SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

PANDU COLLEGE

PANDU COLLEGE PANDU GUWAHATI KAMRUP METRO
781012
www.panducollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

At the periphery of Nilachal Hills where Goddess Kamakhya nestles, Pandu College started its pious journey with the blessings of great teacher and philosopher Dr. Sarvepalli Radhakrishnan. His enlightening words in the form of a letter to the founder members will always be a source of inspiration. He wrote,"**I am happy to know that a new college is being inaugurated at Pandu, thus adding to the facilities for higher education in Assam….. I hope that the college will prove to be an asset to the state**". With the formation of the North East Frontier Railway Head Quarters at Maligaon in 1958, a large Railway colony sprang up in no time, necessitating the establishment of educational institutions in the vicinity. The college was started to meet the growing aspirations of the people of Pandu-Maligaon area in particular and the entire region in general. The thirst for knowledge of higher education led the people to congregate in a public meeting on 28th January 1962 where a resolution was taken to start Pre- University classes in Arts and Commerce. On 5th September 1962, this glorious institution was inaugurated to kindle a beacon of light and bring about intellectual awakening and all round developments of students.

The college was initially started in an abandoned building of the Railway High School, Pandu. Later the N F Railway authority allotted a plot of land for the construction of a building for the college. Local citizens and the NF Railway authority were very much enthusiastic in extending valuable help in men and materials to Pandu College in surmounting the initial difficulties. After overcoming many hurdles, the Institution began its journey of success under the leadership of the industrious Principal Sri Satya Kinkar Sen with a group of dedicated teachers.

The college has been imparting education in Arts, Science and Commerce streams offering 35 courses at undergraduate and postgraduate levels having affiliation with Gauhati University. The Institute also provides degree level courses in Human Rights Education, Computer Application (BCA), Computer Science and Biotechnology. In addition, Environmental Studies is a compulsory subject in the degree level.

Vision

Pandu College believes in imparting life-oriented and value based education- an education aimed at strengthening the body purifying the mind and sharpening the intellect. It is intended to make the learners aware of the need to cultivate such qualities that would enable them to integrate properly with their communities, the people of the nation and their physical and biological environments. It is so oriented as to help the learners to get exposed to the scientific and technological advancement as well as the economic scenario of the country and the world at large. Such an education will regulate their lives in such a manner as to make them emerge as true citizens of the country possessing the essential human qualities and looking at the broader aspects of life in its absolute sense. They shall be acquainted with the history and culture of the human civilization while remaining at the same time regardful of the culture and tradition of their own native land with which they are so inseparably linked. The bond of unity, amity and fraternity shall thus be strengthened. The students of Pandu College shall be governed by the noble ideals of love, tolerance, sympathy and fellow felling and thus build up their character and their destiny. We have to march forward steadily but boldly and with firm determination to reach that goal.

Mission

To realize the long term goals enshrine the vision of college the following strategies and measures are being adopted:

Academic:

1. To reach out the academic goals by formulation of methodology for continuous monitoring of the progress of each department including profesional and vocational courses by the IQAC;
2. To conduct regular Academic Audit to find out strengths and weaknesses of the present programs to bring better outcomes;
3. To arrange orientation courses/faculty development programs particularly on padagogical aspects;
4. To introduce more vocational and profesional courses to creat employability and self employment;
5. To organize workshops on folk culture in a regular interval to promote cultural tradition through the students;
6. To conduct Green Audits regularly in and around the campus with both internal and external experts;
7. To create better environment for research with modern facilities;
8. To utilize the skills of the students and teachers in providing consultancy to the society.

Infrastructure:

1. To replace existing Assam type buildings by earth quake resistant multi-storied ones;
2. To develope laboratories by creating adequate space for research particularly for the science stream with modern facilities;
3. To construct Indoor Stadium to mitigate the problem of sports facilities of the college;
4. In view of the paucity of land in the existing campus, a second campus within a range of ten kilometers is proposed having following facilities;

- An outdoor stadium;
- An archives for manuscrips and folksongs of the regions;
- Residential quarters for employees;
- A recreation centre;
- A botanical garden and animal house for research activities;
- A small hospital cum dispensary;
- Shades for parking of vehicles;
- A cooperative store;

Administrative:

1. To put continuous effort to make the administration more transparent, vibrant and accesible;
2. To make the administration more decentralised and shared;
3. To convert entire process of admission, feedback, attendance etc from the traditional process to online process;
4. To mobilize funds from Government, Non-Government sources by preparing projects;
5. To generate more revenues from own sources to maintain the existing facilities properly;
6. To establish inhouse production centre with the help of the students of vocational courses.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Pandu College possesses the following strength to be an institution of excellence:

- Situational advantage - serenity in the midst of metropolitan hassles;
- The rapid urbanization in the villages around NF Railway HQ establishment will lead to a phenomenal increase of stakeholders of Pandu College;
- Students of different ethnic groups coming from different states of NE India stay together in the same campus assimilating different cultures and thereby promoting a cosmopolitan character;
- The administration maintains discipline and decorum of the institution by following an integrated Code of Conduct.
- Introduction of different new courses and curriculum keeping in mind the demand of time is a special feature of the college
- Faculty members are devoted and highly qualified with 49 Ph. D degree holders, 12 M. Phil. holders and having completed 8 Major and 34 Minor Research Projects;
- The college has a functional Internal Quality Assurance Cell, which closely monitors the academic advancement. The college also gives recognitions to the best department annually on the basis of its performance and the criteria set up for the purpose;
- Certification by NAAC as to the quality of education in the college had been accredited twice;
- The Information and Career Guidance Cell (ICGC) of the college has been continuously engaging itself in organizing programs on career counseling, personality development and soft skill development. It also facilitates placements for outgoing students through different organizations;
- NSS and NCC wings are involved in leadership development and motivating the students for social work. This has become evident by participation of its NCC cadets in Republic Day Parade and recognition of the Programme Officer of NSS National level;
- Hostel facilities with modern amenities for boys and girls that attract a large number of outstation students;
- The college accommodates more girl students in different programs. Presently the male female ratio of the students (1: 1.5). It has a functional Women's Studies Centre for empowerment of women in and around the college.

Institutional Weakness

The college has to overcome the following weaknesses to reach out its vision and mission:

- The paucity of land area of the present campus is a hindrance to the infrastructural extension of the college;
- Need to enhance the community interaction;
- Absence of benchmark to any discipline of the college;
- Facilities for extra academic activities are not up to the mark;
- Need to take steps to attract high caliber students through introduction of relevant courses and research facilities for better academic results;
- Upgradation of library to meet the modern requirements yet to be done. Computerization of the library has to be accomplished;
- Infrastructure facilities for research for all streams of the college particularly in science needs

improvement;

- The college is lacking of adequate sports facilities to meet the requirements of the students both in terms of indoor and outdoor games;
- College does not have facilities like creche for small children.

Institutional Opportunity

- Pandu College is capable of transforming it into a Centre of Excellence with   the help of committed faculty, disciplined students and infrastructure   facilities through strategic planning;
- There is a wider scope for collaboration with emerging industrial establishments in this region for undertaking Research and Development (R & D) work;
- Similarly attempts for such collaboration in R&D work may be explored from different research centers, universities, professional institutions and institutions involved in promotion and conduct of educational research;
- There is scope for greater involvement of alumni members for material and non material help for growth of the college;
- Engagements of professionals in specific areas on contractual basis may help to achieve the vision;
- There is a wider scope of upgradation of this institute to a Post Graduate college in the first phase, Autonomous College in the second phase and ultimately to emerge as a University in future;
- Radio Frequency Identification Device (RFID) is being installed in the central library of the college.

Institutional Challenge

- The college may have to face problems in meeting the changing needs and aspirations of the stakeholders due to the rapid urbanization of immediate neighborhood. There has been a rampant growth of private institutions designed to meet such needs and aspirations will pose to be a problem of the college;
- Paucity of fund stands on the way to the improvement of infrastructure facilities
- The unit cost per student is already much higher excluding the salary component;
- Limited scope for creativity and innovation in teaching learning process;
- There is a greater scope for introduction of new courses undertaking survey of the needs and aspiration of the stakeholders and marketability;
- Problem of segregating admitted students as per their aspirations and interest area to help them out in building their career;
- Limited scope for students in choosing their subject combinations as per their interest;
- Engagement of contractual teachers and employees stands as a financial problem of the college;
- No adequate sanctioned post in the academic departments to carry out the course curriculum in a timed bound schedule;
- Lack of Industry Academia Bridge for strategic career orientation among the students with the assurance of placement.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Pandu College is affiliated to Gauhati University and follows the curriculum formulated by the University from time to time. The institution takes part in the process of curriculum development in individual and collective capacities. Each department of the college plays effective roles for implementation of the prescribed curriculum.

Academic Calendar is diligently prepared to implement the curriculum successfully. All Theory & Practical classes are held according to a Time-Table prepared by the College Academic Council prior to the commencement of each academic session which is published in the college website and provided to every student during admission. The departmental time table is prepared by every department after the central time table is finalised. Records of teaching and other activities of the teachers are maintained in a Record Book/Log Book.

A number of faculties from the college assist the affiliating and other Universities in designing and developing of the syllabus. The departments design and develop curriculum for different certificate and vocational courses which are placed for approval by the affiliating University.

Conventional model of teaching-learning are supported with reasonable use of ICT to make the process more learner centric. Necessary infrastructural support is provided to teachers for better classroom delivery. Workshops, seminars and guest lectures are organised by the college relevant to specific discipline at Institutional as well as departmental levels. Students are encouraged to participate in the symposia, workshop, seminar, debate, quiz for enhancement of their knowledge base.

The college caters to the needs of the slow learners through extra inputs in tutorial, remedial, mentoring classes.

Feedbacks from students, parents and alumni are collected in regular intervals to help fine tuning the teaching learning process and overall academic atmosphere of the college.

The College has entered into some MoUs with different institutions, skill development councils to offer skill-based courses to enhance students' employability and teaching quality of the faculties.

Teaching-learning and Evaluation

The academic philosophy of Pandu College has been student-centric since its inception. The institution strives to meet the learning needs of students from different background and abilities. The institution endeavors to identify slow and advanced learners by initial assessment of their learning levels and appropriate measures are taken to satisfy their learning needs.

The college adopts student oriented approach by planning and implementing quality methods for teaching-learning process. The teachers always take appropriate measures for a participatory teaching learning process. Besides conventional teaching-learning methods, e-resources, ICT tools and experiential learning methodologies such as seminar, group discussion, brain storming sessions etc are also adopted to enrich the learning experience of the students.

The institution has a group of proficient and experienced faculty members in different domains. Apart from their expertise in their respective subjects and disciplines, they motivate the students to participate in sports, cultural, social and other non scholastic activities for all round development of their personalities. They help the

students to excel in their academic performances, strive to inculcate creativity, scientific temper and social responsibility. Teachers serve as mentors of the students and counsel them to take care of their intellectual as well as emotional well-being so as to improve their overall development.

The mechanism adopted by the institution for internal assessment is transparent and robust. The institution adheres to the academic calendar of its own which is in conformity to that of the affiliating university.

The college has an Examination Grievance Redress Cell to deal with the grievances of the students in a time bound and efficient manner. Regular monitors meetings are held to ventilate the grievances and collective opinion of the students.

Research, Innovations and Extension

Research activities had been considered as individual initiative in Pandu College up to the formation of a Research Council in 2009 with objectives of encouraging teachers for research to create a competitive research environment.

Apart from encouraging and providing necessary guidance to the faculties in submitting research proposals to UGC and other funding agencies, the council supports and motivates teachers to pursue higher studies and to publish research papers in reputed online and offline journals, books, proceeding volumes of conferences and seminars etc. The Research Council has been organizing workshops for the students on Research Methodology separately for Arts, Science and Commerce respectively to orient them for research activities.

The institute believes that research and education go hand in hand. There are various committees like Pandu College Research Council, Information and Career Guidance Cell (ICGC) and Center for Skill Education and Entrepreneurship Development Studies (C-SEEDS) to improve research and innovation and to enhance Industry-Academia relationship.

A number of social outreach programmes and deliberations are initiated by the institution in which students and faculty members participate. The college is supporting Digital India Campaign by taking the initiative of cashless transactions which includes students' admission fees, examination fees, faculty's salary or any kind of remuneration. The institute also takes initiatives in creating awareness about malnutrition, sanitation, disaster management, social values and education and protection of girl child. The institute ensures participation of the students and the faculty members in extension activities organized by NSS, College Extension Activity Cell, NCC, the Teachers' Unit, Students' Union, Alumni Association. Students are encouraged to participate in the awareness programmes on hazards created by plastics in the environment and the need for cleanliness in human welfare. The students conduct field research on standards of nutritional intake among the slum dwellers, their rate of school dropouts and perceptions on health and hygiene of girl child and women. Such studies help the students to understand the existing social situations, values and responsibilities.

Infrastructure and Learning Resources

Started in an abundant Assam type building on 5th September 1962, Pandu College has been developed brick by brick with the help of public donations from well wishers and philanthropists subsequently it started getting grants in aid from the government. Presently the college has two multistoried RCC buildings along with an Assam type house, three hostels, one student union building, canteen etc. with a buildup 13963.61 sq. mtr in an

area of 3.95 acres.

The college usually uses the field of Gauhati University to conduct different outdoor games during college week festival. It has a multi gymnasium and equipped with some indoor sports facilities.

The college has rich cultural tradition. As the student fraternity represents different culture and community background the entire college has become a cosmopolitan one. The cultural activities of the college are displayed on various occasion through the performance of students and teachers.

To enrich the traditional academic system modern ICT facilities have been gradually infused. Presently college has a well equipped digital classroom, three computer laboratories and three LCD fitted classrooms. Apart from that movable LCD projectors are used by the teachers in different classrooms during the teaching learning. The college campus is covered under wifi facilities for east access of teaching and learning contents.

A remarkable amount of the college annual budget is earmarked for development and maintenance of infrastructure facilities due to which there has been a visible growth in this direction. More over the college regularly receives grants from state and central governments and from different funding agencies.

Apart from the central library most of the departments of the college maintains individual departmental libraries for their students and teachers. The present central library of the college has strength of 45294 books, 84237 e-journals under NLIST, 14 numbers of national and local dailies along with a number of printed journals and magazines.

The college has a state of art IT infrastructure. The wifi facility in the campus is available through a well maintained leased line connection.

All movable and immovable properties, assets, electronic gadgets, furniture and other infrastructures are properly maintained by the institution.

Student Support and Progression

The college provides free admission to the economically backward students with the help of government. The institution has a Students' Welfare Fund which assists the economically backward students by proving financial support. The college has schemes for scholarships to the meritorious and socioeconomically backward students.

Career Counseling Programs, Personality Development Programs, Entrepreneurship Development Programs are organized by the college through different cells for the benefit of students.

The college organizes remedial classes for slow learners through its academic departments. The college Self Empowerment Cell organizes students' mentoring, personal counseling, yoga and meditation activities. The college celebrates World Health Day, International Yoga Day for the holistic development of all stake holders in general and students in particular.

Students are given opportunities to participate in academic and administrative activities of the institute through different departmental associations, unions, societies etc. In these societies the student members play both administrative and academic roles in organizing seminars, talks, symposia etc. Students are allowed to

participate and express their views in policy decisions through their delegated monitors.

The Institution has committees on Grievance & Redressal for Students and Employees. Anti-Ragging Committee, Students' Disciplinary and Monitoring Committee, Anti Sexual Harassment Committee and Internal Complain Committee have been constituted to ensure internal and external discipline to achieve a congenial academic atmosphere averting untoward activities, student's unrest.

The Institution has developed a good platform for students support and progression in the field of academic and co-curricular activities. The Institution has an active Students' Union through which the college channelizes the students to participate in various activities.

The institution has an active alumni association that works as a bridge between the present and the past students. Under its initiatives the Golden Jubilee of Pandu College Students' Union Society was organized in 2014. The Alumni Association has created an anthem through which an emotional bonding among the past students with their alma mater is tried to be established.

Pandu College has produced a number of alumni who have been able to occupy prominent position contributing towards the growth of the State of Assam in particular and nation in general.

Governance, Leadership and Management

Since its inception Pandu College has been trying to achieve its long and short term goals through a collective leadership system. The Institution adopted a vision document during its Golden Jubilee Celebration in 2013 reflecting the goals and strategies for next 50 years. The Governing Body of the college is closely associated with the Principal and other stake holders in determining the course of action for all round development of the institute. The college believes in de-centralization of powers and functions to develop a participatory management system. In this direction various bodies, cells and committees are formed taking members from teaching, non-teaching staff, parents, students, alumni and community.

To enrich traditional management and administrative system, the college has adopted modern technology for prompt, transparent delivary system in administration. As a part of this initiative Leave Management System, Admision System, Salary Disbursement have been made online. Most of the information and documents are uploaded in the institutional website for easy access by the public.

The college has adopted a suitable mechanism to redress grievances lodged by various stake holders. Grievance Redressal Cells are constituted for stategic redressal of such grievances. The teachers and employees of the college are encouraged to participate in various co-opearate activities through academic, administrative and management bodies.

College follows a transparent financial administration. At the vary begining of any financial year, college budget is prepared with the help of teachers and employees taking into consideration the actual expenditure incured in last financial year which is later placed before the Governing Body for final approval. After getting approval, the budget document are made available to concerned stake holders for making fianacial strategies for the current year.

All Academic Departments are authorised to take administrative and academic decisions and make strategies for allround development of the students in consultation with Principal, IQAC and Academic Council.

IQAC of the college plays a pivotal role in making quality strategies, policies, prospective plans for holistic development of the college.

The college has evolved mechanisms for transformation of its Governance and Leadership through empowering various committees and cells constitued by its stake holders.

Institutional Values and Best Practices

Pandu College has always pioneered in displaying the best institutional values and practices to address social and environmental issues.

There are separate common rooms for girl students with modern amenities. The Institution provides the facilities of hostels to the meritorious girl students. The campus is covered under CCTV surveillance.

Anti-Ragging Committee creates awareness about the consequences of involvement in any such activities. On the very first day of any academic session IQAC organizes a meeting with the students both new comers and seniors to apprise them with their roles and responsibilities.

The college has a Women Study Center which organizes lectures and talks regularly on different issues. Self-defense training programs are organized to empower girl students. Sexual Harassment Prevention Cell, Internal Complain Committees are in place to prevent sexual harassment in any form in the institution. There are Grievance Redressal Cells to deal with different types of grievances.

To achieve environmental sustainability, institution has initiated certain solid, liquid and e-waste management systems. The institution strives to maintain eco-friendly lifestyle. The institution encourages the students and employees to use alternative means of transport instead of private ones.

The institution encompasses various social responsibilities and values such as Integrity, Accountability, Punctuality and Humanity to achieve its vision of overall development of the students. It celebrates glorious social, historical and cultural traditions on various occasions.

The college maintains transparency in its financial, academic, administrative and auxiliary functions. The college has a good public relation with different people and communities.

The students seeking admission to the institution are usually from poor economic background. In view of this, the institution has constituted a Student Welfare Fund with the contribution of employees to help and support such economically backward meritorious students. Moreover there has been a good tradition among the teaching and non-teaching employees to help their fellow members who face distress particularly in case of medical treatment.

To appreciate, motivate and to inculcate a sense of healthy competition amongst the students and teachers, the Institution follows some best practices successfully like Best Department Award, Best Reader Award, Best Graduate Award, Best Employees Award etc.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	PANDU COLLEGE
Address	Pandu College Pandu Guwahati Kamrup Metro
City	Guwahati
State	Assam
Pin	781012
Website	www.panducollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Jogesh Kakati	0361-2570450	8812987251	0361-2673698	iqacpandu@gmail.com
IQAC Coordinator	Navajyoti Borah	0361-2670027	9435044337	0361-2676763	njborah.47@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	05-09-1962

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Assam	Gauhati University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	22-10-2009	View Document
12B of UGC	22-10-2009	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Pandu College Pandu Guwahati Kamrup Metro	Urban	3.95	13953.61

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Assamese	36	HSSLC	Assamese	40	31
UG	BA,Bengali	36	HSSLC	Bengali	30	20
UG	BSc,Biotechnology	36	HSSLC	English	25	22
UG	BA,Bodo	36	HSSLC	Bodo	20	5
UG	BSc,Botany	36	HSSLC	English	40	33
UG	BSc,Chemistry	36	HSSLC	English	30	29
UG	BCom,Finance	36	HSSLC	English	25	18
UG	BCom,Accountancy	36	HSSLC	English	25	11
UG	BCom,Management	36	HSSLC	English	25	22
UG	BCA,Computer Science	36	HSSLC	English	20	19
UG	BA,Economics	36	HSSLC	English	30	26
UG	BA,Education	36	HSSLC	English	40	31
UG	BA,English	36	HSSLC	English	35	31
UG	BA,Geography	36	HSSLC	English	30	27
UG	BSc,Geography	36	HSSLC	English	10	6
UG	BA,Hindi	36	HSSLC	Hindi	30	15
UG	BA,History	36	HSSLC	English	30	25

UG	BSc,Mathematics	36	HSSLC	English	40	35
UG	BA,Mathematics	36	HSSLC	English	10	1
UG	BA,Philosophy	36	HSSLC	English	30	16
UG	BA,Political Science	36	HSSLC	English	45	38
UG	BSc,Physics	36	HSSLC	English	30	23
UG	BA,Sanskrit	36	HSSLC	Sanskrit	20	8
UG	BSc,Statistics	36	HSSLC	English	30	13
UG	BSc,Zoology	36	HSSLC	English	30	28
PG	MA,Assamese	24	TDC	Assamese	30	27
PG	MA,Bengali	24	TDC	Bengali	10	8
PG	MSc,Biotechnology	24	TDC	English	10	10
PG	MA,Economics	24	TDC	English	10	10
PG	MSc,Economics	24	TDC	English	10	10
PG	MA,Education	24	TDC	English	30	30
PG	MSc,Geography	24	TDC	English	5	5
PG	MA,Geography	24	TDC	English	5	5
PG	MSc,Zoology	24	TDC	English	15	15

Position Details of Faculty & Staff in the College

Teaching Faculty

	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				25				49
Recruited	0	0	0	0	12	13	0	25	20	22	0	42
Yet to Recruit				0				0				7
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				13
Recruited	0	0	0	0	0	0	0	0	4	9	0	13
Yet to Recruit				0				0				0

Non-Teaching Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				19
Recruited	14	1	0	15
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				16
Recruited	12	4	0	16
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				14
Recruited	11	0	0	11
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	6	0	0	6
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	8	11	0	16	14	0	49
M.Phil.	0	0	0	0	0	0	1	3	0	4
PG	0	0	0	4	2	0	4	4	0	14

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Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	4	0	5
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	5	0	8

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	16	10	0	26

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	817	4	0	0	821
	Female	1026	7	0	0	1033
	Others	0	0	0	0	0
PG	Male	31	0	0	0	31
	Female	172	0	0	0	172
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	42	55	31	30
	Female	48	56	67	51
	Others	0	0	0	0
ST	Male	46	43	37	35
	Female	52	53	41	41
	Others	0	0	0	0
OBC	Male	120	89	101	88
	Female	99	136	127	101
	Others	0	0	0	0
General	Male	230	193	190	166
	Female	208	267	279	240
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		845	892	873	752

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 35

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

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
35	31	28	28	28

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2057	2021	2085	1796	1805

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

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
323	316	299	281	281

File Description	Document
Institutional data in prescribed format	[View Document](#)

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
581	586	573	546	520

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
67	66	64	67	71

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
74	74	74	74	74

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 97

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
247.47	148.97	195.67	252.95	408.64

Number of computers

Response: 71

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The College follows undergraduate and post-graduate curriculum provided by the Gauhati University. To impart quality education, the Academic Council develops an annual academic calendar based on the academic schedule fixed by the affiliating to implement the curriculum in an effective manner. Allocation of courses is done by the Head of the department based on the number of faculty members and their specialization. Teaching plan is prepared by a number of departments for a semester for timely completion of the course curriculum.

The college has undertaken a wide variety of effective means for quality delivery of the curriculum. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, tutorials, departmental quiz, poster presentation by the students, wall magazines, departmental bulletins, educational tours, field trips, social awareness programs and industrial visits.

Teams of students are motivated to participate in conferences, symposia, workshops, debate and quiz competition held in other institutions for exposure of their talents.

Regular Class Monitors' Meetings are conducted by the IQAC for addressing the academic and other grievances of the students and placed before the authorities for taking appropriate measures. Parent-Teachers' Meets are conducted to enable the institution to get feedbacks and suggestions to improve the academic performance of their wards in particular and the institution in general.

Action plans for effective curriculum implementation:

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

- Preparation of a planned work schedule, keeping in the mind, the weightage given for each paper and the number of hours allotted as per the prescribed norms.
- Implementation of curriculum is periodically reviewed through departmental meeting
- Internet facility is available for both the students and staff in the library for academic orientation.
- Replenishing the library with books of changed syllabi as and when necessary.
- Follow a process of continuous assessment through Internal Tests.
- Progress of the slow learners is intimated to their parents.
- Laboratories are upgraded to meet the demands of the curriculum.
- Smart classroom facilities are provided to the departments on the basis of need.
- Organization of seminars, conferences and workshops.
- Special guidance to develop the personality of the students enhancing their soft skills to equip them to compete in the present day job market.
- Arrangement of interdepartmental/interdisciplinary lectures, quiz, exhibitions etc.

- The communication skills of the students are built through aptitude session, group discussions and interviews to maximize employability.

Central Library of the institution provides necessary learning resources to the students and teachers. Faculty members and students are facilitated with unique user ID and password for online accessing **NLIST.**

The college encourages faculty members to attend Orientation/Refresher courses, Faculty Development Programme, Short Term Course, Summer Schools, Winter Schools, Seminars, Workshops, Conference etc. organized at regional, national and international levels by different institutions/Universities for acquiring necessary knowledge and skill for smooth delivery of the curriculum.

File Description	Document
Any additional information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 2

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1	1

File Description	Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 29.85

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	4	1	3	4

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 22.86

1.2.1.1 How many new courses are introduced within the last five years

Response: 8

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 35

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0.21

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	16	2

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

The under graduate and post graduate programs being imparted by the college represent different issues related to Gender, Environment and Sustainability, Human Values and Ethics. Most of the course curriculum of humanities incorporates the concept of gender and its related issues in different papers. Environmental Studies have been implemented as a compulsory subject from the third semester for all stream students. Moreover most of the departments impart education on environment and sustainable development. Departments like Education, Philosophy, Political Science teach on human values and ethics as parts of their course curriculum. The college has been able to introduce Human Rights Education as a subject at undergraduate level.

Personality development programs are conducted along with the routine teaching-learning program by experts. Gender sensitization program, environmental awareness programs, program for enhancement of holistic health awareness etc are organized by different cells, departments or by the institution as a whole. Some specific cells and centers like Information and Career Guidance cell (ICGC), Students Empowerment Cell, Centre for Skill Education and Entrepreneurship Development Studies (C-SEEDS), Women Study Centre, Student Welfare Cell are constituted to put continuous effort for enhancement of professional ethics and human values among both students and teaching communities.

College carries out various programmes like tree plantation, public awareness campaign on different socioeconomic and environmental issues. The NCC (National Cadet Corps) unit of the college continuously strives to imbibe the moral, disciplinary, patriotic and ethical values among the students. Some programs are specially organized to empower girls' students particularly for their self defense.

Gender equity is proven to a large extend in the institution by means of active participation of girl students and women teachers.

Some of the good practices are adopted by the institution for maintenance of green and clean environment in and around the campus which are extensively described in criteria VII.

Anti-Ragging Committee, Students Grievance Redressal Cell are in place to contain any such untoward activities inside the campus. The college campus is located in a suitable location surrounded by hills and greeneries which helps to maintain a pleasant environment to develop an encouraging work culture.

File Description	Document
Any Additional Information	[View Document](#)

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 3

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 3

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 30.68

1.3.3.1 Number of students undertaking field projects or internships

Response: 631

File Description	Document
List of students enrolled	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E.None of the above

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: E. Feedback not collected

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.44

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	11	7	7	3

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 100.21

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
845	892	873	752	710

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
875	855	810	760	760

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 87.15

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
290	284	256	243	236

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

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Understanding the need of every student, the college facilitates extra/special learning based on the academic capabilities of each student. In each academic session, students are assessed by their teachers on the basis of classroom performance, individual interactions, class tests and participation in diverse activities in the college. The institution monitors its students through the departments and their faculty members so as to make a better and fruitful learning environment for the institutions.

To achieve the goal of enhancing the learning experiences of the advanced learners and the slow learners, the college adopts various strategies.

Strategies for slow learners

1. Tutorial and remedial classes are conducted for slow learners to clarify doubts, to re-explain the critical points;
2. Extra reading materials to improve basic understanding of subjects;
3. Practice assignments that are finally assessed by their teachers;
4. Personality development programs are conducted from time to time to motivate and inspire them to work hard;
5. Engagement in social activities/ class activities/institutional activities to build confidence level of the students;

Strategies for advanced learners

1. Advanced reading materials to stimulate their thoughts;
2. Encouraged to attend/participate in various seminars/ lectures/ conferences/ quizzes to broaden

their horizon;

3. Interactive programmes with eminent scholars from various fields are organized to motivate and encourage the advanced learners;

4. Advanced learners are also involved in value added activities of college to develop social relationships;

5. To motivate them to excel by providing Best Graduate and Best Readers awards regularly on College Foundation Day.

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 30.7

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.05

2.2.3.1 Number of differently abled students on rolls

Response: 1

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

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

Response:

Various student centric methods like experiential and participatory learning are adopted by the college to ensure active participation of students in the teaching learning process.

Participative Learning

Departments adopt the following methods for effective participative learning

- Group Discussion
- Field study and other value added activity
- Project work

- Student Seminar and quiz
- Home assignment
- Interactive sessions with experts in various fields

Participation of the students in various activities is ensured. For example,

- The College organizes different activities like blood donation camp, flood relief activity, visiting old-age home, cleanliness programmes to inculcate values and social responsibilities among students.
- The college gives importance to holistic development of students beyond classroom through co-curricular, extra-curricular and value added activities.
- Students are encouraged to participate in college sports and cultural activities (in College Week) where they can show /exhibit their talents in variety of activities. It also foster the spirit of togetherness and leadership. Students are also encouraged to participate in different Inter-College competitions and Youth festivals.
- Students are appointed as members of different departmental societies and committees, and given responsibilities of them so that they develop organizational skills and abilities.

Experiential Learning:

- **Summer Internship:** Students are encouraged to intern (such as summer internship) in higher-level educational/research institutions across the country.
- **Visits outside the institution:** The teachers encourage as well as provide students with opportunities to pursue experiential learning in their respective domains. Visit to higher educational institutes and other activities outside the college are organized.
- **Co-operative Learning:** Students are encouraged to engage themselves in variety of useful learning activities in a cooperative non competitive environment by constituting groups of small numbers. On several occasions, senior students of the departments are also involved in this process with their juniors for mutual benefits.

Problem Solving Methodologies:

To enhance the learning experience through problem solving methods the following means are adopted by the concerned departments:

- Projects
- Assignments

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

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 85.07

2.3.2.1 Number of teachers using ICT

Response: 57

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 26.71

2.3.3.1 Number of mentors

Response: 77

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The institute undertakes a number of effective measures to onvolve the students in the learning process in an innovative and creative ways. The academic departments consistently emphasise upon the involvement of students by taking the following steps.

- Online attendance system
- Emphasis on use of ICT and digital classrooms
- Regular Student Feedback on Teachers and teaching learning process
- Provisions for interactive sessions with experts in the subject
- Online discussion groups are formed for teaching learning purpose on Whatsapp platform for different batches of students at departmental levels so that various issues and difficulties in course curriculum can be discussed collectively among the students along with the teachers in the group;
- Methods of Team Teaching, Thematic learning, **Brainstorming and group discussion sessions** are adopted by some departments to make the teaching learning process more illustrative and interesting

Along with the curricular activities, the institution tries to motivate the students to take up different extra-curricular activities for their holistic developments. Some of these activities which are taken up during different ocassions are mentioned below. Thse activities enhance creativity and social obligations among the students.

- **Cultural processions** are organized during different occasions where students and teachers of each department jointly work on a theme of socio-cultural relevance to demonstrate the national philosophy of unity in diversity.
- **Interactive sessions of students and teachers** are conducted with academicians, scientists, writers,

artists and doctors etc to broaden their mental horizon.

* Enhancement of holistic development in physical, mental and spiritual sphere through yoga and meditation
* As a part of the effort for development of skill for both in state and national level the institute arranges to conduct various skill development programs and workshops by the Center for Skill and Entrepreneurships and Information and Career Guidance Cell.
* Inclusion of certificate and diploma courses to enhance employability in students.
* **MOU** with IITG and Indian Skills Academy for inhouse faculty training and student empowerment

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

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 90.54

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 63.01

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
49	42	39	39	42

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)

2.4.3 Teaching experience per full time teacher in number of years

Response: 22.57

2.4.3.1 Total experience of full-time teachers

Response: 1512.5

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 13.43

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	3	0	0	6

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Pandu College is committed to offer enriching experience of learning to students. Various student centric learning methods are adopted by the college.

In general, semester examinations are conducted according to the rules of affiliating University. However, the college believes in continuous evaluation of the students for their sustained performance. Hence, the Academic Council of the college designs and implements the internal examinations of the college. The college firmly follows the condition of 75% attendance of each and every student to appear in the sessional examinations.

All semester examinations are conducted by the affiliating university as per its academic calendar. For continuous internal evaluation (CIE) of the students, college adopts following measures:

- Two sessional examinations are held for each of the courses, as part of the evaluation of students.
- Periodical class tests are conducted by departments
- Seminars are organized
- Assignments are allotted and evaluated
- 75% attendance out of total classes held is made mandatory.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

- The Academic Council of the college determines the goals and plans of all academic matters and prepares the Academic Calendar of the college for a session taking into consideration the calendar prepared the University. Accordingly, the Examination Commitee conducts all examinations in the college.
- In the beginning of a new academic session, the college organizes Orientation Programme to the newly admitted students to make them acquainted with the rules and regulations of the college including the examination systems.
- All notices related to examination are displayed visibly in the college notice board, the departmental notice boards and the college website.
- All examinations are held in accordance to Academic Calendar of the college, which is made available to each of the students.
- All evaluated answer scripts of the sessional examinations are made available to the students for verification, before sending the internal marks to the university.
- The evaluated answer scripts of class tests, surprise tests, assignments, etc., are returned to the students, so that it facilitates continuous improvement of the students in learning and performing.
- Regular monitors meet organised by IQAC to know their feedback on different academic matters including the mechanism of internal assessment.
- Parents and Guardians are informed about the performance and regularity of their wards in the college.
- Guardians' feedback is collected in Parent-Teacher meet.

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

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

Response:

Examination related grievances are mainly dealt with the administrative office. If any student comes with any grievance he or she is generally guided by the college office to apply in a proper format. Later these grievances are forwarded to the Universities or councils for rectification. Recently a Examination Grievances Redressal Committee has been constituted for smooth and easy rectification of the problems. The committee is working under the co-ordinatorship of a teacher who is assisted by the members.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

- The Academic Council of the college prepares the Academic Calendar of the college for a year taking into cosideration the Academic Calendar of Gauhati University.
- The Examination Committee conducts all examinations in the college in accordance to Academic Calendar of the college and notices issued by the affiliating university.
- The Academic Calendar is made available to each of the students. All notices related to examination are displayed promptly in the college notice board, the departmental notice boards and the college website.

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

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Mechanism of communication of PSOs and COs

The College offers a number of courses/programmes, both at undergraduate and postgraduate levels under the affiliation of Gauhati University. The college uses different mechanisms and practices to communicate programmes and course outcomes to all stakeholders. The motivation for doing so is to provide the students and the teachers a clear and comprehensive idea of the courses so their learning objectives are

met.

The programme outcome (PO), programme specific outcome (PSO) and course outcome (CO) of all programmes and courses are made available explicitly in the College website. Further, the syllabi of all of the programmes are made available online (in the college website) and offline (in the departments). Moreover, the College Prospectus provides the basic structures of all programmes offered by the college.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The evaluation of attainment of PO, PSO and CO is primarily made on the basis of the performances of the students in summative and formative assessments in the courses.

The summative assessment is made through the semester examination of the affiliating university, and counts 80% of the assessment in a course. The other 20% of weightage for internal assessment is used not only for the formative assessment of the student, but also for assessment of the course outcome.

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

Learning outcomes of the students are regularly monitored by the departments and appropriate remedial measures are taken for desired course outcomes. Moreover, departments assess the program specific outcomes after semester results and chalk out desirable interventions to achieve better outcomes. The attainment of PO is assessed through the student progression record of alumni of the institution.

2.6.3 Average pass percentage of Students

Response: 60.03

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 347

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 578

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.24

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 115.03

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	43.75	31.37	38.56	1.35

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 10.45

3.1.2.1 Number of teachers recognised as research guides

Response: 7

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.63

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 10

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 79

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Any additional information	[View Document](#)
Funding agency website URL	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Although the college does not have any defined ecosystem including incubation centre established under the mandates from any statutory authority, it has developed a spirit of innovation encompasses various outreach programs for creation and transfer of knowledge. The institute has constituted a research council known as Pandu College Research Council (PCRC) to facilitate and monitor research activities in the college. The Research Council facilitates and provides necessary guidance to the faculties in submitting research proposals to UGC and other funding agencies. The Research Council had organized workshop for the students on Research Methodology separately for Arts, Science and Commerce respectively to orient the students for research activities.

Counseling, training and placement cell of the institute known as Information and Career Guidance Cell (ICGC) is operation focusing on bridging the industry academia gap. The main functions of the cell include taking efforts for collaborative activities in areas of research and training and to arrange industrial/field visits and campus interviews. Recently the college has constituted a Centre for Entreprenureship and Development Studies (C-SEEDS) for empowering students.

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

The College has the Beautification Committee which specifically looks after the maintainance of positive and healthy environment.

The institute has well equipped laboratories, Central library, Students Common Rooms separately for boys and girls, Safe drinking water in the campus, hygienic canteen in the college premises. The college took the initiative for girls students by providing vending waste disposal machine in the girls' common room. The college promoted participation of students in different co-curricular activities such as cultural rally, extension service, art and craft, NCC, practice teaching, seminar presentation, group discussions, brain storming, role playing and many more to equip the students and motivate them for all round development of the child.

The college publishes an anual magazine namely 'Pandujyoti'. A College Bulletin is also published by Pandu College Teachers' Unit. Most of the departments of the college publish their departmental magazine,

wall magazine etc with innovative thoughts and ideas reflected every year.

The institute had arranged a self-defense awareness program for girls for their personal safety and security. The institute also took the initiative of organizing awareness program on environmental issues. The college had also arranged an entrepreneurship program mainly for students to give them an idea about the glimpses of entrepreneurs and their importance.

The IQAC Committee had for the first time organized a 7 day program on Faculty Development Program for the faculty members on Behavioural Remodelling and ICT use in Classroom teaching where the faculty members had benefitted a lot. For employees, IQAC organize 2days training program for their orientation towards effective inter relation with students.

File Description	Document
Any additional information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 1.43

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 10

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 7

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	
Any additional information	

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.91

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	14	10	10	17

File Description	Document
List of research papers by title, author, department, name and year of publication	
Any additional information	

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 1.49

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
30	24	15	19	12

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The College conducts different extension activities in the neighborhood community in terms of impact and sensitizing students with social issues, contributing to good citizenship bearing high moral values, community service and holistic development of students. To sensitize students, cultural and NSS management Committee plays pivotal role. The Faculty members of these committees introduce various activities to the students during induction program and ensure their participation throughout the academic year. Activities by extension activity cell of the institute such as- visit to Amar Ghar (Old Age Home), visit to slum areas to make them aware about cleanliness and environmental awareness, social awareness rallies carried out by different departments on different occasions such as on conserving water on water day, help rendered by the institute for flood victims.

Students are motivated to participate in need based outreach activities such as Swachh Bharat Abhiyan, campus cleaning, tree plantation and awareness programs. Participation in such activities imbibed the sense of national integrity, environmental and social responsibility among them. Theme based activities like street play, rally, rangoli, student counseling etc. are organized in the institute. Students actively participate in various inter- college competitions like drawing, debate, essay, quiz, extempore etc during college week. These lead to emotional, intellectual, social, and inter-personal development of students. Students get the opportunity to improve their leadership, interpersonal skills and self-confidence through participation in various activities of the institute.

A number of social outreach programmes and deliberations take place on a regular basis in which students and faculty members participate. The students and faculty members of the college are supporting Digital India Campaign by taking the initiative of cashless economy where all the transactions i.e. students' admission fees, examination fees, faculties payment be it salary or any kind of remuneration for invigilation, script evaluation etc. The institute also takes the privilege in creating awareness about malnutrition, sanitation, social awareness and education of the girl child and many more for skill development. The institute promotes the active participation of the students and the faculty members in extension activities of NSS, physical education and yoga practices. Annual college week such as annual sports and cultural programmes and events are also arranged in which students and faculty members and

staff actively participate. Students are encouraged to participate in the awareness programmes like hazards created by plastics in the environment and the need for cleanliness in human welfare. The students conduct field research on standards of nutritional intake among the slum dwellers, their rate of school dropouts and perceptions on health and hygiene of girl child and women. Such studies help the students to know the existing social values and work on the limitations and for social development.

File Description	Document
Any additional information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 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 last five years

Response: 25

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., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	6	9	4

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 10.04

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
185	630	0	50	131

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 5

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	0	0	1

File Description	Document
Number of Collaborative activities for research, faculty etc	
Any additional information	

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 2

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Pandu college has tried to comply with almost all the requisite norms provided by the affiliating university during the time of granting affiliation of each of the courses in terms of infrastructure, teaching learning material, ICT tools etc. Each of the departments are provided with adequate classrooms, laboratories, Log Book, Activity Record Book, Attendence Register, black board, white board, Green board, duster etc. The science departments are faciliteded with laboratories and scientific tools and equipments. Departments are allowed to use digital classroom, smart classroom, conference hall etc on need base basis. The Meditation room and the College Archieve are used and visited by the teachers, students and employees as and when necessary. Apart from digitally upgraded central library, most of the departments maintain their own departmental library for UG and PG students. The college campus is covered with WiFi Internet facilities to be used by teachers, students and administration for academic and administrative purposes.

File Description	Document
Any additional information	View Document

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

Response:

The institution usually uses Gauhati University Playground for organizing its outdoor sports competitions like Cricket, football, athletics etc. during the time of Annual college week festival and other major events. The college has constructed a synthetic play ground for playing badminton, volleyball etc under RUSA Fund. It has a Gymnasium hall established in 2008 which has a capacity of accommodating 30 persons in one batch. It has been converted in to a Multi gymnasium with equipments like Dumbbell, arm wrestling table, Fly bench, weightlifting, twister, pushup stand, weight machines etc. A meditation centre was established in 2015 for students, teachers and employees.

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

File Description	Document
Any additional information	View Document

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 97

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 26.85

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
29.38	9.6	64.13	151.69	94.84

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

Since the inception of the college there has been efforts by the authority to create a central library for the teachers and students. With the gradual growth of the college, the central library has also been gradually upgraded to meet the modern requirements in terms of technology and user friendly software. Presently the library of the college has the strength of 45294 books, 84237 e-journals under NLIST, 13 numbers of national and local dailies and 3 numbers of weeklies along with a number of printed journals and magazines. The library uses ILMS koha software and partially automated with koha cloud hoisting in the

year 2016. Pandu College Library is also a member of the National Digital Library, a Government of India project for Digital India. Under this project, the members can have the access to full text documents under various subjects.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

While undertaking steps for modern means of e-resources like e-books, e-journals and newly published books with latest edition the college library also strives for collection and preservation of out of print books, rare books, manuscripts etc. Pandu College is situated in an area surrounded by temples and religious places of gods and goddesses. Worshiping Goddess to inculcate Shakti Cult, the ultimate power inherent in all creation, has a very strong tradition in this area. Guwahati situated in the Kamrup District of Assam, was earlier known as Pragjyotishpur meaning city of eastern light. Kamakhya one of the most famous temples of India situated in the Nilachal Hill of this area. But most of the traditional resources are not in record because of the lack of proper preservation. Keeping this context in mind the college library has taken up initiative to open up a reference corner in the name of Kamrup Kamakhya. The books that are rarely available on different religious traditions of Shakti Cult are kept in the corner for future use by the students and research scholars as well. Some rare manuscripts that were written in Sanskrit and ancient Assamese languages on Lord Shiva have also been collected and kept in this corner.

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

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.62

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
4.97	1.47	0.52	0.64	0.49

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 5.18

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 110

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has been striving to meet the upcoming technological requirements specially in information and communication technology sector. Initially started with an internet centre in the name of "Search World" in 2003, now the campus has been covered with Wi-Fi facilities. Most of the academic departments have been provided with computers and printers for smooth functioning of day to day and regular activities and keeping the records. Some departments are having computer laboratories with LAN connection. Recently the college campus has been upgraded with leased line JioNet Fiber with 20 mbps.

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

4.3.2 Student - Computer ratio

Response: 28.97

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

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 20-35 MBPS

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File Description	Document
Any additional information	

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 54

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
153.85768	53.85934	97.47166	176.73477	212.51380

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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.

Response:

The college has internal policies and procedures for purchase, maintenance of physical, academic, support facilities like laboratory and library. For any unforeseen expenditure for maintenance of infrastructure the head of the institution, the Principal is allowed to incur an expenditure up to a sum of rupees five thousand without inviting quotations/tenders. In such cases the competitiveness of the rates must be ensured. Beyond this, for any kind of purchase or maintenance of any infrastructural facilities, equipments etc quotations/tenders are invited publicly by publishing the same in the college website. During this process a

timeline is given to the bidders for submission and opening of such tenders in the purchse committee. After opening the tenders or quotations the purchase committee makes a comparative statement examining the quality/ brands etc. of the equipments/ facilities and a final statement is prepared which is placed before the principal for issuing necessary order/ orders. In case of major construction or renovation which involves expenditures beyond twenty lakhs, technical approval from the appropriate authority has to be obtained. This technical approval has to be done in conformity with latest rates and standards set by Public Works Department of Government of Assam.

For any kind of purchase or maintenance of any infrastructure a requisition is submitted by the concerned department or a cell to the Principal. The Principal then arranges the requisition submitted to him/her on a priority basis. Depending on the anticipated expenditure the Principal instructs his/her office to invite quotations/tenders.

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

For realization of academic purposes and goals, the college authority constitutes an Academic Council comprising the Vice Principal, all the Head of the Departments, IQAC coordinator, librarian and a few senior teachers. Amidst from them one competent member is appointed as the Convener of the council by the Principal. The council looks after the class routines, academic calendar, internal examinations etc.

For maintaining library activities and facilities, the Principal constitutes a Library Development Committee which is headed by a Chairman and the Librarian himself becomes the ex-officio convener of the committee. The committee looks after different activities like book purchase, budget allocation, maintenance of infrastructure and physical facilities alongwith other related issues.

For maintenance of laboratories of various departments, the concerned head of the departments are entrusted to place requirements to the Principal for purchase of chemicals, equipments etc. The Principal after receiving the requirements places it before the purchase committee for completion of formalities. The concerned departments are entrusted with the duty of maintenance and smooth functioning of their laboratories in consultation with the Principal of the college.

For maintaining the sports activities, a sports development committee is constituted by the Principal. The committee looks after various sports activities held in the college. The committee is also working on the development of a permanent indoor and outdoor playground for the institution.

The concerned departments are entrusted to take the responsibility for the smooth day- to- day functioning of the departmental computers. The computers installed in the college office for administrative, academic and financial purposes are usually maintained by the operators themselves. The computers in the library are maintained by the library staff. For major repairing and replacement, services from authorized service providers is outsourced through proper channel.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 9.8

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
484	371	18	39	74

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 1.02

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	0	50	23	0

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

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**

4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 15

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
248	219	396	173	424

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0.32

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	5	19	1

File Description	Document
Details of the students benifitted by VET	[View Document](#)
Any additional information	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 2.73

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	7	15	30	19

File Description	Document
Details of student placement during the last five years	
Any additional information	

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 25.3

5.2.2.1 Number of outgoing students progressing to higher education

Response: 147

File Description	Document
Details of student progression to higher education	
Any additional information	

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 23.33

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	7	7

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	12	15	10

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.3 Student Participation and Activities

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

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

A student body for organizing different student activities was established in the year **1965.** Since then it has been working in the name of Pandu College Students' Union Society having defined objectives and jurisdiction of work under its own constitution.The constitution of PCSUS has been ammended three times to make it updated with the changing norms and laws. Presently there are 15 office bearers who are elected through a general election. Before the election all the candidates are given opportunity to propose their candidatures before the voters through an open debate. All the bonafied students of the college are the primary members of the society.The activities organized by the student union are supervised by a Union Advisory Committee consisting of faculty members of the college. The Principal of the college acts as the Patron of the Union Society.

Pandu College Students' Union Society is purely democratic in nature and objectives. The main objectives of the societies are:

- To promote physical, mental, emotional, intellectual and spiritual upliftment of the student community
- To promote socio-cultural responsibility for the betterment of the students in particular and society in general
- To promote unity, fraternity and brotherhood among the students
- To ventilate genuine grievances of the students and their aspirations before the competent authority by means of democratic non-violant ways for redressal and fullfilment
- To promote healthy and disciplined educational atmosphre in and around the college and to uphold prestige and dignity of the college

Apart from union activities students are engaged in different bodies, cells and associations at institutional and departmental levels. They are nominated as office bearers and members of different bodies and committees of the college. They are also empowered to organize seminar, workshop, debate and quiz competitions, freshers social, farewell etc. Many departments engage their students as editors of the wall magazines and departmental journals. The college always tries to motivate its students for social work by giving them responsibility. The college organizes extension activities like flood relief, free health check up camp, blood donation camp etc. under the leadership of students.

File Description	Document
Any additional information	[View Document]

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	8	7	9	8

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document]
Any additional information	[View Document]

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

During its eventful journey, Pandu College has produced a number of alumni who have been able to occupy prominent position contributing towards the growth of the State of Assam in particular and nation in general. Among them we can mention some of the personalities like Mr. Dharanidhar Boro who has been presented "Real Hero Award by CNN-IBN" for his unparallel contribution towards the protection of one horn rhino and conservation of Kaziranga National Park, Purnima Devi Barman, who has been awarded with Coveted Green Oscar and Whitley Award from Princes Anne of London for her efforts towards protecting the Greater Adjutant Stork (*Leptoptilos dubius*) and the west lands it inhabits, Mr. Kamal Baishya who has been serving as Deputy Collector of Kamrup (Rural) District, international Body Builder Mr. Bhabadeb Goswami, international Arm Wrestler Mr. Pran Pratim Chaliha, Mr. Nabajit Malakar, coach of Hima Das, Internationally fame athelet from Assam etc.

To maintain a good association of the college with its alumni an association was formed in the year 2003. The association has been working for the growth of the institution. Recently it has been regsitered under the Register of Societies Act, 1861

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

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 1 Lakh - 3 Lakhs

File Description	Document
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 6

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	1	2

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	[View Document](#)
Any additional information	[View Document](#)

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Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Pandu College is one of the premier co-educational provincialzed colleges, under Gauhati University, serving students community of the State of Assam as well as the North East region since 1962. The student community of the college mostly belongs to different socio-economic background, having different intellectual, social and cultural values. The institution takes care for all round development and growth of its student community. The governing body of the college monitors each and every step and policy taken by the authority and sanctions them to govern, maintain and implement healthy and suitable academic environment. The head of the institution (Principal) implements the decision and policies of the management and the teaching and non-teaching staff closely work with him/her for attainment of greater interest. The Principal as the head of the institution keeps regular touch with Head of the Departments, office and Library staff and with other stake holders of the institution to ensure the smooth implementation of plans and policies. He/she takes steps to solve the problems and resolve conflicts and redress grievances of the stake holders. The Academic Council and other Committees meet in regular interval to discuss and implement important policy decisions regarding academic, administrative and co-curricular activities of the institution. The management and Research Council encourage faculty members to undertake individual research work, Minor and Major Research projects to create an environment of intensive study in different domains. The realistic and logical approach of the Governing Body (Management), principal, faculties, employees and other stakeholders always endeavor to develop and implement the quality policies and plans to achieve the mission and vision of the institute.

Our Vision: -The vision of the institution is to transform it from mere an institution of higher education to a centre of excellence for all round development of human resources contributing towards the nation building process. It aims at imparting value and skill based, knowledge oriented education aspiring to make the students worthy citizens of the nation.

Our Mission:-

To realize its long term vision the institute endeavours to take up the following missionary initiatives to:

- Provide quality education to students without any discrimination of caste, creed, religion and socio-economic status.
- Empower the students with relevant knowledge and skill and competence to face the upcoming challenges in life.
- Grow a sense of responsibility among the student community through sensitivity toward to society.

File Description	Document
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

The management of the institute follows the policy of decentralization by giving opportunity to participate by different stake holders of the institution. The Governing Body is constituted with a President nominated by the State Government. The Principal of the college is the ex-officio secretary of the governing body. Two members are nominated by the affiliating university, two members elected/selected from the teaching staff, one members form the non-teaching staff, three members from the guardians and the librarian as the ex-officio member as per direction issued by the Government of Assam under the Assam College Employees (Provincialization) Act, 2005 and the Assam College Employees (Provincialization) Rule, 2010. The employees of the college are also governed by The Assam Civil Service (Conduct) Rules, 1964 and The Assam Service (Discipline and Appeal) Rules 1965. On the other hand, after the retirement of the employees the pension and other benefits are settled under The Assam Service (Pension) Rules 1969.

The college has an Academic Council where all the Heads of the Departments are the ex-officio members. All matters related to admission, curriculum, syllabus, routine and academic calendar are discussed in the meetings of the council before finalization. Policy matters and decisions are communicated to the faculty members through Heads of the Departments by the authority and IQAC. The college administration is headed by the Principal and assisted by a non-teaching staff. Participation of students in the management is ensured through the class monitors, Pandu College Students' Union Society along with Union Advisory Committee (UAC). The Student Union (PCSUS) ensures amicable relationship between the students and the administration. The Student Union identifies the issues of common interest of the students and places them before the authority in a democratic way for solution within an appropriate framework of time. Representatives from alumni and former teaching and non-teaching staff are often invited to take part in different meetings, programs and functions to encourage them to support the institution in terms of both material and non- material ways and means.

Apart from Academic Council and IQAC, the college has 35 different committees/cells/board/commission/councils to handle different issues efficiently.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Strategy: As a part of digitization of government and non-government communications, initiated by both central and state government, the institute has decided to start fully functional and transparent On-line Admission System and also to create a centralized Digital database of students.

Action: The institution has introduced Online -Admission System for transparency in Admission System. The online admission has become fully operational in all courses offered by the institution from the academic session 2016/17. The Academic Council of the institution look after the entire online admission matter with the help of Admission Sub-Committees. The Admission Committee with the help of Academic Council completes the entire admission process within the stipulated time period. To overcome the technical issues and problems, at the time of online submission of application by the candidates, the institute provides "Help Desk" constituted by technical experts and members of admission committee etc.Merit list of selected candidates for admission into various courses are uploaded in college website for easy access. After completion of admission in different courses, the list of the newly enrolled students is uploaded in college website.

The institution also offers online hostel admission forms to the interested students, who opt to reside in college hostels.The interested students may download the form to apply for hostel seats and submitted it to the college authority. After the completion of selection procedure for the hostel seats, the selection lists are uploaded by the hostel supervision committee, in college web-site. The hostel supervisors look after the admission process of the hostels with the support of office staff.

The institution has introduced online Leave Management System (LMS) for the benefit of its' employees in the year 2017. The employees of the institute may apply for any kind of leave through this system at any moment.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

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

The services of the employees are regulated as per Provincialisation of College Employees Act, 2005 and College Services Conduct Rule. All fresh recruitments are made in a transparent manner by giving public advertisement in widely circulated dailies of the state as well as in the college web site as per the guidelines framed by the Government of Assam and UGC from time to time. Promotion to the in service of

teachers is accorded as per the rule and guidelines of the Government under Career Advancement Scheme (CAS) and promotion to the non-teaching staff are accorded as per vacancy and seniority. In both the cases college recommends promotion of a concern employee to the Government for necessary approval through the Director of Higher Education, Assam.

A proper grievance redressal mechanism is in operation for all stake holders under different cells and committees.

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

1. Academic Council
2. Internal Quality Assurance Cell (IQAC)
3. Information Career Guidance Cell (ICGC)
4. Planning Board
5. Purchase Committee
6. College Development & Construction Committee
7. College Web Site Committee
8. Research Council
9. Sports Development Board
10. RasthriyaUchchatarSikshaAbhiyan (RUSA) Committee
11. Hostel Supervision Committee
12. Library Development Committee
13. Self Empowerment Committee
14. Students' Union Advisory Committee
15. Students' Welfare Committee
16. Computer Education Committee
17. Election Commission
18. Centre for Skill Education & Entrepreneurship Development Studies(C-SEEDS)
19. National Service Scheme (NSS)
20. National Cadet Corps (NCC)
21. Extension Activities Cell
22. Student's Excursion Arrangement Committee
23. Canteen Management Committee
24. Routine Preparation Committee
25. Campus Beautification Committee
26. Anti-Sexual Harassment Cell
27. Internal Complain Committee
28. RTI Cell
29. Anti-Ragging Committee
30. Students' Grievances Redressal Cell
31. Employees Grievances Redressal Cell
32. Examination Grievances Redressal Committee
33. Students' Discipline and Monitoring Committee
34. Examination Committee
35. Cultural Development Committee
36. Press and Publicity Board
37. Documentation Committee

File Description	Document
Any additional information	

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	
ERP Document	
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Different committees constituted by the authority with the approval of governing body follow certain procedures. Notifications are issued for any meeting well ahead of the time with the matters/agenda on which discussion is sought. The notices are issued with the signature of the coordinator of the respective committee countersigned by the principal. During the meeting signature of the members present are collected at the very beginning to ascertain the quorum. The coordinator apprises the member about the objective of the meeting and discussions start according to the agenda. Usually all such meetings are chaired by the principal or by the chairman of all such committees/cells/bodies. After discussion on an agenda resolution(s) are adopted and recorded in the proceeding book. Such resolutions are later placed before the authorities for implementation. The committee/cell/body reviews the implementation of

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policies/resolutions.

Project Name: - Construction of Drinking Water Plant

Bodies/Committees involved:-

1. Governing Body (GB)
2. College Development & Construction Committee (CDCC)
3. Pandu College Students' Union Society (PCSUS)

Process: - One request from Pandu College Students' Union society was received by the principal of the college on 13.09.2016, regarding up gradation of the existing canteen and drinking water facilities to hygienic one, for the benefits students and the employees. The principal has immediately requested the coordinator of the College Development and Construction Committee to discuss about the demand of the students' in their next meeting as and when held.

In the meeting of the College Development and Construction Committee, held on 31.10.2016, the matter has included in the agenda number 4, to discuss regarding up gradation of the existing canteen and drinking water facilities. As per the discussion, the committee has adopted one resolution (resolution no 4) to construct a new canteen in front of the College Library with modern and hygienic drinking water facility.

In the next meeting of College Development and Construction committee held on 07.03.2017, under the agenda number 3, relating to up gradation the drinking water, the committee has resolved (resolution no. 3) that, the construction of above mentioned mention project will be done under the monitoring of the College Development and Construction Committee itself, by using labour contract method. The principal of the college was requested to invite quotation from at least three(3) firms relating to supply of the necessary materials for construction of the plant.

On 26th April 2017, in the meeting of the Governing Body, the proposal relating to construction of drinking water plant has adopted under agenda number 3(a). The apex body has approved Rs. 5, 21,000/-(Five lakhs twenty one thousand) to construct the said plant, under the resolution number 3(a) and request to periodical supervised the architect/engineer until the completion of the project. The project has completed under the supervision of the College Development and Construction Committee in the month of August 2017. Finally, on 30th October 2017, the project has been ceremonially dedicated in service of the students, teachers and employees by the Director of Higher Education of Assam.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The management of the institution always strives to meet the requirements of the teaching and non-teaching staff as recognition of their commitment and dedication in service. Financial assistant/advances are provided to non-teaching contractual employees on the occasion of festivals and in their need. Incremental and other financial incentives are given to the contractual employees from time to time.The institute has a culture to assist the staff in distress by collecting money in form of donation and contribution. The institution has covered all the permanent teaching and non-teaching staff under general Group Insurance Scheme. All permanent employees are allowed to draw medical allowances as per the state government guidelines.

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

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	
Any additional information	

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 28.94

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
47	17	10	09	14

File Description	Document
Details of teachers attending professional development programs during the last five years	
Any additional information	

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The institute has performance appraisal system for the departments and their faculty members. Every department keeps records of daily academic and co-curricular activities in a log book which is regularly monitored by the college authority. Annual appraisal reports are invited by the IQAC of the college to maintain a consistent effort towards attainment of qualitative goals. To make the teaching and non teaching staff aware of their academic and non academic achievements, feed backs are collected annually from the stakeholders. The results of the feedback are confidentially communicated to the teachers through the concerned HODs for taking remedial measures in upgrading their performance. To encourage continuously performing departments the Best Department is selected on the basis of certain objective criteria on administrative, academic, co-curricular and other relevant aspects in every academic session. The departments and different cells and committees are provided with an activity record book where activities other than academic ones are recorded on a regular basis. The institution collects feedback from the alumni and parents as external evaluators on certain aspects to initiate action for all round development. Feedbacks

on non-teaching staff are collected from teachers and students for continuous up gradation of work culture. A best employee award has been instituted to encourage the members of non-teaching staff in molding their behavior enhancing sincerity and dedication in service.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution has a mechanism for both internal and external audit of all financial activities. The Internal Audit is done regularly by Chartered Accountant appointed by the college authority. The External Audit is done by the Auditor General of Assam, through the office of Director of Higher Education of Assam, as an initiative of the Government of Assam. The Internal Audit work is done every year and the External Audit is done by the Government of Assam according to their schedule or interval. In this audit process, all external and internal financial matters are included. The institution maintains transparency in financial activities through submitting its regular audit reports to different authorities. The institution has completed its Internal Audit up to 2017-18 and External Audit (Government Audit) up to 2016-17 financial years.

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 9

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	4	5

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The institute submits various proposals, to meet the requirements of funds for construction, up gradation, renovation and repairing of classroom, office library, hostel, common rooms and other basic infrastructure , requesting financial help from UGC, RUSA, State Government and other organization . The faculty of the institution submits individual or joint proposals, to different funding agencies like UGC, DST, DBT etc, for financial help to carry out Major Projects, Minor Projects and other research activities. Some special grants are also received by the institution from State Government as special package as a premier education institution of the state from time to time. The different financial grants and aid received by the institution are utilized according to the proposal and instruction of the funding agency and utilization reports are submitted by the institution in time to the respective agencies.

The institute also generate funds by introducing Self Financing Courses, which are one of the major and important source of internal funds. Through the rationalization of students admission fee structure, the institute has been able to meet the requirements of recurring expenses. The fund generated in this manner is utilized for general development of the college. Besides that, the institute also generates some revenue through collection of rent, by providing its venue to conduct examination, competitions etc. organized by different government, non-government and other institutions. Institution mobilizes fund from the collection of donation from the staff members to create welfare fund to help needy and economically backward student.

The college uses the major portion of internally generated fund for payment of salary to contractual, part-time and guest teachers and other non-teaching staff. The salary of these employees is rationally increases from time to time by the Governing Body. The generation and utilization of college resources are reflected in the Annual College Budget, which is prepared before the commencement of every financial session of the institution.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The Internal Quality Assurance Cell (IQAC) of the college has been putting its efforts for continuous quality enhancement through various strategies, practices and initiatives. As a result some quality practices and culture have become institutionalized.

Maintenance of Activity Record book: Each and every academic department of the college maintains Activity Record Book to systematically record regular departmental curricular and co-curricular activities like departmental seminars, work-shops, talks, socio-cultural activities etc. Besides that, some of important committees, cells and bodies are also provided with the activity record books, where they keep records of different activities, events and functions organized by them, with pictorial evidence, comments/ signature of the guest present.

Awards: IQAC of the institution has initiated to introduce annual awards relating to different academic and non-academic areas, to enhance the work culture and to encourage and inspire the student community, teaching and non-teaching staff. The Cell has initiated to provide the following awards in the different areas. The awards are presented on 5th September of every year on the occasion of **College Foundation Day** and Teachers' Day.

- *Best Department Award***:** IQAC has instituted the Best Department Award in the year 2004 to create an environment of healthy competition among the academic departments. The best department is selected on the basis of certain criteria. The award includes felicitation of faculty of the selscted department, presentation of Certificate of Appreciation and cash Rs 10,000.00 to the department.

- *Best Graduate* **Award:** Awards and felicitation are given to the best graduates from Arts, Science and Commerce streams in a public meeting organized on the occasion of foundation day of the college to encourage the students for academic excellence.

- *Best Reader's Award in Student Category***:** Best Reader's Award has been institutionalized with the help of college library to encourage student to devote more time in reading books and other study materials to upgrade the level of understanding.

- *Best Reader's Award in Teacher's Category***:** This award has been instituted with an aim to motivate teachers to engage themselves in search of innovative ideas and knowledge which can be deciminated to the upcoming learners.

- *Best Employee's Award in Non-Teaching Category***:** The Best Employee Award has been instituted by IQAC to boost up non teaching staff to work with whole hearted dedication for the overall development of the college.

File Description	Document
Any additional information	View Document

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

Response:

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

Students' Feedback on Faculty: - Students' Feedback is one of the prime measures to access the quality of teaching learning process of the institution. The IQAC has farmed out a questionnaire covering maximum aspects of the teaching learning process, to evaluate the teaching faculty of the institution by the learners. To complete the feedback system without any biasness, some criterion has been put in place

- All the permanent, contractual, part-time and guestfaculty members are covered under this process;
- Students' of post-graduate and under graduate, having 75% class attendance, are only considered to be eligible to take part in this process;
- The secrecy relating to a student evaluator is maintained under the system and students can take part and complete the process without any hesitation and doubt;
- The feedback system is entirely completed under the supervision of IQAC for collecting, analysing data and reporting of the result;
- The result of the feedback is communicated to the respective faculty through Head of the Department under the seal and signature of the principal and co-coordinator of IQAC

Internal Academic Audit: - Internal Academic audit of all academic departments are done by the IQAC of the institution with the help of the authority to find out over all strength and weakness of the departments. The IQAC collect information relating to all curricular activities of the departments with the help of a common questionnaire, consisting of certain querries. On the basis of this information, the IQAC submits a report to the authority to take necessary action.

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

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	1	1	1	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
Any additional information	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

The institution has made the following incremental improvements for the proceeding five years of second cycle of accreditation.

Year	Domain	Quality enhancement /Facilities Provided by the initiatives of the institution
2013-14	Academic	Introduction of Post Graduate Course Zoology.

	Administrative	Bio-Metrics punching machine for the attendance of all employees.
		E-collection of all students' related and other payments.
	Infrastructure	Introduction of e-resource centre in the Central Library
2014-15	Infrastructure	Construction of Digital Class Room
		.
		Construction of Ground Floor of Women Hostel
2015-16	Infrastructure	Construction of RUSA building for Boys' Common Room and Recreation Centre.
		Construction of separate room for Meditation activities
2016-17	Academic	Purchase of books in the Central Library with the help of RUSA Fund.
		Online Admission system
		Online Students' Database
	Administrative	Online Leave Management System (LMS) for all employees in the year.
		What's App Group of College Administrator, Cells and Committees for prompt communication & information
		Introduction of Online Salary Bill and other payments to teaching and non-teaching staff
2017-18	Academic	Introduction of Post Graduate Course in Bengali.
		Introduction of Post Graduate Course in Bio-Technology.
		Introduction of Post Graduate in Geography.
		Introduction of Post Graduate in Economics.
		Introduction of Major course in Bodo Department.
	Administrative	Installation of CCTV in Library and College Campus
		Installation of CCTV Girls' and Women Hostel.
		The security in the college campus for twenty four hours
	Infrastructure	Construction of First Floor of Women Hostel
		Construction of New College Canteen
		Installation of Internet facilities with free WI-FI facilities

Construction of the Drinking Water Plant for students
Construction of the Badminton Court
Construction of Gents' Teachers Toilet by RUSA Fund
Construction of Ladies' Teachers Toilet by RUSA Fund.
Construction of Third floor of Administrative Building for Class Rooms
Construction of Geography Department's building

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 14

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	6	1	1	3

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)
Any additional information	[View Document](#)

7.1.2

    1. Institution shows gender sensitivity in providing facilities such as:
        1. Safety and Security
        2. Counselling
        3. Common Room

Response:

The college is a co-education institution which makes it to remain vigilant about different issues related to gender. A number of steps and initiatives are taken for sensitization of women as an equal entity of human being. The institution has constituted certain committees and cells to prevent any untoward incidence to any girl student and women employee. The Internal Complain Committee, Sexual Harassment Prevention Cell, Women's Study Circle, Anti Ragging Cell, Student Discipline and Monitoring Committee etc organize different gender sensitization programs, women empowerment programs and self defence programs for girl students. These committees keep close watch on the safety and security of the girl students and women employees of the institution.

Safety and Security: The college campus is located in an area surrounded by local communities who are closely related with the institution. It is surrounded by boundary walls and high raised gates with security guards at all entrances and exits. While entering the college premises it is mandatory for the students to wear college uniform and to carry valid identity cards issued by the college. Visitors are required to

register their names and purpose of visit at the college gates to avoid entry of any unscrupulous individual to the campus. During events like Annual Fresher's Social, College Week, major examinations and election for the Students' Union usually local police station in informed so that proper assistance can be obtained. Lady teachers are specially engaged in these occasions to ensure safety and security of the girl students. The Students Discipline and Monitoring Committee looks after the discipline and law and order inside the college campus. The Wardens and Hostel Supervising Committee make sudden visits to the hostels to take stock of the situation. The authority tries to resolve conflicts among the students with priorities.

Counseling: The College provides counseling to needy students through the cells like the Information and Career Guidance Cell and Self Empowerment Cell under the guidance of experts and teachers.

Common Room: There are separate common rooms for boys and girls students with modern amenities.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 141211

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 1.42

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 2000

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 141211

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)
Any additional information	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid and liquid waste management: Solid waste is collected in dustbins placed in different of the campus. A staff of cleaners and sweepers are engaged in the entire process under the supervision of the SA of the college. Cleaning or emptying of the dustbins is being done on a regular basis at 10:00 to 11am and 3:00 pm to 4.00 pm every day. These solid wastes are collected by the workers of Guwahati Municipal Corporation for disposal. The students are motivated to adopt eco-friendly practices pertaining waste management, sanitation and cleanliness. The Girls' Common Room and the Girls' Hostel are being provided with electric Sanitary Napkin Vending Machines for hygienic disposal of sanitary napkins. The students are also encouraged and mobilized for green practices and waste management by the initiatives of NSS and NCC. The college has proper sewage/drainage management system.

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

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

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain water harvesting system is not installed in the college campus at present. But efforts are being made to ensure infiltration of rain water within the college premises. Trenches are dug around each plant which facilitates easy percolation of rain water. As the college is very nearer to the mighty Brahmaputra River, the ground water level is satisfactory. Trees and garden plants maintained in the college premises also help in holding the rain water and improving the ground water level.

7.1.7 Green Practices

- **Students, staff using**
- a) **Bicycles**
- b) **Public Transport**
- c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The college gives importance to promote green practice inside the campus. The NSS and NCC volunteers regularly organize campaign to make the campus clean and green. Tree plantation and maintenance are the major practices of the institute to enhance the pristine and aesthetic beauty of the campus to provide a congenial atmosphere for the academic and non-academic pursuits. Wide variety of plants and trees are planted and nurtured in and around the campus. The college gives much priority in saving trees while constructing buildings and structures. Vehicles of employees, students and visitors are not allowed to enter the campus during the college hours to make the campus pollution free. Most of the office works including payments and transfer of money are done electronically to minimize the use of paper. During Students' Union Election, students are motivated not to stick posters, banners etc. on the walls within and outside the campus. Use of bicycles, public transports, e-rickshaws and other means of eco-friendly mode of transportation are encouraged by the institution. The college has instituted a tradition of felicitating invited guests with saplings which are either planted in the campus or in their homes or institutions.

Responding to an appeal from the authority, the college teachers and employees recently have decided to use public means of transport instead of private vehicles on every second and fourth Saturday of the month.

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

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.74

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
9.15	0	0	0	0

File Description	Document
Green audit report	
Details of expenditure on green initiatives and waste management during the last five years	
Any additional information	

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	
Any additional information	

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 44

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	11	10	8	8

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File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	
Any additional information	

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 20

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	7	3	1	4

File Description	Document
Report of the event	
Any additional information	

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	<u>View Document</u>
Provide URL of website that displays core values	<u>View Document</u>

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<u>View Document</u>
Any additional information	<u>View Document</u>

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	<u>View Document</u>
Provide link to Courses on Human Values and professional ethics on Institutional website	<u>View Document</u>

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	<u>View Document</u>
Provide URL of supporting documents to prove institution functions as per professional code	<u>View Document</u>

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 33

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7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	6	7	7	5

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Our students are on a mission towards better India. They come together breaking the boundaries of religion and caste. The institution celebrates Days of National Importance like Independence Day and Republic day with fervor and festivity. Death and Birth anniversaries of great personalities, Important Days of National and International events are also celebrated meaningfully. The institution celebrates these days of national importance to recall the events or contribution of our leaders in building the nation.

Programmes Organized in 2017-18

Republic Day and Independence Day Celebration

The 68th Republic Day was celebrated on 26th January 2017 with patriotic fervour and gaiety in the college. The students and teachers who assembled in the college saluted the National Flag hoisted by the Principal, with the accompaniment of the National Anthem "Jan Gan Mana". The teachers and the students pledged themselves to upholding the honour and integrity of India. In the similar manner the 71st Independence Day of India also c

International Yoga Day Observation

As per the mandates of UGC, The Institution celebrated the International Yoga Day on Wednesday, 21st June 2017. Teachers, students and employees of the college participated in the Yoga demonstration held in the college auditorium from 9.00 to 10.00 am.

Independence Day Celebration

The 70th anniversary of India's independence was celebrated in the college on 15th August 2017. The Principal hoisted the National Flag in the morning in front of the college and delivered a message on the

need to liberate our souls from the clutches of ignorance and parochialism and to mould a better generation of young Indians imbued with the virtues of acceptance, tolerance and integrity. In association with the Independence Day celebrations, a unity run was organized on the 14th and quiz competition was organized by the Department of History on 13th August.

Rashtriya Ekta Diwas

Pandu College observed Rashtriya Ekta Diwas, also known as National Unity Day, on October 31, 2018 to commemorate the 143rd birth anniversary of Sardar Vallabhbhai Patel, the Iron Man of India. On this occasion, the Principal of the college flagged off the '*Run for Unity*' from the college campus. He also administered unity pledge to the participanting students and teachers.

Apart from these the students of the college celebrated Gandhi Jayanti, Rabindra Jayanti, birth anniversary of Dr. Bhupen Hazarika, Rabha Divas etc and also festivals like Holi, Diwali etc with vigour.

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

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

1. All constructions works related to infrastructure, purchase of stationeries, laboratory equipments, electronic gazettes etc are done through open tender notices uploaded in the institutional websites. The tenders and quotations received in the stipulated time are placed before construction or purchase committee for making comparative statements to find out the lowest bidder. These committees are constituted by the members of teaching and non-teaching staff maintain absolute transparency while allotting work order to a particular party.
2. Internal and external audit are executed in the institution on a regular basis. Government audit is conducted to verify the receipt and expenditure accounts. Chartered accountants are engaged to examine income tax returns, project related expenditures etc.
3. At the very beginning of a financial year the institution prepare its budget showing all the heads of receipts and expenditure in actual and estimated and get it approved by the governing body. This budget is followed throughout the year for executing different plans and works, functions and projects etc.
4. Admission is an online process which is strictly on the basis of merit in accordance to the government reservation policies.
5. Recruitments to the permanent vacancies are filled up as per state government guidelines and UGC norms through open advertisements.
6. Important notices regarding college are regularly posted in the college website to ensure complete transparency in all its functioning.

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

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

BEST PRACTICE 1

Title of the Practice: Become Skilled To Be Employable

Objective of the Practice:

- To inform the students about job opportunities
- To enhance educational and training facilities
- To make awareness on apprenticeship and on - the job training facilities
- To collect and disseminate information on scholarships and fellowships
- To hold workshops, career talks, career conference, career exhibition, campus recruitment etc.
- To provide career oriented information
- To organize workshops and training program on skill development of the students
- To arrange campus placement in association with industries and organization
- To maintain a database or profile on the students who need information

Context:

In the state of Assam every year lakhs of students pass out in HSLC & HS examinations but unfortunately a small percentage of them get chances for admission in existing Schools and colleges of the state. In these institutions also they have to take admission without having much freedom of choice for subject or combination. Most of these students do not find any interest in general courses and thereby lose their time and energy. So these students should be encouraged to go for vocational courses so that they become partially employable during the course period and get fulltime employment in different Government, Public Sector Undertakings and Private organizations after completion of the courses. With this context in mind the Pandu College authority established a cell namely Information and Career Guidance Cell (ICGC). To enhance the activities later in 2016 another cell was introduced in the name of Centre for Skill, Education and Entreprenureship Development Studies (C-SEEDS) with objectives of training the students to become suitable for existing job market, to develop entrepreneurship etc.

The Practice:

The Information and Career Guidance Cell (ICGC) of the college came into being on 5th September 2001 with a group of teachers. Mr. K. K. Bora, the then President of the College GB formally inaugurated the cell on the occasion of College Foundation Day. Since then the cell has been working continuously in counseling the students, organizing different workshops for skill and personality development arranging campus interviews etc. The organizations like Indian Skill Academy, WIPRO-BPS and TCS are associated

with the cell to generate employment for the end semester and outgoing students. Apart from that the cell in association with some other local reliable employers has been organizing campus placement from time to time. It is a truth that, general colleges like ours do not have any mandate to provide employment assurance to its students during the time of admission. In spite of that, Pandu College has become a pioneer in this direction keeping in mind the issues mentioned above. With this humble endeavour Pandu College has set an example which may be followed by general degree colleges of the state.

Evidence of success:

In the state like Assam, the educated unemployed youths always look up to the Government for their employment. It is also a fact that due to under industrialization there are a little opportunity in the private sector to create jobs to accommodate the large number of unemployed youths. Moreover, most of the private sector organizations have their establishments in Kolkata to cover entire Eastern India. The youths from North Eastern part of India do not show interest in joining a job outside the states with minimum annual package which demotivates them. With the continuous efforts of ICGC for career motivation and counseling, the number of students participating in different career related programs has been gradually increasing. Earlier, the placement organizations like TCS were not willing to come to the campus for taking interviews but with the continuous persuasion from the cell and looking at the willingness of the students to join services elsewhere in the country these organizations have also started visiting the campus regularly.

Problems Encountered and Resource Requirement:

At the initial level the cell faced problem in motivating students for career counseling as most of the students had a concept in their minds that the Government jobs are the only means to employment. There was no awareness among the teachers and parents also about the alternative means of employment apart from Government services. But gradually the mindset of the students as well as parents and teachers were changed.

Most of the times, the cell outsources the expertise of individuals/organizations to counsel and train the students. In doing so, an average amount of Rupees Forty Thousand is required annually which is earmarked in the college budget.

BEST PRACTICE 2

Title of the Practice: Healthy Competition For Healthy Growth

Objective:

- To institute awards of recognition to the academic departments, teachers, students and employees,
- To create a sense of healthy competition among the stake holders of the college,
- To ensure healthy growth in academics and non-academics spheres,
- To enhance positive environment for holistic development of the institute.

Context:
Growth of an institution always depends upon the infusion of dynamic ideas and concepts. For this spirit of

dynamism continuous efforts and functional institutions are required. Pandu College since its very inception has been continuously striving for its all-round growth to contribute more and more to the society. The college has taken up different measures to create competitiveness among its stakeholders. In the year 2004 the college has institutionalized a practice of recognizing an academic department as the best department of the college. This was followed by the institution of Best Reader Award for students, Best Graduate Awards for the students of Science, Arts and Commerce Streams and Best Employe Award.

The Practice:

The Best Department Award has been instituted by IQAC of the college to maintain a standard of the departments on certain quality parameters. Earlier nominations were invited from the academic departments in the form of departmental profile with supporting evidences. After receiving the departmental profiles IQAC makes a comparative statement and select the Best Department. Recently, the methodology of selecting Best Department has been slightly changed adopting an onsight visit of the departments by peer teams constituted by senior teachers of the college. The best department award comprises a certificate of appreciation, cash of rupees ten thousand along with the felicitation to each and every faculty member of the department. This award is presented to the selected department ceremonially on the foundation day of the college on 5th September of every year.

The Best Reader Award has been instituted by the college central library in consultation with IQAC. The Best Reader of an academic year is selected on the basis of usage of library books and study materials and result outcomes. This award is comprised of a certificate of appreciation, a bunch of books and felicitation which is ceremonially presented on the foundation day of the college.

The Best Graduate Awards have been instituted by IQAC to encourage the students to involve themselves in their studies. The Best Graduate of each stream is selected on the basis of the end semester results. These awards are comprised of a certificate of appreciation, a bunch of books and felicitation which are also ceremonially presented to them on the foundation day of the college.

The Best Employee Award has been instituted recently by IQAC to enhance work culture and ethical behaviour of the employees during the college hours. The Best Employee of the year is selected through the feedback collected from the students and teachers on administrative and library staff. This award is also comprised of a certificate of appreciation and felicitation of the employee which is ceremonially presented on the foundation day of the college.

Evidence of success:

The continuous enhancement of quality is possible only with the help and cooperation of academic departments of the college. With the introduction of Best Department Award every department of the college tries to meet and maintain standard of quality through different parameters. While preparing for the award nomination the academic departments keep the records of all activities carried out during an academic session. In this way it has become easier for IQAC to access the college in term of quality development through the academic departments once in a year. In this way a continuous process of an Academic Audit for quality upgradation is put in place by the institution.

With the introduction of Best Reader Award, the institution has been able to create awareness among the students regarding the benefits of reading books instead of engaging themselves in non academic and unproductive online electronic gadgets. There has been gradual increase in students' publications in college magazines, bulletins and journals.

Due to the institution of Best Graduate Awards, there has been increasing competition among the students to get the award. In the year 2016-17, two students from commerce stream could achieve the best position in the college. They were Ms. Anjali Singh and Mr. Amit Das and both of them were awarded jointly.

With the introduction of Best Employees Award, most of the employees have become motivated to work enthusiastically which is evident through their behaviour and work culture.

Problem Encountered and Resource Requirement:

At the initial level after the institution of award IQAC faced the problem in determining different parameters of selection which had to be objective. Most of the departments were not habituated in maintenance of keeping necessary records and documents in proper format and places. But gradually they have become used with the system and thereby the problem was overcome.

In carrying out this best practice of the college, to encourage its stake holders on an average a sum of rupees fifteen thousand only is spent every year which has greater and wider outcomes.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

There has been a relentless effort for all round development of the college from every corner. Goals are defined through its vision to make the college a centre of excellence. Started with pre-university evening class in arts stream the college has been gradually transformed into an undergraduate institution covering all the streams. Since the students admitted into the college are mostly from socio-economically backward families with average academic caliber, there have been efforts to make them skilled for different professions to earn their livelihood. Simultaneously the college authority takes the endeavour for academic excellence of the students with high potential. In this way, both skill development and qualitative enhancement of higher education started going hand in hand in persuasion of the long term and short term goals of the institute. The college has a declared vision document released ceremonially on the occasion of its Golden Jubilee Celebrations. This document clearly defines the goals of the institute to make it a centre of potential for excellence. An institute of higher education cannot excel if it does not work for research and renovation along with core objectives of teaching learning and evaluation. Keeping these objectives in mind Pandu College has adopted different policies to promote research on different issues and areas through its faculties and students to contribute to the society.

Research for excellence:

The college has set a goal to upgrade itself into a post graduate institution in near future where research will be a priority. The institute encourages its teachers and students to undertake research in different areas and issues confronted by the contemporary society. In response to the appeal and objective of the institute most of the faculty members of the college apart from doing their routine academic works are engaged in

research and guidance covering diverse areas and subjects. Some of the researchers have been undertaking their research with community involvement. Presently out of 80 working teachers 54 are having Ph. D. and 12 are having M. Phil degrees. During the last five years the faculty members of the college have been able to publish 213 research papers in different journals having ISSN with good impact factors and 100 books and chapters published. The college is having 34 minor and 8 major research projects on going or completed worth of rupees 1, 43, 60, 400.00 till date. Presently the college has 7 research guides under whose guidance 10 scholars were awarded Ph. D. and 8 scholars are doing research for degree.

The college emphasizes on capitalizing the research activities and environment for transformation. The college which was established only as a night shift higher secondary institute has been gradually encompassing different areas with priorities. Research activities which were earlier undertaken at individual level have gradually become institutional in character and nature. A Research Council has been constituted by the authority in 2013 to support and promote research at institutional level. The college started opening PG courses in different disciplines from the year 2012-13. Started with only two departments presently the college is having PG in 7 disciplines. Another 4 departments have been approved by the Governing Body to apply for permission to the affiliating university for opening PG. If the college can carry out this trend it will be eligible to become a full fledged PG institute in coming three years.

5. CONCLUSION

Additional Information :

THE JOURNEY

1962-- Pandu College was inaugurated with the blessings of Dr. S Radhakrishnan as a Evening College

1963-- Day shift of the college was started

1964-- Arts stream was started

1965-- Science stream was started

1966-- Arts stream came under deficit system of grants-in-aid

1972-- Science stream came under deficit system of grants-in-aid

1974-- UGC sanctioned a grant to set up a library

1982-- Introduction of new subjects like Statistics, Geography and Sanskrit

1987-- Silver Jubilee of the college was celebrated

2000-- Inauguration of Boys' and Girls' Hostel

2003-- Internal Quality Assurance Cell (IQAC) was constituted

2004-- College accredited by NAAC for the first time with B+ grade

  Institutionalization of Best Department Award

2005-- Introduction of Commerce Stream in Degree level

2007-- The NSS unit of the college received Indira Gandhi National Award for the Best National NSS Team

  Introduction of Bachelors of Computer Application and B. Sc. in Biotechnology

2010-- Re-accredited by NAAC in the second cycle with B grade

  Introduction of Certificate Course on Human Rights Education

2011-- Inauguration of the Golden Jubilee Celebration of the college by Dr. A. P. J. Abdul Kalam

  Release of books namely Memorabilia; The Brahmaputra and Beyond; Treasure Trove; Population, Development and Conflict in NE India and Sahitya Sanskritir Swarnadyuti

Release of Golden Jubilee theme song

Introduction of Under Graduate Course in Human Rights Education

DBT sponsored Bio-tech Hub started functioning

2012-- Introduction of Post Graduate Courses in Assamese and Education

2013-- Closing ceremony of Golden Jubilee graced by the then President of India Sri Pranab Mukherjee

Introduction of Post Graduate Courses in Zoology

2017-- Introduction of Post Graduate Courses in Geography and Biotechnology

2018-- Introduction of Post Graduate Courses Bengali and Economics

Concluding Remarks :

Established in 1962, Pandu College has completed more than a half century and brought to its credit the performance and academic excellence to make the students, teachers and other stakeholders of the institute feel proud. Fifty six years is not a very long time but this is the time when the family members of the college can take an opportunity to pause for a while to think, to ponder and to look back from where they began, where they are and what they want to achieve in course of time. The college has prepared a vision document for the next fifty years and has set a target before it to review how many important mile stones yet to cover to achieve the objectives.

There has been phenomenal expansion of education system in India. Today we have more than 650 degree giving institutes, 49 Central Universities, 15 National Institute of Technology, a number of Institute of Technology etc. The number of students enrollment has been increasing substantially. Apart from this, India has more than 33 thousand affiliated colleges that speak about the physical expansion of our education system. But there is still a gap between quality and quantity. We must ensure the construction of the foundation of three important pillars of modern education i.e. Accessibility, Availability and Affordability.

Pandu College was a public endeavour to make education accessible, available and affordable to the community around the college. Through gradual transformation the college has achieved the present status imparting education from higher secondary to PG level with a good strength of students and teachers. It has covered a long way but many more years to go. The college has produced many outstanding brilliant students occupying important positions in the society. It has infused both knowledge and skill to build up careers of many. The college is enriched with some long term visions and there has been continuous strive for achieving them reflected in the motto of the college "*???? ?? ???????????*" (Lead us from darkness to light).

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years 2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
6	4	4	0	6

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	3	0	0	6

|
| 3.1.1 | Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

3.1.1.1. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	21.59	38.48	10.73578	26.35

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	43.75	31.37	38.56	1.35

Remark : Revised as per supporting documents, taking the sanctioned value |
| 3.2.2 | Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

3.2.2.1. Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14

|

| 5 | 3 | 3 | 3 | 2 |

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : No Brochure/Detailed program report for each program provided

3.5.1	Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years 3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
10	7	4	3	3 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
3	1	0	0	1 | Remark : Revised as per linkages provided as supporting document
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4.2.3	Does the institution have the following: 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases Answer before DVV Verification : A. Any 4 of the above Answer After DVV Verification: C. Any 2 of the above
4.2.4	Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs) 4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs) Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4.97553	1.47347	0.52958	0.64312	0.49081

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4.97	1.47	0.52	0.64	0.49

Remark : Converted to lakhs

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
8	1	3	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations