AQAR :2013-14
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/AQAR2013-14.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	1st Cycle	B	--	2004	2004-09
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :

07/04/2003

1.8 **AQAR for the year**

2013-14

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

   i. AQAR   AQAR 2012-13 uploaded on 17-09-2014
   ii. AQAR   AQAR 2011-12 uploaded on 11-09-2014
  iii. AQAR   AQAR 2010-11 uploaded on 09-09-2014
   iv. AQAR   AQAR 2009-10 uploaded on 05-09-2014
   v. AQAR   AQAR 2008-09 submitted to NAAC on 31-05-2010
   vi. AQAR   AQAR 2007-08 submitted to NAAC on 10-06-2009
  vii. AQAR   AQAR 2006-07 submitted to NAAC on 10-06-2009
 viii. 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)   [. Add-on-courses- MLT & TTM]

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

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

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

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

DST Star Scheme | √ | UGC-CE | -- |

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

UGC-Innovative PG programmes | -- | Any other *(Specify)* | IBT Hub, DBT |

UGC-COP Programmes | -- |

2. IQAC Composition and Activities

2.1 No. of Teachers | 12 |

2.2 No. of Administrative/Technical staff | 01 |

2.3 No. of students | 01 |

2.4 No. of Management representatives | 02 |

2.5 No. of Alumni | 01 |

2. 6 No. of any other stakeholder and

   community representatives | 02 |

2.7 No. of Employers/ Industrialists | 01 |

2.8 No. of other External Experts | 01 |

2.9 Total No. of members | 21 |

2.10 No. of IQAC meetings held: 12

2.11 No. of meetings with various stakeholders: No. | 15 | Faculty | 06 |

Non-Teaching Staff Students | 02 | Alumni | 04 | Others | 03 |

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

If yes, mention the amount | 3,00,000/- |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 12 | International | - | National | 02 | State | 01 | Institution Level | 09 |

(ii) Themes -

1. District level Quiz competition entrusted by the state Government as a Nodal College in the District of Kamrup on the occasion of Gandhi Jayanti

2. Workshop on – *Stress Management for Adolescence*, in collaboration with Don Bosco University, Assam.

3. 'Evolution of Mathematics in NE India'- by Dr. Tarakeswar Choudhury, Retd. Head, Department of Mathematics, Cotton College, Guwahati.

4. 'Recreational Mathematics'-by Dr Bhim Prashad Sarma, Department of Mathematics, Tezpur University.

5. 'What, why, where mathematics is necessary'- by Prof. Bijoy Krishna Dev Sarma, Retd. Head, Department of Mathematics, NEHU, Shillong.

6. Development of Mathematics-by Prof. Swadhin Pattanayak, Former Director and Prof. of Mathematics and Applications, Bhubaneswar.

7. Seminar on Career Options – by Barnali Deka, IAS

2.14 Significant Activities and contributions made by IQAC

- Submitted proposal of '*Expression of Interest (EOI) for Initiating Policy Research Center'* to DST, Ministry of Science and Technology, Govt. Of India
- Proposal submitted to UGC for certificate course in Human Rights
- Initiated UGC sponsored Add-on courses for skill development on Medical Laboratory Technician and Diploma in Travel and Tourism Management.
- Two undergraduate programmes under the Bachelor of Vocational Courses (B.Voc.) on Food Processing & Quality Management and Software Development & System Administration approved and funded by UGC are going to be introduced from the session 2014-15.
- The College is also organizing workshops, seminars and symposium in collaboration with other academic institutes and NGOs.
- Installation of offset printers
- Construction of Principal Quarter cum guest house
- UGC funded Indoor stadium Construction is under process
- Construction of College main entrance gate is under construction
- Installation of Pure drinking water facility
- Installation of IMD automatic weather system
- Multi storied science Block construction is under process
- Initiative to open a Book stall

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
Development of 'Knowledge Base' endowed with skill in P-P-P mode	- The College has signed Memorandum of Understanding (MoU) with Nemcare Hospital Private Ltd, Guwahati, a super specialty Health Care Unit of North East India. - For compulsory computer education Memorandum of Understanding (MoU) is signed with the Guwahati based farm S.S. Technology. - The College has an understanding with Pune based Aavinira Biotech Pvt. Ltd. to develop research facilities in the College. - Another MoU is signed with SRD Group of Company, Mangaldoi, Assam for Food Processing Technology course under B. Voc programme which is to be introduced in the academic year 2014-2015. - Organizing workshops, seminars and symposium in collaboration with other academic institutes and NGOs.

2.15 Whether the AQAR was placed in statutory body   Yes $\boxed{√}$ No $\boxed{-}$

Management $\boxed{√}$ Syndicate $\boxed{--}$ Any other body $\boxed{--}$

Provide the details of the action taken

> With a meticulously planned manner the college takes the following venture-
>
> - The College has taken up an ambitious project in collaboration with the NEMCARE Hospital (North East Medical Care & Research Centre Private Ltd.), Guwahati to expose the students in the locality to all the new and modern amenities and training in the field of Healthcare and thereby to serve the locality with their practical knowledge.
> - Proposal submitted to UGC skill based diploma and degree course under the concept of Community College.
> - Participation of faculty member in DBT sponsored research Fellowship to pursue Research in National Brain Research Centre, Manesar, Gurgaon, Haryana

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	-	ADMLT	-	01
Diploma	-	DTTM	-	01
Certificate	-	CCMLT	-	01
Others	-	-	-	-
Total	**03**	**-**	**02**	**03**

Interdisciplinary				
Innovative		Compulsory 'Computer Literacy Programme' for all Major Students		

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*   Alumni √   Parents √   Employers -   Students √
   (On all aspects)

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

*See Annexure-II

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

- Semester system was introduced since 2011 under Gauhati University. Two 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 Faculty member of science stream develops the curriculum of Advanced Diploma in Medical Laboratory Technician (ADMLT) & Certificate Course in Medical Laboratory Technician (CCMLT) which is duly approved by the University Academic Council, Gauhati University.

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

The College started add- on courses in -

- Advanced Diploma in Medical Laboratory Technician (ADMLT) & Certificate Course in Medical Laboratory Technician (CCMLT) which is not offered in any other general college under Gauhati University
- Diploma in Travel and Tourism Management sponsored by UGC from the academic session 2013-14 under Gauhati University.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
47	23	24	--	--

2.2 No. of permanent faculty with Ph.D.   14

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
02	03	--	--	--	--	--	--	02	03

2.4 No. of Guest and Visiting faculty and Temporary faculty   20   --   --

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	02	05
Presented papers	03	02	03
Resource Persons	--	--	--

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

> The College invites some subject experts of various disciplines for sharing their expertise in particular area by deliberating on selected topic for the benefit of the students of the concerned area. Some departments of the College conduct Student exchange programme in and outside the campus amongst students (inbound and outbound).This demands self-analysis and enquiries, acquainting students to areas of concern needing improvement, and share those experiences where they excel. Some departments organize lecture programme to be deliberated by the students on course related topic. Group discussions, interdepartmental lectures organized by IDAOC and interdepartmental faculty exchange are some other methods of teaching.
>
> In addition to those Multimedia projectors, smart boards and other allied devices are used in innovative teaching learning process. Other than black board teaching computer is used in some special topics.

2.7 Total No. of actual teaching days during this academic year   197

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

> - Informal departmental test is encouraged.
> - Open analysis of evaluation process among the respective departmental colleagues

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

| 03 |

2.10 Average percentage of attendance of students

| 83% |

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	126	-	25.4	74.6	-	90.5
BA	329	-	23.1	76.9	-	87.5
BBA, BCA, PGDCA	--	Results awaited				

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. It also records the non-teaching activities of the faculty. 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. Coordinator and other members of IQAC keep contact with the teacher in-charge of the College students' Union body and chalk-out problems faced by the students and recommended for solution to the authority. 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 :   --

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	03
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	03
Others (National Associateship)	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	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, there is sincere effort to develop research culture among the staff and students. Since student research projects are a part of UG curriculum, laboratory facilities, books and journals are available in the departments for this purpose. College library is also endowed with relevant books and journals. The department of Botany, Zoology and Geography offer facilities for project work through field studies. Students are taken for visits to research centres and industries to motivate them towards research. Field visits of the students are funded by the College management. All these activities are monitored by the IQAC.
>
> The IQAC with the help of the authority encourages the Faculty members to undertake minor and major research projects. Seventeen numbers of faculty members have completed and five faculties are undergoing UGC Minor research projects. Under the guidance of IQAC, to boost up the research activities among the students Institutional Biotech Hub of our College organized a one month duration research and training programme with an institutional research grant.
>
> Following are some of the achievements of IQAC initiatives-
>
> - Kabita Deka participated in the summer School in Bharathidashan University, Tiruchirappalli, sponsored by Indian Academy of Science.
> - Krideep Talukdar, a student of Department of Chemistry, selected for INSPIRE fellowship, Department of Science & Technology, Govt. of India.
> - Kabita Deka, a student of Department of Physics, selected for INSPIRE fellowship, Department of Science & Technology, Govt. of India.
> - Jutika Kachari, a student of Department of Chemistry, qualified the IIT, JAM.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	02	--	01
Outlay in Rs. Lakhs	1,41,65,380/-	8,72,000/-	--	41,92,120/-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	03	-	-
Outlay in Rs. Lakhs	--	4,88,000/-	-	-

3.4   Details on research publications

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

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	2 years	MNRE, DST, DBT	1,32,93,380/-	1,32,93,380/-
Minor Projects	3 years	UGC	4,88,000/-	4,88,000/-
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	1& 2 months	DBT/INSA	All expenses	--
Any other	--	Indian Army	7,00,000/-	7,00,000/-
Total	--	--	--	--

3.7 No. of books published   i) With ISBN No. [02]   Chapters in Edited Books [12]

ii) Without ISBN No. [03]

3.8 No. of University Departments receiving funds from: NA

3.9 For colleges   Autonomy [--]   CPE [--]   DBT Star Scheme [√]

INSPIRE [--]   CE [--]   Any Other (specify) [IBT Hub]

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	--	--	--
Sponsoring agencies	--	DST	--	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons   02

3.13 No. of collaborations   International   01   National   01   Any other   02

3.14 No. of linkages created during this year   02

3.15 Total budget for research for current year in lakhs :

From Funding agency   4,88,000/-   From Management of University/College   12,000/-

Total   5,00,000/-

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

03

08

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   01   Project Fellows   --   Any other   --

3.21 No. of students Participated in NSS events:

University level   05   State level   03

National level   --   International level   --

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

3.23 No. of Awards won in NSS:

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   04

NCC   --   NSS   03   Any other   --

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

* Organized District level Quiz Competition entrusted by the state Government as a Nodal College in the District of Kamrup on the occasion of *Gandhi Jayanti*, 2013

* Organized a seven day workshop for the school teachers of the locality on 'Teaching-Learning Mathematics at School Level' from 28th January to 3rd February, 2014 with the financial assistance from Department of Science and Technology, Govt. of India.

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.	05	Indian Army	26
Laboratories	14 nos.	--	--	14 nos.
Seminar Halls	02	--	--	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	-	65,051/-	College fund	65,051/-
Others	--	Lab & equipments for MLT course	UGC	1,50,000/-

4.2 Computerization of administration and library

> Computerization of Principal's office (administration):
> * Installation of computerized office management system.
> * Installation of automated feedback system
> Computerization of Library:
> * Connected with the INFLIBNET N-List facilities.
> * Issued Bar coded Library I-cards to the user.
> * Initiation of computer cum e-resource access centre.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24301	--	1423		25724	-
Reference Books		-	-	-	-	-
e-Books	--	--	--	--	--	--
Journals	21	--	--	-	21	-
e-Journals*	-	-	4137	-	4137	-
Digital Database	-	-	-	-	-	---
CD & Video	50	--	--	--	50	--
Others (specify)	--	--	--	--	--	--

* Available through N-List from 11 different publishing house.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	57	01	22	--	--	--	01	--
Added	28	01	35	--	01	--	--	--
Total	85	02	57	--	01	--	01	--

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

> The College developed a mechanism for the ICT skill development of the students. A compulsory computer literacy programme for the students from all the major classes is introduced from the academic session 2013-14. A sophisticated computer laboratory of 60 numbers of computers intake capacities, with all modern amenities is arranged in the College. Another computer laboratory infrastructure of 40 intake capacity is being developed, funded by the Indian Army of Red Horn Division, Changsari Camp under the Army Welfare Scheme.

4.6 Amount spent on maintenance in lakhs :

i) ICT

| 1,07,000/- |

ii) Campus Infrastructure and facilities

| 12,05,724/ |

iii) Equipments

| 6,65,710/- |

iv) Others

| -- |

Total :

| 19,78,434/ |

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-

- Motivates the students to apply for various scholarships like INSPIRE, state merit scholarship, combined merit scholarship, ST/SC/OBC/Minority Scholarship etc.
- Organized Summer Research Training Programme through the IBT Hub and Star College scheme.
- Organized visit to some of the advance research centre of repute like Central Pig Research Centre, etc.
- Arrange different talks, students' seminar, etc.

5.2 Efforts made by the institution for tracking the progression

- The Heads of the Departments keep the data of individual students at the entry level and collect the data of last Semester/ Final examinations results, and the comparative analysis is made.

- All the Heads and senior most faculties of the respective departments, immediately after the published of the results prepare a consolidated report to gauge the performance of the students' subject wise. Consolidated reports placed in the meeting of the faculty members convened by the Principal. Any deviations from mean performance in other subject and respective University, departments are asked to justify the same. Further they are asked to take appropriate corrective measures.

- Outcome and progression are monitored through different activities such as result of the final year, award or position achieved through extracurricular activities, involvement in research, alumni achievement etc.

- All the departments keep the records of the students progression from UG to PG.

5.3 (a) Total Number of students

UG	PG	Ph. D.	BBA	BCA	PGDCA	MLT	DTTM
1836	-	-	08	02	08	16	18

(b) No. of students outside the state

-

(c) No. of international students

-

No	%	Men
825	45	

No	%	Women
1011	55	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1072	51	30	327	01	1481	1290	65	59	421	01	1836

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

Demand ratio: 1.46 Dropout %:6.7

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.
>
> The education sector appears to be one of the most easily accessible employment sectors of the students of this general education institution. Since they need to clear a Teacher Eligibility Test before joining this sector, Coaching Classes organized by other agencies, hosted by the College and undertaken by the teachers may be projected as a successful venture in this regard. It needs further mention that a good deal of students of this College has been appointed as teachers during the last 2 years. This year the College organized-
>
> - How to face Civil Service examination Mrs Barnali Deka, IAS
>
> - A lecture on 'Career Prospect in Life Sciences' delivered by Dr. J. Balaji, Deputy Commissioner, Kamrup

No. of students beneficiaries | 267 |

5.5 No. of students qualified in these examinations

| NET | -- | SET/SLET | 04 | GATE | -- | CAT | -- |
| IAS/IPS etc | -- | State PSC | -- | UPSC | -- | Others | 16 |

5.6 Details of student counselling and career guidance

> - In April, 2014 the Women Cell of the College organized a workshop on 'stress management' for adolescence student in collaboration with Department of Psychological Counselling, Assam Don Bosco University.
> - In March, 2014, the College Library & the Career Guidance Cell hosted a one day workshop on career counselling & IT workshop for the students in collaboration with JETKING, Guwahati centre.
> - Two Day long programme on 'Career Prospect in Life sciences' and 'How to face civil services Examinations' is organised.
> - Introduction of two career oriented programme, viz. MLT & TTM.

No. of students benefitted	207

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. This year the College communicated with the authority of Red Horn Division of Indian Army and they arranged a camp at Goreswar for the recruitment of our students. The York Print Pvt. Ltd. recruited 03 of our students through interview.

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. This year the students of the Geography Department carried out a project on "Marriage: Social Integration, cultural diffusion and assimilation- A case study of some selective ethnic groups of Bihdia Jajikona and Bezera Development Block- Assam"

5.9 Students Activities

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

State/ University level [27]   National level [03]   International level [01]

No. of students participated in cultural events

State/ University level [64]   National level [--]   International level [--]

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

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

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	07	Entire admission fees was waived for seven students
Financial support from government	128	Rs. 3,45,200/-
Financial support from other sources The institute feels honoured as Kabita Deka is encouraged by Rs 2000/- cash by Prof. S. Pattanayak, Ex Director, Institute of Mathematical Science and Application, Bhubaneswar, Govt. of India.	01	Rs. 2,000/-
Number of students who received International/ National recognitions (INSPIRE, DST scholarship)	02	Rs 1,60,000/-

In the academic session 2012-13 & 2013-14, highest number of students from Pub Kamrup College received the Combined Merit Scholarship which reflects its student's quality. In the same way, during 2012-13, highest number of students received scholarship for OBC category. Fourteen students of our college received the State Merit Scholarship securing above 80% marks in 10+2 exam for three years.

5.11   Student organised / initiatives

Fairs   : State/ University level | -- | National level | -- | International level | -- |

Exhibition: State/ University level | 01 | National level | -- | International level | -- |

5.12   No. of social initiatives undertaken by the students | 07 |

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 teachers of the College continuously communicate to the concerned bodies of the University responsible for the development of the syllabus about the learner's expectations and to modify or upgrade the syllabus according to the needs of the dynamic employment market.

To enrich the students according to the needs of the contemporary employment market, the institution organize various career oriented programmes focusing on the grey areas through the Career Guidance Cell.

From this year the College is offering two Career-Oriented Courses (Medical Laboratory Technician and Travel & Tourism Management) with the seed-money from UGC. Another two self-financed Career Oriented Courses (Bachelor of Business Administration and Bachelor of Computer Application) are offered in the College to empower the students according to the needs of the contemporary employment market. Moreover two undergraduate programmes under the Bachelor of Vocational Courses (B.Voc.) on Food Processing & Quality Management and Software Development & System Administration approved and funded by UGC are going to be introduced from the session 2014-15.

6.3.2 Teaching and Learning

As the College is affiliated to Gauhati University, it follows the syllabus, academic calendar and holiday list of the University. Depending upon these the teaching programmes of the College are scheduled and executed. The Principal constitutes a committee for preparation of annual class routine. The Routine Committee prepares the College class routine in the beginning of every academic session. The course content and lesson-plan allotted to individual faculty is intimated to the learners at the beginning of the classes.

The teaching plan is based on the following points for quality teaching learning and evaluation-

- Introductory class talk on the scope and importance of the subject to make the student interested.
- Information to the students about the chapters and units of the syllabus to be discussed.
- Provide information/ study material of the topic.
- Inspire students for interaction.
- Daily issue of books from the Departmental Library.
- Guide students to the Central Library.
- Encourage students for presentation of the topic already taught in the black board.
- Use of modern tools available.
- Seminar, Project works
- Home assignment
- Group Discussion
- Student Exchange Programme
- Educational Excursion.
- Remedial classes
- Sessional Examination
- Semester/Final Examination.

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.

The College uses different measures to evaluate the student's performance as-

- Internal Assessment through – Sessional examinations, seminar paper presentation on syllabus concern topic, Project work, Group discussion, Blackboard interaction etc.
- Skill based evaluation through different co-curricular activities in different fields through the participation in the college week, University Youth Festival and different District and State level inter college competition.
- University Examination based evaluation.
- Alumni achievements.

6.3.4 Research and Development

The College authority extends full support to the teachers to acquire higher qualification and competence in their respective fields. Two faculty members of Assamese and Physics department of our College has been recognized as Ph.D Guide by Gauhati University and one faculty member of Zoology department by Down Town University. Provisions of leave are made by the management for newly registered Ph.D scholars for necessary research works and to attend the Course work necessary for Ph.D degree. Accordingly for those pursuing part time research work, our College offers support through work arrangement and exemption from extra-curricular duties.

The equipment and other research facilities like books, journals, internet etc. are easily accessible for the researchers. List of equipment available in the main research center of the College, i.e. the IBH, is made available to all the departments so that the researchers can use these easily as and when necessary. The sharing of equipment and research facilities among the different departments is another measure taken by the College for the optimal use of the same.

The faculty members of the College under take different programmes in the College campus itself and in the neighbouring feeder schools to create awareness about the scientific outlook among the students and common mass. Topic of the workshops are selected considering the present day relevant issues like science education, agricultural and industrial development, health and conservation of environment. Initiatives are taken to involve and motivate the student community towards the research activities by introducing summer research and training programme among the students. Research activities of the student and faculty members are published in the news bulletin of our College.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Some of the improvement strategies adopted by College are-

i. Planning for implementation of Online Feedback system.
ii. Planning for initiation of Library's OPAC facility installed in every department.
iii. Development of an in-house digital library.
iv. Construction is going on for a four storied science block.
v. Construction process of an indoor stadium is going on with the financial support from UGC.

6.3.6 Human Resource Management

Being a provincialized college, the Governing Body constituted as per the government norms run 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.

Principal is the executive and administrative head of the College and he 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 and newer areas of teaching requirements guest faculties and temporary staffs are employed.

6.3.8 Industry Interaction / Collaboration

This year a MoU has been signed with the reputed industrialist group, viz. SRD Group of Mangaldoi Town of Assam. Through this understanding the industrial group will provide the necessary technical knowhow to the college for starting the UGC funded B. Voc. Course in Food Technology and Quality Management. The College has an understanding with Pune based Aavinira Biotech Pvt. Ltd. to develop research facilities in the College. Another MoU has been signed with the S.S. Technology, Guwahati.

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, Group Provident Fund
Non teaching	Group Insurance Scheme, Group Provident Fund
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. 2510 students are covered under insurance scheme of LICI. - Free admission to 07 BPL students in this year.

6.5 Total corpus fund generated   3,42,09,737/-

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

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

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

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

For UG Programmes   Yes | -- | No | √ |

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

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

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

6.11 Activities and support from the Alumni Association

> 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. From the year 2013 the Pub Kamrup College Alumni Association observes 25th December as Alumni Day. The Alumni Association-
> * Helps in maintaining the normal academic atmosphere
> * Offers helping hand for the development of the College
> * Bridging gap between College and Community.

6.12 Activities and support from the Parent – Teacher Association

> Some of the example of the activities and support are-
>
> * The College main entrance gate is being built by the great stakeholder family of Late Tarun Ch. Deka, the first Govt. appointed Principal of the college who took the pioneering role for establishing the College.
> * Parent/ Teacher/ Stack holders meet on the occasion of College Establishment Day, Celebration of Gandhi Jayanti, etc.
> * Parent/ stakeholders representation in the Examination Committee
> * The Management body of the college is represented by the following parent/ stakeholders such as-
>   * Three Guardian Members (One must be lady member) mainly supposed to take the role of student feedback provider.
>   * Two teacher members from the College Teachers' Unit, - supposed to provide views, suggestions etc for the all round development of the institute in addition to placing their any inconvenience and grievances.
>   * One member from non-teaching staff from the Association of Non-teaching staff – supposed for direct coordination towards the non teaching staff for deciding different relevant issues.
>   * One donor member of repute

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

The College is working towards the fulfilment of its mission to make its campus a eco-friendly. To build a sustainable eco-friendly campus, the entire college community is accustomed with the practice of planting trees, proper use of energy and its conservation, use of renewable energy, use of Public address system, waste management etc. Some of the measures towards this direction are-

- 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.
- 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.
- 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.
- Check Dam Construction: The Check Dams in and around the college is permanent in nature. Waste water not polluted with harmful chemicals and non-degradable substance is disposed through manmade and natural channels and used by the farmers in the adjoining and adjacent agricultural fields.

Criterion – VII

7. Innovations and Best Practices

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

- **Introduction of Summer Research Training Programme:**

  Institutional Level Biotech Hub and Star college scheme, Pub Kamrup College initiated summer research and training programme for the students of our college from this year. The main objective for implementing this programme is to attract the young talents into research at an early stage. As an initiative 10 research projects consisting of 20 students are selected for this programme under the guidance of the faculty members of the College. The selected students are provided incidental expenses amounting to Rs.2000/- for this year.

- **Introduction of Skilled Based Add-on Course:**

  The College started an add- on courses in Advanced Diploma in Medical Laboratory Technician (ADMLT) and Certificate Course in Medical Laboratory Technician (CCMLT) sponsored by UGC from the academic session 2013-14 which is not offered in any other general college under Gauhati University. The Course committee develops the curriculum (annual system) of the course which is duly approved by the University Academic Council, Gauhati University.

- **Introduction of Mandatory Computer Literacy Programme:**

  The College developed a mechanism for the ICT skill development of the students. A compulsory computer literacy programme for the students from all the major classes is introduced from the academic session 2013-14. A sophisticated computer laboratory of 60 numbers of computers intake capacities, with all modern amenities is arranged in the College. Another computer laboratory infrastructure of 40 intake capacity is being developed, funded by the Indian Army of Red Horn Division, Changsari Camp under the Army Welfare Scheme.

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

- Introduction of Summer Research Training Programme:

Institutional Level Biotech Hub and Star college scheme, Pub Kamrup College initiated summer research and training programme for the students of our college from this year. The very aim of this programme is to develop Life Science with the help of allied science.

- Organized a seven day workshop for the school teachers of the locality on 'Teaching-Learning Mathematics at School Level' from 28th January to 3rd February, 2014 with the financial assistance from Department of Science and Technology, Govt. of India.

- The College has taken up an ambitious project in collaboration with the NEMCARE Hospital (North East Medical Care & Research Centre Private Ltd.), Guwahati to expose the students in the locality to all the new and modern amenities and training in the field of Healthcare and thereby to serve the locality with their practical knowledge.

- This year the College started 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 etc.

7.3 Give two Best Practices of the institution

- Introduction of Summer Research Training Programme.
- Introduction of Skilled Based Add-on Course.

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.
> - Green Diary: a mandatory record Register on Environmental Activities to be maintained by the students of the College. 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%

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 renewable source of energy
- Cultivation of research culture among the students
- Introduction of skill based courses
- 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
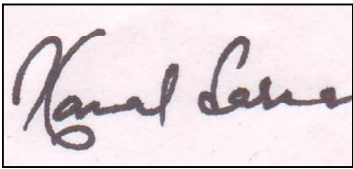- Near to Gauhati University and IIT, Guwahati.

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

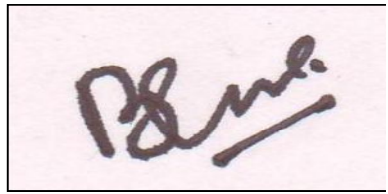## 8. **Plans of institution for next year**

- Boosting of research activities in the College.
- Opening of Post Graduate courses in both the stream.
- Skill based B. Voc. Courses on 'Food Processing and Quality Management' and 'System Administration & Software Development' will be introduced in P-P-P mode.
- To establish a Policy Research Centre.

Name *Dr Kamal Sarma*   Name *Dr B K Dev Choudhury*

_____   _____

Signature of the Coordinator, IQAC   *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
GU	-	Gauhati University
IDAOC	-	Inter Departmental Activity Organizing Committee
MLT	-	Medical Laboratory Technician
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
PPP	-	Public Private Partnership
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
TTM	-	Travel and Tourism Management
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

****

The College takes feedback from the students, alumni, parents/stakeholders on the curriculum and the overall academic activities of the College. Feedback from the Stakeholders and alumni is obtained during the alumni and stakeholders meet held time to time. To receive the feedback in written form there is a Box placed on the ground floor of the administrative block.

Most of the teachers also look for feedback directly from the student during the class hours and appropriate steps are taken accordingly. Any student can contact the Principal directly for his or her feedback. To collect the feedback from the student an automated feedback mechanism has been installed in this year. Any student can register his feedback in the device by using his special card meant for this purpose.

Feedback received through the mechanisms are scrutinized and based on the feedback from the students, stakeholders and alumni the College is trying to introduce the vocational and skill development courses to enrich the students according to the needs of the contemporary job market. So far, the College introduces two career oriented add-on courses considering the needs of the present job market. In addition to that our College offers three self-financed professional courses (BBA, BCA& PGDCA) for the professional competence of the students.

Steps are taken by the College authority to incorporate the feedbacks from the students, stakeholders, alumni and from the academic society of the locality in the academic planning of the institution which is proved to be helpful in curriculum enrichment.

Annexure-III

Best Practice I

Introduction of Summer Research Training Programme:

Institutional Level Biotech Hub and Star college scheme, Pub Kamrup College initiated summer research and training programme for the students of our college from this year. The main objective for implementing this programme is to attract the young talents into research at an early stage. As an initiative 10 research projects consisting of 20 students are selected for this programme under the guidance of the faculty members of the College. The selected students are provided incidental expenses amounting to Rs.2000/- for this year.

List of Students in Summer Research Training, 2014
under IBTHub & Star College Scheme,
Pub Kamrup College during July, 2014

Sl. No	Title of the project	Name of student	Guided by
1.	To determine the memory status and behav study of mice using Moris water maze navigation te The task is also used to study effect of drugs on neu systems	Nipu Kr Das Hirakjyoti Kakati Anindita Deka Manisha Deka	Dr Manash Barthakur
2.	Separation and Identification of chemical t available in the root of *Asparagus racemosus* which is use medicinal plant	Himashri Deka	Dr Utpal Jyoti Medhi
3.	Studies on va-mycorrhizal and Rhizophe association of Khonalo (*Litsea ployantha*) a primary host pl with particular reference to Kamrup district of Assam	Mousumi begum	Dr Dipak Konwar
4.	Study of Chemical substances of medical plan viz., *Cathranthus roseus* and *Andrographis panicul* for the control of diabetic problems.	Gongutri Deka	Dr Utpal Jyoti Medhi
5.	Studies on va-mycorrhizal and Rhizopheric association of Khonalo (*Litsea ployantha*) a primary host plant with particular reference to Kamrup district of Assam	Sarojani Kumar	Dr Dipak Konwar
6.	Analogy between photoelectric effect a photosynthesis	Pankaj Sarma Dipjyoti Sarma Parangam Gopswami	Dr B. Kr Dev Choudhury & Dr Julie Saikia
7.	Explanation of Anemia and Polycythemia with help of Poiseuille's equation	Dipjyoti Baishya Pranab Choudhury Chetan Kashyap	Dr NavaJyoti Choudhury
8.	Qualitative Estimation of Phytochemic Extracted from three selected traditionally used antiepilep plants	Chintu Mani Saikia	Pankaj Kalita
9.	Explanation of the optical changes in Hum	Rubina Sultan	Dr Chitralekha

	crystalline lens with age	Nargis Jahan Tribeni Kalita Nabanita Deka	Talukdar
10.	Studies on the changes in brain protein profiles o seizure induced mice model using PAGE	Chayanika Devi	Dr Manash Barthakur

Best Practice II

Introduction of Skill Based Add-on Course:

The College started an add- on courses in Advanced Diploma in Medical Laboratory Technician (ADMLT) and Certificate Course in Medical Laboratory Technician (CCMLT) sponsored by UGC from the academic session 2013-14 which is not offered in any other general college under Gauhati University. The Course committee develops the curriculum (annual system) of the course which is duly approved by the University Academic Council, Gauhati University.

- Medical Laboratory Technician is a person who performs the practical hands-on work in laboratories. Laboratory Technicians work in diverse settings which include health care, industry, research and educational institutions. The Medical Laboratory Technicians get the job opportunities in various Hospitals and Clinical Laboratories, Commercial and Reference Laboratories, Public Health Laboratories, Pharmaceutical, Research and Training Institutions etc. The students enrolled against the course are not only to get the skill of MLT, but also get some research oriented scope for future higher studies. The College has taken up this ambitious project in collaboration with the NEMCARE Hospital (North East Medical Care & Research Centre Private Ltd.), Guwahati to expose the students in the locality to all the new and modern amenities and training in the field of Healthcare and thereby to serve the locality with their practical knowledge.