



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		PANDU COLLEGE
Name of the head of the Institution		Dr. Jogesh Kakati
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03612570450
Mobile no.		8812987251
Registered Email		iqacpandu@gmail.com
Alternate Email		principal@panducollege.org
Address		P.O. PANDU, DIST. KAMRUP (Metro), ASSAM
City/Town		GUWAHATI
State/UT		Assam
Pincode		781012
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dipjyoti Barman
Phone no/Alternate Phone no.	03612570450
Mobile no.	8638787429
Registered Email	iqacpandu@gmail.com
Alternate Email	dipjyotibrmn@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://panducollege.org/uploadfiles/file/AQAR%202018-19(1).pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://panducollege.org/uploadfiles/file/Academic%20Calendar%202019-20.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	75.40	2004	08-Jan-2004	07-Jan-2009
2	B	2.60	2010	27-Mar-2010	26-Mar-2015
3	B	2.38	2019	20-May-2019	19-May-2024

6. Date of Establishment of IQAC

24-Sep-2003

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Seminar on Artificial Intelligence and Its Impact on Future Society	28-Aug-2019 1	120
Best Graduate Award	05-Sep-2019 1	3
Best Department Award	05-Sep-2019 1	150
Students Feedback on Teachers	13-Nov-2019 3	650
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dept. of Botany & Chemistry	Estd. CIF (Central Instrumentation Facilities) in the college	CSIR, Oil India Ltd. Guwahati Refinery,	2020 365	20000000
Institution	Free Studentship	State Government	2019 365	22103000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Online Feedback form students

Prepared and submitted data to AISHE

Applied for NIRF Ranking

Up-gradation of Library Facilities (Inclusion of Radio Frequency Identification Device)

MoU with Indian Oil Corporation through Assam Science Technology Environment Council (ASTECC)

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

Plan of Action	Achievements/Outcomes
To upgrade the Library Facilities	Installation of RFID (Radio Frequency Identification Device)
Online Students' Feedback and analysis	Implemented
To conduct frequent meeting of IQAC to generate ideas.	Could not be implemented properly due to pandemic situation of Covid-19. Only three (3) meetings could be held.
To upgrade the College Website	The college website (www.panducollege.org) was upgraded to a new platform with more user friendly for easy access of the stakeholders.
To take feedback from Teachers, Alumni, Parents & Employees	Implementation pending due to pandemic situation of Covid-19.
Appointment of Technical Assistant in the IQAC Office	Three MTA (Multi Tasking Agent) were appointed by the authority in the IQAC Office for running the IQAC works smoothly.
Extension of Women's Hostel	The Women's Hostel of the college has been extended and the seat capacity has been increased by 20 numbers
Renaming of the hostels of the college	The hostels of the college were renamed after three noted personalities of the state. The Boys' Hostel was renamed as Ambikagiri Roy Choudhury Boys' Hostel, the girls' hostel was renamed as Dr. Mamani Raisom Goswami Girls' Hostel and the women's hostel was renamed as Chandraprabha Saikiani Women's Hostel.
Academic & Administrative Audit/ Green Audit to be undertaken	Academic & Administrative Audit/ Green Audits are pending due to pandemic situation of Covid-19.
IQAC planned to facilitate the CAS promotion of all eligible teachers by doing their academic audit.	PBAS application of 6 numbers of teachers are checked for CAS promotion and forwarded their API audit to higher authority.

[View File](#)

14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Name of Statutory Body</th> <th style="width: 50%; text-align: center;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">College Governing Body</td> <td style="text-align: center;">12-Jul-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Governing Body	12-Jul-2021
Name of Statutory Body	Meeting Date				
College Governing Body	12-Jul-2021				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	06-Mar-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The college maintains Management Information System to support its academic and administrative operations. The college has successfully automated most processes in the college to improve the efficiency of operations. E based facilities are available for the following: Admission: 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 SubCommittees. The Admission Committee with the help of Academic Council completes the entire admission process within the stipulated time period. Attendance of students: Student attendance in classroom is monitored through the data and reports generated by online electronic attendance system and software. The classes taken by the teachers are recorded through digital electronic software. LMS: 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</p>				

system at any moment. Administration: Office activities are partly automated. Activities like Admission, registration of students, accounts, salary statement, examination etc. are computerized with the help of academic DCL.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

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 second semester for all stream students. Moreover, most of the departments impart education on environment and sustainable development. Departments like Education, Philosophy, and 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 Placement Cell, Students Empowerment Cell, Centre for Skill Education and Entrepreneurship Development Studies (C-SEEDS), Women Study Centre, and 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 extent 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. 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 that helps to maintain a pleasant environment to develop an encouraging work culture.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Assamese,	24/06/2019
BA	Bengali	24/06/2019
BA	Bodo	24/06/2019
BA	Hindi	24/06/2019
BA	Economics	24/06/2019
BA	Political Science	24/06/2019
BA	Education	24/06/2019
BA	History	24/06/2019
BA	Philosophy	24/06/2019
BA	Mathematics	24/06/2019
BA	Human Rights Education	24/06/2019
BA	Geography	24/06/2019
BA	Sanskrit	24/06/2019
BSc	Botany	24/06/2019
BSc	Biotechnology	24/06/2019
BSc	Chemistry	24/06/2019
BSc	Economics	24/06/2019
BSc	Geography	24/06/2019
BSc	Mathematics	24/06/2019
BSc	Physics	24/06/2019
BSc	Statistics	24/06/2019
BA	English	24/06/2019
BCom	Accountancy	24/06/2019
BCom	Management	24/06/2019
BCom	Finance	24/06/2019
BA	Regular	24/06/2019
BSc	Regular	24/06/2019
BCom	Regular	24/06/2019
MSc	Zoology	01/01/2019
MSc	Geography	01/01/2019
MA	Assamese	01/01/2019
MA	Education	01/01/2019

MA	Economics	13/09/2019
MSc	Economics	13/09/2019

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Chemistry	5
BA	History	29
BA	Education	28
BSc	Botany	96
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
<p>The management and the IQAC coordinate and collect feedback periodically from students through the process of responding to a questionnaire. They are also informed and given the liberty to submit their suggestions, grievances and problems anytime during the semester through the complaint box placed in the college. Analysis report on teacher and their teaching method from the students are reviewed by the Principal. On some special issues principal arrange meetings with Heads of Department. In some cases principal arrange meeting with concerned teacher and give advice to improve teaching skills. The students indicate his / her level of agreement in teaching and learning for each item for various parameters by selecting appropriate option. Scale Choice Grade Score. A) Excellent 5 B) Very Good 4) C Good 3) D Average 2) E Poor 1 Academic Council meeting will be conducted twice in a semester. According to analysis of student feedback on faculty, the faculty's regularity, subject knowledge, completion of course and relating theory But for the faculties who are having less interaction and guidance outside the classroom,. Necessary action was taken by the Institute for the improvement in the parameters in which mean score is not satisfactory especially interaction guidance outside the classroom</p>

and motivation provided by teacher

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	Economics	20	46	22
MSc	Geography	10	55	8
MSc	Zoology	15	74	15
MA	Education	25	120	27
MA	Assamese	30	115	28
BCA	Computer Application	20	35	31
BCom	Management, Accountancy, Finance	125	270	129
BSc	Botany, Chemistry, Zoology, Geography, Biotechnology, Economics, Mathematics, Statistics, Physics	220	1050	257
BA	Assamese, Bengali, Bodo, Hindi, Economics, Political Science, Education, History, Philosophy, Mathematics, Human Rights Education, Geography, Sanskrit.	400	859	421

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2085	211	47	Nil	34

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
81	80	8	21	1	13

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

In order to provide academic as well as emotional support to the students, mentoring was introduced in Pandu College from the session 2016-2017. Initially, the mentoring program was started with the second semester students of the college. Since then various programs on mentoring have been organized by the college. A talk on 'Mentoring for Students' was organized on 28.10.2016 where Dr. Sangeeta Goswami, President, MIND India was the appointed speaker. In her talk, Dr. Goswami emphasized the need of mentoring for students in colleges and also highlighted various aspects of mentoring and the qualities of a good mentor. On 03.05.2017, a workshop was conducted for teachers appointed as mentors in the mentoring programme of the college. Mr. Rajib Deka, Director, DECAZ Careerclinic, Guwahati was the resource person for the workshop. With his deliberation and lively interaction, Mr. Deka explained various steps of mentoring and also different problems that may appear in the process. He also suggested some precautions to be followed while mentoring the students. Members of the Self Empowerment Cell took a mentoring session for the Students' Union Members where they were motivated to maintain peace and discipline among the students of the college. On 20.11.2018, a pre-examination mentoring session for Degree 1st semester students was undertaken by Dr. Jogesh Kakati, Principal, Pandu College. The session was very interactive and was highly appreciated by the students. The next day, pre-examination mentoring sessions for Degree 5th semester students were taken by 20 mentors. They mainly focused on examination preparation and examination ethics. On 23.09.2019, a workshop on "Mentoring on Stress and Problem Solving" was organized in collaboration with Assam Don Bosco University, Guwahati. Total number of 88 participated in the workshop. Regular mentoring classes have been started from the session 2018-19. Every Saturday the mentoring classes are held as per the schedule given by the Self Empowerment Cell. In this session the mentoring was done for the final year undergraduate students, which was started on 23.09.2019

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2296	81	1 : 28

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
74	64	10	5	47

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Mayuri Barman	Assistant Professor	Research Excellence Award by Institute of Scholars

2019	Dr. Sanchay Jyoti Bora	Associate Professor	FAST Summer Research Fellowship by Indian Academy of Science
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

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 percent attendance out of total classes held is made mandatory.

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

1) The Academic Council/ Internal Quality Assurance Cell of the college prepares the Academic Calendar of the college for a year taking into consideration the Academic Calendar of Gauhati University. 2) The Examination Committee conducts all examinations in the college in accordance to Academic Calendar of the college and notices issued by the affiliating university. 3) 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.

2.6 – Student Performance and Learning Outcomes

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

<http://panducollege.org/department1/pos-and-cos>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
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PG	MSc	Geography	10	10	100
PG	MSc	Zoology	15	13	86.7
PG	MSc	Bio-Technology	9	3	33.3
PG	MA	Education	21	20	95.2
PG	MA	Assamese	28	23	82.1
UG	BCA	Computer Application	20	18	90.0
UG	BCom	Management, Accountancy, Finance, General	51	33	64.7
UG	BSc	Botany, Chemistry, Zoology, Geography, Biotechnology, Economics, Mathematics, Statistics, Physics, General	139	86	61.9
UG	BA	Assamese, Bengali, Bodo, Hindi, Economics, Political Science, Education, History, Philosophy, Mathematics, Human Rights Education, Geography, Sanskrit, General	280	162	57.9
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2.7 – Student Satisfaction Survey

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

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	Nil	Nil	20	20

Any Other (Specify)	Nil	CSIR, Oil India Ltd. Guwahati Refinery, Noonmati	20	20
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
Geography	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Hindi	1	Nil
National	Philosophy	3	Nil
National	Geography	1	Nil
International	Philosophy	1	Nil
International	Botany	1	Nil
International	Zoology	2	Nil
International	Geography	2	Nil
International	Chemistry	2	Nil
International	Biotechnology	2	Nil
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Statistics	1
Mathematics	1
Commerce	1
Physics	1
Geography	5
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	9	16	1	Nil
Presented papers	12	7	2	Nil
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Border Development Programme, January, 2020	NCC, Pandu College Assam Government	Tour to Indo-Bangladesh Border of Dhubri District, Assam	1	5
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Collaborative Research work	Dr. Sanchay J Bora, Pandu College, Dr. Ashim Jyoti Thakur, Tezpur University, Dr. Ankur K Guha, Cotton University	Self	365
Student Exchange	PG Students of Economics Dept., Pandu College PG Students of Economics Dept., Pandu College & PG Students of Economics Dept., Pragjyotish College, Guwahati	Self	365
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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Indian Oil Corporation	13/02/2020	To establish Central Instrumentation Facilities (CIF) in the college	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
32462260	34717418

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Others	Existing
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Koha software (Koha cloud hoisting)	Partially	19.11	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	46515	1689927	177	Nil	46692	1689927
e-Books	199500	5000	Nil	Nil	199500	5000
Journals	27	Nil	Nil	Nil	27	Nil
e-Journals	6000	5000	Nil	Nil	6000	5000

CD & Video	300	Nil	Nil	Nil	300	Nil
Library Automation	Nil	Nil	177	Nil	177	Nil
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	126	9	2	2	0	14	64	20	5
Added	0	0	0	0	0	0	0	0	0
Total	126	9	2	2	0	14	64	20	5

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

20 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
20282160	21626985	10881100	11913492

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

The college 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 purchase 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. 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. The purchase committee of the college constituted by the Principal looks after the maintenance and utilization of physical facilities. In all such matters approval of Governing Body is mandatory. For 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 along with other related issues. For maintenance of laboratories of various departments, the concerned head of the departments are entrusted to place requirements to the Principal 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. 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, a service from authorized service providers is outsourced through proper channel.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Welfare Fund	21	46900
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved

International Day of Yoga	21/06/2019	60	Self Empowerment Cell, Pandu College
Mentoring	20/09/2019	576	Self Empowerment Cell, Pandu College
Mentoring on students stress and problem solving	23/10/2019	88	Don Bosco University
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Career counseling by Chanakya IAS Academy	28	28	Nil	Nil
2020	Amity Career Counselling Program	25	25	Nil	Nil
2020	Training Program on Interview Technique	27	27	Nil	Nil
2020	Examination conducted by 'Concept' for scholarship	28	28	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Indian Air-force	29	Nil	Nil	Nil	Nil
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Could not organize due to pandemic situation of Covid-19	NA	Nill
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

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 atmosphe 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.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

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 unparalleled 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 athlete 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 registered under the Register of Societies Act, 1861

5.4.2 – No. of enrolled Alumni:

146

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

11000

5.4.4 – Meetings/activities organized by Alumni Association :

3

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

- The college has An Academic Council where all the Heads of the Departments become ex-officio members. All matters related to curriculum, syllabus, routine and academic calendar are discussed in the meetings of the cell/committees 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 an advisory committee (UAC) and the class monitors. A constitutionally elected student body regulates 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.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	<p>Pandu College is an affiliated college of Gauhati University and admission of students is done according to the policies and guidelines set by the University and Government of Assam. The admission of the students for all courses is done strictly on merit basis. Cut offs are decided after due deliberation by the Admission Committee which is constituted by the Principal. Reservation of OBC/SC/ST and PWD are strictly followed as per Govt. Guidelines. An Anti-Ragging Committee is constituted every year and their names and contact details are published in the college website. The college has a zero-tolerance policy towards Ragging.</p>
Industry Interaction / Collaboration	<p>The Placement Cell of college worked towards reducing the gap between students' skills and the industry needs by producing competent resources equipped with personality development and campus recruitment training along with a perfect blend of professional etiquettes. The Cell organizes various training sessions, seminars and workshops catering to various courses of the college. Constant efforts were made to improve interaction and collaboration with relevant industries.</p>
Human Resource Management	<ul style="list-style-type: none">• Faculties in substantive posts are recruited according to the recommendations received from the Higher Education Department of the state based on the requisitions submitted by the college.• For Post Graduate courses in, experienced Guest Faculty with specialization from other reputed institutions are invited to deliver lectures on different topics for successful and timely completion of the syllabus.• To promote academic excellence of the Faculties, the college highly motivates and actively supports their Ph.D. studies, publication of books, articles.• Teachers are relieved on priority basis for Orientation/Induction Courses,

Refresher Courses, Short Term Courses, Workshops for their academic development and career advancement, and paper Presentations at conferences and seminars. • The College has a well-maintained leave record system for the teaching and non-teaching staff. • The members of the non-teaching staff of the college are assigned jobs as per their category and are regularly monitored. They are motivated to improve their technical skills and to be fully supportive to the students.

Library, ICT and Physical Infrastructure / Instrumentation

- The college library is well equipped with a rich collection of books, magazine, and newspaper for the access of students.
- Library has installed RFID software for the easy access of services.
- The college has ICT enabled one digital class room and one conference room with high quality smart boards for organizing meeting, seminar/conference, workshop and other academic related works.
- The college authority has installed CC cameras in every class rooms, administrative block, entrance and corridors of each building for better security purpose.
- A number of new rooms has constructed on top floor of the administrative block for the department of commerce.
- A central instrument facility (CIF) centre is newly set up in support of ASTEC and Oil India Limited to cater to the needs of faculty members for their experimental research work.

Research and Development

- Research activities are encouraged in the college both among the teachers and students.
- Individual departments organize seminars, workshops and popular/annual lecture by inviting experts from reputed institutes.
- Student seminars are organized by various departments in which students present their research with a view to motivate them to pursue further academic excellence.
- College management encourages teachers to complete PhD degree, attend conferences/seminars/workshops and publish papers in high impact research journal.
- The Central Instrument Facility (CIF) centre of the college caters the need of various instruments to carry experimental research works by the teachers of science stream.

Examination and Evaluation

- Examination related information

such as schedule for forms filled up, routine, declaration of results etc. is displayed on the college notice board, website and online student's attendance portal. • End -Semester examinations are conducted by the affiliating university for both the new CBCS and Non-CBCS courses, while the college conducts internal assessment of students according to the university guidelines. • The college authority forms an examination committee for smooth running of examination. • Class tests/surprise tests, student seminars interactive sessions, projects, practical examinations, etc are conducted by departments to evaluate the students. • College follows ICT enabled reforms introduced by the University such as submission of online examination forms, results, etc.

Teaching and Learning

- College constantly tries to improve the quality of education by implementing various tools and methods required for modern teaching. During Covid-19 pandemic, teachers basically used Google classroom, Google meet, Zoom and other ICT tools for teaching.
- The college tries to follow the academic calendar strictly except for unavoidable circumstances • Teachers conduct Field studies, Group Discussions, Quiz, Debates, Case Studies and Surveys in different subjects time to time. • Most of the departments encourage their students to prepare wall magazines, annual magazines, bulletin etc on different topics. • Teachers take remedial and mentoring classes to the needy students. Moreover, various counseling programmes are organized among the students by the teachers of the college and experts from outside to enrich mental and physical health along with carrier counseling.

Curriculum Development

- The College is affiliated under Gauhati University and follows the syllabi as prescribed by the University. However, several teachers of the college are part of the Board of Studies (BOS) for different subjects under Gauhati University and they are actively involved in curriculum development. • For example, the Choice Based Credit System (CBCS) syllabus was introduced by the University in the

academic year 2019-20 at the Under Graduate (UG) level in which the teaching staff members were actively involved.

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

E-governance area	Details
<p>Planning and Development</p>	<ul style="list-style-type: none"> • The different activity scheduled of the college is displayed in institute website. • All the recruitment notices of teaching and non-teaching positions are advertised on the college website and regional newspapers. • Tenders are invited and displayed in college website for purchase and construction related matters. • The Management is informed of every ongoing activity in the college through emails as well as Whatsapp group.
<p>Administration</p>	<ul style="list-style-type: none"> • Dedicated domain ID for all employees. • Enrolled student data is recorded on a digital platform. • Student attendance in classroom is monitored through the data and reports generated by online electronic attendance system and software. • The classes taken by the teachers are recorded through digital electronic software. • The attendance record of the teaching and non-teaching staff is maintained by separate punching/face detecting machine. • The application for leave, tenders, hostel related affairs, conference/seminars etc. are monitored through digital software. • All notices and information are circulated through portal and whatsapp medium
<p>Finance and Accounts</p>	<ul style="list-style-type: none"> • Accounts of the college are properly maintained in record book. • Transactions related to payments, Income Tax, Professional Tax etc are performed online via NEFT. • www.finassam.in website is used for salary records and transactions.
<p>Student Admission and Support</p>	<ul style="list-style-type: none"> • Information related to advertisement of admission, fee payment, registration for examination, routine, and result related matters are displayed in college website. • The rules and regulations for the students imposed by the college authority are displayed in institute website. • Information related to prevention of Ragging is made available on institution website. • Information

	related to admission in Boy's hostel, girls and women hostel, payment of hostel admission fee, total seat capacity and about rules and regulations are conveyed in the college website. • Electronic student feedback, online Grievance and complaints, online verification of student record.
Examination	<ul style="list-style-type: none"> • All important information regarding examination schedule, examination form filled up and results are displayed on the e-Notice Board on the college website. • Form fill-up of all university examinations are done by the students online by using software provided by the university. • Results declared by the University are displayed online for convenient access. • Attendance records, marks of various examinations conducted in the college is submitted online to the University

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	NA	NA	NA	Nil
2019	NA	NA	NA	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NA	NA	Welfare Fund for economically backward students

6.4 – Financial Management and Resource Mobilization

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

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.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
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6.4.3 – Total corpus fund generated

4361773

6.5 – Internal Quality Assurance System

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

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

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

NIL

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

NIL

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

1. 8 Numbers of class rooms were constructed/renovated using college funds 2.

The Library of the college was upgraded by installing RFID (Radio Frequency Identification Device) 3. The Women's Hostel of the college has been extended and the seat capacity has been increased by 20 numbers 4. Three MTA (Multi Tasking Agent) were appointed in the IQAC Office for running the IQAC works smoothly.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Seminar on Artificial Intelligence	29/08/2019	29/08/2019	29/08/2019	120
2020	Students Feedback on Teachers	29/05/2020	29/05/2020	30/05/2020	450
2020	Submission of Institutional Data to AISHE	06/03/2020	Nil	06/03/2020	7
2020	Participation in NIRF	29/11/2019	Nil	29/11/2019	Nil
2019	IQAC Meeting	25/08/2019	25/08/2019	25/08/2019	8
2020	IQAC Meeting	22/02/2020	22/02/2020	22/02/2020	8
2020	IQAC Meeting	27/05/2020	27/05/2020	27/05/2020	6
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness programme on "Women health, Hygiene and Nutrition" Resource Person: Dr. Dibakar Kalita	03/09/2019	03/09/2019	70	30

"Antaranga Aalap" Resource Person: Dr Arupa Patangia Kalita	18/11/2019	18/11/2019	65	44
Inauguration of " Tailorig Training Centre at Pandu College" by Mr Munindra Kakati, Director, Jana Sikshan Santha, Ministry of Skill Development and Entrepreneurship.	05/11/2019	05/11/2019	40	10
Celebration of "International Women's Day" Resource person: 1. Binita Devi, 2. Jolly Baruah	08/03/2020	08/03/2020	60	15

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

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

The college has adopted a plantation programme in and around the college campus. There are certain guidelines that were formulated to effectively carry out plantation activities. First, the trees selected for plantation are local and indigenous. Alien invasive tree species are avoided as much as possible. Second, the existing patches of forest and their undergrowth are not disturbed as they may be the habitats of many species of butterflies and spiders which are found abundantly within the campus. Finally, the planted trees are regularly taken care of and any weeds masking their growth are removed periodically. These trees are also protected from the stray cattle or goats which may accidentally enter the campus and eat them. All the students and faculty members of the college actively and enthusiastically participate in plantation activities. Plant saplings are often given as gifts for the eminent people who visit the campus and they are also given as parting gifts to the outgoing students as well as to the freshers. The plantation of the trees has not only made the campus green but also attracted the biodiversity such as birds, monkeys, squirrels and other animals. Besides, the plants hold the top soil together and help in mitigating the island effect of the city make campus cool during summer. Plant plays a major role not only in sequestering carbon-dioxide from the atmosphere and help in absorption of other greenhouse gases but also give positive psychological benefits. There are mounting evidences which suggest that people staying in areas with abundant trees are less affected by cardiovascular diseases and have better mental health. The college has adopted rain water harvesting in the campus. The institute has adopted two phases of rainwater harvesting strategies first, groundwater recharge by bedding block bricks which is currently in progress. Second, roof water harvesting is proposed which will help to minimize flash floods in the low-lying areas, the

flow of hazardous chemicals along with the surface runoff water, and blocking of municipality drains with the silted water. Roof water harvesting will also aid in using zero chlorinated or fluorinated water, unlike the supplied tap water to the wet labs of the college. As the college is located at the base of Nilachal hill (Kamakhya Temple) in Guwahati city of Assam, it also faces the major problem of artificial flash floods due to surface runoff rainwater from the hills. The major idea behind this program is to guide and enhance the livelihood of people especially those living at the base of mountains or hilly areas and to ensure environmental sustainability. Such a concept will also create awareness among students, local people, citizens, and municipal authorities on environmental and developmental issues and will also serve as "learning places" for sustainable development.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	No	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	Nil	13/08/2019	1	Plantation Programme and campus cleaning.	Plantation Program	91
2020	1	Nil	13/02/2020	1	"Awareness programme on Disaster Management and Preparedness"	Awareness on Disaster Management	36
2020	1	Nil	14/03/2020	1	"Awareness	Awareness	152

				programme on corona virus (Covid-19) "	on Covid-19	
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
<p>Decorum of Pandu College</p>	<p>15/07/2019</p>	<p>College issues Prospectus to every student at the time of admission which contains college Anthem, Emblem and Motto Jyotirgamaya, a brief history of the college. Its mission statement "Transform From a mere institution of higher education to a centre of excellence" to inspire and motivate the students, into a disciplined lifestyle in college. The facilities and activities available for the students are highlighted. College Uniforms of Students are also mentioned in the Prospectus. Moreover Notice regarding general Rules and Regulations, Students' Responsibility, Students' Charter are displayed. Use of mobile phone, ICC Awareness, Anti- Ragging and No Tobacco Zone are respectively displayed in the College Campus. Timely notices of Academics, Co-curricular and Extra-curricular activities, Awards and Scholarships etc. are also displayed in the Notice Board and College website so that no student left out of any information about the various aspects of college life. The prospectus and notice boards are updated on a yearly basis to include any new rules and information which come</p>

into force in a particular year. A standard operating procedure is prepared and uploaded on the college website which is also available with Hostel Superintendent and displayed in the hostel.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Campus Safai (Swachhta Pakhwada)	02/10/2019	02/10/2019	103
"Fit India Programme -Yogashan	18/01/2020	18/01/2020	35
"Workshop on Tobacco control and Cancer prevention in Assam" at Gauhati University.	22/11/2019	22/11/2019	3
"Republic Day Celebration"	26/01/2020	26/01/2020	25
"Participation in Assam Sahitya Sabha's Sualkuchi Session"	31/01/2020	05/02/2020	21
Rock climbing and Adventures programme	09/02/2020	09/02/2020	131
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Use of harmless chemicals, Semi micro procedure and eco-friendly routes in laboratories.
- Use of public vehicles on 1st and 3rd Saturdays of every month.
- No Tobacco inside the College campus.
- Prohibition of single use plastics inside the campus.
- Celebration of World Environment Day

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE: 1 Title of the Practice: Green campus initiatives Objectives: a) To increase environmental awareness among students, staff of the college and among population in the vicinity of the college. b) To minimize the environmental pollution in and around the college The Practice: Efforts for carbon neutrality: The College has made arrangements for the parking of the vehicles of the students and staff near the entrance. On first and third Saturday all the students and staff come to the college by public carrier. The college is declared as NO TOBACCO ZONE.: Zero plastic zones: Use of plastic bags is avoided in the college campus and the authority has declared the entire campus as 'Zero plastic zone'. Nature club motivated students and staff to use cotton or jute bags. The NSS have made it a regular practice of plastic eradication as a part of their extension activities. Sapling plantation: The NSS, Nature club, Campus beautification committee planted several tree saplings during various tree plantation programs. All these trees are taken care of and

maintained by gardeners of the institution under continuous monitoring of beautification committee. Micro scale experiments in Chemistry Department: The department of chemistry is practicing semi micro scale technique in chemistry practicals to reduce volume of solutions and less release of hazardous gases.

Vermicomposting is also in practice by Department of Biotechnology for disposing the wet and biodegradable wastes from canteen and hostels. BEST PRACTICE: 2 Title of the Practice: Regular conduction of students' centric activities: Objectives: To focus on continuous improvements of students The Practice: a) Orientation programme for students are conducted on regular basis under the banner of various organization.. b) Arrangement of Seminars for students is regular phenomena so that they can improve their speaking skill in front of masses. c) Science forums have been created to motivate students towards science education. d) Pandu College adopted "Best graduate award" every year to encourage the students in their academic excellence. e) To take off mental health teachers of all departments spell their continuous effort through mentoring cell, practice of yoga and meditation are also carried out within the college campus. f) Group discussions among students are mandatory in every department as this practice help the students to appear in different interview panel. g) Efforts are always there for more learner centric classroom which can be monitored by authority. h) Celebrations of special days are regular and mandatory activities of students and teachers as well as for other staff.

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

7.3 – Institutional Distinctiveness

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

1. Digital Monitoring As a leading institution of higher education Pandu College has already developed a complete Online Management Information System (MIS) with the following distinct features: • Online Admission System • Online Admission counselling system • Students', Teachers' and employees' Attendance monitoring system • Students' Academic progress tracker • Online Assessment feasibility • Class-notes and Assignment management • Class Routine Management • Employees' online leave management system • E-governance system • College Accounts management system • Institutional Inventory management system • Students' fee collection feasibility (offline/ online) • Real-time Library Attendance The MIS of Pandu College truly helps the institution to manage and monitor the activities of both employees and students, as well as it has also minimized or reduced the manual efforts and time of the staff of the institution. Further, Pandu college MIS has discovered to be effective in making the campus of the institution to a great extent paperless thereby making the institution less pollutant and environment friendly which is the need of the hour. Finally, the institutional MIS has enabled the college fraternity to compete with the process of digitalization pertaining to the contemporary techno-savvy society of the New Millennium. 2. Skill Development Program: Pandu College has been making untiring efforts to organize several skill development programmes to promote the skill based learning of the students, which ultimately make students self-reliant in the society. Moreover, several unique consultancy programs are also being organized by the college for the overall growth and benefits of the student community of the institution.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

The future plans of action of the college for the next academic year (2020-21) are as follow: • To introduce Post Graduate courses in the disciplines History, Chemistry and Political Science • To organize an international seminar on Biological Sciences • To conduct Students Satisfaction Survey (SSS) by the IQAC • To sign more MoU with other institutions for student and faculty exchange programme • To publish the Code of Conduct Handbook for stake holders • To introduce online feedback mechanism for students, teachers, alumni, parents and employees • To install roof top solar panels to make the campus eco friendly. • To form E-clubs for students: like Music club, Quiz club, Story writing club, Dance club, Poetry club, Art club, Science model making club etc. • To undertake project on Ornamental plants • To conduct of External Academic and Administrative Audit • To increase the number of students by encouraging them to go for internship • In order to facilitate Online learning and rigor E content development, workshop to be organized for teachers • To increase remedial coaching, programme to restrict failures • To maintain a department-wise database for student progression to higher studies and jobs • To organize Parent-Teachers Meet (Departmental)