



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	Pandu College
• Name of the Head of the institution	Dr. Sanchay Jyoti Bora
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03612570450
• Mobile no	9854078814
• Registered e-mail	iqacpandu@gmail.com
• Alternate e-mail	iqac@panducollege.ac.in
• 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%202021-22_eEl1X425JI.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/Academic%20Calendar%202022-23_SpYCzpWSdN.pdf																												
5.Accreditation Details																													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B+</td> <td>75.40</td> <td>2004</td> <td>08/01/2004</td> <td>07/01/2009</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.60</td> <td>2010</td> <td>27/03/2010</td> <td>26/03/2015</td> </tr> <tr> <td>Cycle 3</td> <td>B</td> <td>2.38</td> <td>2019</td> <td>20/05/2019</td> <td>19/05/2024</td> </tr> </tbody> </table>						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
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
Faculty	Research Scheme	UGC-DAE	2022	639000
Faculty	Research Scheme	Pandu College	2022	50000
Faculty	Research Scheme	Pandu College	2022	50000
Faculty	Research Scheme	Association of Asian Scholars, New Delhi.	2022	50000
Faculty	Research Scheme	NECBH	2019	394910
Faculty	Research Scheme	SERB	2022	1830000
Institutional	Research Scheme	DBT	2022	5784720
Faculty	Research Scheme	Pandu College	2022	24734
Faculty	Research Scheme	Pandu College	2022	15000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes		
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File		
9.No. of IQAC meetings held during the year	10		
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded		

10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
• If yes, mention the amount	25000
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
Organized a National Seminar Sponsored by NAAC	
Organized Entrepreneurship Development program under Institutional Innovation Council	
Conducted Green and Environment Audit	
20 Add-on & Certificate Courses were started	
14 Memorandum of Understanding (MoU) were signed with other institutions for collaborative works	
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
To open Certificate/Add-on courses	20 Add-on Certificate Courses have been started by different department
To increase of number of Digital Class Rooms	Under Process
To publish IQAC Bulletin	Published 2 issues of IQAC Bulletin
To prepare the Academic Calendar for the session 2022-23	Prepared
To organized a National Seminar Sponsored by NAAC	Organized on 25th February 2023
To conducted Green and Environment Audit	Conducted
To sign Memorandum of Understanding (MoU) with other institutions for collaborative works	14 MoU signed during the year
13. Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
College Governing Body	07/11/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	18/01/2023

15. Multidisciplinary / interdisciplinary

As an affiliate of Gauhati University, Pandu College adheres to the strategies and guidelines set forth by both the university and the state government. Consequently, the college relies on the university for innovative and adaptable curricula. When the university develops or provides a curriculum in line with the multidisciplinary/interdisciplinary structure of the New Education Policy, the college will adopt it.

At present, the college offers Choice Based Credit System (CBCS) courses at both undergraduate and postgraduate levels, aiming to provide a comprehensive learning experience that extends beyond subject-specific knowledge. The CBCS enables students to select courses ranging from foundational to advanced levels, including interdisciplinary and applied subjects, thereby allowing them to engage in course and curriculum projects. For instance, undergraduate and postgraduate students undertake project work as part of their studies.

Moreover, in alignment with the National Education Policy 2020, the college is committed to the holistic development of its students across intellectual, social, physical, emotional, and moral dimensions. To achieve this, the college plans to incorporate multidisciplinary subjects and introduce short-term vocational courses. These initiatives aim to equip students with the skills and knowledge necessary for self-employment, reducing their reliance on government jobs. The institution is actively identifying program learning outcomes, as well as course and unit learning outcomes, to delineate the specific knowledge, skills, attitudes, and values that learners should acquire to fulfill the objectives of each program.

16. Academic bank of credits (ABC):

Pandu College has not yet registered for the National Academic Depository (NAD) because it is not an institution that grants degrees or operates autonomously. However, the affiliating university is a member of NAD and stores data related to Pandu College's students in the depository. Therefore, the college's ability to implement the Academic Bank of Credits (ABC) depends on the guidelines provided by the affiliating university and the Higher Education Department of the Government of Assam.

To facilitate the implementation of ABC, there is a need to establish a centralized database that integrates with the college's database. This centralized system will digitally store the academic credits earned by students from various courses. This approach ensures that credits earned by students in the past can be accessed and applied when they re-enter the program. Additionally, to effectively monitor ABC, a robust technical support system needs to be established.

17.Skill development:

The demand for a skilled workforce in both the public and private sectors is on the rise. In response, Higher Education Institutions (HEIs) are adjusting their curricula to meet this demand. Over the past few years, HEIs have introduced various skill-oriented courses. It is crucial for the younger generation to obtain degrees in their chosen subjects along with additional skill courses that will enable them to pursue entrepreneurship after graduation. However, as Pandu College is affiliated with Gauhati University, it follows the curriculum set by the university and cannot create its own. Currently, the college offers Skill Enhancement Courses from Semester 1 to 6 as part of its undergraduate program. In addition to the university's skill curriculum, the college has established a Tailoring Centre under the Ministry of Skill Development, Government of India. The college also organizes various skill development training programs for its students.

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

Preserving and promoting India's cultural heritage is a crucial priority for the nation, as it not only shapes the country's identity but also contributes significantly to its economic well-being. To achieve this, integrating the Indian Knowledge system effectively into the curriculum, especially through the use of Indian languages in teaching, is of utmost importance. Language is deeply intertwined with arts and culture, and therefore, the preservation and promotion of a culture's languages are essential

for the preservation and promotion of its overall culture.

The college has a strong tradition and abundant resources for providing training in several Indian languages and their respective literatures, including Assamese, Bengali, Hindi, and Bodo subjects at the degree level. Furthermore, Sanskrit is offered as an elective subject. To promote and integrate local language, art, and culture, the institute regularly celebrates various Indian festivals and traditional days. Additionally, the college has established a Literary Club that enables students to engage in a range of literary activities such as workshops, discussions, interactions, and symposiums conducted in local languages.

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

Our college adheres to the curriculum set by Gauhati University, offering a total of 37 programs spanning Science, Arts, Commerce, BCA, and Bio-Technology. These programs are structured as Outcome-Based Education (OBE) in line with the standards established by the affiliating university, which take into account both regional and global needs. The college website prominently displays our well-defined Program Outcomes (PO), Program Specific Outcomes (PSO), and Course Outcomes (CO).

Each program at our institution is supported by specific methodologies, evaluation systems, and lesson plans implemented by our faculty with a strong emphasis on achieving the desired outcomes. Assessment of course outcomes is carried out through a combination of direct and indirect methods. Direct assessment involves internal and external evaluations. Internal assessment is based on students' performance in internal tests, seminars, assignments, semester examinations, and other relevant criteria, providing robust evidence of their learning.

Furthermore, we evaluate Program Outcomes by tracking students' employment and progression to higher studies. Additionally, we gather feedback from students to assess the effectiveness of our outcome-based education approach.

20.Distance education/online education:

The rise of distance education and online learning has significantly increased the accessibility and affordability of education for a wider audience. Recognizing this growing need, our college is actively working to establish the necessary infrastructure for effective online teaching and learning experiences through various digital platforms. During the Covid-19 pandemic, our faculty

successfully conducted online classes across all programs using tools like Google Classroom, Zoom, Google Meet, and instructional videos. Both teachers and students have gained valuable experience with online teaching and assessment methods using diverse software tools.

Our college campus is fully Wi-Fi enabled, with many classrooms equipped with digitally interactive panels. Looking ahead, we are planning to develop e-content materials created by our faculty to meet the evolving demands of education.

Currently, our college operates study centers for IGNOU and DDE Pondicherry University, offering a range of Certificate, Degree, and Diploma programs. This initiative has particularly benefited students who are unable to pursue higher education as regular students.

Extended Profile

1.Programme

1.1	1193
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2072
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	430
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	500
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	92
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	75
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	89
Total number of Classrooms and Seminar halls	
4.2	216.8124281
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	125
Total number of computers on campus for academic purposes	

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 Session commences immediately after the admission

process, and the Academic Council develops an annual academic calendar aligned with the schedule of the affiliating University to ensure the smooth and effective implementation of the curriculum. The daily class schedule is organized, and the distribution of courses among faculty members is overseen by the Head of the Department, taking into account the faculty's expertise and the number of available faculty members.

Faculty members prepare their lesson plans and maintain daily class diaries using an online portal accessible to both students and the college office. In addition to classroom teaching, faculty members organize seminars, quizzes, group discussions, and assign home assignments to enhance the learning experience. The library provides internet access for academic purposes, and students and staff can utilize this facility for their academic needs.

Furthermore, students, under the guidance of faculty members, actively participate in activities such as creating wall magazines, publishing departmental bulletins, and participating in field trips. The institution conducts Parent-Teachers' Meets to gather feedback and improve the academic performance of students. Practical classes are conducted regularly according to the schedule, with faculty members providing demonstrations and guidance to students using various tools and equipment.

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 college employs a continuous internal evaluation system, which includes the preparation of an academic calendar by the academic council in consultation with the affiliating university's calendar. This calendar outlines the schedule for sessional examinations, class tests, and home assignments, ensuring a regular assessment of students' progress. Additionally, it incorporates provisions for co-curricular activities like seminars, workshops, guest lectures, and field visits, as well as extracurricular activities such as extension programs, the Annual College Week, and student elections.

Furthermore, departments conduct subject-specific activities like

seminars, quizzes, debates, and assignments to contribute to the ongoing internal evaluation process. Faculty members upload daily class records to the student portal, enabling the department head and the principal to monitor the curriculum's progress. The calendar also includes important dates such as admissions, the start of classes, teaching days, examinations, holidays, celebrations, student union elections, and student-led seminars or group discussions.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://files.panducollege.org/EVENTS/Academic%20Calendar%202022-23_SpYCzpWSdN.pdf

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

File Description	Documents
Any additional information	No File Uploaded
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)

20

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

809

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

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 college actively incorporates cross-cutting issues such as Professional Ethics, Gender, Human Values, Environment, and Sustainability into its curriculum. Both undergraduate and postgraduate programs address these issues through various courses. For instance, Gender-related topics are included in the curriculum of humanities and social sciences, while Environmental Studies is a

mandatory subject for all students. Additionally, the college organizes gender sensitization programs, environmental awareness campaigns, and holistic health awareness programs.

To further emphasize professional ethics and human values, the college has established specific cells and departments dedicated to these areas. These entities work continuously to instill ethical values among both students and faculty members. Furthermore, the college has formed committees like the Anti-Ragging Committee and the Students Grievance Redressal Cell to address any undesirable activities within the campus promptly.

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

25

File Description	Documents
Any additional information	No File Uploaded
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

1106

File Description	Documents
Any additional information	No File Uploaded
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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://files.panducollege.org/IQAC_FEEDBACK_ANALYSIS/Feedback%20of%20students%20and%20teachers%20on%20curriculum-signed TzF65hOZM3.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	View File

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	No File Uploaded
URL for feedback report	https://files.panducollege.org/IQAC_FEEDBACK_ANALYSIS/Feedback%20of%20students%20and%20teachers%20on%20curriculum-signed TzF65hOZM3.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**

980

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**

325

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 tailors its teaching methods to accommodate the unique learning needs of each student. At the start of every academic session, teachers assess students based on their classroom performance, interactions, tests, and participation in college activities. The college has specific measures in place for both slow learners and advanced learners.

For slow learners, the college offers tutorial and remedial classes to clarify doubts and improve understanding. Additional reading materials are provided to strengthen their foundational knowledge, and home assignments are given and assessed by teachers. Personality development programs are also conducted regularly to motivate and inspire these students. Furthermore, the college engages slow learners in social, departmental, and institutional activities to boost their confidence.

For advanced learners, the college provides advanced reading

materials and encourages them to participate in seminars, lectures, conferences, and quizzes. Interactive programs with renowned scholars from various fields are organized to further motivate and challenge advanced learners, providing them with opportunities to broaden their knowledge and skills.

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
2072	91

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 employs various student-centered approaches, such as experiential and participatory learning, to actively engage students in the teaching-learning process.

Participative Learning: Departments utilize several methods to facilitate effective participative learning, including:

1. Group discussions
2. Student-led science exhibitions
3. Field studies and other value-added activities
4. Project work
5. Student seminars and quizzes
6. Home assignments
7. Interactive sessions with experts in different fields

The college ensures students' involvement in various activities aimed at instilling values and social responsibilities, such as organizing blood donation camps and cleanliness programs. Students are encouraged to participate in sports, cultural events (like

College Week), and inter-college competitions. They also take on responsibilities as members of departmental societies and committees.

Experiential Learning: Students are encouraged to pursue summer internships in higher-level educational or research institutions. Additionally, the college organizes visits to higher educational institutes and other external activities to provide students with practical learning experiences.

Cooperative Learning: The college promotes cooperative learning through initiatives like:

1. Wall magazines
2. Publication of departmental student bulletins
3. Publication of a college magazine
4. Cleanliness drives conducted by students through NCC and NSS

Problem-Solving Methodologies: Students engage in problem-solving through projects and assignments, allowing them to apply theoretical knowledge to real-world situations.

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 college and its faculty have implemented various ICT initiatives to enhance the effectiveness of the teaching-learning process. The college's ICT infrastructure includes:

A) Students' Portal: Features available to students include:

1. Access to class routines
2. Monitoring of attendance
3. Participation in online examinations
4. Submission of assignments online
5. Access to online study materials
6. Viewing of online evaluation reports
7. Receipt of notifications from the college

B) Teachers' Portal: Features available to teachers include:

1. Recording and monitoring of class attendance
2. Access to class routines
3. Maintenance of a logbook
4. Activity diary for teachers
5. Receipt of notifications from the principal's office
6. Recording of library attendance
7. Access to student data for academic use
8. Tools for analyzing student performance

C) E-governance: Facilities available under e-governance include:

1. Verification of students' admission forms
2. Online leave application for teachers

In addition, the college provides a dedicated online class facility for students within the Teachers' Portal, where teachers can upload class notes and assignments. This portal also facilitates online examinations, including assessment and submission of assessment reports. The college is equipped with:

1. Eight ICT-enabled classrooms where teachers conduct regular classes
2. Four computer labs with a total of 125 computers
3. Usage of platforms like Google Classroom and Zoom for online classes
4. Upload of recorded classes by teachers on their YouTube channels
5. Conduct of live classes by some teachers through the SHAYAM platform under the IGNOU study center of the college

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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**

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
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

70

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
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	No File Uploaded
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

999

File Description	Documents
Any additional information	No File Uploaded
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, affiliated with Gauhati University, adheres to the university's regulations and guidelines for the assessment and evaluation process. Each academic session has its academic calendar, including the schedule for internal assessments. Any modifications to assessment schedules, methods, or university directives related to course-specific examination patterns or internal assessment schedules are promptly communicated through the college website and students' portal.

The college has an Examination Committee responsible for coordinating both internal and external examination activities. Internal Assessment consists of Sessional Examinations and assignments, seminar presentations, projects, and group discussions. Faculty members from respective departments prepare the question papers for Sessional Examinations. While General English, Education, and Environmental Studies exams are centrally conducted, other subjects, including honors courses, are managed by the respective departments according to routine schedules. Each semester includes one Sessional Examination.

After evaluation, students have the opportunity to review their answer sheets for self-assessment. They can also discuss any assessment-related concerns with their teachers. Teachers maintain records of students' attendance in internal examinations, question papers, answer sheets, and marks sheets for academic monitoring and auditing purposes.

File Description	Documents
Any additional information	View File
Link for additional information	https://files.panducollege.org/SSR_FILE/2_EP_L8rEkHb9.pdf

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

Pandu College has an Examination Grievances Redressal Committee (EGRC) comprising the Vice Principal as Chairperson, a teacher coordinator, and two teacher members dedicated to addressing examination-related grievances. The college follows a transparent process for handling these grievances. Students can apply for revaluation, recounting, or challenged evaluation using the college's prescribed format.

Queries regarding results, corrections in mark sheets, or the absence of internal marks in university-issued mark sheets are promptly addressed by the EGRC after they are forwarded through the college Examination Committee. Any such grievances are then forwarded to the respective departments for rectification. Once rectified, the Examination Committee sends the corrected information to the university.

In cases where a student is unable to appear for a Sessional examination or submit an assignment on time due to medical or genuine reasons, they can request a mercy chance by submitting an application to the Head of the respective department along with valid documents. Additionally, students who wish to improve their marks or have obtained lower marks are allowed to reappear for improvement.

To maintain transparency, the college provides students with access to their evaluated assignments and answer scripts. Any discrepancies reported by students are promptly resolved by the relevant faculty members.

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.

The college clearly defines and displays the Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) for all its programs on its official website. Faculty members ensure that students are aware of these outcomes at the beginning of each

semester and during departmental orientation programs. This proactive approach helps students understand the expected learning outcomes and align their efforts accordingly.

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

The college assesses Program Outcomes (POs) and Program Specific Outcomes (PSOs) by aligning them with the Course Outcomes (COs) of relevant courses through both direct and indirect methods. Direct methods involve evaluating students' knowledge and skills against measurable course outcomes, typically through examinations or observations. The course outcomes are mapped to specific problems in university examinations, internal exams, and home assignments.

The evaluation of POs, PSOs, and COs is primarily based on students' performance in semester examinations and internal assessments. The semester examination conducted by the affiliating university accounts for 80% of the assessment in a course, while the remaining 20% weightage for internal assessment is allocated to assess the course outcomes. The knowledge and skills targeted by the course outcomes are assessed through semester examinations, sessional examinations, and continuous internal evaluation methods such as home assignments, group discussions, seminar presentations, quizzes, etc., throughout the semester.

Departments regularly monitor students' learning outcomes and take remedial measures to ensure desired course outcomes are achieved. Additionally, the attainment of POs is assessed through the progression records of alumni to gauge the long-term impact of the institution's educational programs.

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****636**

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	Nil

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-%20Analysis%20report%202022-signed_XyGfer1C5I.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)****79.00321**

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

01

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**

5

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	Nil

3.2 - Innovation Ecosystem

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

To foster innovation within the institution, Pandu College has established the Institutional Innovation Council (IIC ID: IC202216676). This council has been actively engaging in various initiatives related to innovation and entrepreneurship, aimed at motivating and nurturing the creative thinking of our students. These efforts have resulted in the generation of new ideas and the establishment of a culture of innovation.

Furthermore, Pandu College is dedicated to providing a conducive research environment on campus, as evidenced by the consistent publications of our faculty members. We are committed to maintaining and enhancing this tradition through a range of initiatives. To incentivize research activities, the college now offers financial support to faculty members undertaking minor research projects.

Additionally, we organize research article writing competitions on relevant topics to stimulate academic research among our students.

The Biotech Hub, sponsored by the Department of Biotechnology, New Delhi, serves as a platform for faculty and students to conduct scientific experiments across various disciplines, with a focus on chemical and biological sciences. The hub regularly hosts student-centric workshops, seminars, and competitions such as Poster Presentations and Science Quizzes, aimed at cultivating a scientific mindset among the youth. The impactful work and outcomes of the Biotech Hub have been recognized by the Department of Biotechnology, leading to the college being chosen as an Advanced Level Biotech Hub.

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

5

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

4

File Description	Documents
URL to the research page on HEI website	https://panducollege.org/research/PANDU
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

28

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

32

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 actively engages in a range of extension activities within the local community to instill in students a sense of social responsibility and promote their holistic development. These

initiatives focus on issues such as cleanliness, environmental awareness, and broader social concerns. Students are encouraged to participate in outreach programs like the Swachh Bharat Abhiyan and tree plantation drives, as well as theme-based activities like street plays and rallies. These activities not only contribute to the community but also provide students with opportunities to enhance their leadership, interpersonal skills, and self-confidence.

Regular social outreach programs and discussions involving both students and faculty members are held to address various social issues. The institute also takes pride in raising awareness about critical topics like malnutrition, sanitation, education for girls, and other aspects of skill development. Additionally, students are involved in field research on social issues, which helps them gain insights into existing social values and work towards addressing limitations for the betterment of society.

File Description	Documents
Paste link for additional information	Nil
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

5

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

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

55

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

701

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

6

File Description	Documents
e-copies of related Document	No File Uploaded
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

13

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 diligently followed the guidelines set by the affiliating university during the affiliation process for each of its courses, ensuring compliance in areas such as infrastructure, teaching materials, and ICT tools. Each department is well-equipped with spacious classrooms, fully-furnished laboratories, and essential teaching aids like blackboards, whiteboards, green boards, and dusters. The college maintains digital attendance records through separate online portals for students and teachers, facilitating efficient record-keeping and communication of important notices.

The science departments boast well-equipped laboratories furnished with the necessary scientific tools and equipment. Additionally, all departments have access to digital classrooms and a conference hall based on their specific needs. The Meditation Room and College Archive are utilized by faculty, students, and staff as required. Furthermore, besides the centrally managed digital library, most departments maintain their own libraries catering to the specific needs of their students. The entire college campus is Wi-Fi enabled, providing internet access for academic and administrative purposes to faculty, students, and administration alike.

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.

The college has made comprehensive arrangements for cultural activities, including the establishment of a Cultural Committee, Orchestra, and Music Club. Additionally, the Students' Union elects a Cultural Secretary to oversee these activities. Various cultural equipment is available for practice and performances, with spaces like digital rooms, classrooms, boys' and girls' common rooms utilized when not in use. Temporary panels are set up for cultural programs related to College Week, College Foundation Day, Freshman Social, Women's Day Celebration, Republic Day, Independence Day, and more. Digital classrooms are also utilized for cultural activities.

In terms of sports facilities, the college offers ample infrastructure, including open spaces within the college premises and playgrounds in the boys' hostel and parking area. Table tennis facilities are available in the girls' hostel and common room, while badminton and volleyball equipment can be found in both the college and girls' and boys' hostels. The playground at Gauhati University is utilized for cricket, football, athletics, and other major games during College Week, events, and practice sessions.

The college is also home to a well-equipped Gymnasium Hall established in 2008, capable of accommodating 30 individuals at a time. This hall has been converted into a Multi-gymnasium, featuring equipment such as dumbbells, arm wrestling tables, fly benches, weightlifting equipment, twisters, push-up stands, and weight machines.

Furthermore, the college houses two meditation centers, one within the college premises (established in 2015) and another in the girls' hostel, providing spaces for contemplation and relaxation.

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.

18

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)

200.20317

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)

Efforts have been consistently made to develop a comprehensive central library at Pandu College for the benefit of teachers,

students, and the community. As the college has grown, the central library has undergone continuous improvements to align with modern technological needs and user-friendly features. Presently, the college library boasts a collection of 47,027 books, access to 97,000 e-journals through NLIST, 13 national and local newspapers, 3 weekly publications, as well as several printed journals and magazines. The library operates using ILMS Koha software and was partially automated with KOHA cloud hosting in 2016. Additionally, the Pandu College Library is a member of the National Digital Library, a Government of India initiative for Digital India. Through this membership, users can access full-text documents across various subjects.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NIL

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 **A. Any 4 or more 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)

0.43326

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

173.33

File Description	Documents
Any additional information	View File
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 Facilities: Pandu College provides extensive ICT resources to students, faculty, and staff, offering 2 servers, 117 computers, 25 printers, 15 LCD projectors, and 8 ICT-equipped classrooms. The college features four computer labs, including one for bioinformatics. Its administrative office has 14 LAN-connected desktops for tasks like accounts, admissions, and attendance. The college library is equipped with 16 desktops and an RFID management system.

Software Facilities: The college's portal is widely used for attendance, leave management, notifications, and e-governance. It has also acquired licenses for software including WINDOWS-10 Pro, Microsoft Office, and 4 Arc-view GIS licenses for the Geography department. KOHA (CLOUD version) Library Management Software was installed in 2017.

Maintenance and Connectivity: Pandu College rigorously maintains its IT facilities, including computers, printers, Xerox machines, and LCD projectors. It has a 20 MBPS leased line from Reliance Jio and a Broadband connection from BSNL for seamless e-work operations. The college ensures high-speed internet via LAN and Wi-Fi, with Wi-Fi

stations across the campus. The entire campus is connected via LAN, including areas with optical fiber wiring. An ICT Management Cell supervises IT maintenance and advises regular updates for hardware and software to stay current.

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

4.3.2 - Number of Computers

125

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)

214.8103964

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 established internal policies and procedures for the procurement and upkeep of physical and academic support facilities, such as laboratories and the library. The Principal is authorized to approve unforeseen maintenance expenses up to rupees five thousand without inviting quotations or tenders. However, for purchases or maintenance exceeding this amount, quotations or tenders are solicited. Major construction or renovation projects requiring expenditures beyond twenty lakhs necessitate technical approval from the appropriate authority.

The college's purchase committee, appointed by the Principal, oversees the maintenance and utilization of physical facilities, with all decisions requiring approval from the Governing Body. The Library Development Committee manages library activities, including book procurement, budget allocation, and infrastructure maintenance. Each department is responsible for maintaining and operating its laboratories, with the department head coordinating maintenance in consultation with the college Principal.

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

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

710

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

**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**

A. All of the above

File Description	Documents
Link to Institutional website	Nil
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

859

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

859

File Description	Documents
Any additional information	View File
Number of students benefitted 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

29

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

124

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

17

File Description	Documents
Upload supporting data for the same	View File
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.

8

File Description	Documents
e-copies of award letters and certificates	View File
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)

In 1965, the Pandu College Students' Union Society (PCSUS) was established to oversee various student activities. Operating under its own constitution, the society includes all college students as

its primary members and is dedicated to achieving several key objectives:

1. Promoting the physical, mental, emotional, and spiritual well-being of students.
2. Fostering socio-cultural responsibility for students' improvement.
3. Cultivating unity, fraternity, and brotherhood among students.
4. Advocating for students' genuine grievances and aspirations through democratic, non-violent means.
5. Creating a healthy and disciplined educational environment.

In addition to union activities, students are involved in various institutional and departmental bodies, cells, and associations. They have the authority to organize seminars, workshops, debates, quiz competitions, fresher's social events, farewells, etc. Furthermore, students are nominated as office bearers and members of different college bodies and committees. Many departments also engage students as editors of departmental wall magazines and journals.

File Description	Documents
Paste link for additional information	Nil
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

20

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

Throughout its journey, Pandu College has nurtured numerous alumni who have gone on to hold prominent positions and contribute significantly to the growth of Assam and the nation. The college established an alumni association in 2003, which regularly convenes meetings. In 2019, the association was officially registered under the Register of Societies Act, 1861.

The alumni association plays a crucial role in the college's development by offering valuable suggestions for improvement based on their experiences. Alumni feedback is highly valued and is used to enhance the overall quality of the institute. Additionally, alumni contribute to defining the college's Vision and Mission, drawing on their expertise gained during their time at the college.

The alumni association serves as a networking platform for alumni, fostering connections not only among themselves but also with the corporate world, thus creating opportunities for collaboration and growth.

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

5.4.2 - Alumni contribution during the year C. 3 Lakhs - 4Lakhs
(INR in Lakhs)

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 stands as a leading co-educational provincialized institution in the region. With students from diverse socio-economic

backgrounds and varying intellectual, social, and cultural values, the college is committed to fostering holistic development among its student community. The Governing Body meticulously oversees all decisions and policies, ensuring comprehensive growth. The Principal dutifully executes the management's directives, closely supported by the teaching and non-teaching staff, all striving for the students' best interests.

Maintaining regular communication with the Heads of Departments, Office and Library staff, and other stakeholders, the Principal ensures seamless implementation of plans and policies, addressing any issues or conflicts that arise. The institution's Academic Council and other Committees convene regularly to deliberate and implement decisions pertaining to academic, administrative, and co-curricular activities.

The institution's vision extends beyond being a mere center for higher education; it aspires to become a beacon of excellence, nurturing human resources that contribute significantly to the nation's development.

File Description	Documents
Paste link for additional information	https://panducollege.org/aboutus/icv
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 is dedicated to decentralized practices in both its academic and administrative operations.

The Governing Body, formed in accordance with the Assam College Employees (Provincialisation) Act, 2005 and the Assam College Employees (Provincialisation) Rule, 2010, includes a President nominated by the State Government. Post-retirement, employee pensions and other benefits are settled in compliance with the Assam Service (Pension) Rules 1969. The Principal leads the college administration, supported by a dedicated non-teaching staff.

The institution has various committees with specific roles, providing academic and administrative leadership. The Academic Council manages all academic affairs and proposes strategies for enhancing teaching and learning facilities. The Anti-Ragging Cell,

Grievance Redressal Cell, and Discipline Committee ensure a healthy, enjoyable, and disciplined environment. These bodies consist of the Principal, Heads of Departments, and faculty members.

Student participation in college governance is facilitated through class monitors and the Pandu College Students' Union Society. The Student Union democratically presents students' common concerns to the college authority, ensuring their voices are heard in decision-making processes.

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 Strategic Plans derive from the institute's mission and vision, offering guidance for decision-making to realize its predetermined goals. They encompass both short-term and long-term objectives, with a primary focus on enhancing academic excellence, work quality, research, and infrastructural development. Pandu College is dedicated to creating a comprehensive plan for achieving excellence in both academic and infrastructural development. This plan encompasses long-term and short-term goals across various facets of the college's operations.

The Academic Council, consisting of Heads of Departments, the IQAC coordinator, the librarian, and several senior teachers, is established to ensure the effective implementation of diverse academic objectives. The council oversees class schedules, the academic calendar, internal examinations, and other related matters.

The Academic Council is responsible for defining the goals and strategies for all academic affairs and for preparing the college's academic calendar for each session. Working in collaboration with the Admission Committee, it ensures the timely completion of the admission process.

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 (GB) serves as the highest authority within the institution. It convenes periodically to review the Audit report and budget, as well as to oversee administrative and academic audits, and the appointment and promotion processes. The Principal leads the college's management and administration, supported by the Vice-Principal.

The Internal Quality Assurance Cell (IQAC) establishes norms and standards for quality and excellence, with active participation from all academic departments. The Principal conducts regular meetings with the teaching and non-teaching staff, as well as with the student union, to ensure effective policy implementation.

Teacher promotions follow the Government's rules and guidelines under the Career Advancement Scheme (CAS), while non-teaching staff promotions are based on vacancies and seniority. Recommendations for both are forwarded to the Director of Higher Education for approval. Additionally, the college has formed various committees and cells to oversee different activities and execute various plans and policies.

A Grievance Redressal Cell handles academic and non-academic grievances sensitively, thoroughly analyzing and addressing student complaints in collaboration with relevant bodies. The college also offers a counseling center to support students facing psychological and emotional challenges.

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 interfaces	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 implemented comprehensive welfare measures for both teaching and non-teaching staff. The current welfare measures for these staff members include:

- The College actively encourages and motivates teaching staff to participate in Orientation, Refresher, and Short-Term Courses. Similarly, non-teaching staff are encouraged to engage in Professional Development Courses related to Administration work, and duty leaves are granted to facilitate their participation in such courses.
- All permanent staff members have access to Group Insurance and Provident Fund facilities, while contractual teachers benefit from periodic pay revisions.
- In the event of a serious medical condition, the college and its stakeholders provide significant financial assistance.

- Employee leaves are sanctioned in accordance with the guidelines laid out by the UGC and the Government of Assam.
- The college provides drinking water facilities for all staff and has installed pantry rooms in many departments.
- Each department is equipped with dedicated libraries, computers, projectors, and high-speed internet facilities. Additionally, the college has a central library for broader access to resources.
- The college has established an Internal Complaint Committee to address any incidents of sexual harassment that may occur.
- The institution's gymnasium facility is available for use by all its members.

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

0

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	No File Uploaded
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

12

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 IQAC of the college collects Self-Appraisal Reports annually from teaching staff, following a specific format. Additionally, the IQAC gathers departmental reports and conducts Academic Audits. Feedback from stakeholders is collected annually to apprise both teaching and non-teaching staff of their academic and non-academic accomplishments. The institution also seeks feedback from alumni and

parents as external evaluations to drive comprehensive development initiatives.

During the promotion process for the API score, the IQAC and subject experts from the screening committee nominated by Gauhati University evaluate the Self-Performance Appraisal Format prescribed by the UGC. Once certified by the principal, these formats are forwarded to the office of the Director of Higher Education, Govt. of Assam, for the placement and promotion of teachers under the Career Advancement Scheme (CAS). Individual faculty members' records are maintained in service books.

For non-teaching employees, Annual Confidential Reports are certified by the principal and sent to the office of the Director of Higher Education, Govt. of Assam, for their placement and promotion.

File Description	Documents
Paste link for additional information	NIL
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 established a mechanism for both internal and external audits to ensure financial compliance.

a) Internal Audit:

The Internal Audit is a continuous process conducted by a qualified Chartered Accountant. Its purpose is to examine the books of accounts, review current accounts, and provide suggestions for improvement. This internal audit ensures that the accounts are maintained accurately and provides measures to prevent and detect any potential fraud.

b) External Audit:

The External Audit is conducted by the Auditor General of Assam, facilitated through the office of the Director of Higher Education of Assam. This audit serves as an independent review to validate the college's financial records and practices.

The college maintains various financial records such as Cashbooks, Ledger Books, Pasting files, and utilization certificates where necessary. Additionally, it keeps records of staff salary statements and deductions like GPF, PF, and loans from financial institutions.

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)

29,95,622

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 guides the institution in diversifying and expanding its resource base to achieve its strategic plans, goals, and overall growth. This policy aids in identifying and analyzing available resources for efficient budget allocation.

a) **Institutional Procedures:** The college annually prepares a budget estimate submitted by the Principal for approval by the Governing Body.

b) **Resource Sources:** The major sources of funding include:

- Student admission fees
- Funds and grants from governmental and non-governmental bodies
- Salary grants from the Government of Assam

- Self-sustaining programs
- Fees from government and non-government departmental examinations
- Interest from bank fixed deposits
- Funds generated are primarily used for college development and maintenance.

Utilization: The budget is designed for optimal resource utilization with allocations for:

- Building and infrastructure maintenance
- Salaries for contractual teaching and non-teaching staff
- Staff and student welfare expenses
- Procurement of lab consumables, LCD projectors, Computers etc.
- Miscellaneous 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 Institutional Quality Assurance Cell (IQAC) is dedicated to enhancing and maintaining the quality of the institution. It has formulated strategies to improve the capabilities of students, teachers, and non-teaching staff, contributing significantly to institutionalizing quality assurance processes. Here are some key initiatives undertaken by the IQAC:

1. Signing Memorandums of Understanding (MoUs) with various organizations and institutions to enhance the teaching, learning, and research environments at the college.
2. Expanding extension activities through NSS, NCC, and other college wings, along with physical infrastructure growth and the establishment of various cells and committees to serve diverse goals, which have become regular practices.
3. Developing the Community Outreach Program and Extension Activities as key areas of focus. Many programs are organized in adopted villages regularly and are run independently by

students and faculty from the college under this initiative.

4. Collecting regular feedback from stakeholders, preparing analysis reports, action taken reports, and sharing feedback reports with the parent university.
5. Preparing the Academic calendar in accordance with the norms of the affiliated university.
6. Conducting various External Audits such as AAA (Academic and Administrative Audit), Green Audit, and Environment Audit.
7. Collecting and analyzing self-appraisals from teachers.
8. Publishing Policy Documents to provide transparency and clarity in institutional processes.

File Description	Documents
Paste link for additional information	https://files.panducollege.org/SSR_FILE/AAA%20%20REPORT_Y52ruf0l4f.pdf
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

To ensure the continuous improvement of the teaching-learning process, operational structures, and learning outcomes, the IQAC has implemented various quality assurance strategies and processes:

- **Online Feedback Collection:** The IQAC gathers feedback from students, faculty, alumni, and employers on the curriculum and teaching-learning process. It analyzes this feedback and prepares reports, which are used to reform teaching-learning programs based on stakeholder input.
- **Academic Council Meetings:** The Academic Council meets regularly to monitor course progress, analyze results, and track student placements.
- **Recognition of Achievements:** The IQAC recognizes departmental

toppers and university toppers, encouraging academic excellence.

- **Mentoring System:** A mentoring system fosters interactions between students and faculty, aiding in assessing students' learning levels and taking appropriate steps to support their progress.
- **Infrastructure Development:** The IQAC prioritizes infrastructure growth, especially in terms of ICT facilities, recognizing their crucial role in academic advancement.
- **Introduction of Add-On Courses:** Add-on courses are introduced to develop skills, enhance employability, and foster entrepreneurial abilities among students.
- **Regular IQAC Meetings:**
- **Student Satisfaction Survey:** The IQAC conducts surveys to gauge student satisfaction, which informs further improvements in the institution's processes and offerings.

File Description	Documents
Paste link for additional information	NIL
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/IOAC_ANNUAL_REPORT/Annual%20Report%2022-23_vSESeTJMO9.pdf
Upload e-copies of the accreditations and certifications	View File
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

Pandu College is committed to promoting gender sensitivity within and beyond its campus. To achieve this goal, the college has implemented various measures in specific areas:

1. The college ensures equal opportunities for admission to all genders as a co-educational institution.
2. All genders have equal participation in sports, cultural activities, entrepreneurship programs, and skill development initiatives.
3. Representatives from all genders are involved in the election process for the Students' Union body.
4. The college organizes various events such as skits, plays, seminars, and workshops to promote gender equity, especially during International Women's Day. Additionally, the Pandu College Women's Cell conducts gender sensitization programs.
5. Committees like the Discipline Committee, anti-ragging committee, and Grievance Redressal Cell are established to monitor gender-related issues.
6. The ICC actively works to address gender-based discrimination within the college.
7. Management committees and in-house bodies ensure fair

representation from all genders.

8. The college provides gender-specific common rooms and washrooms with modern amenities.
9. To ensure the safety of all, the college campus is monitored by CCTV cameras. Both male and female security personnel are employed, and a full-time female warden is appointed for the girls' hostel.
10. Separate common rooms with sanitary amenities are provided for both male and female staff. The Girls' Common room is equipped with a Sanitary Napkin Incinerator, and a Day Care Centre is available for working mothers.
11. The College Counselling Cell organizes regular programs on stress management, personality development, and emotional maturity to address the personal and psychological needs of students.

File Description	Documents
Annual gender sensitization action plan	https://files.panducollege.org/SSR_FILE/7_RB_P1LspJiD.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/Geotagged%20photo%20%20of%207_bTn5flSSD2.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

C. Any 2 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

The college has implemented a comprehensive waste management system to effectively handle solid, liquid, and electronic waste. Trained staff regularly collect solid waste generated on campus and ensure it is deposited in strategically located dustbins, which undergo regular cleaning. The Guwahati Municipal Corporation is responsible for the regular collection of solid waste from the college and oversees the recycling process for both dry and wet waste, thereby playing a crucial role in promoting long-term environmental sustainability.

In addition, the college has implemented measures for the hygienic disposal of sanitary napkins, including the installation of electric Sanitary Napkin Vending Machines in the Girls' Common Room and the Girls' Hostel. Furthermore, the college operates a vermicompost plant that utilizes biodegradable waste to produce organic compost, which is then sold on campus.

Liquid waste from areas such as the canteen, laboratories, and toilets is channeled into a proper drainage system to prevent stagnation and ensure proper disposal.

For the management of electronic waste (E-Waste), the college collects unused or damaged computers and electronic gadgets at regular intervals. Depending on their condition, some devices are repaired and reused, while others are discarded through an auction process if they are beyond repair. This systematic approach to waste management reflects the college's commitment to environmental stewardship and sustainability.

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:

A. Any 4 or All 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	View File
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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
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

B. Any 3 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	View File
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 has implemented several initiatives to foster an inclusive environment:

(a) Linguistic Inclusiveness: Teachers utilize a bilingual or multilingual approach to teaching, facilitating better communication

with students and potentially enhancing their academic performance. The presence of six language departments, including Assamese, Bengali, Bodo, English, Hindi, and Sanskrit, encourages students from diverse linguistic backgrounds to enroll in the college.

(b) **Cultural Inclusiveness:** Students are encouraged to showcase the diverse cultures and traditions of India, especially those of the northeast, during the annual cultural rally and other cultural events held in connection with the Annual College Week, Foundation Day, and Fresher's Social.

(c) **Socio-Economic Inclusiveness:** The college promotes various scholarships provided by the Central and State governments to help students access financial assistance.

(d) **Regional Inclusiveness:** Pandu College attracts students from the seven northeastern states and other parts of the country, reflecting regional diversity. This diversity is celebrated through student participation in college events, promoting harmony.

(e) **Measures for Equal Opportunities:** The College strictly adheres to the reservation policy in admissions and appointments as per government regulations. Furthermore, there is no gender bias in the college's policies.

(f) **Other Forms of Inclusiveness:** The College welcomes all students to participate in the National Cadet Corps. Additionally, the NSS, and RRCunits provide platforms for students to engage in socially relevant activities.

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 has implemented various measures to sensitize students and employees to their constitutional obligations:

1) **Emphasis is placed on discipline and character building through engagement with organizations like NCC, NSS, and RRC, which provide**

platforms for involvement in nation-building processes.

2) The college celebrates International Human Rights Day annually on December 10th to promote awareness of human rights. Students are encouraged to exercise their right to vote in college elections.

3) The College conducts awareness programmes on Constitutional obligations, Values, Rights, Duties and Responsibilities of citizen among students and employee as well as for the neighborhood societies.

4) Activities for Inculcating a Sense of Duty and Responsibility:

- World Environment Day is celebrated with stakeholder involvement in activities like invited talks, tree planting, and cleaning programs to promote environmental protection.
- Various events such as webinars, talks, seminars, workshops, and competitions are organized on topics related to constitutional rights, duties, and citizen responsibilities.
- The celebration of Independence Day and Republic Day fosters a sense of patriotism.
- National Science Day and related events promote a scientific temperament.
- Programs are organized to commemorate national and international events and figures, promoting constitutional values.

5) Committees for Social Responsibility:

The institution has established an "Anti-ragging Central Committee" and an "Anti-tobacco Cell" to monitor and raise awareness about citizen duties and responsibilities for a healthy society.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://files.panducollege.org/SSR_FILE/Geotagged%20photo%20of%207_LHdBnNQGsu.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. All of the above

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

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	View File
Any other relevant information	No File Uploaded

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

Pandu College annually commemorates national and international events with active participation from faculty, staff, and students, aiming to recognize the significance and value of these occasions.

a) International Events:

- International Women's Day is celebrated on 8th March every year by organizing talks, seminars etc. on gender issues by inviting resource persons from the fields of social sciences, gender studies etc.
- World Wet Land Day was observed on 2nd February
- World Environment Day was celebrated on 5th of June and International Yoga day on 21st of June.
- World Philosophy Day was celebrated on 17th of November.
- International Human Rights Day was celebrated on 10th of December.
- International Mother Language Day was celebrated on 21st of February by the linguistic departments in the college premises
- World Poetry Day was celebrated on 21 March
- World Anti-Tobacco Day, World AIDS Day, etc are celebrated.

b) National Events

- Independence Day was celebrated on 15th of August and the

Republic Day was celebrated on 26th of January by hoisting the national flag and organizing various programmes.

- National Science Day was celebrated on 28th February
- National Biodiversity Day was celebrated on 22nd May.
- Teachers Day, NSS Day, NCC Day, etc. are also celebrated.
- Different programs organized on the occasion of Birth Anniversary of Rabindranath Tagore.

c) Celebrations:

Saraswati Puja, Biswakarma Puja, Diwali, Holi, and Bihu are celebrated with enthusiasm and cultural programs.

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	View File
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.

Pandu College exemplifies two outstanding practices: Green Campus Initiatives and Club Culture Activities:

Under the Green Campus Initiatives, the college is dedicated to creating an environmentally sustainable environment. Initiatives such as establishing vermicomposting units and organizing cleanliness drives demonstrate a commitment to reducing pollution and promoting eco-friendly practices. Notable achievements include declaring the campus a zero plastic zone and implementing energy-saving measures like LED and solar lights, resulting in significant reductions in electricity consumption. Despite challenges such as waste disposal and encroachment issues, the college remains proactive through ongoing awareness programs and upcoming initiatives like Vana Mahotsav and e-waste management campaigns.

Simultaneously, the college's emphasis on Club Culture Activities fosters holistic student development. With nine diverse clubs

covering a wide range of interests, students are encouraged to explore their passions and enhance their leadership skills. Increased participation indicates the success of this initiative, contributing to enhanced student confidence and understanding across various subjects. These combined efforts underscore Pandu College's unwavering commitment to nurturing a compassionate and meaningful learning environment where both environmental sustainability and personal growth are prioritized.

File Description	Documents
Best practices in the Institutional website	https://panducollege.org/igac/best-practice
Any other relevant information	https://files.panducollege.org/SSR_FILE/Documents%20Best%20Practice%20link%201%20&%202_yUAU6yOboe.pdf

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

Pandu College focuses on providing students with opportunities for holistic growth and development through various student-centric activities. Some of the distinctive features of these activities are detailed in the points below.

Effective teaching-learning process:

1. The college emphasises on quality teaching and learning methodologies to ensure students receive a comprehensive education.
2. Identification of slow learners and advance learners,
3. Remedial classes
4. Use of ICT tools
5. Individual/Group assignments,
6. Quizzes, Group Discussion, Seminar
7. Preparation of Departmental Wall Magazine and Bulletin
8. Lecture Programmes/Workshop/hands-on-training, fieldworks, field visits, excursion.

Nurturing students' Co-curricular activities:

1. The College provides infrastructure for sports, games, gymnasium, yoga, and meditation.

2. Additionally, there are nine students' clubs focusing on Dance and Drama, Music, Literary Activities, Sports, Art and Craft, Yoga and Meditation, Quiz and Debate, Environment Awareness and Community Service.
3. Nurture students' co-curricular activities. NCC, NSS and other Cells inculcate the values of national unity and integration, social inclusion and responsibilities.
4. MoUs with other institutions
5. Scholarships and Freeships to the students.
6. Mentoring for Students, Career Counselling and Placement,
7. Activities regarding Gender Equity and Sensitization, environment promotion, students' welfare are carried out under different Cell, committee and Council.
8. The college has an Institutional Innovation Council to foster innovation and entrepreneurship among students and faculty members.

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 Session commences immediately after the admission process, and the Academic Council develops an annual academic calendar aligned with the schedule of the affiliating University to ensure the smooth and effective implementation of the curriculum. The daily class schedule is organized, and the distribution of courses among faculty members is overseen by the Head of the Department, taking into account the faculty's expertise and the number of available faculty members.

Faculty members prepare their lesson plans and maintain daily class diaries using an online portal accessible to both students and the college office. In addition to classroom teaching, faculty members organize seminars, quizzes, group discussions, and assign home assignments to enhance the learning experience. The library provides internet access for academic purposes, and students and staff can utilize this facility for their academic needs.

Furthermore, students, under the guidance of faculty members, actively participate in activities such as creating wall magazines, publishing departmental bulletins, and participating in field trips. The institution conducts Parent-Teachers' Meets to gather feedback and improve the academic performance of students. Practical classes are conducted regularly according to the schedule, with faculty members providing demonstrations and guidance to students using various tools and equipment.

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 college employs a continuous internal evaluation system,

which includes the preparation of an academic calendar by the academic council in consultation with the affiliating university's calendar. This calendar outlines the schedule for sessional examinations, class tests, and home assignments, ensuring a regular assessment of students' progress. Additionally, it incorporates provisions for co-curricular activities like seminars, workshops, guest lectures, and field visits, as well as extracurricular activities such as extension programs, the Annual College Week, and student elections.

Furthermore, departments conduct subject-specific activities like seminars, quizzes, debates, and assignments to contribute to the ongoing internal evaluation process. Faculty members upload daily class records to the student portal, enabling the department head and the principal to monitor the curriculum's progress. The calendar also includes important dates such as admissions, the start of classes, teaching days, examinations, holidays, celebrations, student union elections, and student-led seminars or group discussions.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://files.panducollege.org/EVENTS/Academic%20Calendar%202022-23_SpYCzpWSdN.pdf

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

37

File Description	Documents
Any additional information	No File Uploaded
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)

20

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

809

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

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 college actively incorporates cross-cutting issues such as Professional Ethics, Gender, Human Values, Environment, and Sustainability into its curriculum. Both undergraduate and postgraduate programs address these issues through various courses. For instance, Gender-related topics are included in the curriculum of humanities and social sciences, while Environmental Studies is a mandatory subject for all students. Additionally, the college organizes gender sensitization programs, environmental awareness campaigns, and holistic health awareness programs.

To further emphasize professional ethics and human values, the college has established specific cells and departments dedicated to these areas. These entities work continuously to instill ethical values among both students and faculty members. Furthermore, the college has formed committees like the Anti-Ragging Committee and the Students Grievance Redressal Cell to address any undesirable activities within the campus promptly.

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

25

File Description	Documents
Any additional information	No File Uploaded
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

1106

File Description	Documents
Any additional information	No File Uploaded
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	A. All of the above
--	---------------------

File Description	Documents
URL for stakeholder feedback report	https://files.panducollege.org/IOAC_FEEDBACK_ANALYSIS/Feedback%20of%20students%20and%20teachers%20on%20curriculum-signed_TzF65hOZM3.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	View File

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	No File Uploaded
URL for feedback report	https://files.panducollege.org/IOAC_FEEDBACK_ANALYSIS/Feedback%20of%20students%20and%20teachers%20on%20curriculum-signed_TzF65hOZM3.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

980

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**325**

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 tailors its teaching methods to accommodate the unique learning needs of each student. At the start of every academic session, teachers assess students based on their classroom performance, interactions, tests, and participation in college activities. The college has specific measures in place for both slow learners and advanced learners.

For slow learners, the college offers tutorial and remedial classes to clarify doubts and improve understanding. Additional reading materials are provided to strengthen their foundational knowledge, and home assignments are given and assessed by teachers. Personality development programs are also conducted regularly to motivate and inspire these students. Furthermore, the college engages slow learners in social, departmental, and institutional activities to boost their confidence.

For advanced learners, the college provides advanced reading materials and encourages them to participate in seminars, lectures, conferences, and quizzes. Interactive programs with renowned scholars from various fields are organized to further motivate and challenge advanced learners, providing them with opportunities to broaden their knowledge and skills.

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
2072	91

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 employs various student-centered approaches, such as experiential and participatory learning, to actively engage students in the teaching-learning process.

Participative Learning: Departments utilize several methods to facilitate effective participative learning, including:

1. Group discussions
2. Student-led science exhibitions
3. Field studies and other value-added activities
4. Project work
5. Student seminars and quizzes
6. Home assignments
7. Interactive sessions with experts in different fields

The college ensures students' involvement in various activities aimed at instilling values and social responsibilities, such as organizing blood donation camps and cleanliness programs. Students are encouraged to participate in sports, cultural events (like College Week), and inter-college competitions. They also take on responsibilities as members of departmental societies and committees.

Experiential Learning: Students are encouraged to pursue summer internships in higher-level educational or research institutions. Additionally, the college organizes visits to higher educational institutes and other external activities to provide students with practical learning experiences.

Cooperative Learning: The college promotes cooperative learning through initiatives like:

1. Wall magazines
2. Publication of departmental student bulletins

3. Publication of a college magazine
4. Cleanliness drives conducted by students through NCC and NSS

Problem-Solving Methodologies: Students engage in problem-solving through projects and assignments, allowing them to apply theoretical knowledge to real-world situations.

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 college and its faculty have implemented various ICT initiatives to enhance the effectiveness of the teaching-learning process. The college's ICT infrastructure includes:

A) Students' Portal: Features available to students include:

1. Access to class routines
2. Monitoring of attendance
3. Participation in online examinations
4. Submission of assignments online
5. Access to online study materials
6. Viewing of online evaluation reports
7. Receipt of notifications from the college

B) Teachers' Portal: Features available to teachers include:

1. Recording and monitoring of class attendance
2. Access to class routines
3. Maintenance of a logbook
4. Activity diary for teachers
5. Receipt of notifications from the principal's office
6. Recording of library attendance
7. Access to student data for academic use
8. Tools for analyzing student performance

C) E-governance: Facilities available under e-governance include:

1. Verification of students' admission forms

2. Online leave application for teachers

In addition, the college provides a dedicated online class facility for students within the Teachers' Portal, where teachers can upload class notes and assignments. This portal also facilitates online examinations, including assessment and submission of assessment reports. The college is equipped with:

1. Eight ICT-enabled classrooms where teachers conduct regular classes
2. Four computer labs with a total of 125 computers
3. Usage of platforms like Google Classroom and Zoom for online classes
4. Upload of recorded classes by teachers on their YouTube channels
5. Conduct of live classes by some teachers through the SHAYAM platform under the IGNOU study center of the college

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

91

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
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

70

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
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	No File Uploaded
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

999

File Description	Documents
Any additional information	No File Uploaded
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, affiliated with Gauhati University, adheres to the university's regulations and guidelines for the assessment and evaluation process. Each academic session has its academic calendar, including the schedule for internal assessments. Any modifications to assessment schedules, methods, or university directives related to course-specific examination patterns or internal assessment schedules are promptly communicated through the college website and students' portal.

The college has an Examination Committee responsible for coordinating both internal and external examination activities. Internal Assessment consists of Sessional Examinations and assignments, seminar presentations, projects, and group discussions. Faculty members from respective departments prepare the question papers for Sessional Examinations. While General English, Education, and Environmental Studies exams are centrally conducted, other subjects, including honors courses, are managed by the respective departments according to routine schedules. Each semester includes one Sessional Examination.

After evaluation, students have the opportunity to review their answer sheets for self-assessment. They can also discuss any assessment-related concerns with their teachers. Teachers maintain records of students' attendance in internal examinations, question papers, answer sheets, and marks sheets for academic monitoring and auditing purposes.

File Description	Documents
Any additional information	View File
Link for additional information	https://files.panducollege.org/SSR_FILE/2_EPL8rEkHb9.pdf

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

Pandu College has an Examination Grievances Redressal Committee (EGRC) comprising the Vice Principal as Chairperson, a teacher coordinator, and two teacher members dedicated to addressing examination-related grievances. The college follows a transparent process for handling these grievances. Students can apply for revaluation, recounting, or challenged evaluation using the college's prescribed format.

Queries regarding results, corrections in mark sheets, or the absence of internal marks in university-issued mark sheets are promptly addressed by the EGRC after they are forwarded through the college Examination Committee. Any such grievances are then forwarded to the respective departments for rectification. Once rectified, the Examination Committee sends the corrected information to the university.

In cases where a student is unable to appear for a Sessional examination or submit an assignment on time due to medical or genuine reasons, they can request a mercy chance by submitting an application to the Head of the respective department along with valid documents. Additionally, students who wish to improve their marks or have obtained lower marks are allowed to reappear for improvement.

To maintain transparency, the college provides students with access to their evaluated assignments and answer scripts. Any discrepancies reported by students are promptly resolved by the relevant faculty members.

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.

The college clearly defines and displays the Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) for all its programs on its official website. Faculty members ensure that students are aware of these outcomes at the beginning of each semester and during departmental orientation programs. This proactive approach helps students understand the expected learning outcomes and align their efforts accordingly.

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

The college assesses Program Outcomes (POs) and Program Specific Outcomes (PSOs) by aligning them with the Course Outcomes (COs) of relevant courses through both direct and indirect methods. Direct methods involve evaluating students' knowledge and skills against measurable course outcomes, typically through examinations or observations. The course outcomes are mapped to specific problems in university examinations, internal exams, and home assignments.

The evaluation of POs, PSOs, and COs is primarily based on students' performance in semester examinations and internal assessments. The semester examination conducted by the affiliating university accounts for 80% of the assessment in a course, while the remaining 20% weightage for internal assessment is allocated to assess the course outcomes. The knowledge and skills targeted by the course outcomes are assessed through semester examinations, sessional examinations, and continuous internal evaluation methods such as home assignments, group discussions, seminar presentations, quizzes, etc., throughout the semester.

Departments regularly monitor students' learning outcomes and take remedial measures to ensure desired course outcomes are achieved. Additionally, the attainment of POs is assessed through the progression records of alumni to gauge the long-term impact of the institution's educational programs.

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**636**

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	Nil

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-%20Analysis%20report%202022-signed_XyGfer1C5I.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)****79.00321**

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**

01

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

5

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	Nil

3.2 - Innovation Ecosystem

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

To foster innovation within the institution, Pandu College has established the Institutional Innovation Council (IIC ID: IC202216676). This council has been actively engaging in various initiatives related to innovation and entrepreneurship, aimed at motivating and nurturing the creative thinking of our students. These efforts have resulted in the generation of new ideas and the establishment of a culture of innovation.

Furthermore, Pandu College is dedicated to providing a conducive research environment on campus, as evidenced by the consistent publications of our faculty members. We are committed to maintaining and enhancing this tradition through a range of initiatives. To incentivize research activities, the college now offers financial support to faculty members undertaking minor research projects. Additionally, we organize research article

writing competitions on relevant topics to stimulate academic research among our students.

The Biotech Hub, sponsored by the Department of Biotechnology, New Delhi, serves as a platform for faculty and students to conduct scientific experiments across various disciplines, with a focus on chemical and biological sciences. The hub regularly hosts student-centric workshops, seminars, and competitions such as Poster Presentations and Science Quizzes, aimed at cultivating a scientific mindset among the youth. The impactful work and outcomes of the Biotech Hub have been recognized by the Department of Biotechnology, leading to the college being chosen as an Advanced Level Biotech Hub.

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

5

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

4

File Description	Documents
URL to the research page on HEI website	https://panducollege.org/research/PANDU
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

28

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

32

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 actively engages in a range of extension activities within the local community to instill in students a sense of

social responsibility and promote their holistic development. These initiatives focus on issues such as cleanliness, environmental awareness, and broader social concerns. Students are encouraged to participate in outreach programs like the Swachh Bharat Abhiyan and tree plantation drives, as well as theme-based activities like street plays and rallies. These activities not only contribute to the community but also provide students with opportunities to enhance their leadership, interpersonal skills, and self-confidence.

Regular social outreach programs and discussions involving both students and faculty members are held to address various social issues. The institute also takes pride in raising awareness about critical topics like malnutrition, sanitation, education for girls, and other aspects of skill development. Additionally, students are involved in field research on social issues, which helps them gain insights into existing social values and work towards addressing limitations for the betterment of society.

File Description	Documents
Paste link for additional information	Nil
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

5

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

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

55

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

701

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

6

File Description	Documents
e-copies of related Document	No File Uploaded
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

13

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 diligently followed the guidelines set by the affiliating university during the affiliation process for each of its courses, ensuring compliance in areas such as infrastructure, teaching materials, and ICT tools. Each department is well-equipped with spacious classrooms, fully-furnished laboratories, and essential teaching aids like blackboards, whiteboards, green boards, and dusters. The college maintains digital attendance records through separate online portals for students and teachers, facilitating efficient record-keeping and communication of important notices.

The science departments boast well-equipped laboratories

furnished with the necessary scientific tools and equipment. Additionally, all departments have access to digital classrooms and a conference hall based on their specific needs. The Meditation Room and College Archive are utilized by faculty, students, and staff as required. Furthermore, besides the centrally managed digital library, most departments maintain their own libraries catering to the specific needs of their students. The entire college campus is Wi-Fi enabled, providing internet access for academic and administrative purposes to faculty, students, and administration alike.

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.

The college has made comprehensive arrangements for cultural activities, including the establishment of a Cultural Committee, Orchestra, and Music Club. Additionally, the Students' Union elects a Cultural Secretary to oversee these activities. Various cultural equipment is available for practice and performances, with spaces like digital rooms, classrooms, boys' and girls' common rooms utilized when not in use. Temporary panels are set up for cultural programs related to College Week, College Foundation Day, Freshman Social, Women's Day Celebration, Republic Day, Independence Day, and more. Digital classrooms are also utilized for cultural activities.

In terms of sports facilities, the college offers ample infrastructure, including open spaces within the college premises and playgrounds in the boys' hostel and parking area. Table tennis facilities are available in the girls' hostel and common room, while badminton and volleyball equipment can be found in both the college and girls' and boys' hostels. The playground at Gauhati University is utilized for cricket, football, athletics, and other major games during College Week, events, and practice sessions.

The college is also home to a well-equipped Gymnasium Hall established in 2008, capable of accommodating 30 individuals at a time. This hall has been converted into a Multi-gymnasium,

featuring equipment such as dumbbells, arm wrestling tables, fly benches, weightlifting equipment, twisters, push-up stands, and weight machines.

Furthermore, the college houses two meditation centers, one within the college premises (established in 2015) and another in the girls' hostel, providing spaces for contemplation and relaxation.

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.

18

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)

200.20317

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)

Efforts have been consistently made to develop a comprehensive central library at Pandu College for the benefit of teachers, students, and the community. As the college has grown, the central library has undergone continuous improvements to align with modern technological needs and user-friendly features. Presently, the college library boasts a collection of 47,027 books, access to 97,000 e-journals through NLIST, 13 national and local newspapers, 3 weekly publications, as well as several printed journals and magazines. The library operates using ILMS Koha software and was partially automated with KOHA cloud hosting in 2016. Additionally, the Pandu College Library is a member of the National Digital Library, a Government of India initiative for Digital India. Through this membership, users can access full-text documents across various subjects.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NIL

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

A. Any 4 or more 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)

0.43326

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

173.33

File Description	Documents
Any additional information	View File
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 Facilities: Pandu College provides extensive ICT resources to students, faculty, and staff, offering 2 servers, 117 computers, 25 printers, 15 LCD projectors, and 8 ICT-equipped classrooms. The college features four computer labs, including one for bioinformatics. Its administrative office has 14 LAN-

connected desktops for tasks like accounts, admissions, and attendance. The college library is equipped with 16 desktops and an RFID management system.

Software Facilities: The college's portal is widely used for attendance, leave management, notifications, and e-governance. It has also acquired licenses for software including WINDOWS-10 Pro, Microsoft Office, and 4 Arc-view GIS licenses for the Geography department. KOHA (CLOUD version) Library Management Software was installed in 2017.

Maintenance and Connectivity: Pandu College rigorously maintains its IT facilities, including computers, printers, Xerox machines, and LCD projectors. It has a 20 MBPS leased line from Reliance Jio and a Broadband connection from BSNL for seamless e-work operations. The college ensures high-speed internet via LAN and Wi-Fi, with Wi-Fi stations across the campus. The entire campus is connected via LAN, including areas with optical fiber wiring. An ICT Management Cell supervises IT maintenance and advises regular updates for hardware and software to stay current.

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

4.3.2 - Number of Computers

125

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)

214.8103964

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 established internal policies and procedures for the procurement and upkeep of physical and academic support facilities, such as laboratories and the library. The Principal is authorized to approve unforeseen maintenance expenses up to rupees five thousand without inviting quotations or tenders. However, for purchases or maintenance exceeding this amount, quotations or tenders are solicited. Major construction or renovation projects requiring expenditures beyond twenty lakhs necessitate technical approval from the appropriate authority.

The college's purchase committee, appointed by the Principal, oversees the maintenance and utilization of physical facilities, with all decisions requiring approval from the Governing Body. The Library Development Committee manages library activities, including book procurement, budget allocation, and infrastructure maintenance. Each department is responsible for maintaining and

operating its laboratories, with the department head coordinating maintenance in consultation with the college Principal.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

710

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 benefitted 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
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	A. All of the above
File Description	Documents
Link to Institutional website	Nil
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	
859	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
859	
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	A. All of the above

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

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

29

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

124

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

17

File Description	Documents
Upload supporting data for the same	View File
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.

8

File Description	Documents
e-copies of award letters and certificates	View File
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)

In 1965, the Pandu College Students' Union Society (PCSUS) was established to oversee various student activities. Operating under its own constitution, the society includes all college students as its primary members and is dedicated to achieving several key objectives:

1. Promoting the physical, mental, emotional, and spiritual well-being of students.
2. Fostering socio-cultural responsibility for students' improvement.
3. Cultivating unity, fraternity, and brotherhood among students.
4. Advocating for students' genuine grievances and aspirations through democratic, non-violent means.
5. Creating a healthy and disciplined educational environment.

In addition to union activities, students are involved in various institutional and departmental bodies, cells, and associations. They have the authority to organize seminars, workshops, debates, quiz competitions, fresher's social events, farewells, etc. Furthermore, students are nominated as office bearers and members of different college bodies and committees. Many departments also engage students as editors of departmental wall magazines and journals.

File Description	Documents
Paste link for additional information	Nil
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

20

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

Throughout its journey, Pandu College has nurtured numerous alumni who have gone on to hold prominent positions and contribute significantly to the growth of Assam and the nation. The college established an alumni association in 2003, which regularly convenes meetings. In 2019, the association was officially registered under the Register of Societies Act, 1861.

The alumni association plays a crucial role in the college's development by offering valuable suggestions for improvement based on their experiences. Alumni feedback is highly valued and is used to enhance the overall quality of the institute. Additionally, alumni contribute to defining the college's Vision and Mission, drawing on their expertise gained during their time at the college.

The alumni association serves as a networking platform for alumni, fostering connections not only among themselves but also with the corporate world, thus creating opportunities for collaboration and growth.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

C. 3 Lakhs - 4Lakhs

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 stands as a leading co-educational provincialized institution in the region. With students from diverse socio-economic backgrounds and varying intellectual, social, and cultural values, the college is committed to fostering holistic development among its student community. The Governing Body meticulously oversees all decisions and policies, ensuring comprehensive growth. The Principal dutifully executes the management's directives, closely supported by the teaching and non-teaching staff, all striving for the students' best interests.

Maintaining regular communication with the Heads of Departments, Office and Library staff, and other stakeholders, the Principal ensures seamless implementation of plans and policies, addressing any issues or conflicts that arise. The institution's Academic Council and other Committees convene regularly to deliberate and implement decisions pertaining to academic, administrative, and co-curricular activities.

The institution's vision extends beyond being a mere center for higher education; it aspires to become a beacon of excellence,

nurturing human resources that contribute significantly to the nation's development.

File Description	Documents
Paste link for additional information	https://panducollege.org/aboutus/icv
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 is dedicated to decentralized practices in both its academic and administrative operations.

The Governing Body, formed in accordance with the Assam College Employees (Provincialisation) Act, 2005 and the Assam College Employees (Provincialisation) Rule, 2010, includes a President nominated by the State Government. Post-retirement, employee pensions and other benefits are settled in compliance with the Assam Service (Pension) Rules 1969. The Principal leads the college administration, supported by a dedicated non-teaching staff.

The institution has various committees with specific roles, providing academic and administrative leadership. The Academic Council manages all academic affairs and proposes strategies for enhancing teaching and learning facilities. The Anti-Ragging Cell, Grievance Redressal Cell, and Discipline Committee ensure a healthy, enjoyable, and disciplined environment. These bodies consist of the Principal, Heads of Departments, and faculty members.

Student participation in college governance is facilitated through class monitors and the Pandu College Students' Union Society. The Student Union democratically presents students' common concerns to the college authority, ensuring their voices are heard in decision-making processes.

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 Strategic Plans derive from the institute's mission and vision, offering guidance for decision-making to realize its predetermined goals. They encompass both short-term and long-term objectives, with a primary focus on enhancing academic excellence, work quality, research, and infrastructural development. Pandu College is dedicated to creating a comprehensive plan for achieving excellence in both academic and infrastructural development. This plan encompasses long-term and short-term goals across various facets of the college's operations.

The Academic Council, consisting of Heads of Departments, the IQAC coordinator, the librarian, and several senior teachers, is established to ensure the effective implementation of diverse academic objectives. The council oversees class schedules, the academic calendar, internal examinations, and other related matters.

The Academic Council is responsible for defining the goals and strategies for all academic affairs and for preparing the college's academic calendar for each session. Working in collaboration with the Admission Committee, it ensures the timely completion of the admission process.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://files.panducollege.org/EVENTS/6_tv_cG7BxN3X.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 (GB) serves as the highest authority within the institution. It convenes periodically to review the Audit report and budget, as well as to oversee administrative and academic audits, and the appointment and promotion processes. The Principal leads the college's management and administration, supported by the Vice-Principal.

The Internal Quality Assurance Cell (IQAC) establishes norms and standards for quality and excellence, with active participation from all academic departments. The Principal conducts regular meetings with the teaching and non-teaching staff, as well as with the student union, to ensure effective policy implementation.

Teacher promotions follow the Government's rules and guidelines under the Career Advancement Scheme (CAS), while non-teaching staff promotions are based on vacancies and seniority. Recommendations for both are forwarded to the Director of Higher Education for approval. Additionally, the college has formed various committees and cells to oversee different activities and execute various plans and policies.

A Grievance Redressal Cell handles academic and non-academic grievances sensitively, thoroughly analyzing and addressing student complaints in collaboration with relevant bodies. The college also offers a counseling center to support students facing psychological and emotional challenges.

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 implemented comprehensive welfare measures for both teaching and non-teaching staff. The current welfare measures for these staff members include:

- The College actively encourages and motivates teaching staff to participate in Orientation, Refresher, and Short-Term Courses. Similarly, non-teaching staff are encouraged to engage in Professional Development Courses related to Administration work, and duty leaves are granted to facilitate their participation in such courses.
- All permanent staff members have access to Group Insurance and Provident Fund facilities, while contractual teachers benefit from periodic pay revisions.
- In the event of a serious medical condition, the college and its stakeholders provide significant financial assistance.
- Employee leaves are sanctioned in accordance with the guidelines laid out by the UGC and the Government of Assam.
- The college provides drinking water facilities for all staff and has installed pantry rooms in many departments.
- Each department is equipped with dedicated libraries, computers, projectors, and high-speed internet facilities. Additionally, the college has a central library for broader access to resources.
- The college has established an Internal Complaint Committee to address any incidents of sexual harassment that may occur.
- The institution's gymnasium facility is available for use by all its members.

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

0

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	No File Uploaded
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

12

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 IQAC of the college collects Self-Appraisal Reports annually from teaching staff, following a specific format. Additionally, the IQAC gathers departmental reports and conducts Academic Audits. Feedback from stakeholders is collected annually to

apprise both teaching and non-teaching staff of their academic and non-academic accomplishments. The institution also seeks feedback from alumni and parents as external evaluations to drive comprehensive development initiatives.

During the promotion process for the API score, the IQAC and subject experts from the screening committee nominated by Gauhati University evaluate the Self-Performance Appraisal Format prescribed by the UGC. Once certified by the principal, these formats are forwarded to the office of the Director of Higher Education, Govt. of Assam, for the placement and promotion of teachers under the Career Advancement Scheme (CAS). Individual faculty members' records are maintained in service books.

For non-teaching employees, Annual Confidential Reports are certified by the principal and sent to the office of the Director of Higher Education, Govt. of Assam, for their placement and promotion.

File Description	Documents
Paste link for additional information	NIL
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 established a mechanism for both internal and external audits to ensure financial compliance.

a) Internal Audit:

The Internal Audit is a continuous process conducted by a qualified Chartered Accountant. Its purpose is to examine the books of accounts, review current accounts, and provide suggestions for improvement. This internal audit ensures that the accounts are maintained accurately and provides measures to prevent and detect any potential fraud.

b) External Audit:

The External Audit is conducted by the Auditor General of Assam,

facilitated through the office of the Director of Higher Education of Assam. This audit serves as an independent review to validate the college's financial records and practices.

The college maintains various financial records such as Cashbooks, Ledger Books, Pasting files, and utilization certificates where necessary. Additionally, it keeps records of staff salary statements and deductions like GPF, PF, and loans from financial institutions.

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)

29,95,622

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 guides the institution in diversifying and expanding its resource base to achieve its strategic plans, goals, and overall growth. This policy aids in identifying and analyzing available resources for efficient budget allocation.

a) Institutional Procedures: The college annually prepares a budget estimate submitted by the Principal for approval by the Governing Body.

b) Resource Sources: The major sources of funding include:

- Student admission fees
- Funds and grants from governmental and non-governmental bodies
- Salary grants from the Government of Assam
- Self-sustaining programs
- Fees from government and non-government departmental examinations
- Interest from bank fixed deposits
- Funds generated are primarily used for college development and maintenance.

Utilization: The budget is designed for optimal resource utilization with allocations for:

- Building and infrastructure maintenance
- Salaries for contractual teaching and non-teaching staff
- Staff and student welfare expenses
- Procurement of lab consumables, LCD projectors, Computers etc.
- Miscellaneous 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 Institutional Quality Assurance Cell (IQAC) is dedicated to enhancing and maintaining the quality of the institution. It has formulated strategies to improve the capabilities of students, teachers, and non-teaching staff, contributing significantly to institutionalizing quality assurance processes. Here are some key initiatives undertaken by the IQAC:

1. Signing Memorandums of Understanding (MoUs) with various organizations and institutions to enhance the teaching, learning, and research environments at the college.
2. Expanding extension activities through NSS, NCC, and other

college wings, along with physical infrastructure growth and the establishment of various cells and committees to serve diverse goals, which have become regular practices.

3. Developing the Community Outreach Program and Extension Activities as key areas of focus. Many programs are organized in adopted villages regularly and are run independently by students and faculty from the college under this initiative.
4. Collecting regular feedback from stakeholders, preparing analysis reports, action taken reports, and sharing feedback reports with the parent university.
5. Preparing the Academic calendar in accordance with the norms of the affiliated university.
6. Conducting various External Audits such as AAA (Academic and Administrative Audit), Green Audit, and Environment Audit.
7. Collecting and analyzing self-appraisals from teachers.
8. Publishing Policy Documents to provide transparency and clarity in institutional processes.

File Description	Documents
Paste link for additional information	https://files.panducollege.org/SSR_FILE/AA_A%20%20REPORT_Y52ruf014f.pdf
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

To ensure the continuous improvement of the teaching-learning process, operational structures, and learning outcomes, the IQAC has implemented various quality assurance strategies and processes:

- Online Feedback Collection: The IQAC gathers feedback from

students, faculty, alumni, and employers on the curriculum and teaching-learning process. It analyzes this feedback and prepares reports, which are used to reform teaching-learning programs based on stakeholder input.

- **Academic Council Meetings:** The Academic Council meets regularly to monitor course progress, analyze results, and track student placements.
- **Recognition of Achievements:** The IQAC recognizes departmental toppers and university toppers, encouraging academic excellence.
- **Mentoring System:** A mentoring system fosters interactions between students and faculty, aiding in assessing students' learning levels and taking appropriate steps to support their progress.
- **Infrastructure Development:** The IQAC prioritizes infrastructure growth, especially in terms of ICT facilities, recognizing their crucial role in academic advancement.
- **Introduction of Add-On Courses:** Add-on courses are introduced to develop skills, enhance employability, and foster entrepreneurial abilities among students.
- **Regular IQAC Meetings:**
- **Student Satisfaction Survey:** The IQAC conducts surveys to gauge student satisfaction, which informs further improvements in the institution's processes and offerings.

File Description	Documents
Paste link for additional information	NIL
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

B. Any 3 of the above

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)

File Description	Documents
Paste web link of Annual reports of Institution	https://files.panducollege.org/IOAC_ANNUAL_REPORT/Annual%20Report%2022-23_vSESeTJMO9.pdf
Upload e-copies of the accreditations and certifications	View File
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

Pandu College is committed to promoting gender sensitivity within and beyond its campus. To achieve this goal, the college has implemented various measures in specific areas:

- 1. The college ensures equal opportunities for admission to all genders as a co-educational institution.**
- 2. All genders have equal participation in sports, cultural activities, entrepreneurship programs, and skill development initiatives.**
- 3. Representatives from all genders are involved in the election process for the Students' Union body.**
- 4. The college organizes various events such as skits, plays, seminars, and workshops to promote gender equity, especially during International Women's Day. Additionally, the Pandu College Women's Cell conducts gender sensitization programs.**

5. Committees like the Discipline Committee, anti-ragging committee, and Grievance Redressal Cell are established to monitor gender-related issues.
6. The ICC actively works to address gender-based discrimination within the college.
7. Management committees and in-house bodies ensure fair representation from all genders.
8. The college provides gender-specific common rooms and washrooms with modern amenities.
9. To ensure the safety of all, the college campus is monitored by CCTV cameras. Both male and female security personnel are employed, and a full-time female warden is appointed for the girls' hostel.
10. Separate common rooms with sanitary amenities are provided for both male and female staff. The Girls' Common room is equipped with a Sanitary Napkin Incinerator, and a Day Care Centre is available for working mothers.
11. The College Counselling Cell organizes regular programs on stress management, personality development, and emotional maturity to address the personal and psychological needs of students.

File Description	Documents
Annual gender sensitization action plan	https://files.panducollege.org/SSR_FILE/7_RBP1LspJiD.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/Geotagged%20photo%20%20of%207_bTn5flSSD2.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-

C. Any 2 of the above

**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

The college has implemented a comprehensive waste management system to effectively handle solid, liquid, and electronic waste. Trained staff regularly collect solid waste generated on campus and ensure it is deposited in strategically located dustbins, which undergo regular cleaning. The Guwahati Municipal Corporation is responsible for the regular collection of solid waste from the college and oversees the recycling process for both dry and wet waste, thereby playing a crucial role in promoting long-term environmental sustainability.

In addition, the college has implemented measures for the hygienic disposal of sanitary napkins, including the installation of electric Sanitary Napkin Vending Machines in the Girls' Common Room and the Girls' Hostel. Furthermore, the college operates a vermicompost plant that utilizes biodegradable waste to produce organic compost, which is then sold on campus.

Liquid waste from areas such as the canteen, laboratories, and toilets is channeled into a proper drainage system to prevent stagnation and ensure proper disposal.

For the management of electronic waste (E-Waste), the college collects unused or damaged computers and electronic gadgets at regular intervals. Depending on their condition, some devices are repaired and reused, while others are discarded through an auction process if they are beyond repair. This systematic approach to waste management reflects the college's commitment to environmental stewardship and sustainability.

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
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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: <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping 	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
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	B. Any 3 of the above

following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
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

B. Any 3 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	View File
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 has implemented several initiatives to foster an inclusive environment:

(a) **Linguistic Inclusiveness:** Teachers utilize a bilingual or multilingual approach to teaching, facilitating better communication with students and potentially enhancing their academic performance. The presence of six language departments, including Assamese, Bengali, Bodo, English, Hindi, and Sanskrit, encourages students from diverse linguistic backgrounds to enroll in the college.

(b) **Cultural Inclusiveness:** Students are encouraged to showcase the diverse cultures and traditions of India, especially those of the northeast, during the annual cultural rally and other cultural events held in connection with the Annual College Week, Foundation Day, and Fresher's Social.

(c) **Socio-Economic Inclusiveness:** The college promotes various scholarships provided by the Central and State governments to help students access financial assistance.

(d) **Regional Inclusiveness:** Pandu College attracts students from the seven northeastern states and other parts of the country, reflecting regional diversity. This diversity is celebrated through student participation in college events, promoting harmony.

(e) **Measures for Equal Opportunities:** The College strictly adheres to the reservation policy in admissions and appointments as per government regulations. Furthermore, there is no gender bias in the college's policies.

(f) **Other Forms of Inclusiveness:** The College welcomes all students to participate in the National Cadet Corps. Additionally, the NSS, and RRCunits provide platforms for students to engage in socially relevant activities.

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 has implemented various measures to sensitize students and employees to their constitutional obligations:

- 1) Emphasis is placed on discipline and character building through engagement with organizations like NCC, NSS, and RRC, which provide platforms for involvement in nation-building processes.
- 2) The college celebrates International Human Rights Day annually on December 10th to promote awareness of human rights. Students are encouraged to exercise their right to vote in college elections.
- 3) The College conducts awareness programmes on Constitutional obligations, Values, Rights, Duties and Responsibilities of citizen among students and employee as well as for the neighborhood societies.
- 4) Activities for Inculcating a Sense of Duty and Responsibility:
 - World Environment Day is celebrated with stakeholder involvement in activities like invited talks, tree planting, and cleaning programs to promote environmental protection.
 - Various events such as webinars, talks, seminars, workshops, and competitions are organized on topics related to constitutional rights, duties, and citizen responsibilities.
 - The celebration of Independence Day and Republic Day fosters a sense of patriotism.
 - National Science Day and related events promote a scientific temperament.
 - Programs are organized to commemorate national and international events and figures, promoting constitutional values.

5) Committees for Social Responsibility:

The institution has established an "Anti-ragging Central Committee" and an "Anti-tobacco Cell" to monitor and raise awareness about citizen duties and responsibilities for a healthy society.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://files.panducollege.org/SSR_FILE/Geotagged%20photo%20%20of%207_LHdBnNQGsue.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.

A. All 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	View File
Any other relevant information	No File Uploaded

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

Pandu College annually commemorates national and international events with active participation from faculty, staff, and students, aiming to recognize the significance and value of these occasions.

a) International Events:

- International Women's Day is celebrated on 8th March every year by organizing talks, seminars etc. on gender issues by**

inviting resource persons from the fields of social sciences, gender studies etc.

- World Wet Land Day was observed on 2nd February
- World Environment Day was celebrated on 5th of June and International Yoga day on 21st of June.
- World Philosophy Day was celebrated on 17th of November.
- International Human Rights Day was celebrated on 10th of December.
- International Mother Language Day was celebrated on 21st of February by the linguistic departments in the college premises
- World Poetry Day was celebrated on 21 March
- World Anti-Tobacco Day, World AIDS Day, etc are celebrated.

b) National Events

- Independence Day was celebrated on 15th of August and the Republic Day was celebrated on 26th of January by hoisting the national flag and organizing various programmes.
- National Science Day was celebrated on 28th February
- National Biodiversity Day was celebrated on 22nd May.
- Teachers Day, NSS Day, NCC Day, etc. are also celebrated.
- Different programs organized on the occasion of Birth Anniversary of Rabindranath Tagore.

c) Celebrations:

Saraswati Puja, Biswakarma Puja, Diwali, Holi, and Bihu are celebrated with enthusiasm and cultural programs.

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	View File
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.

Pandu College exemplifies two outstanding practices: Green Campus Initiatives and Club Culture Activities:

Under the Green Campus Initiatives, the college is dedicated to creating an environmentally sustainable environment. Initiatives such as establishing vermicomposting units and organizing cleanliness drives demonstrate a commitment to reducing pollution and promoting eco-friendly practices. Notable achievements include declaring the campus a zero plastic zone and implementing energy-saving measures like LED and solar lights, resulting in significant reductions in electricity consumption. Despite challenges such as waste disposal and encroachment issues, the college remains proactive through ongoing awareness programs and upcoming initiatives like Vana Mahotsav and e-waste management campaigns.

Simultaneously, the college's emphasis on Club Culture Activities fosters holistic student development. With nine diverse clubs covering a wide range of interests, students are encouraged to explore their passions and enhance their leadership skills. Increased participation indicates the success of this initiative, contributing to enhanced student confidence and understanding across various subjects. These combined efforts underscore Pandu College's unwavering commitment to nurturing a compassionate and meaningful learning environment where both environmental sustainability and personal growth are prioritized.

File Description	Documents
Best practices in the Institutional website	https://panducollege.org/igac/best-practice
Any other relevant information	https://files.panducollege.org/SSR_FILE/Documents%20Best%20Practice%20link%201%20&%202_yUAU6yQboe.pdf

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

Pandu College focuses on providing students with opportunities for holistic growth and development through various student-centric activities. Some of the distinctive features of these activities are detailed in the points below.

Effective teaching-learning process:

1. The college emphasises on quality teaching and learning methodologies to ensure students receive a comprehensive education.
2. Identification of Slow learners and advance learners,
3. Remedial classes
4. Use of ICT tools
5. Individual/Group assignments,
6. Quizzes, Group Discussion, Seminar
7. Preparation of Departmental Wall Magazine and Bulletin
8. Lecture Programmes/Workshop/hands-on-training, fieldworks, field visits, excursion.

Nurturing students' Co-curricular activities:

1. The College provides infrastructure for sports, games, gymnasium, yoga, and meditation.
2. Additionally, there are nine students' clubs focusing on Dance and Drama, Music, Literary Activities, Sports, Art and Craft, Yoga and Meditation, Quiz and Debate, Environment Awareness and Community Service.
3. Nurture students' co-curricular activities. NCC, NSS and other Cells inculcate the values of national unity and integration, social inclusion and responsibilities.
4. MoUs with other institutions
5. Scholarships and Freeships to the students.
6. Mentoring for Students, Career Counselling and Placement,
7. Activities regarding Gender Equity and Sensitization, environment promotion, students' welfare are carried out under different Cell, committee and Council.
8. The college has an Institutional Innovation Council to foster innovation and entrepreneurship among students and faculty members.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The following is the plan of action for the next academic session:

- To prepare and submit the Self-Study Report (SSR) to the

NAACfor the upcoming accreditation process.

- To participate in the National Institutional Ranking Framework (NIRF) for the year 2024.
- To host an International Seminar in collaboration with the Indian Council of Social Science Research (ICSSR)
- To enhance accessibility and inclusivity by creating a disabled-friendly, barrier-free environment.
- To conduct audit like Gender Audit, Energy Audit etc to ensure operational efficiency and sustainability.
- To expand the range of add-on and certificate courses offered to students.
- To foster more collaborative projects and initiatives for the holistic development of students.
- To increase the scope of extension activities through Community Club, NSS, NCC, and various academic departments.
- To establish a Publication Board to oversee academic publications.
- To continue gathering feedback from all stakeholders to improve college operations and services.
- To regularly update the college website with the latest information, news, and resources.
- To provide institutional email IDs to all permanent employees for efficient communication and coordination.
- To arrange an International Cultural Exchange Programme with Bhutan to promote cultural exchange and understanding.