

AQAR: 2012-13

Part – A

1. Details of the Institution

1.1 Name of the Institution

Pub Kamrup College

1.2 Address Line 1

Baihata Chariali

Address Line 2

Kamrup, p.o. – Baihata Chariali

City/Town

Baihata Chariali

State

Assam

Pin Code

781381

Institution e-mail address

principal@pubkamrupcollege.org

Contact Nos.

094351 19315; 099547 84294

Name of the Head of the Institution:

Dr B K Dev Choudhury

Tel. No. with STD Code:

03621 286300

Mobile:

094351 19315

Name of the IQAC Co-ordinator:

Dr Kamal Sarma

Mobile:

099547 84294

IQAC e-mail address:

kml.sarma9@gmail.com

1.3 NAAC Track ID

ASCOGN11667

1.4 NAAC Executive Committee No. & Date:

16-09-2004

1.5 Website address:

www.pubkamrupcollege.org

Web-link of the AQAR:

<http://www.pubkamrupcollege.co.in/AQAR.HTML/AQAR2012-13.docx>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	--	2004	2004-09
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

07/04/2003

1.8 AQAR for the year

2012-13

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

- i. AQAR AQAR 2011-12 uploaded on 11-09-2014
- ii. AQAR AQAR 2010-11 uploaded on 09-09-2014
- iii. AQAR AQAR 2009-10 uploaded on 05-09-2014
- iv. AQAR AQAR 2008-09 submitted to NAAC on 31-05-2010
- v. AQAR AQAR 2007-08 submitted to NAAC on 10-06-2009
- vi. AQAR AQAR 2006-07 submitted to NAAC on 10-06-2009
- vii. AQAR AQAR 2005-06 submitted to NAAC on 22-06-2007

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

Gauhati University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DBT Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Programme on human rights
2. Special programmes organised on the eve of the celebration of Ramanujan 125th birthday-
 - i. Special lectures on 'Joy of Proving and Disproving' and 'Who Wants To Be a Millionaire' by Eminent Mathematician Prof. S. Thangavalu, IISc. Bangalore.
 - ii. Popular talk on 'Application of Mathematics in Different Fields' by Resource person from IITG and Gauhati University
2. Constraint in self focus of the Assamese youth in the National Perspective
3. Seminar on 'Gene – The Hereditary Unit'
4. A talk on-Comparative Literature - The Indian context
5. A talk on-Parasites in Fresh Water Fish
6. A talk on-Economics of Happiness
7. A Symposium on "Entrepreneurship Development & Modern Practices in Fishery Management" - organized by Department of Zoology, P.K.C in Collaboration with Institutional Biotech Hub, Pandu College, Guwahati
8. "Plant Resources of Assam" – a talk by Prof. C.M. Sarma, Gauhati University

2.14 Significant Activities and contributions made by IQAC

Active involvement of the IQAC made the following achievements possible:

- Installation of 50 KV Renewable solar power generation system of Rs. 1.35 crores for uninterrupted power supply in the College campus, funded by MNRE, Govt of India
- Installation of 10 and 20 KV Power generators in the College campus
- Setting up of 'Entrepreneurship Botanical Garden' inside the College campus
- Installation of public address system in the college campus
- Installation of CCTV surveillance system in the college campus
- Submitted proposal to DST for Workshop on 'Motivation generation towards mathematics among the students of middle and secondary level'
- Special programmes organised to celebrate 125th birthday anniversary - of Ramanujan
 - i. Special lectures on 'Joy of Proving and Disproving' and 'Who Wants To Be a Millionaire' by Eminent Mathematician Prof. S. Thangavalu, IISc. Bangalore.
 - ii. Popular talk on 'Application of Mathematics in Different Fields' by Resource person from IITG and Gauhati University
 - iii. Regional level Open Quiz on Mathematics.
- Symposium on "Entrepreneurship Development & Modern Practices in Fishery Management" - in Collaboration with Institutional Biotech Hub, Pandu College, Guwahati
- 'Green Diary – a diary for healthy, safe and sustainable environment' - for the Students of Pub Kamrup College
- A programme on Human Rights organized by National Human Rights Commission in collaboration with State Human Rights Commission, Assam and District Administration, Kamrup
- A three -day workshop on- Tools and techniques used in Biotechnology and Molecular Biology with special emphasis on Protein Chemistry, Drug Designing and Immunological Techniques
- Three days workshop on 'Tools and Techniques Used in Biotechnology and Molecular Biology,
- Three days workshop on 'Application of allied sciences (Phy., Chem. Maths, Statistics, Computer Sc.) in life science study'

2.16 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none"> • Goal based research motivation: The institute strongly believes our budding scientists in both core science and social science should have the appropriate motivation in undergraduate stage. The main thrust area of research in science stream is targeted to 'Life Science Development' with good quantum of grant from DBT, Govt. of India with proper incorporation of allied science subjects. The setting of sophisticated computer laboratory, institutional biotech hub etc are the boosting factors for research culture development. The graph of result is observed in uprising trend. 	<ul style="list-style-type: none"> • Purchase of equipments: A large numbers of equipments have been purchased and a computer laboratory having sixteen desktops is operated by a computer operator under the Star College Scheme. Some of the equipments purchased under the scheme are- Digital PH Meter with combined electrode, Lux Meter, Digital Camera for image documentation and microphotography, Bacteriological incubator, Distilled Water Plant, Vision-2000Microscope, Digital Micropipette, Multichannel Micropipette, GPS, Rain Gauze, etc. • Students' achievements: Harun Al Rashid, a student, Department of Physics and Manashi Bharadwaj, a student of Department of Botany, participated in the summer School in different institute of repute.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Aim and objective of the plan - Goal Based Research Motivation

Methodology –

- The main thrust area of research in science stream is targeted to ‘Life Science Development’ with good quantum of grant from DBT, Govt. of India with proper incorporation of allied science subjects. The setting of sophisticated computer laboratory, institutional biotech hub etc are the boosting factors for research culture development.
- Assam being in turmoil condition due to different ethnic conflicts time to time, the college stream related to social science is constantly pursuing some academic studies to sensitize the people against the unscientific attitude and to show the root cause of this misunderstanding.
- Inter-state-bridging through folklore research.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-		-
PG				
UG	02	-	02	-
PG Diploma	01	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	03	-	02	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	--
Annual	--

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

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

*Please see AnnexureII

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

Gauhati University introduced the Semester system since 2011 and some of the faculty members from both the Science and Arts faculties participated in the curriculum design and revision workshops organized by the University and other academic organizations. One senior faculty from Humanities and one faculty from science stream took part in syllabus development of Gauhati University.

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

Establishment of DBT sponsored Institutional Level Biotech Hub (IBH) and implementation of DBT sponsored Star College Scheme to develop life sciences with the help of allied sciences. Arrangement of invited Talk by renowned persons of different field of research, arrangement of Student Seminar and initiation of research work for the research scholars from different institutions etc. are some of the efforts to develop research culture among staff and students. Faculty members are encouraged to attend seminars, workshops, summer schools, etc. organized by different institutes and the College itself.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	47	20	27	--	--

2.2 No. of permanent faculty with Ph.D.

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
03	--	--	--	--	--	--	--	03	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

22	--	01
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	12	04
Presented papers	05	10	03
Resource Persons	--	--	--

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

- Use of smart board for class room teaching.
- Student exchange programme with institute of repute like- Visva Bharati University, IIT Guwahati, Institute of Plasma Physics, etc.
- Arrangement of Educational Tours for the students of 15 departments of the College.
- Submission of project proposal to DST, Govt. Of India for motivation generation towards mathematics among the students.

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

198 days

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

- The College prefers to take the responsibility entrusted by Gauhati University of answer scripts evaluation zone of different final Examinations and end semesters with an objective to expedite faculty's quality, sharing knowledge and experience, engaging them in evaluation processes.
- The College keeps all the examination Halls under the purview of close circuit camera to check all kinds of malpractices.

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

01	02	01
----	----	----

2.10 Average percentage of attendance of students

81%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc	49	-	24.48	75.42	--	65.31
BA	249	0.1	10.44	89.6	--	80.32
BBA	13	-	15.4	15.4	-	30.8
BCA	08	-	25	-	-	25
PGDCA	11	-	45.5	18.18	-	63.6

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

The College IQAC through Principal takes the daily progress report from each and every faculty members in a prescribed format. The cell collects the Self- appraisal of the teachers to know about their strength and weakness and after thorough discussions; suggestions are intimated to the respective faculty.

The members of the IQAC cell invite guardians, students of each department randomly to know about teacher's performance and the matter is intimated to the teacher through the Principal, for taking necessary steps to overcome the shortcomings. The IQAC identifies the innovative and time demanding courses and in consultation with the authority prepares projects for submission to concerned funding agencies. Moreover the cell collects the information related to teaching -learning of the departments and general requirements of the College and place the matter before the Principal for implementation.

2.13 Initiatives undertaken towards faculty development :

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	02
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	24	01	01	01
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Though the College is an UG level college, the IQAC is sincerely delivering its effort to develop research culture among the staff and students. With the help of the DBT, Govt. Of India funded Institutional Level Biotech Hub and the Star College Scheme, the college is encouraging the students towards research. The students of the Botany department are engaged in scientific naming of the trees in the campus for sensitizing students about the importance of conservation of plants. Arrangement of invited Talk by renowned persons of different field of research, arrangement of Student Seminar, etc. are some of the efforts to develop research culture among staff and students. Some of the achievements of the year are-

- Harun Al Rashid, a student, Department of Physics, participated in the Summer School in Jamia Milia Islamia, New Delhi, sponsored by Indian Academy of Science
- Manashi Bharadwaj, a student of Department of Botany, participated in the summer School in organized by Tezpur University, Assam.
- Three UGC sponsored Minor Research Projects completed and two are in ‘on going’ stage during this year.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	02	--	02
Outlay in Rs. Lakhs	--	72,00,000/-	--	60,65,380/-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	02	01	03
Outlay in Rs. Lakhs	3,35,000/-	2,68,000/-	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	--	--
Non-Peer Review Journals	03	13	17
e-Journals	01	--	--
Conference proceedings	03	--	04

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	03	DBT	32,00,000/-	7,50,000/-
Minor Projects	02	UGC	6,03,000/-	5,58,000/-
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	2 months	IAS, Bangaluru & INSA, New Delhi	All expenses	--
Any other(Specify)	--	--	--	--
Total	--	--	--	13,08,000/-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: NA

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

3.10 Revenue generated through consultancy

As situated in a rural area the College enjoys limited scope for consultancy as revenue generating service. Some of the faculty members of our College extend services to the local people in the field of fishery management, agriculture, health awareness, plant identification, language and literature, etc. when asked for.

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	--	01	01	--	01
	Sponsoring agencies	--	DBT	DBT	--	Govt. of Assam

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year:

Applied for one patent by Dr N N Talukdar Application No. 1669/KOL/2008 of 26/09/2008). Title- *Highly Efficient Catalyst from Banana plant for Transesterification of vegetable oils to Fatty Acid Methyl Esters*. Dr Talukdar has already received one patent Patent right- Indian Patent No. 222135 dated 23/07/2008. Title – *A method for isolation of Potassium Carbonate from Banana plant*.

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

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

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events: College is yet to have NCC unit

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC: NA

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Special programmes organised to celebrate 125th birthday anniversary of Ramanujan
- Symposium on “Entrepreneurship Development & Modern Practices in Fishery Management” - in Collaboration with Institutional Biotech Hub, Pandu College, Guwahati
- Programme on Human Rights organized by National Human Rights Commission in collaboration with State Human Rights Commission, Assam and District Administration, Kamrup

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	24075.80 sq. m	--	--	24075.80 sq. m
Class rooms	20 nos.	--	--	20 nos.
Laboratories	14 nos.	--	--	14 nos.
Seminar Halls	02 no.	--	--	02 no.
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	02 no.	--	--	02 no.
Value of the equipment purchased during the year (in Rs)		2,82,111/-	College fund (2,00,000/- from DBT)	2,82,111/-
Others	--	i. 50 KV Renewable solar power plant ii. 10 and 20 KV Power generators iii. Construction of Indoor Stadium	MNRE, Govt of India UGC UGC	Rs. 1.35 crores 6,00,000/- 37,50,000/-

4.2 Computerization of administration and library

Administrative computerization:

- Creation of computerized data base of the newly admitted students.
- Introduction of Biometric attendance system.
- All the computers in the administrative block are connected in LAN.

Library computerization:

- The Library has completed computerised catalogue of the entire book collection of the library. Now the OPAC facility is available in the Library.
- Library operation with new SOUL 2.0 (full version) and the Library is now connected with the high speed internet facility as well.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24050	--	251	30,654/-	24301	--
Reference Books		--		--	--	--
e-Books	--	--	--	--	--	--
Journals	21	--	--	4000/-	21	--
e-Journals*	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	50	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	27	01	--	--	--	--	01	--
Added	30	--	22	--	--	--	--	--
Total	57	01	22	--	--	--	01	--

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

- Internet connections to all the departments including the library, which are in easy access conditions to the teachers and students.
- Introduction of Biometric attendance system.
- All the computers in the administrative block are connected in LAN.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,20,000/-
ii) Campus Infrastructure and facilities	5,38,044/-
iii) Equipments	3,03,534/-
iv) Others	--
Total :	9,61,578/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC motivates the students to expose themselves through different programmes. Some of the outcome of such initiatives are-

* Kabita Deka, a student of Department of Physics, selected for INSPIRE fellowship, Department of Science & Technology, Govt. of India.

* Sijoy Boro, a student of Department of Physics, qualified for IIT, JAM.

5.2 Efforts made by the institution for tracking the progression

The Heads of the Departments keep data of individual students at the entry level and keep it continued. The Alumni Association, the parents and the well wishers of the college also helps to track the progression of the students. The Students' Union is also instrumental in this important aspect.

	UG	PG	Ph. D.	BBA	BCA	PGDCA
5.3 (a) Total Number of students	1481	-	-	9	3	21

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	631	42		850	58

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
885	56	52	276	0	1269	1072	51	30	327	01	1481

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

Demand ratio: 1.3 Dropout % : 6.5

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

There is a structured Career Counselling and Guidance Cell in the college which guides the students to choose their career. The Cell tries to collect information about different competitive examinations and other job opportunities and inform the students about those opportunities through the Notice boards and PA-system.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="02"/>	SET/SLET	<input type="text" value="01"/>	GATE	<input type="text" value="01"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="01"/>

5.6 Details of student counselling and career guidance

The Career Guidance Cell guided the students for-

- Recruitment in Indian Army
- Admission in the Armed Force Nursing College

No. of students benefitted

80

5.7 Details of campus placement: So far capable students are encourage to keep contact for having city base employment available in Guwahati as Guwahati is only 25 KM from the College.

5.8 Details of gender sensitization programmes

The College is offering co-education system; hence gender biasness is less among the students, staff and stakeholder. All the programmes organized in the College are equally participated by the boys and girls and even in the Student' Union there is equal participation of boys and girls. The College celebrates the International Women's Day every year.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

		Number of students	Amount
Financial support from institution		04	Entire admission fees was waived for four students & Twenty one students are benefited From the poor aid fund
		21	
Financial support from government		202	Rs. 6,13,070/-
Financial support from other sources	UGC Conveyance allowance	106	Rs 2,00000/-
	House rent Allowance	153	Rs 8,00000/-
Number of students who received International/ National recognitions (INSPIRE, DST scholarship)		01	Rs 80,000/-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

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

6.2 Does the Institution has a management Information System

The Pub Kamrup College publishes the College prospectus in the beginning of the new academic session every year. This prospectus printed in book form works as a handbook that helps the students in getting a bird's eye view of the College. In the College Prospectus, information is included in the following content:

- i) Vision and mission of the College
- ii) About the College
- iii) General information including Rules and regulations of the College for the students
- iv) Programme/courses offered
- v) Course structure, subject combination and evaluation pattern
- vi) Fee structure, etc.

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

6.3.1 Curriculum Development

The College constantly motivates the departments to organize the programmes supplementary to the fulfilment of the University's curriculum. Each Department of the College accordingly organizes such supplementary programmes such as holding special talks delivered by subject experts from the College or outside the College.

6.3.2 Teaching and Learning

The Faculty members arrange their routine in such a way that at least one faculty member may be available in the department during the College working hours as far as possible.

The course content and lesson-plan allotted to individual faculty is intimated to the learners at the beginning of the classes. The College conducts remedial classes under the UGC remedial course scheme. Teachers of the College keep constant touch with the concerned bodies of the affiliating university for the development the syllabus about the learners' expectations and to modify or upgrade of the course content according to the needs of the dynamic employment market.

6.3.3 Examination and Evaluation

The College internal examination committee conducts internal examination centrally as per the University guide line. Moreover internal evaluation of the students is also based on unit test, home assignment, projects preparation and seminars conducted departmentally.

6.3.4 Research and Development

The College has a Research and Publication Committee (RPC) comprising Principal (as chairperson), faculty members with research experience and the Librarian. The present committee, which was constituted in 2013, has 8 faculty members, Librarian and a SRF. In addition to this each department has a Departmental Research Committee (DRC) constituted as per the UGC guidelines to look after the research project proposals and selection of research scholars for research projects.

The College has been maintaining a healthy practice of arranging interdepartmental talk for exploring new avenues at a regular interval under Inter Departmental Activities Organizing Committee (IDAOC).

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Establishment of a computer centre at library with 30 internet connected computers.
- Planning for establishment of two sections in addition to the existing library infrastructure.
- Installation of PA-system covering the administrative and academic block.

6.3.6 Human Resource Management

The College is run as per the act ‘Provincialisation of Aided College, 2005 Govt. of Assam’. The act bestows sufficient power on the Governing Body constituted as per the government norms for the effective and smooth running of the college. As per the act, the Principal is the member secretary of the Governing Body (GB) who is to take all the administrative, academic and financial liabilities of the institute.

Being the executive and administrative head the Principal takes the leadership of the ‘Lead Team’. The lead team is mainly concerned with building and maintaining commitment for the benchmarking process throughout the organisation by:

- Providing leadership in decisions on the particular areas of focus, and facilitating the selection of the “Preparation” and the “Visit” Teams.
- Managing the process to achieve targets on time and within budget
- Integrating the benchmarking process with other improvement initiatives being planned or currently in operation.

6.3.7 Faculty and Staff recruitment

- Govt. Norms followed for recruitment of permanent faculties and staffs.
- Depending upon financial capabilities, guest faculties and temporary staffs are employed.

6.3.8 Industry Interaction / Collaboration

As the college is situated in a rural area there is no formal MoUs with industries, but the relationship is good enough with the industries situated in the nearby town/cities through which projects in newer fields are planned and approached for signing of MoU to run these in PPP mode. Collaborative work in academic as well as placement line have been designed and submitted to funding agencies for financial assistance during this year.

6.3.9 Admission of Students

- Students are selected for admission strictly on the basis of merit.
- The admission committee follow the Govt. as well as the Governing Body approved norms for admission.
- Major seats are entirely decided by the concerned departments

6.4 Welfare schemes for

Teaching	Group Insurance Scheme
Non teaching	Group Insurance Scheme
Students	PKCTU Merit Award, Mahendra Nath Deka Memorial Scholarship, NBMT Merit Award, Best Reading Room User Award, Best Borrower Award, Poor Aid Fund and Book Bank Facility. Total 2186 students are covered under insurance scheme of LIC.

6.5 Total corpus fund generated

Rs. 1,95,00,000/-

6.6 Whether annual financial audit has been done

Yes



No



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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

-NA

6.11 Activities and support from the Alumni Association

<p>Alumni Association provides-</p> <ul style="list-style-type: none"> • Feed back about the overall academic atmosphere of the College. • Unorganised and undocumented financial help is received for the needy students for admission, treatment, etc. • Helps in bridging the gap between community and the College.
--

6.12 Activities and support from the Parent – Teacher Association

<p>In the college an informal contact with the parents is always available which promotes the conducive academic ambience in the campus. Some of the outcome of such contact are-</p> <ul style="list-style-type: none"> • Some of the parents help to outreach programmes organised by different forums of the college. • Every year representatives of the parents participate in the management committee of the examination. • In the celebration of the College establishment day parent-teachers assemble and discuss about the overall development of the college.
--

6.13 Development programmes for support staff

- Members of the support staff are encouraged to attend various training programmes, workshops, etc. organized by different organizations.
- As per the capacity the management offers financial help to the support staff specifically to the Grade –IV staff in distress.
- The management forwards the application form of bank loan without imposing any strict norms.
- They are encouraged for saving through LIC/mutual funds, etc,

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

To build an eco-friendly campus, the entire college community is accustomed with following initiatives-

Proper use of energy and its conservation: Power is generally used only in need and it is saved by putting off all electrical appliances by the user when not in use. Since the classrooms and office rooms can avail sound sunlight and air, therefore minimum use can be assured.

Rain water harvesting: Construction of a pond inside the campus of the house is an age old practice in Assam. This pond serves as a rain water reservoir as well as ground water recharging unit. Our institution owned a pond within the campus since the inception of the College.

Use of renewable energy: To save the non-renewable energy, the college has already set up 50KV solar plant which is used economically in the most essential time.

Use of Public address system: To promote the paperless communication and in time information the whole campus is well connected by a public address system.

Waste management: Biodegradable waste materials including canteen wastes are regularly disposed to the dumping pit. Chemistry and Biological laboratory waste materials are disposed separately. Non degradable waste including e-waste are properly kept for sale and disposed to the vendors for recycling.

Every Household should have at least a *Neem* plant: ‘Green Earth Safe Earth’ a plantation Cell has been formed in the department of Geography in 2003 to make the students aware about the conservation and restoration of the environment. Students are encouraged for plantation by presenting them one *Neem* plant to each of the student in a programme with the motto “Every household should have a *Neem* (*Azadiracta indica*) plant”. Apart from this, plantation is done through a “Green Dairy Programme”.

Criterion – VII

7. Innovations and Best Practices

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

- Initiation of 'Jnankosh'- a new Book Bank Scheme for the meritorious UG student increased the number of library goers
- Installation of 50 KV Renewable solar power generation system in the College campus, funded by MNRE, Govt of India and 10 and 20 KV Power generators in the College campus helps the College towards self sufficient in use of energy.
- Special programmes organised on the eve of the celebration of Ramanujan 125th birthday-
 - i. lectures on '*Joy of Proving and Disproving*' and '*Who Wants To Be a Millionaire*' by Eminent Mathematician Prof. S. Thangavalu, IISc. Bangalore.
 - ii. Popular talk on '*Application of Mathematics in Different Fields*' by Resource persons from IITG and Gauhati UniversityBoth the programmes are found encouraging to the students and teachers community which results in the increasing of student in Mathematics in UG level
- Green Diary – a diary for healthy, safe and sustainable environment'- for the Students of Pub Kamrup College. This practice is witnessing the students involvement in environmental issues inside or outside the college campus

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

Plan for the year- Goal Based Research Motivation:

- Proposal submitted to State Government Funding, - and accordingly assurance is obtained.
- Planning followed for achieving more UGC funding, - such as additional grant etc
- Plan to receive grant from other central government agencies such as department of bio-technology, department of science technology, ministry of new renewable energy etc., - the result in the subsequent sessions is very encouraging.

The institute is only 14 km away from IIT Guwahati and 25km away from Gauhati University, Assam. It is also noteworthy that our college is included in 'Star College Scheme' by Ministry of Science & Technology – DBT, Govt. of India for strengthening of Life Science & Biotechnology Education and Training at UG level. Thus-

- The main thrust area of research in science stream is targeted to 'Life Science Development' with good quantum of grant from DBT, Govt. of India with proper incorporation of allied science subjects. The setting of sophisticated computer laboratory, institutional biotech hub etc are the boosting factors for research culture development. The graph of result is observed in uprising trend.
- Assam being in turmoil condition due to different ethnic conflicts time to time, the college stream related to social science is constantly pursuing some academic studies to sensitize the people against the unscientific attitude and to show the root cause of this misunderstanding.
- Inter-state-bridging through folklore research is already started in an effective and meaningful way.

7.3 Give two Best Practices of the institution

- **Use of Renewable Energy-** Installation of 50 KV Renewable solar power generation system of Rs. 1.35 crores for uninterrupted power supply in the College campus, funded by MNRE, Govt of India
- **Green Diary** –A Diary for a Green environment and an endeavour to involved and motivate the youths towards a healthy safe and sustainable environment.

**Details in Annexure III*

7.4 Contribution to environmental awareness / protection

- “*Safai Abhiyan*”(Cleanliness Drive) on the occasion of ‘World Environment Day’ in the market area of Baihata Chariali and the College campus.
- **Neem plantation drive:** ‘Green Earth Safe Earth’ a plantation Cell has been formed in the department of Geography in 2003 to make the students aware about the conservation and restoration of the environment. Since then i.e. from 2003 the students and faculty members are involved in planting sapling particularly *Neem* plants (*Azadircta indica*) in and around the college campus. Moreover students are encouraged for plantation by presenting them one *Neem* plant to each of the student in a programme with the motto “Every household should have a *Neem* plant”. Planted saplings are monitored time to time by the assigned in-charges of the Department. Apart from this, plantation is done through a “Green Dairy Programme”.

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

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

Strength:

- Use of solar energy
- Increasing number of enrolment of talented students

Weakness:

- Insufficient infrastructure
- Most of the students are from the family of marginal economy

Opportunity:

- Facilities for Life Science research
- Disciplined student community
- Near to Gauhati University and IIT, Guwahati.

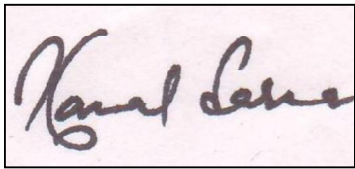
Threat:

- Prevailing rural inertia
- Lack of Govt. Initiative to provide requisite numbers of faculties as well as staffs

8. Plans of institution for next year

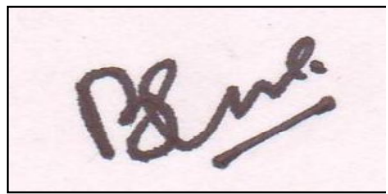
- Development of 'Knowledge Base' endowed with skill in P-P-P mode.
- Development of Life Science with the help of allied sciences.
- Motivation generation towards mathematics.
- To encourage the students towards research based activities like summer school, workshop, etc.
- To establish a Printing Press for quality and smooth supply of the printing materials of the college such as Question papers of Sessional/Annual examinations, College Magazine, Prospectus, Brochures for workshops/seminars/conferences organized by

Name *Dr Kamal Sarma*



Signature of the Coordinator, IQAC

Name *Dr B K Dev Choudhury*



Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
IBH	-	Institutional level Biotech Hub
LAN	-	Local Area Network
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure-II

The College collects feedback from its pass outs regularly in order to improve the quality of education and the suggestion and improvements will be carried to improve the performance and Quality of the institution. Mainly such a feedback is collected from the apex body of its products- Pub Kamrup College Alumni Association.

Annexure-III

Best Practice-I

GREEN DIARY- a mandatory record Register on Environmental Activities to be maintained by the students of Pub Kamrup College.

Goal:

- *To make the youth a responsible, committed and environment friendly citizens of the nation.
- *To guide the youths through the principle-“Think Globally Act Locally”
- *To motivate the youths towards environmental issues, through academic as well as competitive manner.

The Context:

Pub Kamrup College has been taking mass plantation drive, involving the teachers, students and the local people, since 2003. The process was initiated by the Geography Department of the college under its ‘Plantation Cell’ with a motto ‘Green Earth, Safe Earth’. In the first phase of this programme the teachers and the students of the department planted and nurtured one ‘*Neem*’ sapling in the campus of every household located within a radius of 1km centering the college the plantation drive was also covered the local schools campus public institutes etc. till 2012. In 2012-2013 sessions, the college authority extended the plantation drive to include all the students of the college by introducing a new venture under the name ‘Green Diary-A Drive for a Green World’, *where some special guide lines rules and work procedures for the students are given. Moreover, it is a record register for their environmental works and deeds, plantation of sapling and its growth and development. This Diary encourages and involved the students to the plantation drives in a positive way. It’s a mandatory works for all the bonafied students of Pub Kamrup College and there is a close monitoring body for the same who visits the plantation sites and evaluate their works for selecting Best Planter and Green Diary maintainer for each session.*

The Practice:

Green Diary –A Diary for a Greenery, it is an endeavour to involved 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 a special PROMISE-as“ *I Sri-----do hereby promise in the name of God that I will plant at least three saplings in my residential campus or any other convenient place in our locality and maintain them properly. I shall keep away from all the activities that may pose harmful and shall do the needful to keep my neighbours and friend circle away from such activities.* “After taking this promise the admission procedures started and with other official documents the Green Diaries are provided to the newly enrolled students for the session. The students are asked to follow the Rules of the Green Diary which are written in the Diary. The Rules are-

- At least three saplings either same species or different species have to be planted by the students during her/his academic period.
- Each sapling has to be well maintained with proper supply of water and manure.
- Saplings have to be protected from any harmful elements.
- In case, any sapling dies, it has to be replaced by planting another.
- The records of growth and development of planted saplings have to be documented in the Green Diary from time to time.
- The planted saplings have to be marked prominently, so that it can be identified easily.
- For evaluating the plants, the in-charge teacher has to be informed regularly by the concerned students.
- Other than plantation programme, at least one environmental activity has to be recorded in the Green Diary.
- The Green Diary has to be submitted to the authority on the last day of the final semester/final examination of the concerned course.
- The Certificate attached with the Diary will be signed by the Principal after a thorough check and handed over to the student with her/his course completed Certificate.

All these rules recorded in the Green Diary have to be followed mandatorily by all the students, and the same have to be monitored by a Committee –Green diary evaluation Committee (GDEC), consisting of the Faculty members of the College.

The monitoring Committee, awarding and encouraging policies are the extra efforts of the College which encourages the youths in a more spirited and better way towards the drive.

Evidence of Success:

The College is witnessing encouraging respond from the students and local community. The College fraternity has distributed nearly 1076 Green Diaries to all the newly enrolled students for the session 2012-2013 out of which 632 have submitted with significant undertaking works to the GDEC. The turn over percentage of Green Diary for the first session was-57.45%

Nearly 2893 (one thousand eight hundred ninety three) saplings had planted by 632 students in the session 2012-2013. The Department wise Diary turn over percentage for the UG level students’ are-

Table 7.1: Department wise Diary turn over percentage for the UG level students

Total average turnover during 2012-13 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%

Out of 632 students 7(seven) students are adjudged as Excellent Performer and Best Environment Worker for the session-2012-2013 and awarded a Cash award of Rs.1000/(One thousand) and a certificate of Excellent Performer and Best Environment Worker from the College authority to encouraged the students and accelerate the drives.

Best Practice-II

Use of Renewable Energy

The College has conventional power supply system including two generators of 10 and 20 KV capacities. But the installation of 50 KV Renewable solar power generation system of Rs. 1.35 crores for uninterrupted power supply in the College campus is adding a new feather in the cap of the College. The plant is funded by MNRE, Govt of India. The whole plant is set up in an open space in front of the Library building.