YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Pandu College
• Name of the Head of the institution	Dr. JOGESH KAKATI
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03612570450
• Mobile no	8812987251
• Registered e-mail	iqacpandu@gmail.com
• Alternate e-mail	principal@panducollege.org
• Address	P.O. PANDU, DIST. KAMRUP (Metro), ASSAM
• City/Town	GUWAHATI
• State/UT	ASSAM
• Pin Code	781012
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Gauhati University**
• Name of the IQAC Coordinator	**DIPJYOTI BARMAN**
• Phone No.	**03612570450**
• Alternate phone No.	
• Mobile	**8638787429**
• IQAC e-mail address	**iqacpandu@gmail.com**
• Alternate Email address	**dipjyotibrmn@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://files.panducollege.org/IQAC_AQAR/AQAR%202019-20_MQ8MBQiESW.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://files.panducollege.org/EVENTS/PC%20Academic%20Calendar%202020-21_ZHj8Scuc1R.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**75.40**	**2004**	**08/01/2004**	**07/01/2009**
Cycle 2	**B**	**2.60**	**2010**	**27/03/2010**	**26/03/2015**
Cycle 3	**B**	**2.38**	**2019**	**20/05/2019**	**19/05/2024**

6.Date of Establishment of IQAC	**24/09/2003**
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,	

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Tuttion Fee BPL student	State Government	2020 (365 days)	8544199.00
Faculty	Research Project	Indian Coulcil of Social Science Research	2021 (9 months)	400000.00
Faculty	Early Career Research Project	DBT	24 monthe	174400.00
Institution	BioTech Hub	DBT	365 days	24348.00

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	[View File]()	
9.No. of IQAC meetings held during the year	10	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	[View File]()	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Students' Feedback on Teachers

Prepared and submitted data to AISHE

Organization of Faculty Development Programme
Prepared and submitted data to DBT for Star College Scheme
Creation and introduction of Students' Performance Analysis in the portal

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Timely preparation and submission of AQAR to NAAC	Submitted the AQARs of the session 2018-19 & 2019-20 on time
Opening of Certificate & add on courses in the college	Under process
Creation and introduction of Students' Performance Analysis in the portal	Done and activated for students in the portal
Formation of Science Forum including all Science Departments	Formed in the name of Pandu College Science Forum
Formation of sub-committees of IQAC Criterion wise	Formed
Organizing an International Seminar in association with the Department of Zoology of the college	Could not be organized due to Covid-19 pandemic situation
Organizing Seminar/workshop on IPR	A one day workshop was organized on
Organization of quality enhacement program for teaching staff	A online Faculty Development Program was organized

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Pandu College	02/03/2020

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	25/02/2022

15.Multidisciplinary / interdisciplinary

Pandu College is affiliated to Gauhati University. Therefore, it has to follow the road map or guidelines prepared and provided by the affiliating university and the state government. As such, the college is dependent on the affiliating university for innovative and flexible curriculum. As and when the university prepares or provides a curriculum to implement the multidisciplinary/interdisciplinary structure of New Education Policy, the college will abide by it.

At present, the college provides an effective learning platform for students by broadening the horizons of education beyond their subject knowledge whilst offering CBCS courses at the Undergraduate and Postgraduate levels. The CBCS allows students to choose their subjects from fundamental to advanced level including performing course and curriculum projects in interdisciplinary and applied subjects, for example project work by UG and PG students.

Apart from this, in order to make all-round development of the students – in intellectual, social, physical, emotional and moral spheres, the college is preparing to include multidisciplinary subjects as per the National Educational Policy 2020. For this, the college is planning to introduce short term and vocational courses. The aim of these courses is to make the students equipped, so that they don't need to rely on Government jobs but instead pave a way towards self-employment. It has been trying to identify the programme learning outcomes along with courses and unit learning outcomes that define the specific knowledge, skills, attitudes and values that are to be acquired by the learner and would ensure that each programme achieves its goal.

16.Academic bank of credits (ABC):

Pandu College is yet to register for National Academic Depository (NAD) as it is not a degree granting/ Autonomous institution, through the affiliating university is a member Of NAD and it stores

ABC related data of all students in NAD. Therefore, the institution preparedness in implementation of Academic Bank of Credits (ABC) depends upon the guidelines of the affiliated university and Higher Education Department, Government of Assam. For this purpose, a centralized database along with the database of the college is to be established to digitally store the academic credits earned by the students from various courses so that the credits earned by students previously could be forwarded when the students enters into the program again. For monitoring ABC, proper technical support system is to be created.

17. Skill development:

Keeping in view the growing demand for skilled work force in both public and private sector, Higher Education Institutions are framing their curriculum accordingly. From past few years, various skill oriented courses have been introduced in the HEIs. Need of the hour is to produce young generation obtaining degrees in their choice of subjects and additional skill course that will help them to start their own entrepreneurship after leaving the college. But as mentioned earlier, Pandu College is affiliated to Gauhati University, so it does not prepare and implement its own curriculum. So, it has to run the courses as mentioned in the curriculum designed by the affiliating University. Presently, the college is conducting the Skill Enhancement Curses from Semester 4 to 6 as a part of its UG Programme. Apart from usual skill curriculum from the affiliating university, the college has established a Tailoring Centre under the Ministry of Skill Development, Govt. of India. Various skill development training programmes are also organized by the college for the students.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The preservation and promotion of India's cultural wealth must be considered a high priority for the country, as it is truly important for the nation's identity as well as for its economy. In this regard appropriate integration of the Indian Knowledge system particularly teaching in Indian languages is important. Language is inextricably linked to Arts and culture. Therefore, in order to preserve and promote culture, one must preserve and promote a culture's languages.

Regarding the adoption of Indian languages, the college offers various Indian languages like Assamese, Bengali, Hindi and Bodo subjects in degree courses. In addition to this, the college offers Sanskrit as an elective subject in the degree level. In the order to

promote and integrate local language, art and culture, the institute regularly celebrates different Indian festivals and traditional days. The college has also established a Literary Club though which students can participate in various literary activities like workshops, discussions, interactions, symposiums etc in local languages.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The curriculum taught by our college is as per the Gauhati University guidelines. At present the college offers 37 programmes across the streams Science, Arts, Commerce, BCA and Bio-Technology. All these programmes are offered as Outcome-Based Educations (OBE) which are designed by the affiliating university considering the regional and global requirements. We have well defined Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO) which are clearly displayed on the college website.

The courses offered in our institution have specific methodology, evaluation system and lesson plans that are followed by the faculty members. The main focus is on achievement of outcomes of each course.

The course outcomes of the relevant courses are assessed through direct and indirect methods. The direct assessment is measured from the internal and external evaluations. The internal assessment for each course is based on the student's knowledge, skill and academic performance in internal tests, seminars, assignments, semester examinations, etc. This method displays strong evidence for the students' learning.

The Programme Outcome is appraised through the employment and progression to higher studies of the students. The institution also collects feedback from students to evaluate the success of outcome based education.

20.Distance education/online education:

The college is already prepared for online teaching learning process through various online modes. During the Covid pandemic, online classes were conducted very effectively by all faculties in all programs by using various technological tools like Google Classroom, Zoom, Google Meet and videos as teaching and learning aids. Both teachers and students have experienced the online teaching and evaluation process through different software. The whole college campus is Wi-Fi enabled with digitally interactive panels installed in many classrooms. The institution is planning to develop e-content

material prepared by faculty members for the students to meet the future challenges.

At present, our college is running study centers of IGNOU and DDE Pondicherry University, which offers different Certificate, Degree, Diploma programs. Many students are benefited by this facility, particularly students who are unable to enroll as regular students to pursue higher education.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**1027**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**2534**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**402**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**852**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**89**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**74**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**66**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**267.58**
4.3 Total number of computers on campus for academic purposes	**114**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Academic Council develops an annual academic calendar based on the academic schedule fixed by the University to implement the curriculum. Course allotment to individual faculty is done by the Head of the department based on the number of faculty members and their specialization. Semester wise teaching plan is prepared by the departments for effective completion of the course curriculum.

The college has undertaken various effective means for quality delivery of the curriculum. Classroom teaching is supplemented with

seminars, workshops, departmental quiz etc by the students. Wall magazines, departmental bulletins, field trips are also done by many departments.

Parent-Teachers' Meets are also conducted to enable the institution to get feedbacks to improve the academic performance of their wards.

The following attempts are made by the college for curriculum planning and development.

- Preparation of a planned work schedule, keeping in the mind, the Weightage given for each paper and the number of hours allotted as per the prescribed norms.
- Implementation of curriculum is periodically reviewed through departmental meeting
- Internet facility is available for both the students and staff in the library for academic orientation.
- Continuous assessment through Internal Tests.
- Organization of seminars, conferences and workshops

N.B.Due to COVID-19 Pandemic most classes were taken in online mode by using Students' Portal of Pandu College, Google Meet, Zoom etc. Moreover,Sessional Examination, Departmental Students' Seminar, home assignments etc. were also conducted through online mode during this session.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar is prepared by the academic council taking into consideration of the Academic Calender of the affiliating university. The schedule of the Internal Sessional Examinationsis clearly mentioned in the Calendar for conduct of Continuous Internal Evaluation. In preparing the academic calendar, provision for conduct of co-curricular activities such as Seminar/workshop, guest lectures and field visits and for extracurricular activities such as extension activities, Annual College Week, Students Elections are also taken into consideration.

Teaching plan and its execution which are recorded in the students' portal of the college help thePrincipal and Heads of Departments tocheck and ensure that the schedule of curriculum delivery is being followed as per the calendar.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in A. All of the above **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

63

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

The under graduate and post graduate programs being imparted by the college represent different issues related to Gender, Environment and Sustainability, Human Values and Ethics. Most of the course curriculum of humanities and social science incorporates the concept of gender and its related issues in different papers. Environmental Studies have been implemented as a compulsory subject for the

students of all streams.Gender sensitization program, environmental awareness programs, program for enhancement of holistic health awareness etc are organized by different cells and departments.

Some specific cells are constituted to put continuous effort for enhancement of professional ethics and human values among both students and teaching communities.

Anti-Ragging Committee, Students Grievance Redressal Cell are constituted to deal with any unwanted activities inside the campus.

N.B. During this period Pandu College conducted COVID-19 awareness programme along with distribution of soap, hand sentizer in the nearby communities. Moreover, due to sudden Lockdown, students residingat college hostels could not take their belongings along with books and study materials to their homes . Pandu College took the initiatives to deliver their books and other important things at their homes with due permission from District Administration.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

15

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

334

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	https://files.panducollege.org/EVENTS/6_jrMYeDbDn2.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows   **A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://files.panducollege.org/EVENTS/6_jrMYeDbDn2.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

825

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

402

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The college facilitates special learning based on the academic capabilities of each student. In the beginning of every academic

session, students are assessed by their teachers on the basis of classroom performance, individual interactions, class tests and participation inactivities in the college.

The College adopts the following measures for slowlearners and the advancedlearners.

Strategies for slow learners

1. Tutorial and remedial classes are conducted for slow learners to clarify doubts. 2.Extra reading materials are provided to improve basic understanding of subjects; 3.Home assignments are given andassessed by their teachers; 4.Personality development programs are conducted from time to time to motivate and inspire the students. 5.Engage the studentsin social activities/ departmental activities/institutional activities to boost up the confidence level among thestudents;

Strategies for advanced learners

1. Advanced reading materials are provided 2.Encouraged to attend/participate in various seminars/ lectures/ conferences/ quizzes 3.Interactive programmes with eminent scholars from various fields are organized to motivate and encourage the advanced learners;

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

Number of Students	Number of Teachers
2534	**89**

File Description	Documents
Any additional information	[View File]()

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college adopts different student centric methods like experiential and participatory learning to ensure active participation of students in the teaching learning process.

Participative Learning

Departments adopt the following methods for effective participative learning

- Group Discussion/ science exhibition by students
- Field study and other value-added activity
- Project work
- Student Seminar and quiz
- Home assignment
- Interactive sessions with experts in various fields

Participation of the students in various activities is ensured.

The College organizes different activities like blood donation camp, cleanliness programs etc. to inculcate values and social responsibilities among students. Students are encouraged to participate in college sports and cultural activities (in College Week). Students are also encouraged to participate in different Inter-College competitions. Students are appointed as members of different departmental societies and committees and given responsibilities.

Experiential Learning:

Summer Internship:

Students are encouraged for internshipin higher-level educational/research institutions.

Visits outside the institution:

1. Visit to higher educational institutes and other activities outside the college are organized.

Co-operative Learning:

1. Wall Magazine

2. Publish of Departmental students Bullelin

3. Publish of College Magazine

4. Cleanliness Drive by students through NCC and NSS

Problem Solving Methodologies:

1. Projects 2. Assignments

N.B. Due to Pandamic though collge week could not be held, some programmes were done online mode

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The session 2020-2021 was completely affected by Covid-19 pandemic and therefore it was not only the choice but also the compulsion of the teachers to learn, adopt and practice the ICT enabled tools. All teachers attended classes on online mode by using the plateforms like Google Class, Zoom, Google Meet etc. So, the use of ICT tools like laptops and internet became a common practice not only for the teachers but also for the students.

The IQAC of the college conducted Faculty Development Programme titled "E-Learning in Higher Education" where 130 teachers from different institutions of the region particiapted too get a brif idea on E-content Development, Open Educational Resources, various e-learning platforms like MOOCs, Swayam etc. Moreover, most of the HRDCs organizedrefresher courses and faculty Development Programmes for the teachers in online mode. To attend these progarms, the teachers are effectively used ICT enabled tools like laptops, headphones, writing pads, internet, video-lectures, audio-lectures, PPT presentations, YouTube links, e-contents etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

89

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

69

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

61

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1023

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Pandu College conducts internal assessment on the basis of Academic Calendar prepared by the College Academic Council following the Gauhati University Academic Calendar.

All the examinations related matters are notified through college notice boards, Departmental Notice Boards, website and students' portal.

An Examination Committee is constituted to coordinate internal and external examination activities.

Internal Assessment is done by conducting Sessional Examination, giving Assignments/seminar presentations/projects/group discussion and students' attendance. Moreover, Departments conduct Class Test, sudden test, quizzes etc. for continuous evaluation of students.

Due to large number of students in certain subjects like General English, Education, Political Science and Environmental Studies, the

sessional examinations for these subjects are centrally conducted by the College Examination Committee. For other subjects including honours, examinations are conducted by the concerned departments. Question papers are set by the concerned teachers allotted by the respective heads of the departments.

Evaluated answer scripts are shown to the students for self-evaluation and necessary discussions are made.

All records of internal Examinations are maintained properly by respective departments, College Examination Committee and sent to the Examination Branch of Gauhati University.

N.B. Due to Pandemic, all the examinations were conducted through online mode as per SOP of Government and University.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

The College has an Examination Grievances Redressal Committee (EGRC) consisting of the Vice Principal as Chairperson, a teacher coordinator and two teacher members to address examination related grievances. A transparent method is followed in the College in dealing with these grievances. Students are allowed to apply for revaluation, recounting and challenged evaluation in a proper format. The queries related to results, corrections in mark sheets and absence of internal marks in the mark sheets issued by the university are dealt with promptly by the GRC after forwarding such queries through the college Examination Committee. These grievances are forwarded to the respective departments for rectification. After rectification, the Examination Committee forwards the same to the university.

If a student fails to appear in the Sessional examination/submit assignment on due time for medical or any genuine reason, he/she is given a mercy chance to appear for examination if application is submitted addressing to the HOD of the respective departments with valid documents.

Moreover, if any student obtains less mark/wants to improve in that

subject, he/she is permitted to reappear for the improvement. The evaluated assignments and answer scripts are shown to students to maintain transparency of the marks awarded and if any discrepancies are reported by the students, then these are resolved by the concerned faculties immediately.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Program Outcomes (POs), Program Specific Outcomes (PSOs) and CourseOutcomes (COs) for all programs are well stated and displayed through:

- **Institute website**
- **Awareness about COs, POs and PSOs are made to students by faculty at the beginning of the semester and through orientation programmes in the departmental level.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.panducollege.org/iqac/co_po
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

Method of assessment of POs / PSOs

The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods.Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on University

Examination, internal exams and home assignment.

The evaluation of attainment of PO, PSO and CO is primarily made on the basis of the performances of the students in the Semester and Internal Assement.

The semester examination of the affiliating university covers 80% of the assessment in a course. The other 20% of weightage for internal assessment is used for assessment of the course outcome of the students.

The knowledge and skills aimed for the course outcomes are assessed through the semester examination,sessional examinations, along with a process of continuous internal evaluation that includes homeassignments, group discussions, seminar presentations, quizzes, etc., throughout the semester.

Learning outcomes of the students are regularly monitored by the departments and appropriate remedial measures are taken for desired course outcomes. The attainment of PO is assessed through the student progression record of alumni of the institution.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

455

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://files.panducollege.org/IQAC_ANNUAL_REPORT/Annual%20report%20(2020-2021),_cFWoNUjLDk.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://files.panducollege.org/EVENTS/SSS%20Report%202021_fkNmxuCW4l.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

4

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

7

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

1

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	https://icssr.org/

3.2 - Innovation Ecosystem

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

The college does not have any defined ecosystem but it has developed a spirit of innovation encompasses various outreach programs for creation and transfer of knowledge. The institute has constituted a Research Council to facilitate and monitor research activities in the college.The Research Council organizes workshop/seminar for the students and teachers to orient them for research activities.

Counseling and placement cell of the institute known as Career Guidance and Placement Cell is operating focusing on bridging the industry academia gap. The main functions of the cell is to give efforts for collaborative activities in areas of research and training and to arrange industrial/field visits and campus interviews.

Different departments organize seminars and talks for the students and Faculty Development Program had been organized for teachers to orient the teachers. Annual talks and lectures been organized by

different departments and distinguished guest and eminent persons are invited for the talks.

The institute has well equipped laboratories, Central library, Students Common Rooms separately for boys and girls, hygienic canteen in the college premises. The college promotes participation of students in different co-curricular activities such as cultural rally, extension service etc to equip the students and motivate them for all round development.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

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

1

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://www.panducollege.org/research
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

57

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

27

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College conducts various extension activities in the neighborhood community for sensitizing students with social issues, community service and holistic development of students. These

activities make them aware about cleanliness, environmental awareness, and social awareness.

Students are motivated to participate in need based outreach activities such as Swachh Bharat Abhiyan, tree plantation and awareness programs. Theme based activities like street play, rally, rangoli, etc. are organized in the institute. Students get the opportunity to improve their leadership, interpersonal skills and self-confidence through participation in various activities of the institute.

A number of social outreach programmes and deliberations take place on a regular basis in which students and faculty members participate. The institute also takes the privilege in creating awareness about malnutrition, sanitation, social awareness and education of the girl child and many more for skill development. The students conduct field research on various social issues. Such studies help the students to know the existing social values and work on the limitations and for social development

But as the session 2020-21 is completely affected by Covid 19 pandemic. So, during this session no extension activities done by the college is very less.

File Description	Documents
Paste link for additional information	https://files.panducollege.org/SSR_FILE/3_ZIFQm6QIl3.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

10

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

192

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

24

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Pandu college has tried to comply with almost all the requisite norms provided by the affiliating universityduring the time of granting affiliation of each of the courses in terms of infrastructure, teaching learningmaterial, ICT tools etc. Each of the departments are provided with adequate classrooms, laboratories,black board, white board, Green board, duster etc. The

college uses Students' and Teachers Portal for maintaining class attendence of studets, record of classes etc digitally. The science departments are provided with laboratories and scientific tools and equipments. Departments areallowed to use digital classroom, conference hall etc on need base basis. The Meditationroom and the College Archieve are used and visited by the teachers, students and employees as and whennecessary. Apart from digitally upgraded central library, most of the departments maintain their owndepartmental library for their students. The college campus is covered with WiFi Internet facilitiesto be used by teachers, students and administration for academic and administrative purposes.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

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

Due to lack of spaces, the college does not have its own play ground. As such it usually uses Gauhati University Playground for organizing its outdoor sports competitions such asCricket, football, athletics etc. during the time of Annual college week festival and other major events. It has a Gymnasium hall established in 2008 which has a capacity of accommodating 30 persons inone batch. It has been converted in to a Multi gymnasium with equipments like Dumbbell, arm wrestlingtable, Fly bench, weightlifting, twister, pushup stand, weightmachines etc. A meditation centre wasestablished in 2015 for students, teachers and employees.

Cultural activities, functions, celebrations of different events like college week, debate and quizcompetition, International Yoga Day, International Women's Day, Gandhi Jayanti, Independence Day etc.are organized using different venues as per convenience.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

8

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

6.45

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

The college there has been giving effortsto create a central library of quality for the benifitsteachers, students and the community. With the gradual growth of the college, the central library has also been graduallyupgraded to meet the modern requirements in terms of technology and user friendly software. Presently thelibrary of the college has the strength of 46306 books, 97000 e-journals under NLIST, 13 numbers ofnational and local dailies and 3 numbers of weeklies along with a number of printed journals andmagazines. The library uses ILMS koha software and partially automated with koha

cloud hoisting in theyear 2016. Pandu College Library is also a member of the National Digital Library, a Government of Indiaproject for Digital India. Under this project, the members can have the access to full text documents undervarious subjects.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://panducollege-opac.l2c2.co.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources　　**B. Any 3 of the above**

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

0.78751

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

15023

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Hardware related facilities

Pandu College ensures an extensive use of ICT resources by providing adequate access to computers and internet to its students and faculty. The college has 2 servers, 114 computers, 25 printers, 15 LCD projectors and 8 classrooms having ICT facilities. There are four computer laboratories including a bioinformatics lab which is used by the students for their course-curriculum. The college administrative office is equipped with 14 desktops which are connected through LAN and used for different activities related to accounts, admissions, attendance, student's assignment etc.The entire college campus is Wi-Fi enabled zone with bandwidth 20 mbps. The college library is equipped with 16 desktops and RFID management system.

Software related facilities

Pandu College has developed a portal which is extensively used for student's attendance, employees leave management, notification, e-governance etc. During the COVID-19 pandemic, online examinations of the students along with other examination related activities were conducted through this portal. The college has purchased licenses of differentsoftwareincluding WINDOWS-10 pro, Microsoft office etc. Also, 4 licenses of Arc-view GIS software has been purchased for Geography department. KOHA (CLOUD version) Library Management Software was installed in the college library in 2017.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

114

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution   C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

180.62

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has internal policies and procedures for purchase, maintenance of physical, academic, support facilities like laboratory and library. For any unforeseen expenditure for maintenance of infrastructure the head of the institution, the

Principal is allowed to incur an expenditure up to a sum of rupees five thousand without inviting quotations/tenders.

For any kind of purchase or maintenance of any infrastructural facilities, equipments etc beyond five thousand, quotations/tenders are invited. In case of major construction or renovation which involves expenditures beyond twenty lakhs, technical approval from the appropriate authority has to be obtained.

The purchase committee of the college constituted by the Principal looks after the maintenance and utilization of physical facilities. In all such matters approval of Governing Body is mandatory.

For maintaining library activities and facilities, the Library Development Committee looks after different activities like book purchase, budget allocation, maintenance of infrastructure and physical facilities along with other related issues.

For maintenance of laboratories of various departments, the concerned head of the departments are entrusted to place requirements to the Principal. The concerned departments are entrusted with the duty of maintenance and smooth functioning of their laboratories in consultation with the Principal of the college.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://files.panducollege.org/SSR_FILE/4_XfyQwfKa4t.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1910

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

21

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	https://files.panducollege.org/SSR_FILE/5_tjUoVA1OBl.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

68

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

68

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

4

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)
Details of student placement during the year (Data Template)	[View File](#)

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

123

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	[View File](#)
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

3

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	[View File](#)
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	[View File](#)

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

A student body for organizing different student activities was established in the year 1965. Since then it has been working in the name of Pandu College Students' Union Society having defined objectives and jurisdiction of work under its own constitution. All students of the college are the primary members of the society. The activities organized by the student union are supervised by a Union Advisory Committee consisting of faculty members of the college.

The main objectives of the societies are:

- To promote physical, mental, emotional and spiritual upliftment of the students
- To promote socio-cultural responsibility for the betterment of the students
- To promote unity, fraternity and brotherhood among the students
- To ventilate genuine grievances of the students and their aspirations before the competent authority by means of democratic non-violent ways
- To promote healthy and disciplined educational atmosphere

Apart from union activities students are engaged in different bodies, cells and associations at institutional and departmental levels. They are also empowered to organize seminar, workshop, and debate and quiz competitions, fresher's social, farewell etc. Many departments engage their students as editors of the wall magazines and departmental journals.

File Description	Documents
Paste link for additional information	https://files.panducollege.org/SSR_FILE/5_5Y3enJOSIN.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

4

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

- During its eventful journey, Pandu College has produced a number of alumni who have been able to occupy prominent position contributing towards the growth of the State of Assam in particular and nation in general.
- The college has an alumni association established in the year 2003 which have been holding meeting at regular intervals.
- The Alumni association was registered under the Register of

Societies Act, 1861 in the year 2019
- Suggestions given by the alumni are considered for overall improvement of the institute.
- The Alumni provide feedback on their abilities gained during their course and provide valuable recommendations for improvements. The alumni were also involved in defining our Vision and Mission.
- The alumni association builds a network among alumni and also connects with the corporate world.

File Description	Documents
Paste link for additional information	https://www.panducollege.org/alumni/committee
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Pandu College is one of the premier co-educational provincialized colleges of the region. The students of the college belong to different socio-economic background, having different intellectual, social and cultural values. The institution takes care for all round development and growth of its student community. The Governing Body of the college monitors each and every step and policy taken by the authority. The Principal implements the decisions and policies of the management. The teaching and non-teaching staffs of the college closely work with him/her for attainment of greater interest.

The Principal keeps regular touch with Head of the Departments, Office and Library staff and with other stakeholders of the institution to ensure the smooth implementation of plans and policies. He/she takes steps to solve the problems and resolves conflicts and redresses grievances of the stakeholders.

The Academic Council and other Committees meet in regular interval to discuss and implement the decisions regarding academic, administrative and co-curricular activities of the college.

The vision of the institution is to transform it from mere an institution of higher education to a centre of excellence for all round development of human resources contributing towards the nation building process.

File Description	Documents
Paste link for additional information	https://www.panducollege.org/aboutus/vision
Upload any additional information	View File

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

Pandu College promotes and practices decentralization in all academic and administrative activities.

Administrative Decentralization:

The Governing Body is constituted with a President nominated by the State Government. The GB is constituted by following the Assam College Employees (Provincialisation) Act, 2005 and the Assam College Employees (Provincialisation) Rule, 2010.

After the retirement of the employees, the pension and other benefits are settled under the Assam Service (Pension) Rules 1969. The college administration is headed by the Principal and assisted by a non-teaching staff.

Academic Decentralization:

There are different committees with well-defined functions that give academic and administrative leadership to the institution. The Academic Council is responsible for management of all academic affairs of the college and to recommend different strategies for upgradation of teaching-learning facilities.

Anti-Ragging Cell, Grievance Redressal Cell and Discipline Committeetake care of healthy, enjoyable and disciplined culture in the institute. It comprises of the Principal, HODs and Faculty members of the college.

Participation of students in the management is ensured through the class monitors and Pandu College Students' Union Society. The Student Union identifies the issues of common interest of the students and places them before the authority in a democratic manner.

File Description	Documents
Paste link for additional information	https://www.panducollege.org/administrations/gb
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College believes in setting up perspective plan for excellence in academic and Infrastructural development. This is drawn in the form of long term and short term goals in different aspects of college functioning.

Strategy making during the lockdown period by the Academic Council

For the effective execution of the diverse academic purposes and goals, the Academic Council comprising all the Head of the Departments, IQAC coordinator, librarian and a few senior teachers has been constituted. The council looks after the class routines, academic calendar, internal examinations etc.

The Academic Council determines the goals and plans of all academic matters and prepares the Academic Calendar of the college for a session. The Admission Committee with the help of Academic Council completes the entire admission process within the stipulated time period.

Apart from its usual role, the Academic Council played a vital role in the strategy making process during the pandemic situation from March 2020 to October 2021. The council was extremely vigilant and regularly reviewed the SOPs issued by the Government for safe teaching-learning process. Internal college examinations and examinations conducted by Gauhati University in online mode was also effectively planned and executed by strategies developed by the council.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://files.panducollege.org/EVENTS/6_tVcG 7BxN3X.pdf
Upload any additional information	View File

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

The Governing Body of the college is the highest decision making body. The President of Governing Body is appointed by the State Government of Assam. The Principal of the college becomes the ex-officio secretary of the body. The Governing Body is constituted with two nominated members from the affiliating university (Gauhati University), two members from the teaching staff, one member form non-teaching staff, three members from the parents and the librarian as ex-officio member.

All fresh recruitments are made in a transparent manner by giving public advertisement in widely circulated dailies of the state as well as in the college website as per the guidelines framed by the Government of Assam and UGC from time to time.

Promotion of teachers is accorded as per the rules and guidelines of the Government under Career Advancement Scheme (CAS) and the non-teaching staff are promoted as per vacancy and seniority. In both the cases, recommendations for promotion are sent to the office of the Director of Higher Education for necessary approval.

The college authority has constituted different committees and cells to look after various activities and implement different plans and policies.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://files.panducollege.org/IQAC_ORGANOGRAM/Organogram_PmJcAhneXc.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college has effective welfare measures for teaching and non-teaching staff. The existing welfare measures for teaching and non-teaching staff are as follows:

- **The College encourages & motivates Teaching Staff for Orientation / Refresher / Short Term Courses. Non-Teaching staffs are encouraged to participate in Professional Development Courses related to Administration work and Duty leaves are sanctioned to the staff for this purpose.**
- **The College always encourages & motivates Teaching Staff for their Doctoral and higher studies& the Non-Teaching Staff for pursuing higher studies in order to upgrade their qualification.**
- **The College always encourages & motivates Teaching Staff to undertake Research Projects in reputed institutes and provides**

- them Special /Duty Leaves to carry out their project/research work.
- The College provides infrastructure facilities viz. Computers, Printers & LCD projectors to the departments for smooth functioning of day-to-day academic activities and for research works of the Faculty members.
- Special housekeeping personals have been appointed for maintaining cleanliness of washrooms, corridors, departments, classrooms and the campus as a whole.
- The College provides increments and other financial incentives to the contractual employees from time to time.
- The institution has covered all the permanent teaching and non-teaching staff under general Group Insurance Scheme.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

35

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Institution has a performance appraisal system.

For Career Advancement under CAS, the particular filled data format prepared in accordance with the Guidelines of UGC, are submitted to IQAC office. After carefully scrutinized by the office of the IQAC, the filled form is submitted the Principal and forwarded to the

Director of Higher Education, Assam after approval by an Internal Scrutiny Committee formed in approval of the affiliated University.

To make the teaching and non-teaching staff aware of their academic and non academic achievements, feedbacks are collected annually from the stakeholders.The institution collects feedback from the alumni and parents as external evaluations on certain aspects to initiate action for all round development.

Apart from this, the work performance of the non-academic and official staffs is assessed by every teacher periodically and appropriate instructions are given to staff by Principal to boost the proper work culture in the institute.

File Description	Documents
Paste link for additional information	https://files.panducollege.org/EVENTS/6_jrMYeDbDn2.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college has a mechanism for internal and external audit to ensure financial compliance.

Internal Audit: The Internal Audit is an ongoing continuous process which is done by appointing qualified Chartered Accountant. The purpose of internal audit is to examine books of accounts and to review the present account also by giving suggestions to improve the same. The internal audit assures the management that the accounts are being properly maintained and it provides adequate safeguards for detection and prevention of any frauds.

External Audit: The External Audit is done by the Auditor General of Assam, through the office of Director of Higher Education of Assam.

Their main role is to examine the validity of financial records of the college and to find out if there isany discrepancy. It increases the authenticity and credibility of financial statements. External audit reviews financial statements to certify the status of the mechanism adopted by the college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	[View File](#)
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The resource mobilization policy provides guidelines to diversify and expand the institution's resource base to achieve the strategic plans, goals and overall growth of the institution. The policy helps in identifying and analyzing the resources available for efficient budget allocation.

Procedures of the Institution

The college prepares an annual budget estimate every year. It is submitted by the Principal to seek approval from the Governing Body.

Resource Mobilization

The major sources of funding are as follows:

- **Fee collected from students during admission.**
- **Funds and grants from various governmental / non governmental bodies**
- **Salary grants from Government of Assam.**

- Self-sustaining programmes.
- Centre fees of different govt. and non-govt. departmental examinations.
- Interest accrued from fixed deposits at banks. etc

Funds generated from the above are principally used for the development and maintenance of the college.

Utilization

The budget is prepared for optimum utilization of resources and the major areas of allocation are:

- Maintenance of the building and infrastructure
- Contractual Teaching and Non-teaching staff salary.
- Staff and student welfare expenses.
- Procurement of lab consumables, LCD projectors, Laptops etc.
- Miscellaneous other expenses

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell of Pandu College was established in the year 2003 to monitor the quality of services being provided by the institution to its stakeholders. It has been taking steps to enhance the faculty competencies and empower the students by organizing various programs and strategies for students as well as for teachers.

Various quality enhancing initiatives like organizing workshops, seminars, FDP's etc, publication of good quality research papers by the faculties, innovations in teaching etc have been taking by the cell since its inception.

Since the year 2020-21 is badly affected by covid 19 pandemic, no offline programmes could be organised during this period. Therefore, a few online programs were organized by IQAC are follows:

1. One Week Online Training Programme on E-Learning in Higher Education (1-7 July, 2020).

2.International webinar on "Pandemic: challenges & strategies-post crisis development" (

3.Online students interaction programme on "Sailing Through Your Career: Coping with challenges" (17-08-2020)

4.National webinar on "Physics through Nano Science" (28-08-2020)

5. Participation on NIRF

6. Online Students Feedback

7.Best Department Award, Best Graduate Award (due to the pandemic situation these awards could not be given in the session 2020-21)

File Description	Documents
Paste link for additional information	https://www.panducollege.org/nirf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution has a process to review its teaching learning process, structure & methodology of operation and learning out comes at periodical intervals through IQAC.Example of institutional reviews and examples of teaching learning reforms facilitated by the IQAC is

Students' Feedback on Faculty: - Students' Feedback is one of the prime measures to access the qualityof teaching learning process of the institution. The IQAC has farmed out a questionnaire covering maximum aspects of the teaching learning process, to evaluate the teaching faculty of the institution by the learners. To complete the feedback system without any biasness, some criterion has been put in place. All the permanent, contractual, part-time and guest faculty members are covered under this process. Students' of post-graduate and under graduate, having 75% class attendance, are only considered tobe eligible to take part in this process;The secrecy relating to a student evaluator is maintained under the system and students can

take part and complete the process without any hesitation and doubt; The feedback system is entirely completed under the supervision of IQAC for collecting, analysing data and reporting of the result; The result of the feedback is communicated to the respective faculty through Head of the Department or by personal email.

File Description	Documents
Paste link for additional information	https://files.panducollege.org/EVENTS/6_jrMYeDbDn2.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://files.panducollege.org/IQAC_ANNUAL_REPORT/Annual%20report%20(2020-2021),_cFWoNUjLDk.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institute promotes gender sensitivity through various initiatives and actions for creating safe, secure and healthy

atmosphere in the campus. A number of steps and initiatives are taken for sensitization of women. The institution has constituted certain committees and cells to prevent any untoward incidence to any girl student and women employee such as the Internal Complain Committee, Sexual Harassment Prevention Cell, Women's Study Circle, Anti Ragging Cell, Student Discipline etc. These committees/Cells keep close watch on the safety and security of the girl students and women employees of the institution.

Safety & Security:

- The college campus is surrounded by boundary walls and high raised gates with security guards at all entrances and exits.
- CCTV cameras have been fixed in all the prominent and common places.
- Separate secured hostels exist for girls and boys with full time wardens
- Students should keep ID at all time

Counseling:

- There is Mentoring facility. Personality/skill development programs are organized for the girl students by various cells and departments.
- Students' Welfare Society for poor students.

Common room:

- Common rooms for girls with all required facilities.
- Sanitary pad vending machines are placed in the Girls' Common Room and Girls' Hostel

File Description	Documents
Annual gender sensitization action plan	https://files.panducollege.org/SSR_FILE/7_YSIuRFqnxF.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://files.panducollege.org/SSR_FILE/7_Iq1l2XEN7N.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy

D. Any 1 of the above

**conservation measures Solar energy
Biogas plant Wheeling to the Grid Sensor-
based energy conservation Use of LED bulbs/
power efficient equipment**

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid and liquid waste management:

- **Solid waste is collected in dustbins placed in different of the campus. A staff of cleaners and sweepers are engaged in the entire process under the supervision of the SA of the college. Cleaning or emptying of the dustbins is being done on a regular basis every day. These solid wastes are collected by the workers of Guwahati Municipal Corporation for disposal.**
- **The Girls' Common Room and the Girls' Hostel are being provided with electric Sanitary Napkin Vending Machines for hygienic disposal of sanitary napkins.**
- **The students are also encouraged and mobilized for green practices and waste management by the initiatives of NSS and NCC. The college has proper sewage/drainage management system.**

E-waste management: The unused or damaged computers/electronic gadgets are collected from different locations of the campus. Some computers are repaired and reused and some of them are discarded. The irreparable computers are disposed through an auction process.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks   **D. Any 1 of the above**

and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities   **D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	<u>View File</u>

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Pandu College provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Performance of various folk dance and folk culture are done by the students in the Annual College Week and other programs that promote harmony towards each

other.

National festivals like Independence Day and Republic Day are celebrated every year with full vigor. Commemorative days like Women's day, International Yoga day, AIDS day etc and festivals like Holi, Diwali and other regional festivals are also celebrated by the students. This establishes positive interaction among people of different racial and cultural backgrounds.

There are different grievance Redressal cells in the institute like Student Grievance Redressal Cell, Employees Grievances Redressal cell which deal with grievances without considering anyone's racial or cultural background.

Institute has code of ethics for students and a separate code of ethics for teachers and other employees which have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Pandu College takes all possible initiatives in organizing various programmes that strengthen our constitutional values and extensity our allegiance and responsibilities towards our nation. Thecollege organizes several programmes and activities to inculcate constitutional obligationsamong students and stuffs.

NSS organized special camp for 7 days from 7th April to 13th April, 2021. Activities organized in the camp are listed below

1. Yoga and Meditation
2. Flag Salutation
3. Training on Disaster Management
4. First Aid training was also given to the students as it benefits not only an individual but it extends to their family, friends, co-workers and even the community as a whole.
5. Debate Competition, Quiz competition and Extempore speech

competition
6. **Swachh Bharat Abhiyan and Campus Cleanliness program.**
7. **AIDS Awareness program was organized in the camp**
8. **COVID -19 Awareness programme**
9. **Group Discussion and Poster making and other life skill activities were done in the camp.**

The National Cadet Corps (NCC) unit of Pandu College is dedicated to creating a 'sense of patriotic commitment' for national development. NCC of Pandu College organizes different activities

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://files.panducollege.org/SSR_FILE/7_o6rKWL2ia7.pdf
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Every year Pandu College celebrates Republic Day, Independence Day, International Yoga Day, National Science Day, World Environment Day etc. The celebration is attended by Students, Teaching and Non-Teaching staff, Invitees, guests and attendees. In the year 2020-2021 also the College celebrated many National and International events. They are listed below

1. The 72th Republic Day was celebrated on 26th January 2021 in the college with Degreat pride. The Principal Pandu College hoisted the National flag and the employees and teachers together sang the National Anthem. NCC cadets took part in the Republic Day parade.
2. International Women's Day was celebrated on 8th March 2021.
3. Department of Philosophy, Pandu College celebrated International Yoga Day on 21st June 2021 virtually. It was an in-house program.
4. Department of philosophy organized a national webinar to celebrate World Philosophy Day on the topic "Role of Philosophy in the post pandemic world'.
5. Dr. Sarvepalli Radhakrishnan's birth anniversary on 5th Sept, observed nationally as Teacher's Day, is celebrated at both the department and college level. Numerous programmes organized by our students on the occasion remember and pay homage to the valuable contributions of the teaching community. In the year 2020, our college celebrated teacher's day along with the foundation day of our college by virtual mood.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File]()
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICE #1

Title of the practice: GREEN CAMPUS INITIATIVES: The Gift of Green

Goal of the practice:

At Pandu College, we strive to create a model of education that is based on compassion and mindful living. The Green Campus initiative began with an objective of fostering a culture of eco-friendly practices and making the campus environmentally sustainable. We aim to build a campus that is plastic free, pollution free, produces minimal waste, conserves energy, protects biodiversity and practices self-sustainability in areas of power, water and cleanliness. This is a collective endeavour of our students, staff and neighbouring community in an effort to recognize our place and responsibility on this planet.

The context:

Saving the environment from different corners of activities of human is the most urgent need of the hours. It is the responsibility of all the stakeholders of the society to check the pollution whether it is micro or macro amount. With the increase in population the quality of air, water and soil are degrading day by day due to different activities.

Increase in air pollution level due to use of private petro-diesel vehicles as well as burning of plastic materials, Thermocols, rubbers cause various types of lung related diseases and these activities will add the already increasing level of global warming.

The college has abundant plants and sunlight, it has become important to transform productively green waste and sunlight into sources of sustenance. Pandu College has been consistently working towards creating and maintaining an eco-friendly green campus.

The practices:

- To increase environmental awareness among students, staff of the college and among population in the vicinity of the college we encourage the uses of utensils made of ceramics or glass and steel.
- Efforts for carbon neutrality: The College has made arrangements for the parking of the vehicles of the students and staff near the entrance. The college is declared as NO TOACCO ZONE.
- It is our custom to facilitate any distinguished guest by offering sapling of flower or ornamental plant.
- Use of earthen pot and container is habitual for the college fraternity during any type of event.

- To minimize the environmental pollution in and around the college by using the following steps:
- Zero Plastic Zones: use of plastic bags is avoided in the college campus and the authority has declared the entire campus as 'zero plastic zone'. Teachers motivate the students and staff to use cotton or jute bags and to avoid single used plastic.. The NSS have made it a regular practice of plastic eradication as a part of their extension activities.
- Landscaping with trees and plants: The NSS, The NCC, Eco club, Campus beautification committee planted several tree sapling during various tree plantation program. All these trees are taken care of and maintained by gardeners of the institution under continuous monitoring of beautification committee. Cutting trees on campus is strictly prohibited.
- Semi-micro scale analysis experiments in Chemistry Department: The department of chemistry is practicing micro scale and semi micro technique in chemistry practicals to reduce volume of solutions and less relies of hazardous gases and wastes.
- Vermicomposting is also in practice by Department of Biotechnology for disposing the wet waste from canteens, hostels and also biodegradable wastes. Vermi compose is used in green campus and a herbal garden. Blue and green covered dustbins are placed in the premises.

Evidence of success:

- Tree plantation drives are carried out annually.
- Organic manure is used in the garden obtained from Vermicomposting method.
- Cleanliness drive and awareness programme on single used plastic have been done by Botany department, NCC, NSS unit on Brahmaputra temple ghat.

Problems encountered and resources required:

Irresponsible society near the campus is the one of the root cause of the problems faced by the college authority in mitigating the cleanliness of the entire area. Land encroachment by the nearest community have done the worst for building projects like ornamental plant growth, ornamental fishery as well as to maintain a calm environment. Continuous massive awareness programme on effect of burning of plastic materials, throwing of garbages in wet lands and nearby river or drains as well as social consciousness will help to counter some of these problems for which a good number of conscious people are required from the community concerned.

BEST PRACTICE #2

Title of the Practice: DIGITALIZATION OF THE SYSTEM

Goal of the practice:

Pandu college has taken initiative to introduce digital system to ensure the less paper work in the office, library as well as in class room.

The college would like to improve the quality of the whole system so that lesser number of paper and thus to minimize the space required for keeping the records for the different activities:

Context:

Digitalisation has also transformed our ability to communicate, with numerous apps which allow us to send messages to each other immediately and in many different formats. For example, mentioning someone's name on a social media post or doing a video call.

We are also better able to communicate new ideas thanks to digitalisation, which helps them to spread more quickly. We no longer only have access to the thoughts of the wealthiest, most powerful members of society; anybody has the ability to get their message out there now.

The Practice:

1. Pandu College has been upgraded to digitalization in every nook and corner. The office assistants are trained with ICT and all the documentation processes are done in digital format.
2. Pandu College have its own app (for example Teachers' Panel) for communication with teachers and students. All notifications are shown through e-governance system of the app.
3. Leave of application for all types of leave are applied through faculty login system of the app.
4. Class routine of every class is displayed through class routine icon.
5. Students' attendance is taken digitally applying this app and the attendance of all the students can be monitored for every cause along with their subjects. Class notes and assignments

exam can be taken with the help of same portal.

6. Teaching daily classes are displayed in the logbook of the system.

7. Library of the college has been fully digitalized and every student and teachers have their QR code symbol for utilizing the library resources. There is also a dash board regularly students performance analysis in which the performances of the students can be analyzed.

8. Whole admission process is done smoothly by online process through which students' enrolment can be monitored along with list of honours and generic subjects.

9. CCTV Cameras are installed in almost all the class room and corridors for the safety and as well as proper functioning of the classes.

Evidence of success of digitalisation

1. Digitalisation save time and money

2. E-learning makes use of different platforms like pedagogue which provides interactive content.

3. Digital tools would help create circular economics radically reduce greenhouse gas emissions, promote renewable energies and monitor and protect ecosystems. Virtual spaces would enable communication and joint learning between people around the globe.

Problems encountered:

1. Participation of students in the Online Student Feedback is limited.

2. E-learning can cause social isolation.

3. Lack of communication skill development in online students.

4. Cheating prevention during online assessments is complicated.

File Description	Documents
Best practices in the Institutional website	https://www.panducollege.org/iqac/best-practice
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

INSTITUTIONAL DISTINCTIVENESS

Inclusivity on campus and beyond is the priority and thrust area in which the college has been making strides. Pandu College, therefore, not only promotes inclusivity in principle but also implements inclusive education on the campus through various practices in teaching learning processes and co/extra-curricular activities. Inclusive education entails ease of access to the teaching-learning ecosystem, regardless of cognitive or disability challenges, and equal opportunities for holistic development among students of diverse capacities and different backgrounds. Pandu college tries to harmonize the five dimensions- physical, intellectual, ethical, social and cultural faculties of students entering its portals.

- Practices that promote inclusivity in campus and beyond are:
- Educational Practices
- Collaborative Practices

Furthermore, the college also works for strengthening the climate of inclusivity in college at all levels viz., environmental, economic and social, as the inclusivity should be cultivated in various dimensions.

1. Educational Practices

Classroom teaching and inclusivity – Educators implement evidence-based inclusive practices through multi-level instructions, multiple methods of assessment and modified outcomes in general education classrooms.

Students with disabilities are educated with non-disabled peers to the maximum extent appropriate. To manage disability challenges a special room is arranged for them with disable friendly washrooms.

Inclusive practices to facilitate learning – College take extra measures to address the learning abilities of every student and include peer mentoring, group discussions, and cooperative learning situations as inclusive classroom practice. Special focus on slow learners and due attention is given to make them catch the pace of the class. ICT enabled teaching is imparted to keep pace with digital age. Audio Visual aids are applied to accelerate the learning process. Remedial classes for slow learners is another step to pull up the students lagging in their studies.

- Mentor-mentee meetings – Mentors are allotted to each student to discuss various problems faced by students at the academic and personal level. Individual departments maintain records of students living as paying guests and a meeting is convened time to time to discuss their problems.
- Collaborative Learning/Practices

Collaborative learning/practices are a set of teaching and learning strategies promoting student learning and experiences beyond curriculum. For this the college has organised different types of collaborative activities for student's overall development.

- MOU with other organisations - Pandu College has planned to sign various MOUsas collaborative practices with educators and organisations and in turn students receive research trainings, help in instructional planning, minimise curricular barriers and provide time to time guidance and counselling.
- Skill development programmes like tailoringtraining, training on food processing are also conducted for students in the College, which promotes the practices of inclusivity for economically poor students.
- The cultural component of the student's personality is sharpened by exposing them to various co-curricular activities organized by the college
- Brainstorming quiz/debate contests are conducted to test students' knowledge and appraisal capacity.
- Yoga classes and self defence training is also undertaken.
- A state of art Gymnasium is available for ensuring the fitness of boys and girls.
- Blood donation drive are regularly done by NSS unit.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Academic Council develops an annual academic calendar based on the academic schedule fixed by the University to implement the curriculum. Course allotment to individual faculty is done by the Head of the department based on the number of faculty members and their specialization. Semester wise teaching plan is prepared by the departments for effective completion of the course curriculum.

The college has undertaken various effective means for quality delivery of the curriculum. Classroom teaching is supplemented with seminars, workshops, departmental quiz etc by the students. Wall magazines, departmental bulletins, field trips are also done by many departments.

Parent-Teachers' Meets are also conducted to enable the institution to get feedbacks to improve the academic performance of their wards.

The following attempts are made by the college for curriculum planning and development.

- Preparation of a planned work schedule, keeping in the mind, the Weightage given for each paper and the number of hours allotted as per the prescribed norms.
- Implementation of curriculum is periodically reviewed through departmental meeting
- Internet facility is available for both the students and staff in the library for academic orientation.
- Continuous assessment through Internal Tests.
- Organization of seminars, conferences and workshops

N.B.Due to COVID-19 Pandemic most classes were taken in online mode by using Students' Portal of Pandu College, Google Meet, Zoom etc. Moreover,Sessional Examination, Departmental Students' Seminar, home assignments etc. were also conducted through online mode during this session.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar is prepared by the academic council taking into consideration of the Academic Calender of the affiliating university. The schedule of the Internal Sessional Examinationsis clearly mentioned in the Calendar for conduct of Continuous Internal Evaluation. In preparing the academic calendar, provision for conduct of co-curricular activities such as Seminar/workshop, guest lectures and field visits and for extracurricular activities such as extension activities, Annual College Week, Students Elections are also taken into consideration.

Teaching plan and its execution which are recorded in the students' portal of the college help thePrincipal and Heads of Departments tocheck and ensure that the schedule of curriculum delivery is being followed as per the calendar.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

63

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

The under graduate and post graduate programs being imparted by the college represent different issues related to Gender, Environment and Sustainability, Human Values and Ethics. Most of the course curriculum of humanities and social science incorporates the concept of gender and its related issues in different papers. Environmental Studies have been implemented as a compulsory subject for the students of all streams.Gender sensitization program, environmental awareness programs, program for enhancement of holistic health awareness etc are organized by different cells and departments.

Some specific cells are constituted to put continuous effort for enhancement of professional ethics and human values among both students and teaching communities.

Anti-Ragging Committee, Students Grievance Redressal Cell are constituted to deal with any unwanted activities inside the campus.

N.B. During this period Pandu College conducted COVID-19 awareness programme along with distribution of soap, hand sentizer in the nearby communities. Moreover, due to sudden Lockdown, students residingat college hostels could not take their belongings along with books and study materials to their homes . Pandu College took the initiatives to deliver their books and other important things at their homes with due permission from District Administration.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

15

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

334

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	**D. Any 1 of the above**

from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://files.panducollege.org/EVENTS/6_jrMYeDbDn2.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://files.panducollege.org/EVENTS/6_jrMYeDbDn2.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

825

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

402

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college facilitates special learning based on the academic capabilities of each student. In the beginning of every academic session, students are assessed by their teachers on the basis of classroom performance, individual interactions, class tests and participation inactivities in the college.

The College adopts the following measures for slowlearners and the advancedlearners.

Strategies for slow learners

1. Tutorial and remedial classes are conducted for slow learners to clarify doubts. 2.Extra reading materials are provided to improve basic understanding of subjects; 3.Home assignments are given andassessed by their teachers; 4.Personality development programs are conducted from time to time to motivate and inspire the students. 5.Engage the studentsin social activities/ departmental activities/institutional activities to boost up the confidence level among thestudents;

Strategies for advanced learners

1. Advanced reading materials are provided 2.Encouraged to attend/participate in various seminars/ lectures/ conferences/ quizzes 3.Interactive programmes with eminent scholars from various fields are organized to motivate and encourage the advanced learners;

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
2534	**89**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college adopts different student centric methods like experiential and participatory learning to ensure active participation of students in the teaching learning process.

Participative Learning

Departments adopt the following methods for effective participative learning

- **Group Discussion/ science exhibition by students**
- **Field study and other value-added activity**
- **Project work**
- **Student Seminar and quiz**
- **Home assignment**
- **Interactive sessions with experts in various fields**

Participation of the students in various activities is ensured.

The College organizes different activities like blood donation camp, cleanliness programs etc. to inculcate values and social responsibilities among students. Students are encouraged to participate in college sports and cultural activities (in College Week). Students are also encouraged to participate in different Inter-College competitions. Students are appointed as members of different departmental societies and committees and given

responsibilities.

Experiential Learning:

Summer Internship:

Students are encouraged for internshipin higher-level educational/research institutions.

Visits outside the institution:

1. Visit to higher educational institutes and other activities outside the college are organized.

Co-operative Learning:

1. Wall Magazine

2. Publish of Departmental students Bullelin

3. Publish of College Magazine

4. Cleanliness Drive by students through NCC and NSS

Problem Solving Methodologies:

1. Projects 2. Assignments

N.B. Due to Pandamic though collge week could not be held, some programmes were done online mode

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The session 2020-2021 was completely affected by Covid-19 pandemic and therefore it was not only the choice but also the compulsion of the teachers to learn, adopt and practice the ICT enabled tools. All teachers attended classes on online mode by using the plateforms like Google Class, Zoom, Google Meet etc.

So, the use of ICT tools like laptops and internet became a common practice not only for the teachers but also for the students.

The IQAC of the college conducted Faculty Development Programme titled "E-Learning in Higher Education" where 130 teachers from different institutions of the region particiapted too get a brif idea on E-content Development, Open Educational Resources, various e-learning platforms like MOOCs, Swayam etc. Moreover, most of the HRDCs organizedrefresher courses and faculty Development Programmes for the teachers in online mode. To attend these progarms, the teachers are effectively used ICT enabled tools like laptops, headphones, writing pads, internet, video-lectures, audio-lectures, PPT presentations, YouTube links, e-contents etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

89

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

69

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

61

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1023

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Pandu College conducts internal assessment on the basis of Academic Calendar prepared by the College Academic Council following the Gauhati University Academic Calendar.

All the examinations related matters are notified through college notice boards, Departmental Notice Boards, website and students' portal.

An Examination Committee is constituted to coordinate internal and external examination activities.

Internal Assessment is done by conducting Sessional Examination, giving Assignments/seminar presentations/projects/group discussion and students' attendance. Moreover, Departments conduct Class Test, sudden test, quizzes etc. for continuous evaluation of students.

Due to large number of students in certain subjects like General English, Education, Political Science and Environmental Studies, the sessional examinations for these subjects are centrally conducted by the College Examination Committee. For other subjects including honours, examinations are conducted by the concerned departments. Question papers are set by the concerned teachers allotted by the respective heads of the departments.

Evaluated answer scripts are shown to the students for self-evaluation and necessary discussions are made.

All records of internal Examinations are maintained properly by respective departments, College Examination Committee and sent to the Examination Branch of Gauhati University.

N.B. Due to Pandemic, all the examinations were conducted through online mode as per SOP of Government and University.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The College has an Examination Grievances Redressal Committee (EGRC) consisting of the Vice Principal as Chairperson, a teacher

coordinator and two teacher members to address examination related grievances. A transparent method is followed in the College in dealing with these grievances. Students are allowed to apply for revaluation, recounting and challenged evaluation in a proper format. The queries related to results, corrections in mark sheets and absence of internal marks in the mark sheets issued by the university are dealt with promptly by the GRC after forwarding such queries through the college Examination Committee. These grievances are forwarded to the respective departments for rectification. After rectification, the Examination Committee forwards the same to the university.

If a student fails to appear in the Sessional examination/submit assignment on due time for medical or any genuine reason, he/she is given a mercy chance to appear for examination if application is submitted addressing to the HOD of the respective departments with valid documents.

Moreover, if any student obtains less mark/wants to improve in that subject, he/she is permitted to reappear for the improvement. The evaluated assignments and answer scripts are shown to students to maintain transparency of the marks awarded and if any discrepancies are reported by the students, then these are resolved by the concerned faculties immediately.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Program Outcomes (POs), Program Specific Outcomes (PSOs) and CourseOutcomes (COs) for all programs are well stated and displayed through:

- Institute website
- Awareness about COs, POs and PSOs are made to students by faculty at the beginning of the semester and through orientation programmes in the departmental level.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.panducollege.org/iqac/co_po
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Method of assessment of POs / PSOs

The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods.Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on University Examination, internal exams and home assignment.

The evaluation of attainment of PO, PSO and CO is primarily made on the basis of the performances of the students in the Semester and Internal Assement.

The semester examination of the affiliating university covers 80% of the assessment in a course. The other 20% of weightage for internal assessment is used for assessment of the course outcome of the students.

The knowledge and skills aimed for the course outcomes are assessed through the semester examination,sessional examinations, along with a process of continuous internal evaluation that includes homeassignments, group discussions, seminar presentations, quizzes, etc., throughout the semester.

Learning outcomes of the students are regularly monitored by the departments and appropriate remedial measures are taken for desired course outcomes. The attainment of PO is assessed through the student progression record of alumni of the institution.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

455

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://files.panducollege.org/IQAC_ANNUAL_REPORT/Annual%20report%20(2020-2021),_cFWoNUjLDk.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://files.panducollege.org/EVENTS/SSS%20Report%202021_fkNmxuCW4l.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

4

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	[View File](#)
List of endowments / projects with details of grants(Data Template)	[View File](#)

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

3.1.2.1 - Number of teachers recognized as research guides

7

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

1

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	https://icssr.org/

3.2 - Innovation Ecosystem

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

The college does not have any defined ecosystem but it has developed a spirit of innovation encompasses various outreach

programs for creation and transfer of knowledge. The institute
has constituted a Research Council to facilitate and monitor
research activities in the college.The Research Council organizes
workshop/seminar for the students and teachers to orient them for
research activities.

Counseling and placement cell of the institute known as Career
Guidance and Placement Cell is operating focusing on bridging the
industry academia gap. The main functions of the cell is to give
efforts for collaborative activities in areas of research and
training and to arrange industrial/field visits and campus
interviews.

Different departments organize seminars and talks for the
students and Faculty Development Program had been organized for
teachers to orient the teachers. Annual talks and lectures been
organized by different departments and distinguished guest and
eminent persons are invited for the talks.

The institute has well equipped laboratories, Central library,
Students Common Rooms separately for boys and girls, hygienic
canteen in the college premises. The college promotes
participation of students in different co-curricular activities
such as cultural rally, extension service etc to equip the
students and motivate them for all round development.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

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

1

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://www.panducollege.org/research
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

57

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

27	

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College conducts various extension activities in the neighborhood community for sensitizing students with social issues, community service and holistic development of students. These activities make them aware about cleanliness, environmental awareness, and social awareness.

Students are motivated to participate in need based outreach activities such as Swachh Bharat Abhiyan, tree plantation and awareness programs. Theme based activities like street play, rally, rangoli, etc. are organized in the institute. Students get the opportunity to improve their leadership, interpersonal skills and self-confidence through participation in various activities of the institute.

A number of social outreach programmes and deliberations take place on a regular basis in which students and faculty members participate. The institute also takes the privilege in creating awareness about malnutrition, sanitation, social awareness and education of the girl child and many more for skill development. The students conduct field research on various social issues. Such studies help the students to know the existing social values and work on the limitations and for social development

But as the session 2020-21 is completely affected by Covid 19 pandemic. So, during this session no extension activities done by the college is very less.

File Description	Documents
Paste link for additional information	https://files.panducollege.org/SSR_FILE/3_ZIFQm6QIl3.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

10

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

192

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

24

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	[View File](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Pandu college has tried to comply with almost all the requisite norms provided by the affiliating universityduring the time of granting affiliation of each of the courses in terms of infrastructure, teaching learningmaterial, ICT tools etc. Each of the departments are provided with adequate classrooms, laboratories,black board, white board, Green board, duster etc. The college uses Students' and Teachers Portal for maintaining class attendence of studets, record of classes etc digitally. The science departments are provided with laboratories and scientific tools and equipments. Departments areallowed to use digital classroom, conference hall etc on need base basis. The Meditationroom and the College Archieve are used and visited by the teachers, students and employees as and whennecessary. Apart from digitally upgraded central library, most of the departments maintain their owndepartmental library for their students. The college campus is covered with WiFi Internet facilitiesto be used by teachers, students and administration for academic and administrative purposes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

Due to lack of spaces, the college does not have its own play ground. As such it usually uses Gauhati University Playground for organizing its outdoor sports competitions such asCricket, football, athletics etc. during the time of Annual college week festival and other major events. It has a Gymnasium hall established in 2008 which has a capacity of accommodating 30 persons inone batch. It has been converted in to a Multi gymnasium with equipments like Dumbbell, arm wrestlingtable, Fly bench, weightlifting, twister, pushup stand, weightmachines etc. A meditation centre wasestablished in 2015 for students, teachers and employees.

Cultural activities, functions, celebrations of different events like college week, debate and quizcompetition, International Yoga Day, International Women's Day, Gandhi Jayanti, Independence Day etc.are organized using different venues as per convenience.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

8

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

6.45

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The college there has been giving effortsto create a central library of quality for the benifitsteachers, students and the community. With the gradual growth of the college, the central library has also been graduallyupgraded to meet the modern requirements in terms of technology and user friendly software. Presently thelibrary of the college has the strength of 46306 books, 97000 e-journals under NLIST, 13 numbers ofnational and local dailies and 3 numbers of weeklies along with a number of printed journals andmagazines. The library uses ILMS koha software and partially automated with koha cloud hoisting in theyear 2016. Pandu College Library is also a member of the National Digital Library, a Government of Indiaproject for Digital India. Under this project, the members can have the access to full text documents undervarious subjects.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://panducollege-opac.l2c2.co.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**B. Any 3 of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

0.78751

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

15023

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Hardware related facilities

Pandu College ensures an extensive use of ICT resources by providing adequate access to computers and internet to its students and faculty. The college has 2 servers, 114 computers,

25 printers, 15 LCD projectors and 8 classrooms having ICT facilities. There are four computer laboratories including a bioinformatics lab which is used by the students for their course-curriculum. The college administrative office is equipped with 14 desktops which are connected through LAN and used for different activities related to accounts, admissions, attendance, student's assignment etc.The entire college campus is Wi-Fi enabled zone with bandwidth 20 mbps. The college library is equipped with 16 desktops and RFID management system.

Software related facilities

Pandu College has developed a portal which is extensively used for student's attendance, employees leave management, notification, e-governance etc. During the COVID-19 pandemic, online examinations of the students along with other examination related activities were conducted through this portal. The college has purchased licenses of differentsoftwareincluding WINDOWS-10 pro, Microsoft office etc. Also, 4 licenses of Arc-view GIS software has been purchased for Geography department. KOHA (CLOUD version) Library Management Software was installed in the college library in 2017.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

114

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

180.62

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has internal policies and procedures for purchase, maintenance of physical, academic, support facilities like laboratory and library. For any unforeseen expenditure for maintenance of infrastructure the head of the institution, the Principal is allowed to incur an expenditure up to a sum of rupees five thousand without inviting quotations/tenders.

For any kind of purchase or maintenance of any infrastructural facilities, equipments etc beyond five thousand, quotations/tenders are invited. In case of major construction or renovation which involves expenditures beyond twenty lakhs, technical approval from the appropriate authority has to be obtained.

The purchase committee of the college constituted by the Principal looks after the maintenance and utilization of physical

facilities. In all such matters approval of Governing Body is mandatory.

For maintaining library activities and facilities, the Library Development Committee looks after different activities like book purchase, budget allocation, maintenance of infrastructure and physical facilities along with other related issues.

For maintenance of laboratories of various departments, the concerned head of the departments are entrusted to place requirements to the Principal. The concerned departments are entrusted with the duty of maintenance and smooth functioning of their laboratories in consultation with the Principal of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://files.panducollege.org/SSR_FILE/4_XfyQwfKa4t.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1910

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the

institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

21

File Description	Documents
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to Institutional website	https://files.panducollege.org/SSR_FILE/5_tjUoVAlOBl.pdf
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

68

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

68

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

4

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

123

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

3

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

A student body for organizing different student activities was established in the year 1965. Since then it has been working in the name of Pandu College Students' Union Society having defined objectives and jurisdiction of work under its own constitution. All students of the college are the primary members of the society. The activities organized by the student union are supervised by a Union Advisory Committee consisting of faculty members of the college.

The main objectives of the societies are:

- To promote physical, mental, emotional and spiritual upliftment of the students
- To promote socio-cultural responsibility for the betterment of the students
- To promote unity, fraternity and brotherhood among the students
- To ventilate genuine grievances of the students and their aspirations before the competent authority by means of democratic non-violent ways
- To promote healthy and disciplined educational atmosphere

Apart from union activities students are engaged in different

bodies, cells and associations at institutional and departmental levels. They are also empowered to organize seminar, workshop, and debate and quiz competitions, fresher's social, farewell etc. Many departments engage their students as editors of the wall magazines and departmental journals.

File Description	Documents
Paste link for additional information	https://files.panducollege.org/SSR_FILE/5_5Y3enJOSIN.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

4

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

- **During its eventful journey, Pandu College has produced a number of alumni who have been able to occupy prominent position contributing towards the growth of the State of Assam in particular and nation in general.**
- **The college has an alumni association established in the year 2003 which have been holding meeting at regular intervals.**
- **The Alumni association was registered under the Register of**

Societies Act, 1861 in the year 2019
- Suggestions given by the alumni are considered for overall improvement of the institute.
- The Alumni provide feedback on their abilities gained during their course and provide valuable recommendations for improvements. The alumni were also involved in defining our Vision and Mission.
- The alumni association builds a network among alumni and also connects with the corporate world.

File Description	Documents
Paste link for additional information	https://www.panducollege.org/alumni/committee
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Pandu College is one of the premier co-educational provincialized colleges of the region. The students of the college belong to different socio-economic background, having different intellectual, social and cultural values. The institution takes care for all round development and growth of its student community. The Governing Body of the college monitors each and every step and policy taken by the authority. The Principal implements the decisions and policies of the management. The teaching and non-teaching staffs of the college closely work with him/her for attainment of greater interest.

The Principal keeps regular touch with Head of the Departments, Office and Library staff and with other stakeholders of the institution to ensure the smooth implementation of plans and policies. He/she takes steps to solve the problems and resolves

conflicts and redresses grievances of the stakeholders.

The Academic Council and other Committees meet in regular interval to discuss and implement the decisions regarding academic, administrative and co-curricular activities of the college.

The vision of the institution is to transform it from mere an institution of higher education to a centre of excellence for all round development of human resources contributing towards the nation building process.

File Description	Documents
Paste link for additional information	https://www.panducollege.org/aboutus/vision
Upload any additional information	View File

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

Pandu College promotes and practices decentralization in all academic and administrative activities.

Administrative Decentralization:

The Governing Body is constituted with a President nominated by the State Government. The GB is constituted by following the Assam College Employees (Provincialisation) Act, 2005 and the Assam College Employees (Provincialisation) Rule, 2010.

After the retirement of the employees, the pension and other benefits are settled under the Assam Service (Pension) Rules 1969. The college administration is headed by the Principal and assisted by a non-teaching staff.

Academic Decentralization:

There are different committees with well-defined functions that give academic and administrative leadership to the institution. The Academic Council is responsible for management of all academic affairs of the college and to recommend different strategies for upgradation of teaching-learning facilities.

Anti-Ragging Cell, Grievance Redressal Cell and Discipline Committeetake care of healthy, enjoyable and disciplined culture in the institute. It comprises of the Principal, HODs and Faculty members of the college.

Participation of students in the management is ensured through the class monitors and Pandu College Students' Union Society. The Student Union identifies the issues of common interest of the students and places them before the authority in a democratic manner.

File Description	Documents
Paste link for additional information	https://www.panducollege.org/administrations/gb
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College believes in setting up perspective plan for excellence in academic and Infrastructural development. This is drawn in the form of long term and short term goals in different aspects of college functioning.

Strategy making during the lockdown period by the Academic Council

For the effective execution of the diverse academic purposes and goals, the Academic Council comprising all the Head of the Departments, IQAC coordinator, librarian and a few senior teachers has been constituted. The council looks after the class routines, academic calendar, internal examinations etc.

The Academic Council determines the goals and plans of all academic matters and prepares the Academic Calendar of the college for a session. The Admission Committee with the help of Academic Council completes the entire admission process within the stipulated time period.

Apart from its usual role, the Academic Council played a vital role in the strategy making process during the pandemic situation from March 2020 to October 2021. The council was extremely vigilant and regularly reviewed the SOPs issued by the Government

for safe teaching-learning process. Internal college examinations
and examinations conducted by Gauhati University in online mode
was also effectively planned and executed by strategies developed
by the council.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://files.panducollege.org/EVENTS/6_tVcG7BxN3X.pdf
Upload any additional information	View File

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

The Governing Body of the college is the highest decision making
body. The President of Governing Body is appointed by the State
Government of Assam. The Principal of the college becomes the ex-
officio secretary of the body. The Governing Body is constituted
with two nominated members from the affiliating university
(Gauhati University), two members from the teaching staff, one
member form non-teaching staff, three members from the parents
and the librarian as ex-officio member.

All fresh recruitments are made in a transparent manner by giving
public advertisement in widely circulated dailies of the state as
well as in the college website as per the guidelines framed by
the Government of Assam and UGC from time to time.

Promotion of teachers is accorded as per the rules and guidelines
of the Government under Career Advancement Scheme (CAS) and the
non-teaching staff are promoted as per vacancy and seniority. In
both the cases, recommendations for promotion are sent to the
office of the Director of Higher Education for necessary
approval.

The college authority has constituted different committees and
cells to look after various activities and implement different
plans and policies.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://files.panducollege.org/IQAC_ORGANO GRAM/Organogram_PmJcAhneXc.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college has effective welfare measures for teaching and non-teaching staff. The existing welfare measures for teaching and non-teaching staff are as follows:

- **The College encourages & motivates Teaching Staff for Orientation / Refresher / Short Term Courses. Non-Teaching staffs are encouraged to participate in Professional Development Courses related to Administration work and Duty leaves are sanctioned to the staff for this purpose.**
- **The College always encourages & motivates Teaching Staff for their Doctoral and higher studies& the Non-Teaching Staff for pursuing higher studies in order to upgrade their qualification.**
- **The College always encourages & motivates Teaching Staff to undertake Research Projects in reputed institutes and**

- provides them Special /Duty Leaves to carry out their project/research work.
- The College provides infrastructure facilities viz. Computers, Printers & LCD projectors to the departments for smooth functioning of day-to-day academic activities and for research works of the Faculty members.
- Special housekeeping personals have been appointed for maintaining cleanliness of washrooms, corridors, departments, classrooms and the campus as a whole.
- The College provides increments and other financial incentives to the contractual employees from time to time.
- The institution has covered all the permanent teaching and non-teaching staff under general Group Insurance Scheme.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

35

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The Institution has a performance appraisal system.

For Career Advancement under CAS, the particular filled data format prepared in accordance with the Guidelines of UGC, are

submitted to IQAC office. After carefully scrutinized by the office of the IQAC, the filled form is submitted the Principal and forwarded to the Director of Higher Education, Assam after approval by an Internal Scrutiny Committee formed in approval of the affiliated University.

To make the teaching and non-teaching staff aware of their academic and non academic achievements, feedbacks are collected annually from the stakeholders.The institution collects feedback from the alumni and parents as external evaluations on certain aspects to initiate action for all round development.

Apart from this, the work performance of the non-academic and official staffs is assessed by every teacher periodically and appropriate instructions are given to staff by Principal to boost the proper work culture in the institute.

File Description	Documents
Paste link for additional information	https://files.panducollege.org/EVENTS/6_jrMYeDbDn2.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college has a mechanism for internal and external audit to ensure financial compliance.

Internal Audit: The Internal Audit is an ongoing continuous process which is done by appointing qualified Chartered Accountant. The purpose of internal audit is to examine books of accounts and to review the present account also by giving suggestions to improve the same. The internal audit assures the management that the accounts are being properly maintained and it provides adequate safeguards for detection and prevention of any frauds.

External Audit: The External Audit is done by the Auditor General of Assam, through the office of Director of Higher Education of Assam.

Their main role is to examine the validity of financial records of the college and to find out if there isany discrepancy. It increases the authenticity and credibility of financial statements. External audit reviews financial statements to certify the status of the mechanism adopted by the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The resource mobilization policy provides guidelines to diversify and expand the institution's resource base to achieve the strategic plans, goals and overall growth of the institution. The policy helps in identifying and analyzing the resources available for efficient budget allocation.

Procedures of the Institution

The college prepares an annual budget estimate every year. It is submitted by the Principal to seek approval from the Governing Body.

Resource Mobilization

The major sources of funding are as follows:

- Fee collected from students during admission.
- Funds and grants from various governmental / non governmental bodies
- Salary grants from Government of Assam.
- Self-sustaining programmes.
- Centre fees of different govt. and non-govt. departmental examinations.
- Interest accrued from fixed deposits at banks. etc

Funds generated from the above are principally used for the development and maintenance of the college.

Utilization

The budget is prepared for optimum utilization of resources and the major areas of allocation are:

- Maintenance of the building and infrastructure
- Contractual Teaching and Non-teaching staff salary.
- Staff and student welfare expenses.
- Procurement of lab consumables, LCD projectors, Laptops etc.
- Miscellaneous other expenses

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell of Pandu College was established in the year 2003 to monitor the quality of services being provided by the institution to its stakeholders. It has been taking steps to enhance the faculty competencies and empower the students by organizing various programs and strategies for students as well as for teachers.

Various quality enhancing initiatives like organizing workshops, seminars, FDP's etc, publication of good quality research papers

by the faculties, innovations in teaching etc have been taking by the cell since its inception.

Since the year 2020-21 is badly affected by covid 19 pandemic, no offline programmes could be organised during this period. Therefore, a few online programs were organized by IQAC are follows:

1. One Week Online Training Programme on E-Learning in Higher Education (1-7 July, 2020).

2.International webinar on "Pandemic: challenges & strategies-post crisis development" (

3.Online students interaction programme on "Sailing Through Your Career: Coping with challenges" (17-08-2020)

4.National webinar on "Physics through Nano Science" (28-08-2020)

5. Participation on NIRF

6. Online Students Feedback

7.Best Department Award, Best Graduate Award (due to the pandemic situation these awards could not be given in the session 2020-21)

File Description	Documents
Paste link for additional information	https://www.panducollege.org/nirf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution has a process to review its teaching learning process, structure & methodology of operation and learning out comes at periodical intervals through IQAC.Example of institutional reviews and examples of teaching learning reforms facilitated by the IQAC is

Students' Feedback on Faculty: - Students' Feedback is one of the prime measures to access the qualityof teaching learning process of the institution. The IQAC has farmed out a questionnaire

covering maximum aspects of the teaching learning process, to evaluate the teaching faculty of the institution by the learners. To complete the feedback system without any biasness, some criterion has been put in place. All the permanent, contractual, part-time and guest faculty members are covered under this process. Students' of post-graduate and under graduate, having 75% class attendance, are only considered tobe eligible to take part in this process;The secrecy relating to a student evaluator is maintained under the system and students can take part and complete the process without any hesitation and doubt; The feedback system is entirely completed under the supervision of IQAC for collecting, analysing data and reporting of the result; The result of the feedback is communicated to the respective faculty through Head of the Department or by personal email.

File Description	Documents
Paste link for additional information	https://files.panducollege.org/EVENTS/6_jrMYeDbDn2.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://files.panducollege.org/IQAC_ANNUAL _REPORT/Annual%20report%20(2020-2021),_cFW oNUjLDk.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institute promotes gender sensitivity through various initiatives and actions for creating safe, secure and healthy atmosphere in the campus. A number of steps and initiatives are taken for sensitization of women. The institution has constituted certain committees and cells to prevent any untoward incidence to any girl student and women employee such as the Internal Complain Committee, Sexual Harassment Prevention Cell, Women's Study Circle, Anti Ragging Cell, Student Discipline etc. These committees/Cells keep close watch on the safety and security of the girl students and women employees of the institution.

Safety & Security:

- **The college campus is surrounded by boundary walls and high raised gates with security guards at all entrances and exits.**
- **CCTV cameras have been fixed in all the prominent and common places.**
- **Separate secured hostels exist for girls and boys with full time wardens**
- **Students should keep ID at all time**

Counseling:

- **There is Mentoring facility. Personality/skill development programs are organized for the girl students by various**

cells and departments.
- Students' Welfare Society for poor students.

Common room:

- Common rooms for girls with all required facilities.
- Sanitary pad vending machines are placed in the Girls' Common Room and Girls' Hostel

File Description	Documents
Annual gender sensitization action plan	https://files.panducollege.org/SSR_FILE/7_YSIuRFqnxF.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://files.panducollege.org/SSR_FILE/7_Iq1l2XEN7N.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid and liquid waste management:

- Solid waste is collected in dustbins placed in different of the campus. A staff of cleaners and sweepers are engaged in the entire process under the supervision of the SA of the college. Cleaning or emptying of the dustbins is being done on a regular basis every day. These solid wastes are collected by the workers of Guwahati Municipal Corporation

for disposal.

- The Girls' Common Room and the Girls' Hostel are being provided with electric Sanitary Napkin Vending Machines for hygienic disposal of sanitary napkins.
- The students are also encouraged and mobilized for green practices and waste management by the initiatives of NSS and NCC. The college has proper sewage/drainage management system.

E-waste management: The unused or damaged computers/electronic gadgets are collected from different locations of the campus. Some computers are repaired and reused and some of them are discarded. The irreparable computers are disposed through an auction process.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic

B. Any 3 of the above

5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	*View File*
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	*View File*

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Pandu College provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Performance of various folk dance and folk culture are done by the students in the Annual College Week and other programs that promote harmony towards each other.

National festivals like Independence Day and Republic Day are celebrated every year with full vigor. Commemorative days like Women's day, International Yoga day, AIDS day etc and festivals like Holi, Diwali and other regional festivals are also celebrated by the students. This establishes positive interaction among people of different racial and cultural backgrounds.

There are different grievance Redressal cells in the institute like Student Grievance Redressal Cell, Employees Grievances Redressal cell which deal with grievances without considering anyone's racial or cultural background.

Institute has code of ethics for students and a separate code of ethics for teachers and other employees which have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Pandu College takes all possible initiatives in organizing various programmes that strengthen our constitutional values and extensity our allegiance and responsibilities towards our nation. Thecollege organizes several programmes and activities to inculcate constitutional obligationsamong students and stuffs.

NSS organized special camp for 7 days from 7th April to 13th April, 2021. Activities organized in the camp are listed below

1. Yoga and Meditation
2. Flag Salutation
3. Training on Disaster Management
4. First Aid training was also given to the students as it benefits not only an individual but it extends to their family, friends, co-workers and even the community as a whole.
5. Debate Competition, Quiz competition and Extempore speech competition
6. Swachh Bharat Abhiyan and Campus Cleanliness program.
7. AIDS Awareness program was organized in the camp
8. COVID -19 Awareness programme
9. Group Discussion and Poster making and other life skill activities were done in the camp.

The National Cadet Corps (NCC) unit of Pandu College is dedicated to creating a 'sense of patriotic commitment' for national development. NCC of Pandu College organizes different activities

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://files.panducollege.org/SSR_FILE/7_o6rKWL2ia7.pdf
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Every year Pandu College celebrates Republic Day, Independence Day, International Yoga Day, National Science Day, World Environment Day etc. The celebration is attended by Students, Teaching and Non- Teaching staff, Invitees, guests and attendees. In the year 2020-2021 also the College celebrated many National and International events. They are listed below

1. The 72th Republic Day was celebrated on 26th January 2021 in the college with Degreat pride. The Principal Pandu

College hoisted the National flag and the employees and teachers together sang the National Anthem. NCC cadets took part in the Republic Day parade.

2. International Women's Day was celebrated on 8th March 2021.
3. Department of Philosophy, Pandu College celebrated International Yoga Day on 21st June 2021 virtually. It was an in-house program.
4. Department of philosophy organized a national webinar to celebrate World Philosophy Day on the topic "Role of Philosophy in the post pandemic world'.
5. Dr. Sarvepalli Radhakrishnan's birth anniversary on 5th Sept, observed nationally as Teacher's Day, is celebrated at both the department and college level. Numerous programmes organized by our students on the occasion remember and pay homage to the valuable contributions of the teaching community. In the year 2020, our college celebrated teacher's day along with the foundation day of our college by virtual mood.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICE #1

Title of the practice: GREEN CAMPUS INITIATIVES: The Gift of Green

Goal of the practice:

At Pandu College, we strive to create a model of education that is based on compassion and mindful living. The Green Campus initiative began with an objective of fostering a culture of eco-friendly practices and making the campus environmentally sustainable. We aim to build a campus that is plastic free,

pollution free, produces minimal waste, conserves energy, protects biodiversity and practices self-sustainability in areas of power, water and cleanliness. This is a collective endeavour of our students, staff and neighbouring community in an effort to recognize our place and responsibility on this planet.

The context:

Saving the environment from different corners of activities of human is the most urgent need of the hours. It is the responsibility of all the stakeholders of the society to check the pollution whether it is micro or macro amount. With the increase in population the quality of air, water and soil are degrading day by day due to different activities.

Increase in air pollution level due to use of private petro-diesel vehicles as well as burning of plastic materials, Thermocols, rubbers cause various types of lung related diseases and these activities will add the already increasing level of global warming.

The college has abundant plants and sunlight, it has become important to transform productively green waste and sunlight into sources of sustenance. Pandu College has been consistently working towards creating and maintaining an eco-friendly green campus.

The practices:

- To increase environmental awareness among students, staff of the college and among population in the vicinity of the college we encourage the uses of utensils made of ceramics or glass and steel.
- Efforts for carbon neutrality: The College has made arrangements for the parking of the vehicles of the students and staff near the entrance. The college is declared as NO TOACCO ZONE.
- It is our custom to facilitate any distinguished guest by offering sapling of flower or ornamental plant.
- Use of earthen pot and container is habitual for the college fraternity during any type of event.
- To minimize the environmental pollution in and around the college by using the following steps:
- Zero Plastic Zones: use of plastic bags is avoided in the college campus and the authority has declared the entire campus as 'zero plastic zone'. Teachers motivate the

students and staff to use cotton or jute bags and to avoid single used plastic.. The NSS have made it a regular practice of plastic eradication as a part of their extension activities.

- Landscaping with trees and plants: The NSS, The NCC, Eco club, Campus beautification committee planted several tree sapling during various tree plantation program. All these trees are taken care of and maintained by gardeners of the institution under continuous monitoring of beautification committee. Cutting trees on campus is strictly prohibited.
- Semi-micro scale analysis experiments in Chemistry Department: The department of chemistry is practicing micro scale and semi micro technique in chemistry practicals to reduce volume of solutions and less relies of hazardous gases and wastes.
- Vermicomposting is also in practice by Department of Biotechnology for disposing the wet waste from canteens, hostels and also biodegradable wastes. Vermi compose is used in green campus and a herbal garden. Blue and green covered dustbins are placed in the premises.

Evidence of success:

- Tree plantation drives are carried out annually.
- Organic manure is used in the garden obtained from Vermicomposting method.
- Cleanliness drive and awareness programme on single used plastic have been done by Botany department, NCC, NSS unit on Brahmaputra temple ghat.

Problems encountered and resources required:

Irresponsible society near the campus is the one of the root cause of the problems faced by the college authority in mitigating the cleanliness of the entire area. Land encroachment by the nearest community have done the worst for building projects like ornamental plant growth, ornamental fishery as well as to maintain a calm environment. Continuous massive awareness programme on effect of burning of plastic materials, throwing of garbages in wet lands and nearby river or drains as well as social consciousness will help to counter some of these problems for which a good number of conscious people are required from the community concerned.

BEST PRACTICE #2

Title of the Practice: DIGITALIZATION OF THE SYSTEM

Goal of the practice:

Pandu college has taken initiative to introduce digital system to ensure the less paper work in the office, library as well as in class room.

The college would like to improve the quality of the whole system so that lesser number of paper and thus to minimize the space required for keeping the records for the different activities:

Context:

Digitalisation has also transformed our ability to communicate, with numerous apps which allow us to send messages to each other immediately and in many different formats. For example, mentioning someone's name on a social media post or doing a video call.

We are also better able to communicate new ideas thanks to digitalisation, which helps them to spread more quickly. We no longer only have access to the thoughts of the wealthiest, most powerful members of society; anybody has the ability to get their message out there now.

The Practice:

1. Pandu College has been upgraded to digitalization in every nook and corner. The office assistants are trained with ICT and all the documentation processes are done in digital format.
2. Pandu College have its own app (for example Teachers' Panel) for communication with teachers and students. All notifications are shown through e-governance system of the app.
3. Leave of application for all types of leave are applied through faculty login system of the app.
4. Class routine of every class is displayed through class routine icon.
5. Students' attendance is taken digitally applying this app and the attendance of all the students can be monitored for every cause along with their subjects. Class notes and assignments are given through this portal. Assessment

report and online exam can be taken with the help of same portal.

6. Teaching daily classes are displayed in the logbook of the system.

7. Library of the college has been fully digitalized and every student and teachers have their QR code symbol for utilizing the library resources. There is also a dash board regularly students performance analysis in which the performances of the students can be analyzed.

8. Whole admission process is done smoothly by online process through which students' enrolment can be monitored along with list of honours and generic subjects.

9. CCTV Cameras are installed in almost all the class room and corridors for the safety and as well as proper functioning of the classes.

Evidence of success of digitalisation

1. Digitalisation save time and money
2. E-learning makes use of different platforms like pedagogue which provides interactive content.
3. Digital tools would help create circular economics radically reduce greenhouse gas emissions, promote renewable energies and monitor and protect ecosystems. Virtual spaces would enable communication and joint learning between people around the globe.

Problems encountered:

1. Participation of students in the Online Student Feedback is limited.
2. E-learning can cause social isolation.
3. Lack of communication skill development in online students.
4. Cheating prevention during online assessments is complicated.

File Description	Documents
Best practices in the Institutional website	https://www.panducollege.org/iqac/best-practice
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

INSTITUTIONAL DISTINCTIVENESS

Inclusivity on campus and beyond is the priority and thrust area in which the college has been making strides. Pandu College, therefore, not only promotes inclusivity in principle but also implements inclusive education on the campus through various practices in teaching learning processes and co/extra-curricular activities. Inclusive education entails ease of access to the teaching-learning ecosystem, regardless of cognitive or disability challenges, and equal opportunities for holistic development among students of diverse capacities and different backgrounds. Pandu college tries to harmonize the five dimensions- physical, intellectual, ethical, social and cultural faculties of students entering its portals.

- Practices that promote inclusivity in campus and beyond are:
- Educational Practices
- Collaborative Practices

Furthermore, the college also works for strengthening the climate of inclusivity in college at all levels viz., environmental, economic and social, as the inclusivity should be cultivated in various dimensions.

1. Educational Practices

Classroom teaching and inclusivity – Educators implement evidence-based inclusive practices through multi-level instructions, multiple methods of assessment and modified outcomes in general education classrooms.

Students with disabilities are educated with non-disabled peers to the maximum extent appropriate. To manage disability challenges a special room is arranged for them with disable friendly washrooms.

Inclusive practices to facilitate learning – College take extra measures to address the learning abilities of every student and include peer mentoring, group discussions, and cooperative learning situations as inclusive classroom practice. Special focus on slow learners and due attention is given to make them catch the pace of the class. ICT enabled teaching is imparted to

keep pace with digital age. Audio Visual aids are applied to accelerate the learning process. Remedial classes for slow learners is another step to pull up the students lagging in their studies.

- Mentor-mentee meetings – Mentors are allotted to each student to discuss various problems faced by students at the academic and personal level. Individual departments maintain records of students living as paying guests and a meeting is convened time to time to discuss their problems.
- Collaborative Learning/Practices

Collaborative learning/practices are a set of teaching and learning strategies promoting student learning and experiences beyond curriculum. For this the college has organised different types of collaborative activities for student's overall development.

- MOU with other organisations - Pandu College has planned to sign various MOUsas collaborative practices with educators and organisations and in turn students receive research trainings, help in instructional planning, minimise curricular barriers and provide time to time guidance and counselling.
- Skill development programmes like tailoringtraining, training on food processing are also conducted for students in the College, which promotes the practices of inclusivity for economically poor students.
- The cultural component of the student's personality is sharpened by exposing them to various co-curricular activities organized by the college
- Brainstorming quiz/debate contests are conducted to test students' knowledge and appraisal capacity.
- Yoga classes and self defence training is also undertaken.
- A state of art Gymnasium is available for ensuring the fitness of boys and girls.
- Blood donation drive are regularly done by NSS unit.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The future plans of action of the college for the next academic year are as follows:

- To start Add-on and Certificate Courses on different subjects
- To adopt a nearby village
- To sign more MoU with other institutions for Academic Collaboration, Research, and Development
- To publish the Code of Conduct Handbook for stakeholders
- To install rooftop solar panels to make the campus eco friendly
- To form Clubs for students: like Literary Club, Music club, Debate & Quiz club, Dance & Drama club, Fine Arts club, Environmental Awareness Club, Community Club, etc.
- To undertake a project on Ornamental plants
- To conduct External Academic and Administrative Audit
- To increase the number of students by encouraging them to go for internship
- Morer emedial coaching classes for slow learners
- To organize Parent-Teachers Meet (Departmental)
- To publish IQAC News Letter quarterly
- To increase more ICT-enabled classrooms and use in the teaching-learning process
- To form Departmental Advisory Committee
- To establish Institution Innovation Cell in the college