



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		PUB KAMRUP COLLEGE
Name of the head of the Institution		Dr. B K Dev Choudhury
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03621286300
Mobile no.		9435119315
Registered Email		principal@pubkamrupcollege.org
Alternate Email		aqar.pubkamrupcollege@gmail.com
Address		Dist: Kamrup, P.O. Baihata Chariali
City/Town		Baihata Chariali
State/UT		Assam
Pincode		781381
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Kamal Sarma
Phone no/Alternate Phone no.	03621286300
Mobile no.	7002580142
Registered Email	principal@pubkamrupcollege.org
Alternate Email	aqar.pubkamrupcollege@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://pubkamrupcollege.co.in/upload/aqar/1621087651.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://pubkamrupcollege.co.in/upload/academic/Academic%20Calender%202019-2020.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	71	2004	16-Sep-2004	15-Sep-2009
2	B	2.67	2015	11-May-2015	10-May-2020

6. Date of Establishment of IQAC	07-Apr-2003
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
National Seminar on	10-Feb-2020	300

Assamese Literature for Children and Adolescent	2	
Hands on Training on Bacteriology: Isolation, Charecterisation and Molecular Microbiology	05-Nov-2019 2	18
Tarun Deka Memorial National Seminar on Inclusive Rural Development of Assam through Rural Development Schemes	21-Aug-2019 2	52
A Talk on the Use of Mandarin Language	20-Nov-2019 1	50
Meeting of IQAC	27-Dec-2020 1	10
Meeting of IQAC	06-Aug-2019 1	9
AISHE submitted	19-Mar-2020 365	2548
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Departmen t/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Model College Scheme	RUSA	2020 365	10000000
Institution	Fee Waiver	State Government	2020 365	6870618
Faculty (Dr. Manas Borthakur)	Summer Fellowship	Indian Academy of Science	2019 60	36000
Faculty	Major Project	DBT, Govt. of India	2019 730	490000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes

Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
<ul style="list-style-type: none"> • Submission of data in AISHE portal for the session 201920 	
<ul style="list-style-type: none"> • Holding of Tarun Deka Memorial National Seminar on Inclusive Rural Development of Assam through Rural Development Schemes. 	
<ul style="list-style-type: none"> • National Seminar on Assamese Literature for Children and Adolescent 	
<ul style="list-style-type: none"> • Organizing a talk on the use of Mandarin Language 	
<ul style="list-style-type: none"> • Adoption of MIS software for academic and administrative management 	
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achievements/Outcomes
To press the college authority for early completion of the construction of Boys' Hostel so that it can be made operative from the session 2020-21.	Could not be completed as the college was made Quarantine centre during Covid 19 Pandemic. All sorts of construction activities came to a halt.
To submit AQAR 2019-20 before due date	Could not be completed as the college was made Quarantine centre during Covid 19 Pandemic
To complete SSR and invite NAAC in 2020 August	Could not be completed as the college was made Quarantine centre during Covid 19 Pandemic
To upload data in NIRF	Could not be completed as the college was made Quarantine centre during Covid 19 Pandemic
To adopt MIS software for academic and administrative management	Done
To create a culture of language learning	Organized a talk on the use of Mandarin Language
To hold National Seminar on Assamese Literature for Children and Adolescent	Held on 10-11 February, 2020
To Hold Tarun Deka Memorial National Seminar on Inclusive Rural Development of Assam through Rural Development	Held on 21-22 August, 2019

Schemes .					
To submit data in AISHE portal	Submitted on 19/3/2020				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Name of Statutory Body</td> <td style="text-align: center;">Meeting Date</td> </tr> <tr> <td style="text-align: center;">Governing Body, Pub kamrup College</td> <td style="text-align: center;">30-Dec-2021</td> </tr> </table>		Name of Statutory Body	Meeting Date	Governing Body, Pub kamrup College	30-Dec-2021
Name of Statutory Body	Meeting Date				
Governing Body, Pub kamrup College	30-Dec-2021				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	19-Mar-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	<p>The College Automation Software was installed in the early 2016 and since then this has been upgraded with many modules so far. The College has its own Online Admission Portal which was developed by the department of Computer Science of this college. Leave management, Salary Management, Id card printing, employee attendance, Student Feedback etc. were the included modules in the MIS. The college takes record of teachers attendance and other employees through biometric attendance machine and at the end of each month printed copies of attendance sheets are given to all the employees. The College have also been using a computerized voting software system for the general election of students' Union. Moreover, The College Website is regularly updated with official notices and e Tenders. Apart from that, if need arises the college management or the principal calls a meeting of the staff where important information is disseminated for instant accomplishment. The Public Information System which was installed during the</p>				

2nd cycle period has been giving much advantage so far as instant dissemination of any information to students as well as the teachers and employees are concerned. The noticeboards installed in the college help the college management as well as the Career Counselling Cell to inform the students about their career opportunities. The college has installed MIS software in 2020. This MIS software is maintained by SS Technology, Guwahati.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College has various mechanisms for effective delivery of curriculum. i. In the beginning of the academic session, departments hold meetings in the department to allot topics of the syllabus among the faculties along with discussions on teaching methods and new strategies for testing. ii. The departmental meetings also cover issues like quality of the newly admitted students as per their marks in the previous examination. iii. In the departmental meetings teachers are allotted classes on the basis of the total number of classes as decided by the general college routine. iv. The departmental meetings also discuss on whether the number of classes allotted in the general college routine will be sufficient to cover the syllabus contents or not. However, if the teachers find the number of classes to be insufficient, then fresh demand for allotment of additional classes are placed. v. The Head of the department usually prepares the department routine. A copy of it is also submitted to the principal. vi. The college has a central library and departmental libraries in each of the department. vii. Infilibnet facility is available in the college. viii. To enhance capacity building on the part of the students, various departmental and inter-departmental seminars, talks delivered by invited resource persons are held. ix. Student exchange programs are encouraged. x. A good number of teachers have got training in the use of ICT in classroom teaching. Emphasis has been given to make the students use smart phone for learning purpose. xi. Students have been encouraged to use WhatsApp as a tool of learning. xii. The teachers of the college are ever ready to respond to students at 24x7 basis. xiii. Students are given opportunities for field survey with an aim of making them interested towards field research. xiv. Educational excursions are encouraged.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	00	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
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MSc	Computer Science	16/08/2019
MSc	Physics	16/08/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Assamese, economics, English, Education, History, Political Science, Philosophy, Geography	01/08/2019
BSc	Botany, Chemistry, Computer Science, Geography, Economics, Physics, Statistics, Zoology, Mathematics	01/08/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Assamese	58
BA	Philosophy	151
BA	Geography	28
BA	Education	60
BSc	Physics	3
MSc	Biophysics	18
BSc	Statistics	27
BSc	Botany	60
BSc	Zoology	45
BVoc	FPQM	6
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
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Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Feedback taking process usually is completed before the end of each academic session or immediately after that. This year only teachers' feedback and Alumni feedback were taken. The findings were analyzed. Student and other feedbacks could not be taken owing to the covid-19 pandemic, as the college thought it improper to go for such drives as the state and the locality witnessed a precarious situation amidst life and death. Moreover, all the teachers had to be engaged in covid relief works and running the quarantine center set up in the college premise.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MSc	Physics	30	32	22
BCA	BCA	30	20	16
BBA	Bachelor of Business Administration	15	10	4
BVoc	Software development and system administration	50	17	15
BVoc	Food Processing and Quality Management	50	25	21
BSc	Botany	50	50	49
BA	Assamese	50	70	54
MSc	Computer Science	30	20	6
MSc	Bio Physics	22	7	4

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2019	2599	38	48	3	9
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2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
60	45	155	5	1	3
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. Student mentoring system is available in the institution. Previously the Heads of the Departments were entrusted with the task of mentoring the students of respective Departments. Moreover, other teachers themselves were ever ready to mentor any student of the college. The students could choose their mentor by themselves. However, from this session effort has been made to make the mentoring system more scientific and transparent. Under this new modification, the Heads have been entrusted with the task of distributing the students semester-wise among the teachers of the respective Departments. The Heads of the Departments have been entrusted with the task of mentoring the students of UG regular course. However, if need arises the Heads have also been allowed to seek help from the Department colleagues. Under this student mentoring system the students have been given the opportunity of availing round-the-clock advices, suggestions about their problems - academic, personal and psychological. At the beginning of the academic session, the Heads of the Departments hold a Dept. meeting or discussion in each semester class and introduce the mentor with the students. The students have also been told how they can avail the benefits of mentoring system. Each teacher mentor has been told to maintain a record book where individual records of the mentees are maintained. Department of English has already a system of distributing the students of the Department semester wise among the teachers

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2637	60	1 : 44

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
50	48	2	2	24

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr. Julie Saikia	Associate Professor	Co-guideship for PhD supervision
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last	Date of declaration of
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			semester-end/ year-end examination	results of semester-end/ year- end examination
BVoc	FPQM, SDSA	6th Semester	09/10/2020	16/12/2020
BSc	BSc	6th Semester	11/11/2020	30/11/2020
BA	BA	6th Semester	21/10/2020	30/10/2020
MSc	Bio Physics	4th Semester	Nill	24/01/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As conceived in 2018-19 session from 2019-20 session the college was going to introduce Choice Based Credit System (CBCS). Hence, the institution took utmost care to switch over from traditional system of evaluation to Continuous Internal Evaluation (CIE). For that matter, emphasis was given on regular home or class assignments. Switching over to the new system was in fact not an easy task in the initial stage. But the college managed with guidance from Gauhati University. A few teachers were also sent from training. However, the college could not do much due to lock down imposed owing to covid-19 pandemic and after that a quarantine center was set up in the college which continued till first week of September, 2020. During the lock down period emphasis was given on online classes and completion of the syllabus content.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic session 2019-20 was very crucial for the college as it was going to introduce Choice Based Credit System (CBCS). Hence, the institution took utmost care to switch over from traditional system of evaluation to Continuous Internal Evaluation (CIE). Emphasis was given on giving assignments to the Honours students and these were linked to the Sessional examinations. Moreover, emphasis was given on giving some credit to the students who were involved in debate competitions, extempore speech, group discussions, seminar presentations, etc. Besides the college considered holding of online MCQ test. Experimentation was done among the students of the English Dept. Moreover, the college has begun the consideration of taking some class tests or sessional exams through OMR sheets or in a way which reduces consumption of paper making them compatible with the new CBCS system.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.pubkamrupcollege.co.in/upload/program/1640767155.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BSc	Chemistry	23	17	73.91
UG	BSc	Physics	32	24	75
UG	BA	Education	40	38	95
UG	BA	Political Science	41	22	53.65

UG	BA	Geography	33	18	54.54
UG	BA	History	35	18	51.42
UG	BA	Economics	39	26	66.66
UG	BA	Philosophy	41	29	70.73
UG	BA	English	27	27	100
UG	BA	Assamese	40	28	70
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://pubkamrupcollege.co.in/upload/sss/1639637194.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	730	Dept. of Biotechnology, Govt. of India	10.86	4.9
Minor Projects	365	Manas Tiger Project	1.64	1.64
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	Nil	Nil	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	36000	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	ENGLISH	4	0
National	ECONOMICS	1	0
International	Biophysics	3	0
International	Zoology	4	0
International	Computer Science	2	0
International	Assamese	1	0
National	Assamese	6	0
National	BBA	3	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
B Voc, FPQM	1
Biophysics	3
Education	2
English	2
Political Science	5
Economics	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Impulsive buying at supermarkets with special reference to Nalbari district	Dr. Khagen Das	Sambodhi	Nil	0	Pub Kamrup College	Nil
Gaon panchayat for reviving Indian agr	Dr. Khagen Das	International Journal of Creative Research	2020	0	Pub Kamrup College	Nil

iculture from COVID-19 pandemic devastation		Thoughts				
Mapping the discourse of home and identity: Understanding of marginal experience in Sidshartha Devs Point of Return	Vipasha Bhardwaj	Dialog	2020	0	Pub Kamrup College	Nil
Ethnography study of ritual plants among the Tea workers of Assam	Dr. Dipen Bezbaruah	Dristi: The Sight	2020	0	Pub Kamrup College	Nil
Nissim Ezkeiels Enterprise and Night of the Scorpio: A Post colonial reading	Dr. Dipen Bezbaruah	Middle Flight	2019	0	Pub Kamrup College	Nil
Trauma and testimony in Zak Ebrahims Novel The Terrorists Son	Vipasha Bhardwaj	Muse India: The Literary e-Journal	2020	0	Pub Kamrup College	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Amyloid targeting artificial chaparon	Dr. Manas Borthakur	ACS Chemical Neuroscience	2019	69	4	Pub Kamrup College

impairs oligomeric mediated neuronal damage and mitochondrial dysfunction associated with Alzheimer disease

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	7	7	Nil
Presented papers	6	3	Nil	Nil
Resource persons	2	2	Nil	1

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
A Workshop on the Use of Vending Machine installed at Girls Hostel of the College	NSS Unit and Girls Hostel	4	72
6 day Summer internship program on Geo Environmental impact on cancer: a medical Geographical Analysis	NSS	1	36
2 day workshop on Capacity Building of youth on substance abuses prevention	Pub Kamrup College NSS unit and NSS Cell Gauhati University, NSS unit, Rangia College, and NSS Unit Saraighat College	3	150

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Swach Mela	Swachhatta Senani award	Government of Assam	40

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Extension of Service to Baihata Chariali Sahitya Sabha	Baihata Chariali Sahitya Sobha	Plantation/ Cleanliness/volunteering	1	20
Swacha Mela	Public Health , Govt. of Assam	Cleanliness	2	31
North East Green Summit	IIT, Guwahati	Environmental Sustainability	1	20
Cloth Distribution Among the Beggars	NSS Unit of Pub kamrup College and Mission Smile, a Non-Government Organisation	Cloth Distribution Among the Needy People	2	63

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Research	2	DBT, Govt. of India	730
Project	1	Manas Tiger Project	365

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

Field Trip	Field Trip	AAU, Kahikuchi NH 37, Kahi Kuchi Campus, Rani Gate, Kahi Kuchi, Azara, Guwahati, Assam 781017	07/11/2019	07/11/2019	33
Field Trip	Field Trip	SINP, Bose Institute, and Calcutta University	28/10/2020	05/11/2020	18
Internship	Internship	Department of Physics, IIT Guwahati, Guwahati, 03 612582701-78 1039,	17/06/2019	28/06/2019	1
Internship	Internship	DR. Bharat Kakati, Assam Science and Technology University, 919435001571	03/07/2019	24/08/2019	1
Internship	Summer Internship	Tezpur University, Tezpur-78402 8, Assam	09/06/2019	08/07/2020	1
Research Project	Research Activity	IIT Guwahati, Gu wahati-78103 9, Assam, 913612582082	20/04/2019	23/06/2021	2
Research Project	Research Activity	Manas Tiger Project, BTC, Office of the Field Director, Manas Tiger Project, Barpeta Road, Pin-781315, Assam	10/04/2020	09/04/2021	1
Industrial training	Industrial training	Trinity Fructa Pvt. Ltd., LNB Road, Mangaldoi, pin-7841125,	30/07/2019	30/08/2019	1

		Assam, India			
Industrial training	Industrial training	Kishlay Foods Pvt. Ltd., Lokhra Chariali, Sarusajai, Contact: 8054888076	25/07/2019	10/08/2019	5
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
104.43	92.4

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Newly Added
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2005

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	28510	5210068	389	150000	28899	5360068

Reference Books	8815	2308000	100	46000	8915	2354000
e-Books	Nill	Nill	Nill	Nill	Nill	Nill
Journals	Nill	Nill	Nill	Nill	Nill	Nill
e-Journals	260094	5900	Nill	Nill	260094	5900
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	Nill	Nill	Nill	Nill	Nill	Nill
Library Automation	28004	Nill	Nill	Nill	28004	Nill
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(s pecify)	72	Nill	Nill	Nill	72	Nill

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	131	58	115	43	0	16	17	100	0
Added	10	10	10	0	0	0	10	100	0
Total	141	68	125	43	0	16	27	200	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
3.05	3.02	104.43	92.4

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college ensures optimal allocation and utilization of the available facilities and resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose. The colleges utilizes grants as per the requirements and interest of the students. Respective departmental heads are entrusted with the duty of maintaining the laboratories. The record of accounts is maintained by the accountant of the college. Library: The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Library committee and forwarded to the Principal for final approval. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. Sports: There is a UGC-funded indoor stadium in the college where various sports activities takes place. The college has a system of deputing two sports in-charges one of which is responsible for monitoring minor games equipments and activities and other is for major games. One temporary person is appointed for maintenance of infrastructure facilities. Major games and Minor games Secretary of the Students' union Body place the requirements of equipments before their teacher in-charge and accordingly the teacher in-charge fulfils their requirements. Computer and Internet facilities: The College has annual maintenance contract with third party organization. This organization provides professional if any technical issue arise. The college has more than 130 computers as per the data collected in 2018-19 with a number of LCD projectors. Many computers are fitted with LAN facility. Whenever any issue arises the concerned department HOD informs it to the HOD of Computer Science. He is entrusted with the task of mediating between the Departments and the Principal in matters of technicalities. Classrooms: Classrooms are maintained centrally by the college authority. For looking after the classrooms, the college has appointed grade-IV staff. The routine committee and admission committee as well as the Academic cell monitor the physical conditions of classrooms and whenever necessary they report to the principal. Electric equipment: For maintenance of electrical equipment the college has a contract with electric farms which when required sends experts for repairing and installation works. Additional: The college takes utmost care for maintaining cleanliness and hygiene. The college has specific employees for the maintenance of cleanliness and hygiene. There is a regular cleaning of water tanks, proper garbage disposal, landscaping and maintenance of lawns done by the institute's concerned employees. The NSS unit of the College cleans the campus time to time. College campus maintenance is monitored through regular inspection. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-fi and broadband.

<http://pubkamrupcollege.co.in/upload/facility/1620799511.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees

Financial Support from institution	NA	0	0
Financial Support from Other Sources			
a) National	Post matric scholarship scheme, Ishan Uday Special Scholarship Scheme, NEC Scholarship, Central Sector, CII Surakshit Khadya Abhiyan	723	19929400
b) International	Nil	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Fit India Movement	18/01/2020	40	NSS Unit of Pub kamrup College
Career counselling for civil service aspirants	02/09/2019	50	Career Guidance Cell, Pub Kamrup College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Training and Guidance for civil service aspirants	50	Nil	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
11	10	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of	Number of	Number of	Name of	Number of	Number of

organizations visited	students participated	stduents placed	organizations visited	students participated	stduents placed
Nil	Nil	Nil	Various Food manufacturing industries, Education institutes	20	18

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	2	BSc	Zoology	1) Royal Global University 2) Pub Kamrup College	MSc in Zoology
2020	20	BSC	Physics	1) Assam University 2) Sikkim University 3) Cotton University 4) Tripura University 5) NIT Agartala 6) Pub Kamrup College 7) Tezpur University	MSc in Physics, MSc in Radiology MSc in Electronics
2020	4	BA	Philosophy	1) Gauhati University 2) Cotton University 3) Kumar Bhaskar Varma Sanskrit and Ancient Studies University	MA in Philosophy
2020	6	BA	Pol Science	1) Gauhati University 2) IGNOU 3) Pachim Guwahati Mahavidyalaya 4) BTC Rangia	MA in Pol Science
2020	7	BA	Assamese	1) Gauhati	MA in

				University 2) Pragjyotish College 3) Handique College	Assamese
2020	3	BSc	Botany) Gauhati University 2) Royal Global University 3) MC College	MSc. in Botany
2020	1	MSC	Biophysics	Tezpur University	PhD in Molecular Biology
2020	4	BSc	Chemistry	1) Gauhati Univesrity 2) Royal Global University 3) BN College 4) JSV Innovations Pvt Ltd	MSc in Chemistry
2020	13	BA	Economics	1) Gauhati University 2) Pragjyotish College 3) Dimoria College 4) IGNOU 5) Rangiya College	MA in Economics
2020	13	BA	English	1) Gauhati University 2) Tezpur University 4) North- Eastern Hill University 5) USTM 6) Assam Down Town University 7)Royal Global University 8) NERIM 9) IGNOU 10(Sipajhar BED College 11) Pragjyotish BED College	MA in English MSW MBA, BED

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Civil Services	3
NET	5
Any Other	3
SET	1

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
On Spot Quiz Competition	College	50
Poster Competition on National Science Day	College	15

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Ist prize in Cultural Procession, 3rd Best Debater	National	Nil	2	62 (B.A.- Geography)	Mentioned in Excel Sheet
2020	Literary and Sports Competitions	National	13	7	Given in Excel Sheet	Mentioned in Excel Sheet

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has a student's council, known as Pub Kamrup College Students' Union. All the students of the College are members of the Students Union. The Union works together for the efficient and smooth functioning of the Institution and in boosting students' participation in co-curricular and extracurricular activities. The members of the executive body holding different portfolios are elected through electronic voting system following the Lingdo Committee guidelines and constitution of the Students' Union. Pub Kamrup College Students Union functions according to the provisions laid in its constitution. Activities of the Students' Union i. College Week/youth festival. ii. Freshmen Social. iii. Festivals like Saraswati Puja, Viswa Karma Milad-e-Mehfil. iv. Other functions of national and cultural importance. v. Participation in College activities as part of their leadership drill. vi. Cleanliness programme in and around the College campus. vii. Active role in

building public opinion and awareness. viii. Monitoring discipline and punctuality among the students. ix. Anti-ragging drive. x. Anti-tobacco drive. xi. Building Green Environment xii. Publication of College Magazine xiii. NSS Scout Guide

The Principal of the College generally presides over the meeting of the Union. In absence of the Principal, the President of the Union presides the meetings of the Union. The students Union is structured in a very democratic way. The portfolios are, president, vice-president, General Secretary, Asst. General Secretary, Magazine Secretary, Minor Games Secretary, Cultural Secretary, Boys' Common room Secretary, Girls' Common room Secretary, Social Service Secretary, Music Secretary, Debate symposia Secretary, Gymnasium Secretary. Students are allowed to represent in different academic and administrative cells for a better academic environment in the College. Thereby it helps the student community in acquiring diverse knowledge. Students are included in various associations / forums run by various Departments of the institution. Students are also allowed to represent in various bodies administrative in nature, such as Anti - ragging Committee, Election Committee, Cells Committees constituted for specific occasion, Internal Quality Assurance Cell , Construction Monitoring Committee, Canteen Monitoring Committee and Grievance Redressal Cell.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Pub Kamrup College has given thrust on alumni engagement since its beginning. However, in a formal way alumni engagement became visible from 1995. The Alumni Association of the college was registered in 2018 with 500 members. The committee includes one teacher representative as Vice Principal of the association from among the teaching fraternity who functions as a mediator between the association and the institution. The association has involved in many vital issues of the college. The association monitors various activity of the college and puts suggestions to the principal. The association has also published a volume entitled, "Pub Kamrup Mahabidyalayar Poshak Gaonsamuhar Itibritta (History of the Feeder Villages of Pub Kamrup College". The book was first published in 27th January, 2019 under the presidentship of Bhudhar Deka. The editor of the book was Mrinal Sarma, who is also the secretary of the association. The association is involved in celebration of important National days such as Republic Day, Independence Day etc. The association actively takes part in maintenance of discipline in some important events such as Student Council election and admission. Apart from that various departments of the college have their own alumni groups, though these are not registered.

5.4.2 – No. of enrolled Alumni:

500

5.4.3 – Alumni contribution during the year (in Rupees) :

2700000

5.4.4 – Meetings/activities organized by Alumni Association :

Felicitation of 1st Batch of students and retired teachers and employees of the college. A book was also inaugurated.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

a) The efficacy of any institution, be it academic or administrative, depends on how far it is decentralised and how far power sharing take place. The college has ever been giving thrust on this aspect. Among many systems for which the college boasts of is its conduction of the Election to the Students' Union Body which is conducted on a yearly basis. For conduction of the electioneering a high level Committee is formed under the rules framed by Govt. of India. The body of the said committee has Advisors, Chief Election/Returning Officer, Assistant Returning Officers and a few members from teaching and non-teaching fraternity. The committee is allowed to work independently and without intervention. The committee has been conducting the election without controversy and is contributing in the maintenance of good academic environment in the college. b) Another prominent practice of decentralization and participative management is the admission process of the college. For conduction of the whole admission process, a committee known as 'Admission Committee' is formed. The committee is entrusted with the power of taking independent decision in regard to any issue that may arise in the admission process. The committee is chaired by a very senior teacher of the college. The committee consists of a senior teacher as the convener, 1-2 Assistant conveners and a few members from teaching and non-teaching staff along with president and secretary of the Student council.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	The College has been working in a strategic, integrated and coherent approach to the employment, development and wellbeing of the college fraternity involved in ensuring effective use of knowledge, skills, abilities and other characteristics to arrive at the goals of the institution by creating proper utility and value. For management in these aspects various training and workshops for teachers as well as employees and students are organised. Teachers and employees are encouraged to participate in various training programs in various institutions. Accordingly faculties are given various responsibilities in different internal bodies/cells/committees considering their interest and capability.
Library, ICT and Physical Infrastructure / Instrumentation	The College has a Central Library and Departmental Libraries in each of the Departments. The central library is spacious with adequate books and furniture so that students and teachers do not have to face any inconveniences. There is also a provision for the librarian to take up orientation classes in the library premise for inculcating reading habits among

students. The library has a separate reading room for teachers as well. The library has its own ICT lab with LAN connection, Projector and audio aids. The college has a number of LCD projectors which are used for classroom teaching and presentations.

Examination and Evaluation

The College has increased its thrust on continuous evaluation of students through various assignments. Internal examinations are held very sincerely and answer scripts are evaluated meticulously so that the shortcomings of the students can be detected and they can be guided accordingly. Class tests are also held by individual teachers. Moreover, while giving topics for students seminar, utmost care is taken so that these are linked with the syllabus topics for getting an extra idea about students' comprehension.

Teaching and Learning

The College has always given continuous attention on teaching and learning. Students have been given the idea of a rapid transition in teaching learning mode. They have been attempted to give the idea of how a smart phone can be a learning tool if used judiciously. Though limited, a few classes were exclusively devoted to giving a hands-on training on how by using a simple mobile application like WhatsApp, a platform can be created where the teacher from one end can correct, suggest or guide them. A few departments have also given students about ICT in teaching-learning.

Curriculum Development

As an affiliated college of Gauhati University the college follows the established curriculum set by the University. However, the college takes attaches some programs and activities, such as student seminar, discussion on various topics, sports and cultural activities, survey, task analysis, wall magazines, participation in student election process, debate and symposium. Through NSS, students are made aware of their duties as a responsible citizen of the country. Students have been encouraged to participate in various competitions so that eventually they realize the reality in the world and be prepared for survival holistically in the competitive world.

Admission of Students

In this session also admission of

students was done in online mode.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The college has its individual website through which various information is disseminated to students, parents and faculties. The college has the facilities for online tendering, depositing of salaries to the employees.
Administration	Teachers' attendance is recorded through biometric machine. Installation of MIS has been considered from the next academic year.
Finance and Accounts	Payment of Salaries, collection of examination, payment for construction under RUSA are done online.
Student Admission and Support	Application and admission fees are collected through online payment mode. All types of scholarships are disbursed through online mode.
Examination	Examination fees are collected online.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
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Faculty Induction Programme	1	07/09/2020	06/10/2020	30
7-days blended online training program on Basics of Python Programming	1	25/08/2020	31/08/2020	7
FDP on SciLab	1	19/08/2020	25/08/2020	7
TEQIP sponosred online intenatrional conference on i nterdisciplinary y interpretation of literature	1	14/12/2020	18/12/2020	5
One week national level FDP on suffering and Survival: The role of women during COVID-19	1	07/09/2020	12/09/2020	6
One week online FDP on Mentoring pedagogy and teaching techniques for higher education	1	08/06/2020	15/12/2021	8
One week online FDP on effective ddesign and delivery of curriculum in outcome based education	1	06/07/2020	10/07/2020	5
Two day workshop on online basic training on use of ICT in teaching	1	20/04/2020	23/04/2020	4
FDP for ICT tools for Teaching, Learning Process and an	1	10/08/2020	20/08/2020	12

Institute				
FDP on Online mode for University and College teachers on the theme Gender Concerns in Education	1	26/05/2020	01/06/2020	7

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	5	Nil	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Granting of leave for attending seminar/conferences, short term, refresher and orientation courses. course	When any non-teaching member is in financial distress, college has a provision for granting amount without interest. Faculties collect donations from among the members and hand over the amount to the nonteaching member in distress.	Best reading room User and Best Borrower Award offered by library, Navajyoti Bhattacharya Memorial Merit Award offered by Navajyoti Bhattacharya Memorial Trust, Best Graduate award offered by Pub Kamrup College Teachers Unit, Tazuddin Ahmed Memorial Award to Highest mark scorer in Geography Major programme

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college has a system of internal audit which is done by a chartered accountant. External audit is done by Government. External financial audit was done till 31 march 2013.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Sankar Deka, Jayanta Deka	2700000	Land Donated for Construction of Boys Hostel

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6.4.3 – Total corpus fund generated

1485000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Internal Quality Assurance Cell
Administrative	No	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Parent teacher meet before the poll day for Election to the Pub Kamrup College Students Association. 2. Centre committee for conduct of Final Exams is formed by including members from parents. 3. The foundation day of the college is observed by parents and teacher association.

6.5.3 – Development programmes for support staff (at least three)

1. Support staff are sent to attend seminars and conferences or any training programmes. 2. Whenever any support staff falls in distress due to health related issues the faculties of the college bear some of the expenses. 3. Supporting staff is given an environment in which he or she does not suffer from the loss of sense of belongingness.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) MSc programme in Physics and Computer Science started. 2) Boys Hostel Constructed 3) Open Stage constructed

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Data submitted to AISHE	19/03/2020	19/03/2020	19/03/2020	10
2019	Tarun Deka Memorial National Seminar on Inclusive Rural Development of Assam through Rural Development Schemes	21/08/2019	21/08/2019	22/08/2019	52
2019	Hands on Training on Bacteriology : Isolation,	05/11/2019	05/11/2019	11/11/2019	18

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Celebration of International Women's Day	08/03/2020	08/03/2020	70	30

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The institution has a solar energy plant of 50 KVA capacity. The process of replacing old tube lights and bulbs with LED bulbs is a continuous process. In all new structures only LED bulbs have been used.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	02/10/2019	1	Drawing competition on sachhwata at the Bonbari village	Awareness	22
2019	1	1	24/11/2019	1	Cloth Distribution Among the Beggars	Need of Dress	65
2020	1	1	16/06/2020	110	Setting up of Qua	Covid-19	50

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook for Members of the Students Union	Nil	“Handbook for Members of the Student Union” is in real sense is the constitution which teach and every elected members of the Union is bound to follow. The constitution gives them a good idea about the things which they should follow. The handbook was first published in 1972 and since then it has been followed with reverence.
Student Handbook cum Diary	03/05/2019	“Student Handbook cum Diary” is the handbook for students which was first published in the Month of May, 2019. The handbook contains a glimpse of the college as well as the pledge of the college for garnering human values among the students. It contains guidelines for students concerning maintenance of discipline, necessary instructions, details about scholarships students can avail, about institutional values and also important information for the guardians. The handbook also serves as a diary for students for maintenance of leave, assignments, teacher as well as guardian’s remarks.
Code of conduct for teachers	Nil	Govt. guidelines followed
Code of conduct for teachers	Nil	Govt. guidelines followed

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	13/08/2019	15/08/2019	120

Gandhi Jayanti	02/10/2019	02/10/2019	75
World Literacy Day and Celebration of Dr. Bhupen Hazarikas Birthday	08/09/2019	08/09/2019	165
Celebration of World Environment Day	05/06/2020	05/06/2020	76
Celebration of Womens Day	08/03/2020	08/03/2020	100
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

A Garden is being developed in the front side of the college.
Bamboo Fencing to replace Plastic or metallic fencing in some parts
Minimization of use of Plastics
Environmental Awareness Programme organised at Pub Kamrup College Girls Hostel on 29th December, 2019, Resource person, Nizara Phukan, Environment Activist,
Green Deepawali Celebration for promoting cracker-free and noise free light festival

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

<p>Best Practice- I: "GUIDANCE AND TRAINING FOR CIVIL SERVICE ASPIRANTS"</p> <p>Objectives of the practice: Providing facilities to the students of the college in general and to the locality in particular in relation to building their career by being a civil servant. To lead the students for a better progress in civil services examinations. To motivate the youth in pursuing a career in civil services and hone their administrative skills. The Context A Centre for Career Guidance and Training was long overdue in an institution like Pub Kamrup College which attracts students from different strata of society having varied caliber and potential. Since many students cannot afford the exorbitant fees imposed by fancy coaching institutes in cities and towns, Pub Kamrup College's noble initiative in providing guidance and counseling for IAS aspirants is a watershed moment for the students. Whenever the civil services results are declared, we see that most of those who have cracked the elite and prestigious exam are students coming from provincial areas with humble backgrounds. The clarion call to form a Career Counselling center was raised initially by the ex-Principal of Pub Kamrup College, Dr. B.K. Dev Choudhury. Under his aegis, a committee was constituted with dedicated faculty members that aim to provide quality academic mentorship to 50 students (25 from Arts and 25 from Science from 3rd year) who were selected through a MCQ screening test on 24th October, 2019. A minimal fee of Rs 500/-was collected from the students as registration fee. After that one month training was given to students. The Career Counseling Cell of Pub Kamrup College started functioning from 14/09/2019 with a motivational talk on civil service examinations. Mr. Bharat Bhusan Dev Choudhury, ACS, delivered a talk on "Why Civil Service and Prerequisite for Being Civil Servant" on 17th November, 2019.</p> <p>Best Practice II: Title: "BLENDED MODE OF TEACHING" Shifting towards Blended Mode of learning is an idea which was conceived in the session 2018-19. The first seed for this mode of learning was sown through a Workshop on "EFFECTIVE APPLICATION OF ICT IN TEACHING-LEARNING PROCESS" Dated 29th and 30th June, 2018 which was organized in the college. Later on a few teachers of this college participated in a short-term</p>
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course on "MOOCs and E-Content development" organized by HRDC, Gauhati University. The enthusiastic teachers later organized a two-day workshop on use of ICT, MOOCs' and e-content development in the month of February, 2019. These initiatives were enough for us to set the context for limping towards blended mode of learning, a new way of teaching-learning and a demand of time. Covid-19 pandemic proved that our consideration for blended mode of teaching-learning is just and that idea accentuated our thrust on this practice. From 2019-20 academic Session, CBCS system was introduced. It required extensive use of online-materials due to insufficient availability of books and study materials in the market. So, knowledge in application of online tools on the part of both teachers and students helped immensely in garnering new knowledge and information. During the Covid-19 pandemic, when there was no option for holding off-line classes, knowledge in handling various applications such as Google Classroom, Zoom, Google Meet, Teach-mint and such other online platforms, the training and guidance imparted to the teachers were of immense help in holding online classes. Application, such as WhatsApp, which had been traditionally used only as a tool for personal chatting for the students, became a platform for sharing educative and academic information. The present situation surely demands blended mode of teaching and learning and thus the teaching fraternity of Pub Kamrup College have been taking initiatives for engaging and promoting the blended mode. Various departments are properly following and practicing this and this has positively benefitted the students. During the Covid-19 pandemic situation, classes were conducted in online mode and students got the access of lectures of teachers along with study materials. The major practices are:-

- Departments provide study materials to students in online and off-line mode
- Departments conduct online classes along with classroom teaching.
- Students submit their project works in hard copy as well as through online mode i.e. through e-mail.
- Some competitions like quiz, music and other competitions were being organized in both modes.
- Lectures of Resource Persons in diverse fields of knowledge are conducted in blended mode. Evidence of Success:-
- Up to 2018-19 Session only one teacher used LMS. This has substantially increased in 2019-20.
- During Covid-19 lock down teachers attended online classes using LMS platforms.
- Syllabus could be completed.

1. Problems Encountered and Resources Required

- Poor Networking.
- 100 students could not attend classes.
- Many students did not have smart phones or computer.
- A few teachers did not or could not adapt to the new system.
- As the students belong to both rural and semi-urban areas, the network accessibility to some places are not good enough and thus connectivity glitches occur during online classroom sessions.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.pubkamrupcollege.co.in/upload/bestpractice/Best%20Practices%202019-20.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Pub Kamrup College envisions being one of the pioneer higher educational institutions of the State. Imparting quality education to the students from all sections of the society and preparing them for the challenges of time are its basic objectives. The college envisages erecting a proper platform for both the teachers and the taught to mold them intellectually and morally combined with social commitment for building social order and discipline amidst the plurality and diversity of region and culture of the nation. The mission of the college is to provide quality education to the young generation for preparing them as responsible citizen of the nation and to face the challenges of time. The

session 2019-20 was challenging for the continuance and sustenance of teaching-learning situation because of Covid-19 pandemic, lock-down thereafter followed by a psychological breakdown of most of the individuals. When lock-down was declared followed by soaring number of covid cases the state was in dire need of people, organization and institution to come forward to help the distressed and the needy. In this juncture state needed people and institutions to come forward to set up quarantine centers to stop spreading covid-19 virus. It was at this juncture, Pub Kamrup College came forward to set up a Covid Quarantine Center. Hundreds of people were quarantined in this center. It was managed by the college fraternity. All the male faculties and employees extended their valuable service in running the center. They were allotted duties shift-wise and all of them performed their duties in excellent manner. The college considers it a social as well as moral responsibility to help people and the state in need. This humanitarian act on the part of the college influenced many other people of this locality. As a result of that, some people from other institutions and few alumni of the college also extended their valuable service. Such humanitarian act certainly went to the students of the college. Moreover, many members of the college fraternity donated food and cash to the needy and the distressed during this period. It is expected that such example would surely shape our students as a moral social human being. It is this area which the college boasts of announcing as its distinctiveness in 2019-20.

Provide the weblink of the institution

<http://www.pubkamrupcollege.co.in/upload/distinctiveness/1640340181.pdf>

8.Future Plans of Actions for Next Academic Year

- Completion of the Self Study Report.
- Sending IIQA in due time.
- Uploading of data NIRF and AISHE portal
- To initiate a bridge course in all the departments for newly admitted students,
- To formulate and implement some gender sensitization activities in the college.
- To press the authority for completion of the Boys' hostel and Open stage.
- To work for some collaborative works with industry and academic institutions.