cloud data computing technology. Proposed system may allow the doctors to attend multiple patients in rural areas without constant focusing on a single patient. Rural society will get maximum benefit from this work and our future aim is to develop the Dengue and Malaria diagnosis system with the use of IoT technology.
- Initiatives are taken through summer projects and student research projects to involve and motivate the students towards research activities.
- The Advanced Level Biotech Hub of the college is acting as a bridge to help all the faculty members, students and other nearby colleges and institutions for doing project works by providing experimental facilities. The Biotech Hub is equipped with different wet lab experiment facilities as well as characterizing facilities and students from different institutes work on the facilities.
- The college has computational lab facilities with 3 computer laboratories with software and high

internet facilities. The computer laboratory of the college is recognized as PhD laboratory by Gauhati University and research scholars are working on computational areas. The research facilities of the college has been shared by research scholars of different institutes such as Gauhati University, Tezpur University, Assam University, Srimanta Sankaradeva University of Health Sciences, Govt. Ayurvedic College and Hospital, Assam.

- The College constituted a “Feeder Village Research Centre” as an Academic Research centre in the field of Rural Development. The main objective of the Centre is to provide environment for academic research works and organize seminars, workshops etc. for development of rural areas of Assam. The centre has successfully organized “Tarun Deka Memorial National Seminar on Inclusive Rural Development of Assam through Rural Development Schemes” in collaboration with National Institute of Rural Development and Panchayati Raj (NIRD & PR), Govt. of India on 21 and 22nd August, 2019.
- The College has B. Voc and skill development courses which enable students to create entrepreneurships. The faculty members and students of Software Development and System Administration Dept. has developed software programming for computerized admission system and voting system which has been utilized by nearby colleges and helped in earning revenues.
- The Food Processing and Quality Management dept. periodically organizes entrepreneurship development and training programs in collaboration with self-help groups of the locality with a view to develop small scale industry for financial benefit of students.

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

Response: 19

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	6	8	0

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0.8

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 4

3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 5

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.55

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
15	7	2	4	1

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.58

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 last five years

2020-21	2019-20	2018-19	2017-18	2016-17
25	25	14	15	5

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

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 last five years.

Response:

Pub Kamrup College conducted various extension activities in neighbourhood community at multiple spheres during the last five years. The NSS unit of the college has sincerely been working on sensitizing the students, in particular, and the neighbourhood community, in general, on social issues for their holistic development. The chief goal of the college is to make the students aware of the evils of tobacco use, drug abuses, issues related to health and hygiene, and environmental issues. The college organizes various programmes on these issues, sometimes within campus and sometimes in nearby villages. When the college organizes any program, attention is always given on moulding the students with the core value of the college “Service before Self”. To inculcate this value among the students and various wings of the college like NSS, Scouts and Guide are trained through various seminars, talks and workshops. This is also done to develop leadership quality in them. It is also instrumental in their overall personality development. The institution has during the last five years organised 52 extension programs in the locality to inculcate values among the students and the community. Some of the programmes for sensitizing students to social issues, for their holistic development can be summarized below.

- **Mass cleansing at religious sites of the locality, Clean India and hand wash demonstration program for local vendors etc. with an aim to nurture the neighbouring environment.**
- **An Awareness Programs on Social media was Organised by Dept. of Economics on 22nd March, 2021.**
- **The Rally on Corona Virus Awareness Programme at Baihata**
- **Chariali Market Centre helped to create mass awareness regarding Corona virus.**
- **The free distribution of mask and hand sanitizer raised more concerns on the problem and importance on safety measures.**
- **Celebration of Earth Day at St. Joseph Public School and**
- **Sapling plantations created awareness about the importance of saving our mother earth through plantations.**
- **Celebration of World Environment Day with Sapling plantations and the activity of nurturing of sapling planted in earlier years also developed responsible citizens about environment.**

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 1

3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 23

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	6	6	7	1

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last

five years

Response: 8.52

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 last five years

2020-21	2019-20	2018-19	2017-18	2016-17
151	315	498	222	2

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 44

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

2020-21	2019-20	2018-19	2017-18	2016-17
11	1	13	13	6

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 8

3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other

universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
6	1	0	1	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

Criterion 4 - 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.

Response:

‘Physical Facilities’ in a teaching-learning environment indicates the built-up and developed structures for effective and efficient conduct of the educational programmes. Pub Kamrup College has always strived for facilitating the students and teachers with adequate infrastructure and physical facilities for teaching-learning, such as classrooms, laboratories, computing equipments etc. Along with that the institution has also taken various measures to upgrade its existing infrastructure and creating new facilities not only through the funding of various funding agencies like UGC, RUSA, DST and DBT, but also from the fund generated by the institution. The institution has ever encouraged its students and faculties to include technology for the fruitful outcome in the teaching-learning process. A few class rooms of the institution are equipped with LCD projectors connected with computers with LAN. It has been observed that equipping some classrooms, auditorium and conference hall with ICT facilities have significantly contributed to the well management of the teaching learning process. The faculties of the institution actively use these facilities in their classes. The College has an auditorium with a seating capacity of 500, a few seminar and conference halls with seating capacity of more than fifty persons each. These facilities have helped the college fraternity in running parallel sessions in various college activities. Being one of the renowned colleges on the North bank of the river Brahmaputra, the institution has established modern laboratories to meet out the demands for imparting quality science education and research among students which has attracted students from the various parts of Assam. The Institutional Biotech hub, once recognized as Advanced level Biotech Hub by DBT, Govt. of India has helped in enhancing student’s practical skills and bringing out scientific attitude among the students. Apart from that, the computer Science Department of the college has a laboratory with computing facilities which was recognized as a Ph. D level research laboratory by Gauhati University for two years from the session 2016-17.

File Description	Document
Paste link for additional information	View Document

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

Response:

Cultural Activities:

The College has an auditorium for organizing different cultural activities like singing, dancing, one act play, mime etc. which was established in the year 2005 and the size of the auditorium is 300. The

auditorium is also used for other purposes like seminar, workshop etc. One permanent open sky stage is newly established in the year 2021 inside the campus for provisioning adequate space for organizing cultural programmes. The open sky auditorium can accommodate 5000 spectators. Besides, during Youth Festival, when different competitions or events are held simultaneously, often classroom halls (especially Room no. 1 and 2) are also utilized. Again, some competitions like folk dance, go-as-you-like (which attract maximum viewer) are held in the college field. Depending on the number of participants, literary, debate and symposium competitions are held in various classrooms.

Various musical instruments are also available in the college. These instruments are kept in the office room of the Students' Union Body under the care of Music secretary. The Music Secretary keeps these instruments either in the shelves, or in the places specified.

Games and Sports:

There is a UGC-funded indoor stadium in the college where various sports activities and competitions take place. The college has a volleyball court, basket ball court etc. For competitions, such as Kabaddi, tug-of-war etc. college field is utilized since it gathers more spectators. Badminton is held in the indoor stadium. The college has a system of deputing two games and sports in-charges along with the secretaries - one of which is responsible for monitoring minor games equipments and activities and other is for major games. For the maintenance of sports infrastructure, one temporary person is appointed. Sports items are kept in the office room of the Students' Union Body. Separate shelves are allotted for each of the secretaries where they keep various sports items.

Gymnasium:

For maintaining proper health and fitness of the students, the college has a gymnasium centre where certain goods like Motorized Treadmill, Upright Bike, Twister, Olympic set, Yoga Mat, Gym Ball etc. are available. The size of the said centre is 155.80 m².

Yoga:

The college organizes workshops on Yoga in the UGC-funded indoor stadium located within the college campus. The required mats for Yoga are available in the stadium. The office room of the stadium is also used whenever any official works pertaining to Yoga workshops, certificate course on Yoga are conducted.

Sankardev Adhyan Kendra (Sankardev Study Centre):

The college has a Sankardev Adhyan Kendra which was inaugurated on 29-12-2021. Its main aim of this centre is to contribute to the society through the ideals and values of 15th century Assamese Saint Sankardeva. Currently, it is being run from the Department of Assamese.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 12.73

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 07

File Description

Document

Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)

[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 96.73

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
81.82671	84.78918	51.12617	137.54534	110.22879

File Description

Document

Upload Details of budget allocation, excluding salary during the last five years (Data Template)

[View Document](#)

Upload any additional information

[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Pub Kamrup College Library is the central library of the College. The Library is in a well-maintained, Assam type building which is renovated in 2020. The Library has 30,000 books as on 31st December, 2021 and has 9 subscribed journals. Besides the regular duty of resources organization and maintenance of books, journals, other related documents, provision of library reader-services, literature retrieval services, etc., The Library is using various ICT tools for the betterment of its service in the library under supervision and guidance of the librarian. Initially, the

Library started its automation project with the integrated library management system – SOUL 1.0. In 2012, it was switched over to its updated version i.e. SOUL 2.0. The database of the library books and user has regularly being updated using SOUL 2.0. The Library is partially automated. The books are being catalogued using the software. Moreover, the library circulation process is fully automated. Barcode technology is being used in the library. The books are being bar coded and the users are given

unique barcode ID mainly for circulation purpose. The OPAC Online Public Access Catalogue) facility is also initiated for the users so that one can search library books at the OPAC Kiosk as per their requirement. It is noteworthy that Software for University Libraries (SOUL) is developed and maintained by the UGC- INFLIBNET Centre.

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 2.36

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

2020-21	2019-20	2018-19	2017-18	2016-17
2.31788	7.45674	.39537	.78906	.85081

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document

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

Response: 0.4

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

Response: 11

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

There are 153 numbers of computers in the college out of which 46 numbers are in computer lab. Out of them 125 numbers have internet facilities with band width more than 50 mbps and 43 browsing centres. The computers are operating in OS Windows 7, 8 and 10 with required software. As a part of technological up-gradation of the existing IT and computing facilities of the college, 75 numbers of computers with in-built Windows 10 software. From time to time, the College upgrades to new technology when need arises. Most of the computers are protected by antivirus softwares. These antivirus softwares gets updated automatically in order to maintain the life of the computers. In case of the old computers and machinery, the college takes care of their maintenance through technician. In case of the projectors also timely servicing is done through professionals or engineers.

The college signed MoU with Assam Electronics Development Corporation Limited (AMTRON) on 02-04-2018. As per the understanding the AMTRON facilitated NET connectivity and requirement of a Wi-Fi campus. Apart from that in 5th April, 2021, College signed another MoU with the S.S. Technologies, Guwahati. The party is providing the IT infrastructure management services related to website designing and up gradation, online admission, office automation etc.

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 18:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 250 MBPS

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

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 3.27

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

2020-21	2019-20	2018-19	2017-18	2016-17
3.19019	3.21007	3.07459	2.28165	1.86552

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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.

Response:

Library:

The library is at the core of the institution's strategy for providing support service to the students as well as the teaching fraternity. There are two types of libraries that exist in the college. While there is one central library, in each of the Department there is a Departmental library. The college facilitates the central library with a fund collected in the form of library fee from the students. Books for the Departmental libraries are purchased from the occasional sanction of fund granted by the college. Moreover, some of the Departments also have a strategy of collecting books from the passed out students. Sometimes, faculties also donate books in the Departmental Libraries. The necessary shelves are provided either by the college authority, or by the teachers of concerned Department or alumni. There is an in-charge of Departmental libraries from amongst the faculties of a specific Department. The central library is maintained by the college authority in consultation with the librarian. There is a library committee for all matters pertaining to the library.

The requirement and list of books for the central library is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Library committee and forwarded to the Principal or librarian for final approval.

Sports:

The college has a system of deputing two sports in-charges: one of which is responsible for monitoring minor games equipments and activities and other is for major games. One person appointed on temporary basis is there for maintenance of infrastructure facilities. Major games and Minor games Secretary of the Students' Union places the list of requirements of equipments before their teacher in-charge and accordingly the teacher in-charge concerned places the matter before the Principal for fulfilling their requirements.

Computer and Internet facilities:

The College has AMC with third party organization. This organization provides technical help if any issue arises. The college has 152 computers with seven LCD projectors. 125 computers are fitted with LAN facility. Whenever any issue arises the concerned department HOD informs it to the Principal. The principal is the ultimate authority to take any decision in consultation with the HoD and the technician.

Classrooms:

Classrooms are maintained centrally by the college authority. Any classroom issue, such as shortage of furniture can be reported to the principal or vice-principal directly either by students, or by teachers.

Electrical equipments:

For maintenance of electrical equipments the college has a contract with electrical farms which,

when required, sends experts for repairing and installation works.

Solar Plant: For solar plant the college has AMC with a farm.

Additional: The college takes utmost care for maintaining cleanliness and hygiene. The college has specific employees for the maintenance of cleanliness and hygiene. The NSS unit of the College cleans the campus time to time.

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 57.35

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
2536	1670	1733	1727	253

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 57.35

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
2536	1670	1733	1727	253

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: C. 2 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 3.3

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
400	50	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances

including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 5.11

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
102	11	27	22	7

File Description	Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 53.94

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 363

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 95

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
7	10	8	3	4

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
7	10	8	4	4

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 28

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) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
3	9	8	7	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

5.3.2 Institution facilitates students’ representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

ADMINISTRATIVE:

The College has a student’s council, known as Pub Kamrup College Students’ Union. The Union works together for the efficient and smooth functioning of the Institution and in boosting students’ participation in co-curricular and extracurricular activities. The Principal of the College generally presides over the meeting of the Union. In absence of the Principal, the President of the Union presides over the meetings of the Union. Students are allowed to represent in different academic and administrative cells for a better academic environment in the College. Student’s representatives are also involved in monitoring discipline and punctuality among the students. The President of Pub Kamrup College Students’ Union is a member of IQAC from student community. The College always persuades students to practice a democratic view through participation in the college students' union as electorate and involvement in various socio-cultural activities requiring decision making and leadership quality. There is an active Students' Union in Pub Kamrup College, where all students of the College are members. The Union works together for the efficient and smooth functioning of the Institution and in boosting students’ participation in co-curricular and extracurricular activities. The members of the executive body holding different port folios are elected through ballot paper voting system following respective guidelines of the Election Commission of India. Besides them, the Class representative for each class is elected by the students of a particular class by direct voting system. Pub Kamrup College Students' Union functions according to the provisions laid in its constitution.

CO-CURRICULAR/ EXTRA-CURRIRULAR:

The college involves students in various co-curricular and extra-curricular activities. Students are made to involve in-

- • the celebration of College Week/youth festival./ Important National Days
- • Freshmen Social.
- • Festivals like Saraswati Puja, Viswa Karma Milad-e- Mehfil.
- • Other functions of national and cultural importance.
- • Participation in College activities as part of their leadership drill.
- • Cleanliness programme in and around the College campus.
- • building public opinion and awareness drives.
- • maintaining discipline and punctuality among the students.
- • Anti-ragging drive.
- • Anti-tobacco drive.
- • Building Green Environment
- • Publication of College Magazine
- • NSS & Scout & Guide
- • The prefect of the hostel has an active involvement in decisions making process in hostel affairs..

Participation of Students in Various Cells

- Water Management cell
- Green campus Management Cell
- Carbon Footprint Cell
- Energy Management Cell
- Waste Management Cell
- Eco Club
- Green Diary
- Women's Cell Career Guidance Cell
- Music club
- Flora and Fauna Cell
- Enterpreneuring Cell
- Student Support services
- Sahitya Sora
- English Forum
- Philosophical Society
- Geographical Society
- Research Forum for History
- Political Science Society
- College Environment and Climate Cell
- Economics Association

Besides, there are student representative in the following bodies of the organization. Such as

- • Various Associations/ Forum under different teaching department.
- • Anti – ragging Committee
- • Election Committee
- • Cells & Committees constituted for specific occasion.
- • Pub Kamrup College Magazine Editorial Board.
- • College Canteen Management Committee

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 77.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
8	70	104	108	99

File Description	Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

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

Response:

Pub Kamrup College has a registered Alumni Association. It has more than 500 registered members. The Alumni association has in the past extended valuable service in the extension of the campus by donating land. It has also extended support by providing valuable suggestions time to time in over all development of the teaching-learning scenario. It has helped the college in sanctioning Rs. 5,00,000/- from the Govt. of Assam and it has decided to spend the amount on earth filling.. Moreover, it has been working on the second part of a book which is about history and folklore of the greater Baihata Chariali area. The association donated Rs. 27,000/- during the year. from registration fees..

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - 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

Response:

Vision:

The College envisions itself as one of the pioneer educational institutions of the state imparting quality education to the students from all sections of the society irrespective of caste, creed and religion. Building a proper platform for the students amidst diversity of religion and culture of the nation to meet the needs and challenges of time by being intellectually, morally and culturally upright is at the core of the vision of this institution. The college visualizes each of our students realize the core value of the college “service before self”.

Mission

- To provide quality education to all students irrespective of caste, creed, religion and socio-economic status to uplift the society as a whole.
- To maintain excellent academic standard through innovation and effective teaching learning method in a joyful environment.
- To mould the student as a responsible citizen.
- To create a learner-friendly environment to make learning a joyful activity and fruitful experience.
- To foster scientific skills and academic excellence.

The vision and mission of the institution get reflected in the following activities:

- In the effort of the college fraternity in imparting quality education.
- In creating a learner-centric environment.
- In providing facilities for vocational and professional education for producing skilled youths in the changing world order.
- Thrust on research activities through Bio-tech hub and research laboratories of various departments.
- Encouraging teaching fraternity and student community for research-based activities through summer internship programs.
- Involving students in creative works such as wall magazine, hand-written magazine, annual college

magazine. The idea behind is to enthuse students in creative and innovative works.

- Thrust on opening new programs to provide greater opportunities to the students and to meet the academic challenges.
- Involving students in various cells and committees to give them opportunity to work as a team and learn how to accomplish a group activity.
- Entrusting students to plant tree saplings through project “Green Diary”. The idea is to create environmental awareness among the students and in the society.
- Organizing various environmental programs as a part of the green initiatives of the college.
- Observance of National/International Days for creating **an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.**

File Description	Document
Upload any additional information	View Document

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

Response:

The institution follows decentralization and participatory approach in planning and implementation in academic and non academic matters for its smooth functioning and for ensuring efficiency in performing different activities as per the directives of the Governing Body of the college. The formation process of the Internal Quality Assurance Cell (IQAC) of the college is the most exemplary approach to ensure decentralization and participation from different stakeholders. The IQAC is constituted by following all the norms of NAAC guidelines.

1. To reap and improve the academic potentialities of the teaching communities for the greater interest of the students, Pub Kamrup College has an Academic Committee which is constituted by taking Vice- Principal as Chairman, Coordinator of IQAC as the convener and all the HoDs as the members. The resolutions of the Academic Committee are sent to the Principal for execution and necessary approvals and directions from the Governing Body.
2. The principal constitutes Admission Committee by taking a senior most faculty as Chairperson, a senior faculty as convener and a few teachers and students from Student’s Union as members to conduct the admission process by following all the norms set by the appropriate authorities. Along with it a Routine Committee and a prospectus Committee is also formed to gear up the admission process and to start new academic session.
3. Examination Committees are also constituted by the Principal by involving a few faculty members of the college not only for running the both internal evaluation process and external examinations but also for completing evaluation process of answer scripts in time. The college constitutes different committees like Library Management Committee, Certificate Course Management Committee, etc., for execution of different constituents of Academic Planning and for other emergent academic needs.

4. To ensure democratic participation of students in the election of students' representatives to Student Union, an election committee is formed by involving a few teachers and students' representatives from the existing Union Body for looking after all the norms for smooth conduct.
5. The College also has Grievance Redressal Committee, Anti ragging Committee, Internal Complaint Committee for Prevention of Sexual Harassment, etc, where members from student communities are also taken along with teachers and employees.
6. Besides, the principal forms different committees like Construction Committee, Canteen Management Committee, Committees for observing different days of international, national and local importance and events, etc., by ensuring participation and decentralization. Moreover, the Principal also forms committees for promoting co-curricular activities.

File Description	Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

As a government institution the college is bound to follow government rules. In the same way, the college is also bound by guidelines framed by affiliating University and UGC. However, there are certain areas in which the college lays much emphasis strategically and for their deployment. Some such aspects of the college are as follows:

Institutional Strategic/ perspective plan	Deployment
	Opening of vocational and professional programs: B.Voc in Food and Quality mana B. Voc in Software Development and System (SDSA, BBA, BCA, M.Voc in Food and Qua

	<p>Certificate courses on Creative Writing, E Personality Development, Soft Skill and Emp</p> <p>UGC Funded Diploma program on Organ Community College Scheme</p> <p>Add-on Diploma Program on Medical Labor (ADMLT) and Certificate Course on Med Technician (CCMLT), Diploma in Trav Management (DTTM)</p> <p>The institution applied for opening BPE (Bac Education program) and Gauhati University start the program</p>
Creating skilled youths	<p>Summer Research Program</p> <p>Organizing seminars and workshops</p> <p>Student Seminars</p> <p>Sending Students for Participating in sem organized by other institutions</p> <p>Involving students in data collection process</p> <p>Village Research Centre</p> <p>Students' Visit to various research institution</p>
Encouraging Students for Research	
Garnering Creativity among students	<p>creative works such as wall magazine magazine, hand-written magazine etc.</p>
Providing greater opportunities to students to meet the academic challenges.	<p>M. Voc (FPQM), MSc (Bio-Physics), M.Sc Physics) M.Sc(Physics), M.Sc (Con M.Sc(Zoology)were introduced.</p>
Decentralization	<p>Structured organizational management syst responsibility and power</p> <p>Involving students in various cells and comm</p>
Gender Equity	<p>Forming Cells and Committees irrespective o</p> <p>Workshops on Gender Equity</p> <p>Women's cell and Gender Equity cell to issues</p>
Student centric environment	<p>Student friendly environment and facilities non-academic and extra-curricular activities.</p> <p>Zero tolerance to ragging</p> <p>Anti-Ragging Cell, Grievance Redressal Complaint Committee are active</p>
To provide adequate infrastructure	<p>Applied to various government agencies for f</p> <p>Old and hazardous buildings are being re</p>

ones.

Two new buildings, known as 'Science b
constructed from RUSA and Assam Governm
Open Stage Auditorium has been complet
fund

A portion of the college building has bee
converted into a boys' Hostel under RUSA fu
Library has been upgraded from RUSA fund
College Canteen has been renovated

File Description	Document
strategic Plan and deployment documents on the website	View Document

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

Response:

As an affiliated college of Gauhati University (GU) for UG level and Assam Science and Technology University (ASTU) for PG level as well as a provincialized college of Govt. of Assam, the college adheres to all the guidelines and regulations as prescribed by the affiliating Universities and Directorate of Higher Education, Assam, in matters such as appointment, service rules, college management rules etc. For monitoring the adherence to all these guidelines and regulations the college has a set of administrative set up in which there is a Governing body which is framed as per the guidelines of the Directorate of Higher Education, Assam. The Principal is the Secretary in the Governing body. The College also has a Vice-Principal to monitor the academic and examination matters. The IQAC is constituted as per UGC regulations which are the prime body for qualitative upliftment of the College. The College has various committees, cells and bodies such as Academic committee, Internal examination committee, construction committee, Internal Complaint Committee, Anti-ragging committee, Hostel management committee, gender equity cell, women cell, Student Union Body, career guidance cell etc. The college has its own policies in regard to environmental issues, gender equity, Policy for grievance redressal, canteen management, energy management, constitution for the Student Union Body, policy for student election, library management, press and bookstall management, code of conduct for students, teachers and employees, policy for appointment, policy for maintenance of infrastructure etc.

File Description	Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration

- 2. Finance and Accounts
- 3. Student Admission and Support
- 4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Welfare measures for teaching and non-teaching Staff.

Monetary Aspect:

- Group Insurance Scheme for both Teaching and Non-Teaching Staff.

Non-Monetary Aspect:

- The College has a Day Care Centre for female teaching and non-teaching staff having their kids. The centre facilitates them with a Feeding Room for infants too.
- The College has a Gymnasium where the teaching as well as the non-teaching staff can avail existing facilities for maintaining proper health and fitness.
- The College administration has a very good canteen to ensure healthy food for the College fraternity.

- The College offers First Aid Facilities for emergency medical requirements.
- The teaching and non-teaching staff avails the facilities of the Conference Hall of the College to organize various meetings and workshops for advancement of their administrative and professional skills.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 18.62

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

2020-21	2019-20	2018-19	2017-18	2016-17
13	16	10	4	7

File Description	Document
Upload any additional information	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

Pub Kamrup College strictly follows the UGC Regulations and Directorate of Higher Education (DHE),Kahilipara, Assam on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges. The performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee. The salient features of the performance appraisal system are as follows:

Teaching Staff:

1. **Annual Performance Appraisal Report is prepared for the all the faculties by the principal and sent the Chairperson, Governing Body as the reviewing authority.**
2. **Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.**
3. **The PBAS proforma filled by the Faculty Members are checked and verified by the Heads of the Departments, IQAC Coordinator and the Principal and sent to Departmental Promotion Committee.**
4. **Faculty members are recommended for promotion on the basis of their performance as reflected in PBAS proforma.**

Non-Teaching Staff

a) **All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal.**

b) **The various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, Power of Drafting and technical abilities. The comprehensive Annual Confidential Report comprises of various parameters and each one of them is graded on a seven-point scale, i.e., Excellent, Good, Satisfactory, Average and Poor.**

File Description	Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The mechanism of internal and external financial audits is such that External audit is done by Government agency and Internal Audit is done by qualified chartered accountant. Internal audits for all the funds received from various schemes like RUSA, UGC are done immediately after each level of completion of work. The college has already sent application seeking external audits from the Director of Audit, Government of Assam. The internal Audit by a chartered accountant has already been started since March, 2022.

Mechanism for Meeting Audit Objections:

The Audit objections, in case of both External and Internal Audits are thoroughly discussed in the Governing Body meeting of the college. Necessary arrangements are made as per the recommendation of the auditing agency.

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

One of the strategies for mobilization of fund of the college is self funding and professional courses. Reasonable fee structures are offered to the students for getting admission in to these courses. Faculties are asked to submit major and minor research project for funding of Government and non government organizations. College pond is also a source of income through fish culture practices. Every year cultured fishes are sold out for a lump sum amount of money. College printing press is another source of fund generation. All the printing works including internal examination question papers, College Magazine, Books are done in the College press. A good amount of funds are saved by the college through this activity. The college follows the policy of waste wealth for fund generation.

A considerable amount of fund is generated through self funding and professional courses and other means, and generated funds are used for remuneration of temporary faculties, resource persons invited for workshops and seminars, staff and faculty development, infrastructure development and maintenance.

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

Response:

The Internal Quality Assurance Cell (IQAC) of Pub Kamrup College has been working for institutionalising various quality assurance strategies to improve the overall teaching learning environment of the college through regular meetings. These meetings are held to discuss basically

- to formulate new planning,
- to analyse shortcomings
- to evolve a strategy for implementation of new ideas or

innovation

The IQAC in 2020-21 formulated a planning for conducting a three day bridge course program after the admission of first Semester students. To implement this idea the IQAC invited the HoDs of the college and the HoDs agreed to implement this policy since after the Covid-19 pandemic it was very necessary to motivate the students to pay attention to the classes held in offline mode. Moreover, they needed a kind of psychological support. Similarly, IQAC framed a policy of institutionalising a gender equity program. This time also the HoDs were invited to a meeting. All the HoDs agreed to hold at least one workshop in the Department within a span of one week. The result is that altogether 15 workshops were held within a span of 7 days starting from 23rd December, 2021. The IQAC time to time informs the teachers, employees and members of the Pub Kamrup College Students' Body formally or informally about changes in various policies and how one should be prepared to meet the need of time. Moreover, in the Academic Committee meetings the IQAC Coordinator explains how to improve the quality of teaching learning and evolution. The IQAC also organises workshops, symposium on important issues, such as academic and administrative audits, SSR preparation, new guidelines from NAAC and UGC etc. For bringing quality in other areas such as environment, energy etc., the IQAC is instrumental in conducting environmental audit in the campus by IIT, Guwahati, in 2021. In case of feedback taking, analysis and action taken, the IQAC has contributed significantly. Besides, IQAC is involved in all kinds of quality initiatives in the institution.

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

As an affiliated college the college has very limited scope of designing course curriculum and syllabus. Even methodologies of teaching are also specified in the University curriculum. However, there are other aspects, such as teaching learning process to a great extent, and methodology of teaching in which the college gives much impetus. For that the college has an Academic committee which extensively discusses in its meetings about Program and Course outcomes, preparing a suitable class routine, on CBCS module and proper implementation of it. Programme and course outcomes are reviewed in the Academic committee meetings. After making a review the body

suggests for its improvement. The coordinator of the IQAC acts as the convener of the Academic Committee. The coordinator points out which aspects to be given importance for quality education and quality management, such as preparing the class routine, adoption of new method of teaching considering the changing mode of teaching. The IQAC takes a key part in encouraging the college or various departments to organize workshops, seminars, symposium for both teachers as well as the taught. Learning outcomes are also assessed from the results of the final year students, progression to higher education, and placement in various sectors.

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: A. All of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - 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 last five years.

Response:

The institution has ever been emphasizing on co-curricular and extra-curricular activities to achieve the goal of gender sensitive society. Gender Sensitivity and gender sensitization are accomplished through the amalgamation of theory and practice.

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. The teachers focus on gender issues, gender budgeting, women empowerment etc. while teaching the papers like introduction to Political Theory (POL HG/ RC 1016- Unit: 2, Concept of Gender), ENG-AECC-1014 (Unit 2) Appro JRD).

Co-curricular activities:

The College observes the Youth Festival annually to flourish the co-curricular activities of students by arranging different events in literary, cultural and sports related aspects. In almost all events Girls' students can have the equal participation opportunities along with the boys. Different workshops and lecture programmes are also arranged in different times in and outside the College premises to inculcate the gender values among students and in the community. For example the College organized a lecture on Women Empowerment at Kumnagar Gaon, which was delivered focusing the local villagers to create awareness for the development of women for better social balance on the International Women's Day on 8th March, 2017.

Facilities for women on campus:

- CCTV cameras have been installed in various locations within the college premises.
- The college has a bus (Traveler) facility working for 24×7 and ready for service in any emergency situations.
- For the safety purpose of the boarder of Girls Hostel one gate is placed in the entrance of the by lane towards the hostel.
- Women cell has been providing training to girl students and women of the nearby area on the burning issues like hygiene, health and empowerment.
- Hostel facility for girl students with an intake capacity of 86 is there in the college campus with the provision of warden's quarter in the same campus.
- Two incinerators are available in the girls' hostel to maintain the hygiene of the students and the environment to manage the used menstruation pads.
- Public Address System is operative in the college premise which is very useful in disseminating information instantly in emergency.

- Apart from that there are various committees and Cells, such as Internal Complaints Committee, Women Study Cell, Grievance Redressal Cell, Anti-ragging Committee to monitor and address specific issues.
- The College has a Girls Common Room having adequate facilities for rest and leisure of the Girls.
- Separate Girls Toilets are available in each floor of the College building.
- The College has a Day Care Centre for taking care of babies of female employees in College hours.

Others:

Apart from annual observance of International Women’s Day, the College organises different lecture programmes, workshops on gender issues. The celebration of “Gender Sensitization Week” from 23rd to 30th December 2021 is a notable activity.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management

- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Solid waste management:

- **Biodegradable waste material produced in the hostel and canteen are regularly used for vermi-composting and in piggery farms in the neighbourhood. The college has a memorandum of Understanding with a local pig farmer.**
- **Biological laboratory waste materials are segregated into two categories: bio-degradable and non-bio-degradable wastes. The bio-degradable wastes are dumped in a pit. Non bio-degradable wastes like glass and metallic materials are gathered and disposed to the vendors.**
- **Plastic wastes are kept in a designated location and some wastes are sold out to plastic vendors.**
- **Paper wastes including newspapers from library are sold to vendors for recycling.**
- **Paper wastes from press are sold to vendors for recycling.**
- **The fallen leaves are allowed to decompose by keeping them undisturbed and are used for vermi composting.**
- **Wooden waste is reused for mending and remaking furniture.**
- **NSS of the college organizes campus cleanliness drives at regular interval to manage solid wastes.**
- **Students reuse solid waste for making decorative items and accessories in various cultural events.**

Liquid waste management:

- **The wastewater from the septic tank flow into soak pits. The soak pits are further connected to the main drainage system of the college so that excess water from the soak pit flows easily. The wastewater of the canteen also flows to the main drainage system of the college.**
- **Girls Hostel wastewater is connected to earthen pit.**

E- Waste Management:

The college has a MoU with a farm for the management of E-wastes produced in the college. As per the terms the farm collects all kinds of E-Wastes from the College Campus. Repairable items are assessed and repaired if possible and feasible.

File Description	Document
Link for Geotagged photographs of the facilities	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: C. 2 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards

5. Beyond the campus environmental promotion activities

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for 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

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

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 500 words).

Response:

Pub Kamrup College is located in a place which can well be marked as a hub of tribal communities, such as Bodos, Sarania Kacharis and non-tribal communities belonging to caste Hindus and the Muslim. This multicultural set up of the populace demands inclusive environment towards the establishment of tolerance and harmony in cultural, regional, linguistic, communal and socio-economic affairs. One of the prime goals of the college is to take various initiatives for establishing an atmosphere of tolerance and harmony in which all people irrespective of caste, creed and religion feel at home.

- Hence, while the college celebrates Saraswati Puja, the college also organizes Milad-E-Mehfil and Bathow Puja of the Bodo Community. In these occasions, students, teachers as well as non-staff of the college actively participate across all religious and linguistic categories. It helps in growing the spirit of inclusion and tolerance among the students and various communities of the locality. The college always boasts of the fact that since its inception in 1972 not a single case of communal

intolerance inside the campus has taken place.

- In every academic session, Youth Festival has been organized with various competitions such as singing, dancing, acting and drama competitions, games, literary and cultural competitions, group activities to develop the cultural, sports related, literary and artistic talents of the students. It inculcates individual and team spirit among students in the development of their extra-curricular activities.
- Pub Kamrup College Girls' hostel is also providing opportunities for developing harmony and tolerance among the boarders. The Hostel organizes a three day long annual programme in which boarders participate in different competitions including singing, dancing, games, literary and cultural spheres to bring unity in diversity.
- The College follows the Government norms during admission procedure and admits the students from OBC, SC, ST categories to rationalize the concept of socio-economic diversity. OBC and SC, ST Cell are working in this regard.
- The opening of a Sankardev Adhyan Kendra in 2021 is an effort of the college to inculcate values and culture of the great 15th century saint.
- The college observes various days such as Constitution Day, National Unity Day to make the students familiar with the principles and values of harmony and tolerance enshrined in the Constitution of India irrespective of various diversities.
- The College encourages different projects and tours in diverse range of areas and places to give students the knowledge about Cultural, Linguistic and Regional diversities and how unity is possible despite so many diversities.
- Wearing Uniform within the Campus is a must. This is done to make the students identify as a student of the College cutting across all social diversities.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Sensitising the student community and employees of the institution is a major thrust of the college. In most of the programs there are certain courses or units which are directly or indirectly concerned with one or more aspects concerning values, rights, duties and responsibilities of citizens. In the delivery of the curriculum teachers often takes it as an advantage and moves to students to values, rights, duties and responsibilities of citizens which a particular text/topic/course intends. **“Service before Self”** is the core value of Pub Kamrup College. To inculcate this value among the students and teachers programmes like social work are taken involving various wings of the college like NSS, Scouts and Guide, Al umni, Students Union etc.. The college always aims to get its students cherish this ideal so that after passing out from the college they carry it and become responsible citizens.

The College organises various programs such as workshops, seminars, talks, celebration of commemorative days, yoga day etc. The college to aware and sensitize students about constitutional obligations, values, rights, duties and responsibilities of citizens. The policies and code of conduct hand book prepared by the college reflects the core values and responsibilities as well as rights of students and employees. Besides, to develop students' mental health and to endow them with knowledge, values, responsibilities and skills, the institution always tries its best to give a good accessible learning environment which signifies the college's thrust towards value education. Some of the programs that the institution has organised for the students and employees of the college can be summarised in the following way:

Pub Kamrup College organised a number of programs during this years from 2016-21. The initiatives are-

1. Celebration of Republic Day, Independence Day and Constitution Day.
2. Celebration of International Women's Day
3. Observance of World Environment Day, World Earth Day.
4. Voter's Day celebration
5. "Gender Sensitisation week" from 23-12-2021 onwards.
6. In different Mahotsav like Azadi ka Amrit Mahotsav', 'Van Mahotsav', the college actively organised and participated.
7. During pandemic as a responsible citizen and organisation, the college engaged as an quarantine centre and the teachers actively did their duties in the college for the quarantine people. Many awareness program on COVID-19 were organised and mask, sanitizers were distributed among the needy people.
8. A drive towards humanity 'Mission Smile' was organised where needy people in nearby area were given winter cloths. The mission was a one kind of start to make the student socially responsible.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

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.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
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 Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The college has ever been making its best effort to make its students, teachers and staff aware of the values and ideals imbibed in all the **national and international commemorative days, events and festivals**. The college always recognises the contribution and scarifies made by the great images of the country. It always encourages its people to follow the paths shown by the great people of the country to make themselves a better citizen of the society. The two main motifs of celebrating all these events are:

- 1.To introduce students with the great side of the days and to give honour and signifies to the specific days objective.
- 2.To give tributes to the great personalities.

Despite of the pandemic situation during that period most of the activities were carried out with guidelines and online mode. The institute celebrated, national days like Republic Day, Independence Day, Constitution Day, NSS day; international days like International Womens' Day, World Literacy Day, International Anti Tobacco Day, World Environment Day, World Earth Day, International Yoga Day. Global Handwashing Day etc. Likewise to give tribute to the great personality, days like Silpi Divas, Science Day, Rabha Divas, Teacher's Day, Unity Day, Gandhi Jayanti, Mathematics Day etc and birth and death anniversary of Bhupen Hazarika, Dr. A. P. J. Abdul Kalam etc were celebrated.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for Geotagged photographs of some of the events	View Document

7.2 Best Practices

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

Response:

BEST PRACTICE-01

1. Title of the Practice: Green Initiatives

2. Objectives of the Practice:

- To make the College campus eco-friendly by integrating environmental concerns with campus activities.
- To materialise the vision of a clean and green campus.
- To continuously improve contribution of the institution to protect the eco-system and reduce pollution.
- To maximize the use of alternative energy and ensure judicious use of natural resources.
- To minimize use of paper in administrative works
- To achieve the goal of making the campaign of Election to Pub Kamrup College Students' Union paperless.
- To work with all stakeholders and local community for protection of the eco-system.
- To make plantation a regular habit among the young and the old.
- Attempts to make the mother earth green.
- To aware students and the society as a whole to maximise their involvement in green initiatives.
- To follow the objectives and strategies of "Swachh Bharat Abhiyan".
- To educate the students to nurture and work for green environment.

3. The Context:

Green initiatives refer to a cluster of activities, such as energy conservation, use of alternative energy, reduction of pollution, afforestation and all those activities that make the mother earth clean and green. 'Green initiatives' is a need of the hour and for survival of our future generations. The institution considers the students of today as the future citizens of a society. Hence, one of the core values of this institution is to make them responsible citizens so that they are equipped with such ideals which make them environment concerned citizens. Being an institution of Higher Education, Pub Kamrup College has ever been endeavouring to educate the students in such a way so that they become able citizens to aware people about environmental hazards and what people should do to save our eco-system. To achieve the holy objective of "Making the Earth Green", Pub Kamrup College has undertaken several green initiatives to protect the environment. Its policy on environment involves all sections of stakeholders and all the people from the locality right from awareness drives to practically working on the field.

4. The Practice:

The practice, which the institution has termed as 'Green Initiatives', is being materialized through the adoption of a number of means and measures. Prominent of these means and measures are:

- **Use of Solar Energy:** The College has a Solar Plant of 50 KVA capacity. During the entire year, in case of power cut, the necessary backup is drawn extensively from the solar plant rather than the fuel based electric generator.
- **Use of Led Bulbs and use of power saving mode:** For reducing the consumption of electricity the College uses energy efficient light-emitting diode (LED) bulbs instead of incandescent and CFL bulbs. In order to lower power consumption, a central switch is installed outside each classroom to regulate all the electrical appliances inside the classroom. Students are made aware of the practice of turning off the switch when the electrical appliances are not in use. Further, an employee specifically looks after this practice.
- **Plantation Drives:** The relationship between Pub Kamrup College and nature can be traced in the very inception of the institution when, even before constructing the institution building, tree saplings were planted at all the boundaries of plot of land. Plantation is a part and parcel of Assamese culture – something that can be traced in the folk life of the people of this locality. The tradition saying 'one tree is equal to ten sons' is the unsung voice of the people of this area and a culture that permeates in this institution among the students and staff. This voice has still been echoed in the "Green Diary Project". "Green Diary", a Diary for growth record of a plant, is an endeavour to involve and motivate the youths towards a healthy safe and sustainable environment. It is quite an exceptional and innovative measures of the College through which youths are involved and encouraged for plantation works, environmental activities and sustain biodiversity. The College takes these initiatives since 2011-2012 sessions. The Green Diary is distributed to the students in the date of screening and admission with a ceremonial function where everyone have to take an oath for planting a tree and keeping records of its growth in the diary. Apart from that the college initiates plantation programs within and outside the campus in most of the occasions. Besides, "Green Earth Safe Earth" cell under Geography Department of the college distributes Neem plant to every household within a radius of 1 km of the college which is being successfully implemented for the last two decades. Many plantation drives were also done in the two adopted villages 'Banbari' and Kumnagar.
- **Environment/energy/green audit:** It is a means of assessing how far the college has achieved in its mission of a green campus and green locality. The college had its green audit done in 2021.
- **Paperless administrative activities:** Admission process of the College is totally done in online and hence it is paperless. Besides, the College administration has in recent times has developed the practice of less use of paper in conducting administrative activities.
- **Paperless election campaigning:** The voting procedure of the Election to the Student Council of the college is done using electronic mode. Candidates are not allowed to use paper for its campaign. So the election campaigning is paperless in real sense.
- **Practice of Waste Wealth:** College Press wastes are sold to vendors, waste materials like broken furniture, unusable equipments etc. are repaired. Besides, e-wastes are also given to vendors, unusable metallic items are sold and the money is used for maintaining the campus.
- **Waste Disposal:** There is eco-friendly maintenance of a kitchen garden, proper maintenance and disposal of daily food wastes and installation of incinerators to dispose the sanitary pads within the campus of Girls' Hostel are certain quality initiatives to accomplish the objective of green initiatives.

5. Evidence of Success:

- The total energy utilization of the college for different purposes is estimated approximately **11500 units/month**. By using Solar Energy and energy saving methods, the college management has cut down its energy utilization to approximately **2000 units/month**. Energy Saving is about **9500 units/month**. Increased production of solar energy, a type of non- conventional category of energy, is a good energy management system for the college.
- As on 31st December, 2021 the college has 166 number of LED bulbs which consume 219.12 KWh which is much lesser than the total KWh that could have been consumed if there had been no installation of LED bulbs.
- “Green Earth Safe Earth” initiative has fruitfully grown 75 matured Neem plants in the locality. Green Diary awardee of 2015, Mr. Alakesh Sharma initiated a registered NGO, “Seuj Vasundhara” which has been constantly carrying out green initiatives for the last several years.
- When the College started Green Diary project in 2012-13, the College fraternity distributed nearly 1076 Green Diaries to all the newly enrolled students for the session 2012- 2013 out of which 632 submitted the diaries. This number gradually increased. Green Diary could not be collected in 2019-20 and could not be distributed in 2020-21 session. The Department wise Diary turn over percentage for the UG level students’ in 2018-19 are:

Table: Department wise Diary turn over percentage for the UG level students

Total average turnover during 2018-19 Session = 57.45%			
Sl.no	Name of the Department	Turn over Percentage (%)	
1	Statistics	100%	
2	Zoology	70.02%	
3	Assamese	67.4%	
4	Economics	63.6%	
5	History	56.2%	
6	Pol. Science	55.8%	
7	Geography	55%	
8	English	53.5%	
9	Physics	51%	
10	Education	49.2%	

11	Botany	45.1%
12	Chemistry	30.9%
13	Philosophy	29.5%
14	Mathematics	11.1%

6. Problems Encountered and Resources Required:

- Due to constant use of the solar plant for the last decade, there is a decrease in efficiency of the batteries which has resulted in the reduction of output. Though annual maintenance has been carried out under AMC, yet replacement of the batteries costs a huge amount.
- Because of COVID-19 situation the College had to halt many programmes.

BEST PRACTICE – 02

1. Title of the Practice:

Use of Computerised Voting System for conducting Election to Pub Kamrup College Students' Union

2. Objective of the Practice:

- To go with technology
- To Voting and Counting of Election Process less time consuming.
- To make election results more credible.
- To minimize use of paper
- To minimize human labour
- To educate students in the use of technology
- To utilize the skills of the students and teachers of the Programmes, such as Software Development and System Administration (SDSA), BCA and Computer Science Department of the college
- To make the election procedure environment friendly
- To keep the college campus clean after election

3. The Context:

Since inception, the Pub Kamrup College has a system of electing Students to Student Council namely

'Pub Kamrup College Students' Union'. Student Council Election is not uncommon. But this institution has long before started to accomplish the election process in a novel and credible way through the use of computer software. Usually, the college conducts the Pub Kamrup College Student's Union election every year in the month of September against 14 portfolios after the new academic session begins. The portfolios are namely President, Vice-president, General Secretary, Assistant General Secretary, Magazine secretary, Cultural secretary, Music secretary, Debate and Symposium Secretary, Major Games secretary, Minor Games Secretary, Gymnasium secretary, Girls' common room secretary, Boys' Common room secretary and Social service secretary. The college authority with the help of Election committee smoothly conducts the election of the said council. The college conducts the students' union election as per the rules and regulations prescribed by the Lyngdoh Committee which is mandatory for the college. Besides, the College has the Constitution for the Students' union too defining the policies for carry on the election process. In the changing trends of the Contemporary time, the College envisions to step with the technological world. Accordingly, the Election of the Students' Union from its conventional mode of ballot shifts to the computerized voting procedure. In an aim of making an eco-friendly election system as per its green initiative, the College started a paperless election campaigning but also in the mode of voting procedure as well as in counting.

4. The Practice:

Pub Kamrup College conducts the Students' Union's Election as per the procedure followed in the General Elections of Parliament and State Assemblies in India. Before the introduction of computerised voting system, voting was done through ballot papers. Since, 2015-2016, the College has been using computers in voting instead of ballots. The voting starts at 9.00 AM to 1.00 PM and within these 4 hours all the college students cast their votes. After a gap of 1 hour counting begins and within this span of time results are declared. The software used for the process of the Computerised Voting and Counting is developed by a group of students and teachers from the department of Software Development and System Administration (B. Voc SDSA). Use of such type of software is an innovative way of accomplishing the task of voting. The college has minimised the use of paper not only in terms of ballots, but also in moving towards the practice of paperless campaign. Students perform campaigning by visiting classrooms in the pre-fixed days finalised by the Election Committee. Apart from that the candidates get the opportunity for open stage campaigning on a scheduled day and time by the election authority of the college. Students are also allowed to use digital medium in campaigning.

5. Evidence of Success:

Election in most of the colleges has turned out to be a very difficult for the college management, provided the contemporary socio-political scenario is concerned. There are so many colleges in Assam which have seen election result related violence. Even in Pub Kamrup College also in the past demands were raised for

re-polling after manual counting of ballot papers. But after the procedure of taking votes was changed, i.e, shift from manual voting to electronic voting, not a single demand has come up for re-polling or recounting. The college considers it as the greatest success of computerised voting system.

Before the introduction of computerised voting system ballots had to be printed. At least 3500 ballot papers had to be printed. After the new voting system became operative, these 3500 number of sheets in each election are being saved. Moreover, printing of ballot papers also cost a substantial amount of money from the students' fund. After the new voting system got introduced, not a single penny is being spent in the name of printing ballot papers. The counting procedure also necessitated a number of sheets, which are also being saved. The college considers the introduction of computerised voting system a story of success since it has contributed a lot in the institution's green initiatives.

The paperless and eco-friendly environment during elections saved the money of the candidate's too and contributes to the objective of 'Clean and Green Campus'.

The process of counting takes so much time in the conventional mode of election. But the computerised voting procedure lessens the time of voting and counting. Presently, within an hour the results of Student's Union's Election are finalised and declared.

6. Problems Encountered and Resources Required:

The college has faced no problems in continuing this practice among the students so far. Since this is a matter of policy implementation, no resources are required in continuing such practices. Also, the accuracy is 100%.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Distinctiveness of Pub Kamrup College in one area during 2016-17 to 2020-21

"Integrating Research Culture with Normal Teaching-learning Activities"

Pub Kamrup College, envisages erecting a proper platform for both the teachers and the taught to mould them intellectually and morally combined with social commitment for building social order and discipline amidst the plurality and diversity of region and culture of the nation. The mission of the college is to provide quality education to the young generation for preparing them as responsible citizen of the nation and to face the challenges of time. To face the challenges of time Pub Kamrup College has adopted various policies for giving pedagogic thrust to a multitude of areas.

Though Pub Kamrup College started with an UG College the college never wished to remain as an UG College only. This urge has enabled the college to focus on new areas and moving to the direction of new PG programs. So far there are six PG programs in the college. These new programs demands research initiatives and the college has been doing its best to give proper justice to the demand of these programs.

The College has an institutional Bio-Tech Hub funded by DBT, which was approved in 2011 and it has contributed a lot in the field of research within and outside the campus. In the area of research, the Biotech Hub of the college, which was later recognized as Advanced Level Bio-Tech Hub, is one of the most notable initiatives of the institution which takes initiation individually and with collaboration of different departments of the college by giving exposure to science to school level and college level students. The hub provided till date a number of activities for enhancing the students' ability in research and in practical field. The hub is instrumental in organizing students training, workshops during summer vacation for UG students under the head 'Summer Research Training' from the year 2013. Using the facilities of the Bio-tech Hub six research scholars, such as Dr. Gautam Kr. Sarma, Srimanta Sankardeva University of Health Sciences, Dr. Pankaj Kalita, Assam University etc. achieved their doctoral degrees. Again, eight scholars are pursuing their research. These kinds of research activities and facilities obviously ensure the research culture among our students as well as teachers. The Research Laboratory of Computer Science Department is a recognized Ph. D. Level Research Laboratory under Gauhati University with effect from 2016-17. One of the faculty members of the Department of Computer Science of the College, Dr. Arup Kumar Sarma carried on his doctoral research in this lab and achieved his Doctoral Degree under Gauhati University on 31st July, 2021.

'Summer Research Training' of the college has the following objectives:

- To provide students with proper knowledge on different areas of research.
- To equip students with hands on practices in handling of instruments.
- To give students proper knowledge on Good Laboratory Practices (GLP).
- To built good communication and presentation skill of the students.
- To develop skill in scientific research and ability to linkage the broad context in interdisciplinary areas.
- To create awareness about the need for science in daily life.
- To enhance the ability of scientific thinking and decision making.
- To create interest for scientific research for the greater benefit of the society.

Serial No	Title of the Event	International/ National/ Institutional	State/ Funding Agency	Organizing Dept.	Duration and Date	No. of
1	Let's Start Research	Institutional	Institute	IQAC Institutional Biotech Hub	Level 2-5 July, 2016	22
2	One Month Summer Training	Institutional	Institute	IQAC Institutional Biotech Hub	Level 5-31 July, 2016.	22
3	Workshop on Tools Techniques used in Biochemistry Research	Institutional	Institute	IQAC Institutional Biotech Hub	Level 31st October- 5th November, 2016	30
4	Hands-on training	Institutional	Institute	IQAC	and 8 to 14	22

	on “Application of Nanotechnology for Biological Science Research”			Institutional Level Biotech Hub	February, 2017	
5	Harmony with nature in the context of Chemistry, Environmental issues and challenges	National	UGC	Chemistry, IQAC and Institutional Level Biotech Hub	11-12th Sept., 2017	30
6	Innovative Practices in Teaching, Learning and Evaluation in Higher Education	National	UGC	Education, IQAC and Institutional Level Biotech Hub	13-14th Sept., 2017	30
7	Food and Bioprocess Research for Industrial Application	National	UGC	Food Processing and Quality Management, IQAC and Institutional Level Biotech Hub	15, 16 Sept., 2017	32

8	Hands on training on application of Light on the Biological Science Research	Institutional	Institutional	IQAC Institutional Level Biotech Hub	and 4 – 9 July, 2018	15
	Hands on training Chemical Basis & Instrumentation for Enhancement of Laboratory knowledge	Institutional	Institutional	IQAC Institutional Level Biotech Hub	and 6 – 11 July, 2018	15

Pub Kamrup College has always cherished the notion that country needs researchers to contribute to the growth of the nation economically, technologically, culturally and academically. It is a common realization on the part of the teaching fraternity that research for academic pursuit only contribute very little for the welfare of the nation; one has to consider research as a culture. The level of difficulty of motivating students to research activity increases with the passage of time. Hence, college is the best level in which the institution should try to build the research culture among the students. This realization led Pub Kamrup College to introduce '**Summer Internship Program**' in July, 2019 after an official notification served by the then Principal Dr. Balendra Kumar Dev Choudhury. The notification is available at

<http://www.pubkamrupcollege.co.in/upload/research/Notification%20on%20oneweek%20Summer%20Internship,%202019.pdf>

Another initiative of the college was introduction of "**Feeder Village Research Centre**" through which

students were engaged in field survey of the feeder villages of the College. Basic objective of this initiative was to study the socio-economic aspects in these village and to equip the students with research culture. A full report can be found at <http://www.pubkamrupcollege.co.in/research.php>

For all these aspects the college considers integration of research culture with normal teaching-learning activities as its distinctiveness.

File Description	Document
Link for appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

- .In 5.2.3 the Institution could not provide exact list of students who appeared for NET/SET/JAM and other such examinations.
- Thogu many students during the period got placed, it was hard to collect placement records. So exact number of students placed in various jobs will be much more.

Concluding Remarks :

.The institution has put its best effort to prepare the SSR with data authentic to the best of our knowledge. Our effort for quality education will continue.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>1.2.1.1. Number of Programmes in which CBCS / Elective course system implemented. Answer before DVV Verification : 24 Answer after DVV Verification: 25</p>																				
1.3.3	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year</p> <p>1.3.3.1. Number of students undertaking project work/field work / internships Answer before DVV Verification : 449 Answer after DVV Verification: 430</p>																				
3.2.2	<p>Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years</p> <p>3.2.2.1. Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>3</td> <td>5</td> <td>9</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>3</td> <td>6</td> <td>8</td> <td>0</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	2	3	5	9	0	2020-21	2019-20	2018-19	2017-18	2016-17	2	3	6	8	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
2	3	5	9	0																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
2	3	6	8	0																	
3.3.3	<p>Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</p> <p>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 last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>25</td> <td>14</td> <td>15</td> <td>6</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>25</td> <td>14</td> <td>15</td> <td>5</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	25	25	14	15	6	2020-21	2019-20	2018-19	2017-18	2016-17	25	25	14	15	5
2020-21	2019-20	2018-19	2017-18	2016-17																	
25	25	14	15	6																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
25	25	14	15	5																	

3.4.3 **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
8	10	6	22	6

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	6	6	7	1

3.4.4 **Average percentage of students participating in extension activities at 3.4.3. above during last five years**

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 last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
8	10	6	22	6

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
151	315	498	222	2

3.5.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**

3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
11	1	19	16	25

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17

11	1	13	13	6
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3.5.2 **Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
7	1	0	1	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
6	1	0	1	0

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

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

Answer before DVV Verification : 55

Answer after DVV Verification: 11

Remark : DVV has made the changes as per average of teacher and students using library per day on (dates)

5.1.3 **Capacity building and skills enhancement initiatives taken by the institution include the following**

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

Remark : DVV has made the changes as per shared report by HEI.

5.2.3 **Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)**

5.2.3.1. **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.) year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
7	10	8	4	4

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
7	10	8	3	4

5.2.3.2. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
---------	---------	---------	---------	---------

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

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) year-wise during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
12	12	13	10	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	9	8	7	1

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	4	1	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

7.1.2	<p>The Institution has facilities for alternate sources of energy and energy conservation measures</p> <ol style="list-style-type: none"> 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above Remark : DVV has made the changes as per shared report by HEI.</p>
7.1.5	<p>Green campus initiatives include:</p> <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 with trees and plants <p>Answer before DVV Verification : A. Any 4 or All of the above Answer After DVV Verification: C. 2 of the above Remark : DVV has made the changes as per shared report by HEI.</p>
7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for 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>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D.1 of the above Remark : DVV has made the changes as per shared report by HEI.</p>

2.Extended Profile Deviations

ID	Extended Questions					
1.2	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="199 1995 986 2078"> <tr> <td data-bbox="199 1995 355 2078">2020-21</td> <td data-bbox="355 1995 512 2078">2019-20</td> <td data-bbox="512 1995 668 2078">2018-19</td> <td data-bbox="668 1995 825 2078">2017-18</td> <td data-bbox="825 1995 986 2078">2016-17</td> </tr> </table>	2020-21	2019-20	2018-19	2017-18	2016-17
2020-21	2019-20	2018-19	2017-18	2016-17		

30	26	25	25	23
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Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
25	26	25	25	23

2.3 **Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
506	350	364	408	437

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
673	578	732	624	542

3.1 **Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
55	55	54	52	51

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
54	55	54	52	51