

Part – A

AQAR for the year

2014-15

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:

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

1.5 Website address:

www.pubkamrupcollege.org

Web-link of the AQAR:

<http://www.pubkamrupcollege.co.in/AQAR2014-15.PDF>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	--	2004	16 September, 2004 to 15 September, 2009
2	2 nd Cycle	B	2.67	2015	11 May, 2015 to 10 May, 2020

1.7 Date of Establishment of IQAC :

07/04/2003

1.8 AQAR for the year

2014-15

- i. 1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC - AQAR 2014-15 uploaded on 30-09-2016

1.10 Institutional Status

University

State Central Deemed Private

Affiliated College

Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University

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	<input type="text" value="--"/>	UGC-CPE	<input type="text" value="--"/>
DST Star Scheme	<input checked="" type="checkbox"/>	UGC-CE	<input type="text" value="--"/>
UGC-Special Assistance Programme	<input type="text" value="--"/>	DST-FIST	<input type="text" value="--"/>
UGC-Innovative PG programmes	<input type="text" value="--"/>	Any other (Specify)	<input type="text" value="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:

2.11 No. of meetings with various stakeholders:

No.

3

Faculty

7

Non-Teaching Staff

02

Students

03

Others

-

2.12 Has IQAC received any funding from UGC during the year? Yes

√

No

-

If yes, mention the amount

Rs 3,00,000.00

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

13

International

-

National

05

State

03

Institution Level

05

(ii) Themes -

National Level -

1. UGC sponsored National Seminar on Application of GIS in Geographical Studies
2. UGC sponsored National Seminar on Molecular Biology and Biotechnology Research in North East India
3. DBT sponsored popular lecture under CTEP programme on 'Recent Biotechnological advancement in Parasitology' – by Dr Kamal Sarma , Coordinator, IQAC, Pub Kamrup College
4. DBT sponsored popular lecture under CTEP programme on Recent Biotechnological advancement in neural disorders – by Dr. Ashalatha Radhakrishnan, Shree Citra Tirunal Institute of Medical Sciences and Technology, Thiruvananthapuram
5. a) DBT sponsored popular lecture under CTEP programme on 'Japanese Encephalitis: from genes to Translational Neuroscience' – by Dr. Anirban Basu, National Brain Research Institute, Manesar
b) DBT sponsored popular lecture under CTEP programme on 'Signalling networks in cancer cells: Target for therapy' – by Dr Ellora Sen, National Brain Research Institute, Manesar.

State level -

6. Environment protection
7. Teaching methodology for Higher Secondary teachers
8. Histophysiological Techniques used in Biological Science

Institutional level –

7. Career opportunities in different Medical Institute in India -by Dr R C Deka, Former Director, AIIMS
8. Biodiversity conservation
9. Research Methodology
10. Career counselling
11. Life skill and career Planning
12. Project Report writing

2.14 Significant Activities and contributions made by IQAC

- **Acceptance of Concept Note:** The Concept Note for a project proposal on *Task Force Generation for Eco-System Restoration* submitted by the principal Dr Balendra Kr Dev Choudhury under DST NCSTC programme “Eco & WaSH Futures” has been included in the shortlisted submissions. Necessary preparations are under process for Detailed Project Proposal of the same.
- 6 months duration of Certificate course on Human Rights Education Funded by UGC is started
- Initiation of B. Voc. courses in i) Food processing and quality management and ii) Software Development and system Administration
- Initiation of Economy based activities in Adopted Village “Kumnagar”
- Construction of lavatory for boys, girls and differently abled boys and girls under state Govt financial Assistance
- 1st floor completion of Science Block
- Purchase of College vehicle mainly for providing own transport facility for the students of Add- on courses.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
<ul style="list-style-type: none"> • Student centric Learning • More Academic exposure through modern ICT based teaching and learning • Career guidance • Research oriented academic involvement through motivation 	<ul style="list-style-type: none"> • Increasing trend of young researchers • Better result of University Examination than the previous years. • Increase in Alumni placement • Rinky Deka a student of 5th semester completed summer research project

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- Initiation of student summer research project among the students
- Encouragement to attend and present research paper in workshop/ Seminars/Lectures
- Free basic computer Education
- Encouragement to take part in different social events

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	-	DTFM	-	01
Certificate	-	CCMLT CCHRE	-	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	02

1.3 Feedback from stakeholders* (On all aspects)

Alumni	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers	<input checked="" type="checkbox"/>	Students	<input checked="" type="checkbox"/>
Mode of feedback :	Online	<input checked="" type="checkbox"/>	Manual	<input checked="" type="checkbox"/>	Co-operating schools (for PEI)	<input type="checkbox"/>	-

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

- Syllabus prepared for the subjects under the B.Voc courses – i) Food Processing and quality Management ii) Software Development and System Administration by the Faculty member of Each courses.
- Syllabus prepared for Certificate course in Human Rights Education by the Faculty member of Pol. Sc.

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

- B.Voc.: Two subjects under the B.Voc courses namely Food Processing and Quality Management & Software Development and System Administration
- Human Right : A certificate Course on Human right education with 6 months duration

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
47	28	19	-	-

2.2 No. of permanent faculty with Ph.D.

18

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

14

05

06

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	07	03
Presented papers	-	07	02
Resource Persons	-	01	01

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.

Teaching- Learning: Increasing number of classes with audio-visual classes, Seminars and In-house projects

Evaluation: The College has been playing its leading role as centre of evaluation for both internal and external evaluation process.

Rising Trend in Results: The recent trend in the results of the semester examinations shows encouraging rising graph.

183

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

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

The CIA test conducted by the departments' provides formative assessment of the individual learners' progression. These help to priorities areas requiring conscious effort of improvement, and highlight the best for inspiration of the rest.

The summative assessment is reflected in the final output and gives evidence of the positive impact of the formative method adopted.

- Gauhati University introduced CIA system under CBCS pattern from the academic session 2011-2012. As Pub Kamrup College is affiliated to this University, the CBCS pattern has been followed in the College from 2011.
- The College prefers to take the responsibility entrusted by Gauhati University of answer scripts evaluation zone of different final Examinations and end semesters with an objective to expedite faculty's quality, sharing knowledge and experience, engaging them in evaluation processes.
- The College keeps all the examination Halls under the purview of close circuit camera to check all kinds of malpractices.

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

05

2.10 Average percentage of attendance of students

82%

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	120	-	37.05	45.15	17.80	65.00
BA	322	-	27.65	35.20	37.15	78.57
BBA, BCA, PGDCA	--	Results awaited				

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

2.13 Initiatives undertaken towards faculty development : --

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	-
HRD programmes	05
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	20
Summer / Winter schools, Workshops, etc.	15
Others (National Associateship)	-

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	-	-	-	02

Criterion – III

3. Research, Consultancy and Extension

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

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

The department of Botany, Zoology and Geography offer facilities for project work through field studies. Students are taken for visits to research centers and industries to motivate them towards research. Field visits of the students are funded by the College management. Paper presentations by the students are organized by most of the departments.

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 authority encourages the Faculty members to undertake minor and major research projects.

Pub Kamrup College has initiated research grants to the UG students of science stream from the session 2013-2014 to carry out project under the guidance of Faculty members of the College with the help of BIOTECH hub, Pub Kamrup College.

Moreover, an expression of interest to initiate 'A Policy Research Centre' is submitted to DST, Govt. of India as per the advt. published by DST.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	02
Outlay in Rs. Lakhs	-	6,00,000/-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-	-	02
Outlay in Rs. Lakhs	70,000/-	-	-	1,20,000/-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	03	-
Non-Peer Review Journals	03	02	02
e-Journals	05	-	01

Conference proceedings	05	04	-
------------------------	----	----	---

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2014-15	DBT	6,00,000/-	-
Minor Projects	2014-15	UGC	1,20,000/-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other	2014-15	Indian Army	7,00,000/-	7,00,000/-
Total	-	-	14,20,000/-	7,00,000/-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: NA

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

3.10 Revenue generated through consultancy

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

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	--	02	-	--	--
	Sponsoring agencies	--	UGC	-	--	--

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year:

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

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

Total	International	National	State	University	Dist	College
04	-	-	-	04	-	-

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: University level State level
National level International level

3.22 No. of students participated in NCC events: Applied for an NCC unit

3.23 No. of Awards won in NSS: University level State level
National level International level

3.24 No. of Awards won in NCC: NA

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Offer free admission to the student come from Economically marginalised background
- Cleanliness drive in the market places of the neighbouring areas
- Distribution of Neem Plants to the households through student
- Financial aid to economically marginalised student in diseases and distress.

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 (\geq 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

<p>Computerization of Principal's office (administration):</p> <ul style="list-style-type: none"> • Installation of computerized office management system. • Installation of automated feedback system <p>Computerization of Library:</p> <ul style="list-style-type: none"> • Connected with the INFLIBNET N-List facilities. • Issued Bar coded Library I-cards to the user. • Free computer learning through 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. Internet is made available to the students for collection necessary academic information and exposure to new informations.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 3.26 lakhs
ii) Campus Infrastructure and facilities	Rs. 30.50 lakhs
iii) Equipments	Rs. 5.67 lakhs
iv) Others	--
Total :	Rs. 39.43 lakhs

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, Ishan Uday 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, IITG, Plasma Institute, IASST 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
2081	-	-	16	18	05	23	21

(b) No. of students outside the state

(c) No. of international students

No	%
866	40.20

Men

No	%
1288	59.80

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1290	65	59	421	01	1836	1520	91	80	463	-	2154

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

Demand ratio: 1.67

Dropout %:6.2

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

The Pub Kamrup College always encourages its students in preparing for different competitive exams. The Library has a separate collection of books for the competitive examinations such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc. Career Counseling and Guidance Cell (CCGC) conducts coaching classes for the students time to time.

No. of students beneficiaries

75

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	02	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	

5.6 Details of student counselling and career guidance

- To conduct different career related programmes the College has a Career guidance cell.
- Students are given exposure by arranging visit to various institute and industries
- Motivate the students towards research activities

No. of students benefitted

157

5.7 Details of campus placement: Nil

5.8 Details of gender sensitization programmes

- | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Arranged street play for women related problems in the market area
2. Observed World Womens' Day
3. Arranged meeting on girl child issues in the society |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs)
Financial support from institution	05	Rs. 30,910/-
Financial support from government	Scholarships- 1. Ishan Uday- 70 2. SC- 36 3. Combined state merit – 95 4. Central Sector-15 5. Moulana Abul Kalam Azad - 10 Total – 226	-

Financial support from other sources	01 (Conducting Summer Research Fellowship programme)	All the expenses borne by the Indian Academy of Science, Bangaluru & National Science Academy
Number of students who received International/ National recognitions (INSPIRE, DST scholarship)	01 (INSPIRE Fellowship)	Rs.80,000/-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

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

6.2 Does the Institution has a management Information System

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

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

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.

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 introduced from this session. A certificate course on Human Rights Education is also introduced with the funding from UGC.

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

6.3.3 Examination and Evaluation

The College conducts the various examinations of Gauhati University and college sessional examinations at stipulated time fixed by the authority concern. Script evaluations of the University examinations are managed by itself through the Zonal centres. College sessional or internal examinations are conducted by the Examination Committee constituted by the College Authority. Strict discipline and confidentiality is maintained in examination related issues.

6.3.4 Research and Development

Major and minor research projects are applied and submitted to the various agencies by the Principal and Faculty members. College authority makes special arrangement for the faculty members those involved in research and willing to go for research.

Students are encouraged to participate in research activities such as summer research training, INSPIRE fellowship, short term project work etc. Interdisciplinary subject materials are given to the students willing to involve in research in UG level.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The Science Block of the college has been partially completed recently. Three roofings of the structure which is a 6 storied project, have been built up. The college is looking for approved financial release under the Model College Scheme of RUSA. Additional academic blocks have been planned on the north side of the existing pond.

In addition to that a plot of three (03) bighas of land has been purchased for proposed B.Voc and other skill based courses. This plot of land includes a part donated by the Alumni Association of the college.

6.3.6 Human Resource Management

The Governing Body of the College is 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.
- Faculties and staff members are engaged in different activities through cells and committees other than normal duties for the development of the College.

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 Damayant software, Noida, Haryana to develop virtual class room and digital library facility in the College. Another MoU has been signed with the S.S. Technology, Guwahati for office and department computerization.

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	<ul style="list-style-type: none"> • 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 LIC. <p>Free admission to 10 BPL students (5 students from H.S course, 5 students from TDC course) in this year.</p>

6.5 Total corpus fund generated

Rs. 8604500/-

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/ Govt. Auditor

6.8 Does the University/ Autonomous College declare 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

- Free admission to 2 students securing highest mark in HS final exam
- Donated 10 portable water filter unit for students

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 donated 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 attended 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 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. for building a sustainable eco-friendly campus, Important measures in this regard 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.

- Distinguished personalities are invited for various programmes. Release of the latest issue of Pub Kamrup College Magazine by Dr R C Deka, Former Director, AIIMS is an instance of the kind. Exposure for interaction with eminent personalities has proved beneficial for the student community of the college.
- Publication of Pocket Magazine: A pocket magazine entitled *Pub Kamrup Kalejat Basantar Dhemali* has recently been released by the students of the college.
- Youth Festival: The Youth Festival (Annual Sports Meet), which is generally a seven day event, this year was curtailed to 4 day event without curtailing total number of events.
- Green Diary made Compulsory: *The Green Diary*, an endeavour of the college towards environmental concerns has been made compulsory from the last session.
- Free Health Camp by eminent Neurosurgeon: Dr Ashalata Radhakrishnan who came to the college to deliver the second lecture of the DBT sponsored Series of Popular Lecture attended a free medical check-up camp organized by the college in its premises itself.
- Automated news broadcasting system: An automated news broadcasting system has recently been installed in the canteen as a measure for keeping the college fraternity as well as the student community updated about the latest developments both locally and globally.
- Major paper works such as for internal examinations, College Magazine, Certificates of various events, prospectus are printed through the College printing press which is cost effective.

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

Plan of Action- Opening of skill based courses through P-P-P mode.
Started virtual class in collaboration with Damayant Software, a Haryana based software company

- UG Class started for Food Processing and Quality Management & Software Management and System Administration of B. Voc Courses
- UG Class started for certificate course for Human Rights Education
- Certificate course on Organic Farming is Sanctioned and the Regular Class will start from the session 2015-16
- Planning to start 5 numbers of add-on certificate courses in undergraduate level

7.3 Give two Best Practices of the institution

- Poor Aid fund
- Green diary maintenance by the student

7.4 Contribution to environmental awareness / protection

- compulsory plantation activity by the student maintaining diary named - Green diary
- Plantation drive in the College and in Adopted village of the College
- Observed World Environment Day, arranged seminar on environmental awareness and Cleanliness drive

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.

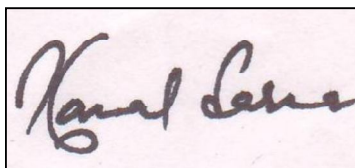
Threat:

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

8. Plans of institution for next year

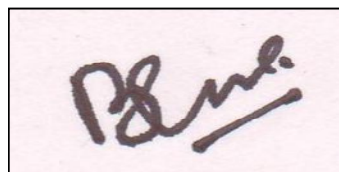
- Encouraging UG students in research activities.
- Apply for introducing Post Graduate courses.
- Skill based B. Voc. Courses on 'Food Processing and Quality Management' and 'System Administration & Software Development' will be introduced in P-P-P mode.
- Initiative for research linkages with IITG and other research institutes.
- Introduction of courses on organic Farming and Post Harvest Management
- Different skill based certificate courses.

Name *Dr Kamal Sarma*



Signature of the Coordinator, IQAC

Name *Dr B K Dev Choudhury*



Signature of the Chairperson, IQAC

Annexure I

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
