YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	`Pandu College`
• Name of the Head of the institution	`Dr. Jogesh Kakati`
• Designation	`Principal`
• Does the institution function from its own campus?	`Yes`
• Phone no./Alternate phone no.	`03612570450`
• Mobile no	`8812987251`
• Registered e-mail	`iqacpandu@gmail.com`
• Alternate e-mail	`principal@panducollege.org`
• Address	`PO Pandu; Dist Kamrup (Metro); Assam`
• City/Town	`Guwahati`
• State/UT	`ASSAM`
• Pin Code	`781012`
2.Institutional status	
• Affiliated /Constituent	`Affiliated`
• Type of Institution	`Co-education`
• Location	`Urban`

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Gauhati University**
• Name of the IQAC Coordinator	**Dipjyoti Barman**
• Phone No.	**03612570450**
• Alternate phone No.	
• Mobile	**8638787429**
• IQAC e-mail address	**iqacpandu@gmail.com**
• Alternate Email address	**dipjyotibrmn@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://files.panducollege.org/IQAC_AQAR/AQAR%202020-21_v1PlJqek1A.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://files.panducollege.org/EVENTS/Academic%20Calendar%202021-22_Q0o5ad9Jg2.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**75.4**	**2004**	**08/01/2004**	**07/01/2009**
Cycle 2	**B**	**2.60**	**2010**	**27/03/2010**	**26/03/2015**
Cycle 3	**B**	**2.38**	**2019**	**20/05/2019**	**19/05/2024**

6.Date of Establishment of IQAC	**24/09/2003**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Tution Fee BPL students	State Government	2021 (365 days)	1571431
Department	Periodic Lecture	Indian Cuncil of Philosophical Research	2021 (1 day)	10000
Faculty	Collaborative Research Scheme (CRS)	UGC-DAE Consortium of Scientific Research	2022 (365 days)	245240
Institution	NSS	Aids Control Society, Assam	2021	36000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	18	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		

Conducted external Academic and Administrative Audit
Nine Students' Club were formed for overall development of the students
Established Institution Innovation Council (IIC) in the college as per the norms of Innovation, Cell, Ministry of Education, Govt. of India
Signed MoU with other Institutions/Organizations for collaborative activities
Adopted a village to work for benifits of the villagers

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

Plan of Action	Achievements/Outcomes
To conduct external Academic and Administrative Audit	**External Academic and Administrative Audit were conducted on 27th and 28th May, 2022.**
To form sub-committees Criteria wise and distribution of responsibilities among the members Matrix wise	**Seven sub-committees were constituted with a member of IQAC as the in-charge. And responsibilities were distributed among the members Matrix wise**
To open Certificate/Add-on courses	**Formalities for opening five Certificate/Add-on courses were completed.**
To increase of number of Digital Class Rooms	**One Digital Class Room was constructed and initiative for more class rooms with IT facilities were taken**
To form Students' Clubs	**Nine Students' Club were formed and various activities under these clubs were undertaken for overall development of the students**
To adopt a Nearby Village	**A village named Dhantola near Palabari Sub-division of Kamrup District was adopted by the college. Various activities were under taken for the residents of the village**
To establish Institution Innovation Council (IIC) in the college	**Institution Innovation Council (IIC) was established in the college as per the norms of Innovation, Cell, Ministry of Education, GOI. Various activities were taken up as per Academic Calendar of the Cell.**
To Conduct Students' Satisfaction Survey	**Students' Satisfaction Survey was conducted through online mode. The report of the survey was displayed in the college**

	website
To adopt a uniform Teaching Plan for all faculty members	A uniform Teaching Plan was designed by the Department of Education and the same has been followed by the faculty members for academic activities of the departments
To publish IQAC Bulletin	A Three Monthly bulletin has been started publishing by IQAC reflecting all curricular and co-curricular activities of the college
To initiate Financial Assistance to faculty members to undertake Research Projects	Financial assistance of Rs 50000 (Fifty Thousand) has been initiated for selected Research Projects under taken by the faculty members
To increase the number of outreach programs	A number of outreach programs were under taken in nearby localities by NSS, NCC,Community Club and othre academic departments of the college
To provide pure drinking water facilities for students	A number of RO-UV water filter have been installed in different places of the college for the students
To organize Workshop for Non-Teaching staff	A workshop on Documentation and Accounting Software has been organized for the non-teaching staff of the college
To prepare the Academic Calendar for the session 2022-23	The Academic Calendar for the session 2022-23 has been prepared by the Academic Aouncil of the college

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	25/02/2022

15.Multidisciplinary / interdisciplinary

Since it is affiliated to Gauhati University, Pandu College is obligated to follow the strategies and guidelines prepared and provided by the affiliating university as well as the state government. Consequently, the college is dependent on the affiliating university for innovative and flexible curriculum. As and when the university prepares or provides a curriculum to implement the multidisciplinary/interdisciplinary structure of New Education Policy, the college will implement it.

Currently, the college is offering CBCS courses at the Undergraduate and Postgraduate levelsalong with providing an effective learning platform for students by expanding the horizons of education beyond their subject knowledge. The CBCS allows students to choose their subjects from fundamental to advanced level including performing course and curriculum projects in interdisciplinary and applied subjects, for example, project work by UG and PG students.

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

16.Academic bank of credits (ABC):

Pandu College is yet to register for National Academic Depository (NAD) as it is not a degree granting/ Autonomous institution,

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

17.Skill development:

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

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

The conservation and promotion of India's cultural heritageis evidently one of the top most priorities for the country, as the nation's identity as well as economic wellbeing depends on it. In this regard, appropriate integration of the Indian Knowledge system into the overall curriculum, particularlythrough teaching in Indian languagesis of paramount importance. Language is inextricably linked to Arts and culture. Therefore, in order to preserve and promote culture, one must preserve and promote a culture's languages.

The college has a glorious tradition as well as rich resources for adopting and imparting training in various Indian languages and corresponding literatures such as Assamese, Bengali, Hindi and Bodo

subjects in degree courses. In addition to this, the college offers Sanskrit as an elective subject in the degree level. In the order to promote and integrate local language, art and culture, the institute regularly celebrates different Indian festivals and traditional days. The college has also established a Literary Club though which students can participate in various literary activities like workshops, discussions, interactions, symposiums etc in local languages.

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

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

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

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

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

20.Distance education/online education:

Distance education and online education has made education affordable and accessible to the masses. Since it has become the need of the hour, the college is already in the process of arranging the mechanisms for online teaching learning process through various online modes. During the Covid pandemic, online classes were conducted very effectively by all faculties in all programs by using various technological tools like Google Classroom, Zoom, Google Meet and videos as teaching and learning aids. Both teachers and students

have experienced the online teaching and evaluation process through different software. The whole college campus is Wi-Fi enabled with digitally interactive panels installed in many classrooms. The institution is planning to develop e-content material prepared by faculty members for the students to meet the future challenges.

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

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**1204**

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

2.Student

2.1 Number of students during the year	**2054**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**456**

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

2.3 Number of outgoing/ final year students during the year	**631**

File Description	Documents
Data Template	View File

3.Academic

3.1	**91**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

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

File Description	Documents
Data Template	View File

4.Institution

4.1	**70**
Total number of Classrooms and Seminar halls	
4.2	**14085079**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**117**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Academic Session begins just after the admission procedure and Academic Council develops an annual academic calendar based on the academic schedule of the affiliatingUniversity to implement the curriculum smoothly and effectively. The daily class routine is prepared and course allotment to individual faculty is done by the

Head of the department in accordance with the number of faculty members and their specialization. The faculty members prepare their lesson plan and maintain their class Diary on daily basis in the online portal available for students and college office as well. Besides the classroom teaching, the faculty members organize seminars, quiz, group discussion etc and give Home Assignments. Internet facility is available for both the students and staff in the library for academic orientation. Wall magazines, departmental bulletins, field trips are also done by the students under the guidance of faculty members. Parent-Teachers' Meets are conducted to enable the institution to get feedbacks and to improve the academic performance of their wards. The practical classes are held regularly as per the daily class routine and the faculty members of the concerned departments demonstrate and guide the students to do the practical classes using various tools, equipment, etc.

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

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

The college follows continuous internal evaluation system. As a part of it, the academic calendar is prepared by the academic council taking into consideration the Academic Calendar of the affiliating university. The college conducts sessional examination, need based class test, and allots home assignments to the students at regular basis. The schedule of the Internal Sessional Examinations is clearly mentioned in the Calendar to ensure continuous Internal Evaluation of the students. The academic calendar is prepared by keeping the provision for conduct of co-curricular activities such as Seminar/workshop, guest lectures and field visits and for extracurricular activities such as extension activities, Annual College Week, Students Elections etc. Moreover, subject specific Seminar, Quiz, Debate, Assignments etc. are also conducted among the students by the departments as a part of continuous internal evaluation. Daily class record is regularly uploaded by the faculty members in the students' portal that helps the Head of the Department and the Principal to monitor the progress of the curriculum. The calendar incorporates the dates of almost all the important events such asAdmission, Commencement of the classes, Teaching days, Sessional examination, all Holiday,Dates of

celebration, Students union election, Seminar/Group Discussion among the students etc.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://files.panducollege.org/EVENTS/Academic%20Calendar%202021-22_Q0o5ad9Jg2.pdf

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

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

1.2 - Academic Flexibility

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

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

63

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

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

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

1

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

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

35

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

1.3 - Curriculum Enrichment

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

The college integrates cross cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. The syllabus of both Under graduate and Post graduate programmes represents different issues related to Gender, Environment and Sustainability, Human Values and Ethics. The concept of gender and its related issues are incorporated through different papers in most of the course curriculum of humanities and social science. Environmental Studies have been implemented as a compulsory subject for the students of all streams. Moreover, different cells and departments organize gender sensitization program, environmental awareness programs, program for enhancement of holistic health awareness etc. the college authority has taken the initiative by constituting some specific cells to put continuous effort for enhancement of professional ethics and human values among both

students and teaching communities. Some committees such as Anti-Ragging Committee, Students Grievance Redressal Cell are also formed to deal with any unwanted activities inside the campus.

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

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

11

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

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

1136

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://files.panducollege.org/IQAC_FEEDBACK_ANALYSIS/Feedback%20Report%20of%20Students,%20Teachers%20etc%20(1)_SlV7yB5coI.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://files.panducollege.org/IQAC_FEEDBACK_ANALYSIS/Feedback%20Report%20of%20Students,%20Teachers%20etc%20(1)_SlV7yB5coI.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

908

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

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

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

311

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

2.2 - Catering to Student Diversity

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

The college facilitates special learning based on the academic capabilities of each student. In the beginning of every academicsession, students are assessed by their teachers on the basis of classroom performance, individual interactions, class tests and participation inactivities in the college. The College adopts the following measures for slowlearners and the advancedlearners. Strategies for slow learners 1. Tutorial and remedial classes are conducted for slow learners to clarify doubts. 2.Extra reading materials are provided to improve basic understanding of subjects; 3.Home assignments are given andassessed by their teachers; 4.Personality development programs are conducted from time to time to motivate and inspire the students. 5.Engage the studentsin social activities/ departmental activities/institutional activities to boost up the confidence level among thestudents; Strategies for advanced learners 1. Advanced reading materials are provided 2.Encouraged to attend/participate in various seminars/ lectures/ conferences/ quizzes 3.Interactive programmes with eminent scholars from various fields are organized to motivate and encourage the advanced learners.

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

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

Number of Students	Number of Teachers
2054	**91**

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

2.3 - Teaching- Learning Process

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

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

Participative Learning:

Departments adopt the following methods for effective participative learning

1. Group Discussion

2. Science exhibition by students

3. Field study and other value-added activity

4. Project work

5. Student Seminar and quiz

6. Home assignment

7. Interactive sessions with experts in various fields

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

Experiential Learning:

Summer Internship: Students are encouraged for internship in higher-level educational/research institutions.

Visits outside the institution:

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

Co-operative Learning:

1. Wall Magazine

2. Publish of Departmental students Bullelin

3. Publish of College Magazine

4. Cleanliness Drive by students through NCC and NSS

Problem Solving Methodologies: 1. Projects 2. Assignments

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://files.panducollege.org/SSR_FILE/2_3A 2QqfHo03.pdf

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

ICT Facilities Available and Use for Effective Teaching-Learning Process

Different ICT initiatives have been taken by College authority and Teachers for effective teaching -learning process. The College has the following ICT infrastructure:

   1. Students' Portal: Following features are available

   1. Class Routine
   2. Attendance

3. Online Examination
4. Online Assignment
5. Online Study Materials
6. Online Evaluation Report
7. Notification from the College

1. Teachers' Portal: Following features are available

a) Online Class Attendance

1. Class Routine
2. Log Book
3. Activity Diary for Teachers
4. Notification Facilities from Principal Office

1. Library Attendance for Teachers
2. Students' Data for Use of Teachers
3. Students Performance Analysis Facility
4. E-governance
5. Students' Admission Forms Verification
6. Leave Applying Facility for Teachers

Moreover, a separate online class facility for students is available in Teachers' portal where teachers can provide class notes and assignment. This Portal also provides online exam facility with assessment and submission of assessment report.

1. ICT enabled Classroom: College possesses Eight ICT enabled room where teachers take class regularly.
2. Computer Lab: Four Computer labs are available with 117 number of Computers.
3. Moreover, teachers take online classes through Google Classroom and Zoom platforms
4. Teachers also upload recording classes in their YouTube Channels.
5. Some of the teachers take Live Classes through SHAYAM Platform under IGNOU study Centre of the College.

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

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

2.3.3.1 - Number of mentors

91

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

69

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

74

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

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

2.4.3.1 - Total experience of full-time teachers

1188

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

2.5 - Evaluation Process and Reforms

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

Affiliated to Gauhati University Pandu College follows the university rules and guidelines regarding assessment and evaluation process. Academic calendar is prepared for each session. Schedule of Internal Assessments are given in Academic calendar. Any changes in schedules, patterns, methods and university norms/circulars relating to course wise examination pattern, dates and schedule of internal assessment are notified immediately through college website and students' portal. An Examination Committee is constituted to coordinate internal and external examination activities. Internal Assessment comprises Sessional Examination and Assignments/seminar presentations/projects/group discussion. Sessional Examination question papers are set by faculty members of the respective departments. Examination on General English, Education and Environmental Studies are centrally held; other subjects including honours courses are conducted by the concerned departments at routine times. One Sessional Examination is held per semester. Evaluated answer sheets are shown to the students for self-evaluation. Students are free to interact with the teacher to

resolve any grievances regarding the assessment. Records of students' attendance in internal Examinations, Question papers, answer sheets, marks sheets are properly maintained by the teachers for academic monitoring and audit

File Description	Documents
Any additional information	View File
Link for additional information	https://student.panducollege.ac.in/login, https://panducollege.org/notifications/academic

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

The College has an Examination Grievances Redressal Committee (EGRC) consisting of the Vice Principal as Chairperson, a teacher coordinator and two teacher members to address examination related grievances. A transparent method is followed in the College in dealing with these grievances. Students are allowed to apply for revaluation, recounting and challenged evaluation in a proper format of the college. The queries related to results, corrections in mark sheets and absence of internal marks in the mark sheets issued by the university are dealt with promptly by the GRC after forwarding such queries through the college Examination Committee. These grievances are forwarded to the respective departments for rectification. After rectification, the Examination Committee forwards the same to the university. If a student fails to appear in the Sessional examination/submit assignment on due time for medical or any genuine reason, he/she is given a mercy chance to appear for examination if application is submitted addressing to the HOD of the respective departments with valid documents. Moreover, if any student obtains less mark/wants to improve in that subject, he/she is permitted to reappear for the improvement. The evaluated assignments and answer scripts are shown to students to maintain transparency of the marks awarded and if any discrepancies are reported by the students, then these are resolved by the concerned faculties immediately.

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

2.6 - Student Performance and Learning Outcomes

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

Program Outcomes (POs), Program Specific Outcomes (PSOs) and CourseOutcomes (COs) for all programs are well stated and displayed through: Institute website Awareness about COs, POs and PSOs are made to students by faculty at the beginning of the semester and through orientation programmes in the departmental level.

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

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

Method of assessment of POs / PSOs The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods.Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on UniversityExamination, internal exams and home assignment. The evaluation of attainment of PO, PSO and CO is primarily made on the basis of the performances of the students in the Semester and Internal Assement. The semester examination of the affiliating university covers 80% of the assessment in a course. The other 20% of weightage for internal assessment is used for assessment of the course outcome of the students. The knowledge and skills aimed for the course outcomes are assessed through the semester examination,sessional examinations, along with a process of continuous internal evaluation that includes homeassignments, group discussions, seminar presentations, quizzes, etc., throughout the semester. Learning outcomes of the students are regularly monitored by the departments and appropriate remedial measures are taken for desired course outcomes. The attainment of PO is assessed through the student progression record of alumni of the institution.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://files.panducollege.org/IQAC_POS/All%20Result%202021_merged_7OF4iSBX9n.pdf

2.6.3 - Pass percentage of Students during the year

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

532

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://files.panducollege.org/EXAM_RESULTS/Results_3AApDrxEBm.pdf

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

2.45

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

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

3.1.2.1 - Number of teachers recognized as research guides

07

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

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

01

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	<u>View File</u>
Paste link to funding agency website	<u>https://www.csr.res.in/CRS_project/</u>

3.2 - Innovation Ecosystem

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

In order to promote innovation in the institution, Pandu College has created an Institutional Innovation Council (IIC ID:

IC202216676).The council has conducted various innovation and entrepreneurship related activities to encourage, inspire and nurture the young minds. It enables the students to come up with the new ideas. The spirit of innovation encompasses various outreach programs for creation and transfer of knowledge.

Pandu College provides a quality research environment in the campus, as it is evident from the regular publications of the faculty members in the field of research. The college aims to maintain and improve on this longstanding success through a variety of actions. In order to motivate for research, the college has started providing financial assistance to the faculty members for carrying out minor research projects. The college also organises research article writing competetions onrelavant topics with an aim to encourage academic research among the students.

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

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>https://panducollege.org/research/PANDU</u>

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

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

07

File Description	Documents
Report of the event	<u>View File</u>
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

3.3 - Research Publications and Awards

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

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

02

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

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

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

20

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

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

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

15

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

3.4 - Extension Activities

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

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

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

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

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

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

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

01

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

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

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

10

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

311

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

38

File Description	Documents
e-copies of related Document	[View File](#)
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	[View File](#)

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

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

10

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Pandu College has made an attempt to act in accordance with the guidelines provided by the affiliating university during the time of granting affiliation of each of the courses, in the areas of infrastructure, teaching learning material, ICT tools etc. Each of the departments is equipped with adequate classrooms, laboratories, black board, white board, green board, duster etc. The college

maintains digital attendance records through the separate online portals for Students and Teachers. The digital portal is used to communicate important notices among the teachers and students. The science departments are provided with laboratories, scientific tools and equipments. All the departments are allowed to use digital classrooms, conference hall etc on need base basis. The Meditation room and the College Archive 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 their students. The college campus is WiFi enabled and the Internet facilities are used by teachers, students and administration for academic and administrative purposes.

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

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

For Cultural Activities, college authority has taken following arrangement:

1. One Cultural Commitee

2. Orchestra

3. Music Club

4. In the Students' Union, Cultural Secratary is elected.

5. Different Cultural equipments for practice and performance

6. Digital room, Class Rooms, Boys Common room, Girls Common Room are used for practice when not in use..

7. Temporary pandels are made for Cultural Programme relating to College Week, College Foundation Day , Freshman Social, Women Day Celebration, Republic Day and Independence Day etc. Moreover, Digital Classrooms are also used for cultural activities.

For Sports activitiesfollowing infrastructures are available

1) Open space in the College premises, Boys Hostel's Playground, Play Ground in the Parking Area.

2) Table Tannis facility at Girls Hostel and Girls Common Room

3) Badminton and Volleyball Sports items are available in the College and Girls Boys Hostel.

4) Playground of Gauhati University is used for Cricket, Football, athletics and other major games during College Week, other eventsand for practice purpose.

The college also boasts of a well equipped Gymnasium Hall established in 2008 which has a capacity of accommodating 30 persons at a time. The hall has been converted into a Multi gymnasium with equipments like Dumbbell, arm wrestling table, fly bench, weightlifting, twister, push up stand, weight machines etc.

There are two meditation Centre : One in the College Premises (estabished in 2015) and Other in the Girls' Hostel.

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

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

8

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

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

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

32.68230

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

4.2 - Library as a Learning Resource

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

There has been a constant effort to create a quality central library for the benefits teachers, students and the community. With the gradual growth of the college, the central library has also been steadily upgraded to meet the modern requirements in terms of technology and user-friendly software. At prsent the library of the college has the strength of 47027 books, 97000 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	Documents
Upload any additional information	View File
Paste link for Additional Information	**Nil**

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

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

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

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

0.58682

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

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

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

13932

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Hardware related facilities: By providing adequate access to computers and internet to its students, faculty members and the office staff, Pandu College ensures an extensive use of ICT resources. The college has 2 servers, 117computers, 25 printers, 15 LCD projectors and 8 classrooms having ICT facilities. There are

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

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

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

4.3.2 - Number of Computers

117

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

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

140.85079

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

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

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

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

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

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

For maintenance of laboratories of various departments, the

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[https://files.panducollege.org/SSR_FILE/4_Kz dBIPDK2N.pdf](https://files.panducollege.org/SSR_FILE/4_KzdBIPDK2N.pdf)

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

439

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

03

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

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

B. 3 of the above

File Description	Documents
Link to Institutional website	https://files.panducollege.org/SSR_FILE/5_8F8NWhXw5R.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

38

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

138

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

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

09

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

5.3 - Student Participation and Activities

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

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

01

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

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

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

The main objectives of the societies are:

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

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

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

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

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

09

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

5.4 - Alumni Engagement

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

- **During its eventful journey, Pandu College has produced anumber of alumni who have been able to occupy prominent position contributes to the growth of the State of Assam in particular and the nation in general.**
- **The college has an alumni association established in the year2003 which have been holding meeting at regular intervals.**
- **The Alumni association was registered under the Register ofSocieties Act, 1861 in 2019.**
- **Suggestions given by the alumni are considered for over allimprovement of the institute.**
- **The Alumni provide feedbackon their abilities gained duringtheir course and provide valuable recommendations forimprovements. The alumni were also involved in defining ourVision and Mission.**

- **The alumni association builds a network among alumni and also connects with the corporate world.**

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

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

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

The vision of the institution is to transform it from mere an institution of higher education to a centre of excellence for all

round development of human resources contributing towards the nation building process.

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

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

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

Administrative Decentralization:

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

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

Academic Decentralization:

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

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

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

Strategy making during the lockdown period by the Academic Council

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

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

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

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

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

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

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

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

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

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

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

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

● The College encourages & motivates Teaching Staff for Orientation / Refresher / Short Term Courses. Non-Teaching staffs are encouraged to participate in Professional Development Courses related to Administration work and Duty leaves are sanctioned to the staff for this purpose.

● The College always encourages & motivates Teaching Staff for their Doctoral and higher studies& the Non-Teaching Staff for pursuing higher studies in order to upgrade their qualification.

● The College always encourages & motivates Teaching Staff to

undertake Research Projects in reputed institutes and provides them Special /Duty Leaves to carry out their project/research work.

• The College provides infrastructure facilities viz. Computers, Printers & LCD projectors to the departments for smooth functioning of day-to-day academic activities and for research works of the Faculty members.

• Special housekeeping personals have been appointed for maintaining cleanliness of washrooms, corridors, departments, classrooms and the campus as a whole.

• The College provides increments and other financial incentives to the contractual employees from time to time.

• The institution has covered all the permanent teaching and non-teaching staff under general Group Insurance Scheme.

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

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

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

0

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

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

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

01

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

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

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

16

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

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

The Institution has a performance appraisal system. For Career Advancement under CAS, the particular filled data format prepared in accordance with the Guidelines of UGC, are submitted to IQAC office. After carefully scrutinized by the office of the IQAC, the filled

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

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

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

File Description	Documents
Paste link for additional information	https://files.panducollege.org/SSR_FILE/6_KP4fH2H4Sc.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

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

Internal Audit:

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

External Audit:

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

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

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

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

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

0

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

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

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

Procedures of the Institution

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

Resource Mobilization

The major sources of funding are as follows:

- **Fee collected from students during admission.**

- **Funds and grants from various governmental / non governmental bodies.**

- **Salary grants from Government of Assam.**

- **Self-sustaining programmes.**

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

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

Utilization

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

- **Maintenance of the building and infrastructure**

- **Contractual Teaching and Non-teaching staff salary.**

- **Staff and student welfare expenses.**

- **Procurement of lab consumables, LCD projectors, Laptops etc.**

- **Miscellaneous other expenses**

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

6.5 - Internal Quality Assurance System

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

The IQAC of Pandu College was established in the year 2003 to monitor the quality of services being provided by the institution to its stakeholders. Various quality enhancing initiatives like organizing workshops, seminars, FDP's etc, publication of good quality research papers by the facultiesetc have been taking by the

cell since its inception.

The program details/initiative from IQAC are as follows:

Events:

1. Public lecture on 19th April, 2022.
2. Workshop on "Research Methodology"on 23rd March, 2022.
3. Week long workshop on "Women's Self Defence" from 4-10 April, 2022.
4. Workshop and training for non-teacing staffs.
5. MoU is signed with Snehalaya Child Friendly, Guwahati.
6. MoU is signed with Vivekananda Kendra, Guwahati.
7. MoU is signed with Dhantola Gaon Development Committee Chhayagaon.
8. MoU is signed with University USTM on 28th April, 2022.
9. MoU is signed with the Department of Economics, Pragjyotish College, Guwahati.
10. MoU is signed with BKB College, Puranigudam.
11. MoU is signed with Assam Karate Association, Guwahati.
12. MoU is signed with Daffodil College of Horticulture.
13. Talk on the theme "Motivational Session by Successful Entrepreneur".
14. IQAC published the first issue (Volume 1) of"Pandu College IQAC News Letter" for the period January-April, 2022
15. Research Article Writing Competition among Students (prize distributed on 11th May, 2022 conducted byAcademic Council and supported by IQAC
16. Initiated strategy with Principal and Academic Council for funding Research Projects among the college faculties. Six reseach proposals were funded.

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

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

The institution has a process to review its teaching learning process, structure & methodology of operation and learning out comes at periodical intervals through IQAC. Example of institutional

reviews and examples of teaching learning reforms facilitated by the IQAC is

Students' Feedback on Faculty: - Students' Feedback is one of the prime measures to access the 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, course syllabus of the institution by the learners. All the permanent, contractual, part-time and guest faculty members are covered under this process. Students' of post-graduate and under graduate, having 75% class attendance, are only considered 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, analyzing data and reporting of the result; The result of the feedback is communicated to the respective faculty through Head of the Department or by personal email.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://files.panducollege.org/IQAC_ANNUAL_REPORT/Annual%20report%20(2021-2022)_hlxDd257JO.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Pandu College has initiated different measures for the promotion of gender equity during the year.

A) Safety and security

- **CCTV cameras at different locations and girl hostels are installed.**

- **Separate secured hostels exist for girls and boys with full time wardens.**

- **Internal complaints committee**

- **Checking at entrance gate through Security personnel**

- **Students must have to keep ID at all time**

- **Counselling is a regular phenomenon inside the college premises**

B) Facilities for women

1. **A sanitary vending machine.**

2. Pad burning machine.

3. Washroom with female security personals.

4. Dressing room.

5. Indoor games like table tennis, carrom board, ludo etc. for relaxing mind.

6. Bag rack.

7. Tables and chairs for study.

8. Shoes rack

9. First Aid Box

C) In the Girl's Hostel we have the facilities of

1. Meditation room

2. Visitors waiting room

3. Prayer Hall

4. Stairs for differently abled students

5. Branded and authentic water purifier

There is Internal Complainst Committee (ICC) for effective enforcement of gender equality and assurance of an environment free of sexual harassment and abuse.

Pandu College Women Cell celebrates International Women's Day every year and conductscompetition on gender issue and organises awareness and counselling programmes.

File Description	Documents
Annual gender sensitization action plan	https://files.panducollege.org/SSR_FILE/Annual%20gender%20sensitization%20action%20plan_ElmJo9xeZS.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://files.panducollege.org/SSR_FILE/7_PX9AYwRwoG.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Solid Waste Management

Solid wastes generated in the college are collected in dustbins regularly which are placed in different areas of the campus. A well trained staff of cleaners and sweepers are engaged in the entire process and cleaning of the dustbins is being done on a regular basis. Finally, the workers form Guwahati Municipal Corporation disposes all the collected solid wastes in an ordered manner. Apart from that, for hygienic disposal of sanitary napkins, two electric Sanitary Napkin Vending Machines have been provided for the Girls' Common Room and the Girls' Hostel respectively. The students are also encouraged and mobilized for green practices and waste management by the initiatives of NSS and NCC at different time interval. In 2019, vermicompost plant was started using biodegradable waste of the college to produce organic waste. The vermicompost is now available for sale in the college campus.

E-waste management

For E-Waste management, the unused and damaged computers or other electronic gadgets are collected at different time interval. Based on their condition, some of them are repaired and reused and some are discarded due to their level of damage. The irreparable computers are disposed through an auction process.

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

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

D. Any 1 of the above

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

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

C. Any 2 of the above

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

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

Pandu College has beentaking various initiative in the form of celebration of regional festivals and other cultural activities to provide an inclusive environment by bringing students and teachers of diverse background in a single platform. Celebration of National festivals like Independence day and Republic day bind the students of different communities to one string of nationality.Some of the efforts and initiatives taken during the session 2021-22 are described here.

1. **Pandu college celebrated Saraswati puja on 5th February, 2022. On this occasion students from all community come to college with their traditional attire.**
2. **Bihu festival is celebrated in the college campus on 12th April,2022. Students and teachers participated in a workshop organised by Music Club of College.**
3. **Students of Pandu College have been taking voluntary classes in the nearby schools. Students from all semester have taken part to teach science, mathematics and English in very simple way.**
4. **Our students conducted a Field survey on "Socio Economic Status" of people of Dhantola village. This village has been adopted by our college for last two years.**
5. **Workshop on 'Jyoti Sangeet' was organized on 15th March, 2022 by Music club to inculcate regional culture and musical heritage among the students.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	View File

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

Pandu college takes all possible initiatives in organizing various programmes that strengthen our constitutional values and extensity our allegiance and responsibilities towards our nation. The NSS and NCC are two vital parts of the college that assign several programmes and activities to inculcate constitutional obligations and patriotism among students and staffs.

For the progress and development of Human Values and Professional Ethics our college administration has developed some guidelines for the students and various stakeholders. The guidelines have covered conceptual framework of Human Values and Professional Ethics, value based and ethical practices of various internal & external stakeholders and implementation monitoring plan. Use of plastic bags is avoided in the college campus and the authority has declared the entire campus as "zero plastic zone". Use of Mobile phone, Anti ragging and No Tobacco Zone are displayed in the college campus.

Electoral Literary Club and Voter awareness Forum organized a "Xojag Voter Competition" in the college on the occassion of National voters day as per covid safety protocol on 21nd Dec, 2021.

Community club of the college conducted a field survey on "Socio Economic Status" of our adopted village Dhontola on 07/05/2022. our students along with teachers collected the data from each of the households.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://files.panducollege.org/SSR_FILE/Details%20of%20Activities%207_HBMDZKRH1m.pdf
Any other relevant information	**Nil**

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

C. Any 2 of the above

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

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

Every year Pandu College celebrates all the National days/events and some particular international events like Republic Day, Independence Day, Yoga Day, National Science Day, World Environment Day etc. The celebration is attended by Students, Teaching and Non- Teaching staff, Invitees, guests and attendees. In the session2021-2022 also the College celebrated many National and International events. They are listed below:

1. International Yoga Day:21/06/2021
2. Independence Day on 15/08/2021
3. Republic Day on 26/01/2022
4. National Science Day on 28th February, 2022:
5. International Women's Day, 08/03/ 2022
6. Celebration of Rangali Bihu, 12/04/2022

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

7.2 - Best Practices

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

Best practices 1:

Title of the Practice: Green campus initiatives-"The Gift of green" (Promotion of sustainable development)

To achieve a sustainable environment, following practices are carried out in and outside the Campus .

1. **'Vermicompost preparation plant' in the College Campus .**
2. **Produces 'Cotton bags'.**
3. **Orchids, ornamental plants, medicinal plants are planted.**
4. **Small Bird Nests .**
5. **'No Vehicle Day' is observed .**
6. **1 KW Hybrid Solar plant is installed.**
7. **Replacement of incandescent bulbs to LED light .**
8. **Construction of rain water harvesting reservoir is under process.**
9. **River cleanliness Drives.**
10. **Awareness program on single use plastic.**
11. **Webinar on E-waste management .**
12. **'NO TOACCO ZONE' since 2005.**
13. **Practicing semi-micro technique in chemistry practicals to reduce volume of solutions and less release of hazardous gases and wastes.**
14. **Blue and green covered dustbins are placed in the premises.**

Best practices 2

Title of the Practice: Activities by different students' clubs (The club culture)

To enhance the interest of Students in various activities and to shape students a socially responsible citizen through engaging them in different community activities, the Principal , Pandu College formed nine clubs on 17/02/2022.

- Community club
- Music club
- Yoga and meditation club
- Fine arts club
- Debate and Quiz club
- Environment awareness club/Eco club
- Science Forum
- Dance and drama club
- Sports club
- Literary club

These Clubs performed respective activities during the year.

File Description	Documents
Best practices in the Institutional website	https://panducollege.org/iqac/best-practice
Any other relevant information	https://files.panducollege.org/EVENTS/Documents%20Best%20Practice%202021-22_aNEZt6LFWN.pdf

7.3 - Institutional Distinctiveness

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

'Students centric activities for holistic development' is the distinctiveness of Pandu College. Following are the arenas of activities that makes it distinctive.

Effective teaching-learning process

1. Identification of Slow learners and advance learners,
2. remedial classes for slow learners,
3. use of ICT tools,
4. Individual/Group assignments,
5. Quizzes, Group Discussion
6. Seminar,
7. Internship
8. Preparation of Departmental Wall Magazine and Bulletion

9. Film Screening,
10. Lecture Programmes /Workshop/hands-on-training, fieldworks, field visits, excursion.
11. Different activities from Science Forum
12. A well maintained central library with UGC –INFLIBNET NLIST and ILMS Koha software along with Departmental Library.

- **Nurturing students' Co-curricular activities:**

1. Infrastructure for sports, games, gymnasium, yoga and meditation are available.
2. Nine students' clubs viz, 'Dance and Drama', Music, Literary, Sports, 'Art and Craft', 'Yoga and Meditation', 'Quiz and Debate', Environment Awareness and community club nurture students' co-curricular activities. NCC, NSS and other Cells inculcate the values of national unity and integration, social inclusion and responsibilities.
3. Ten MoUs are functional with other institutions for overall development of students.
4. Scholarships and Freeships to the students.
5. Mentoring for Students, Career Counselling and Placement, Activities regarding Gender Equity and Sensitization, environment promotion, students' welfare are carried out under different Cell, committee and Council.
6. Institutional Innovation Council to create an ecosystem of innovation in the college campus and inculcate the idea of entrepreneurship among the students and faculty members.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Academic Session begins just after the admission procedure and Academic Council develops an annual academic calendar based on the academic schedule of the affiliatingUniversity to implement the curriculum smoothly and effectively. The daily class routine is prepared and course allotment to individual faculty is done by the Head of the department in accordance with the number of faculty members and their specialization. The faculty members prepare their lesson plan and maintain their class Diary on daily basis in the online portal available for students and college office as well. Besides the classroom teaching, the faculty members organize seminars, quiz, group discussion etc and give Home Assignments. Internet facility is available for both the students and staff in the library for academic orientation. Wall magazines, departmental bulletins, field trips are also done by the students under the guidance of faculty members. Parent-Teachers' Meets are conducted to enable the institution to get feedbacks and to improve the academic performance of their wards. The practical classes are held regularly as per the daily class routine and the faculty members of the concerned departments demonstrate and guide the students to do the practical classes using various tools, equipment, etc.

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

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

The college follows continuous internal evaluation system. As a part of it, the academic calendar is prepared by the academic council taking into consideration the Academic Calendar of the affiliating university. The college conducts sessional examination, need based class test, and allots home assignments to the students at regular basis. The schedule of the Internal

Sessional Examinations is clearly mentioned in the Calendar to ensure continuous Internal Evaluation of the students. The academic calendar is prepared by keeping the provision for conduct of co-curricular activities such as Seminar/workshop, guest lectures and field visits and for extracurricular activities such as extension activities, Annual College Week, Students Elections etc. Moreover, subject specific Seminar, Quiz, Debate, Assignments etc. are also conducted among the students by the departments as a part of continuous internal evaluation. Daily class record is regularly uploaded by the faculty members in the students' portal that helps the Head of the Department and the Principal to monitor the progress of the curriculum. The calendar incorporates the dates of almost all the important events such asAdmission, Commencement of the classes, Teaching days, Sessional examination, all Holiday,Dates of celebration, Students union election, Seminar/Group Discussion among the students etc.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://files.panducollege.org/EVENTS/Academic%20Calendar%202021-22_Q0o5ad9Jg2.pdf

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

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

1.2 - Academic Flexibility

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

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

63

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

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

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

1

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

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

35

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

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human

Values, Environment and Sustainability into the Curriculum

The college integrates cross cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. The syllabus of both Under graduate and Post graduate programmes represents different issues related to Gender, Environment and Sustainability, Human Values and Ethics. The concept of gender and its related issues are incorporated through different papers in most of the course curriculum of humanities and social science. Environmental Studies have been implemented as a compulsory subject for the students of all streams. Moreover, different cells and departments organize gender sensitization program, environmental awareness programs, program for enhancement of holistic health awareness etc. the college authority has taken the initiative by constituting some specific cells to put continuous effort for enhancement of professional ethics and human values among both students and teaching communities. Some committees such as Anti-Ragging Committee, Students Grievance Redressal Cell are also formed to deal with any unwanted activities inside the campus.

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

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

11

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

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

1136

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	https://files.panducollege.org/IQAC_FEEDBACK_ANALYSIS/Feedback%20Report%20of%20Students,%20Teachers%20etc%20(1)_SlV7yB5coI.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://files.panducollege.org/IQAC_FEEDBACK_ANALYSIS/Feedback%20Report%20of%20Students,%20Teachers%20etc%20(1)_SlV7yB5coI.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

908

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

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

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

311

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

2.2 - Catering to Student Diversity

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

The college facilitates special learning based on the academic capabilities of each student. In the beginning of every academicsession, students are assessed by their teachers on the basis of classroom performance, individual interactions, class tests and participation inactivities in the college. The College adopts the following measures for slowlearners and the advancedlearners. Strategies for slow learners 1. Tutorial and remedial classes are conducted for slow learners to clarify doubts. 2.Extra reading materials are provided to improve basic understanding of subjects; 3.Home assignments are given andassessed by their teachers; 4.Personality development programs are conducted from time to time to motivate and inspire the students. 5.Engage the studentsin social activities/ departmental activities/institutional activities to boost up the confidence level among thestudents; Strategies for advanced learners 1. Advanced reading materials are provided 2.Encouraged to attend/participate in various seminars/ lectures/ conferences/ quizzes 3.Interactive programmes with eminent scholars from various fields are organized to motivate and encourage the advanced learners.

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

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

Number of Students	Number of Teachers
2054	**91**

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

2.3 - Teaching- Learning Process

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

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

Participative Learning:

Departments adopt the following methods for effective participative learning

1. Group Discussion

2. Science exhibition by students

3.Field study and other value-added activity

4. Project work

5. Student Seminar and quiz

6.Home assignment

7. Interactive sessions with experts in various fields

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

Experiential Learning:

Summer Internship: Students are encouraged for internship in higher-level educational/research institutions.

Visits outside the institution:

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

Co-operative Learning:

1. Wall Magazine

2. Publish of Departmental students Bullelin

3. Publish of College Magazine

4. Cleanliness Drive by students through NCC and NSS

Problem Solving Methodologies: 1. Projects 2. Assignments

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://files.panducollege.org/SSR_FILE/2_3A2QqfHo03.pdf

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

ICT Facilities Available and Use for Effective Teaching-Learning Process

Different ICT initiatives have been taken by College authority and Teachers for effective teaching -learning process. The College has the following ICT infrastructure:

   1. Students' Portal: Following features are available

   1. Class Routine
   2. Attendance
   3. Online Examination
   4. Online Assignment
   5. Online Study Materials
   6. Online Evaluation Report
   7. Notification from the College

1. **Teachers' Portal: Following features are available**

a) Online Class Attendance

1. Class Routine
2. Log Book
3. Activity Diary for Teachers
4. Notification Facilities from Principal Office

1. Library Attendance for Teachers
2. Students' Data for Use of Teachers
3. Students Performance Analysis Facility
4. E-governance
5. Students' Admission Forms Verification
6. Leave Applying Facility for Teachers

Moreover, a separate online class facility for students is available in Teachers' portal where teachers can provide class notes and assignment. This Portal also provides online exam facility with assessment and submission of assessment report.

1. ICT enabled Classroom: College possesses Eight ICT enabled room where teachers take class regularly.
2. Computer Lab: Four Computer labs are available with 117 number of Computers.
3. Moreover, teachers take online classes through Google Classroom and Zoom platforms
4. Teachers also upload recording classes in their YouTube Channels.
5. Some of the teachers take Live Classes through SHAYAM Platform under IGNOU study Centre of the College.

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

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

2.3.3.1 - Number of mentors

91

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

69

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

74

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

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

2.4.3.1 - Total experience of full-time teachers

1188

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

2.5 - Evaluation Process and Reforms

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

Affiliated to Gauhati University Pandu College follows the university rules and guidelines regarding assessment and evaluation process. Academic calendar is prepared for each session. Schedule of Internal Assessments are given in Academic calendar. Any changes in schedules, patterns, methods and university norms/circulars relating to course wise examination pattern, dates and schedule of internal assessment are notified immediately through college website and students' portal. An Examination Committee is constituted to coordinate internal and external examination activities. Internal Assessment comprises Sessional Examination and Assignments/seminar presentations/projects/group discussion. Sessional Examination question papers are set by faculty members of the respective departments. Examination on General English, Education and Environmental Studies are centrally held; other subjects including honours courses are conducted by the concerned departments at routine times. One Sessional Examination is held per semester. Evaluated answer sheets are shown to the students for self-evaluation. Students are free to interact with the teacher to resolve any grievances regarding the assessment. Records of students' attendance in internal Examinations, Question papers, answer sheets, marks sheets are properly maintained by the teachers for academic monitoring and audit

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://student.panducollege.ac.in/login, https://panducollege.org/notifications/academic

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

The College has an Examination Grievances Redressal Committee (EGRC) consisting of the Vice Principal as Chairperson, a teacher coordinator and two teacher members to address examination related grievances. A transparent method is followed in the College in dealing with these grievances. Students are allowed to apply for revaluation, recounting and challenged evaluation in a proper format of the college. The queries related to results, corrections in mark sheets and absence of internal marks in the mark sheets issued by the university are dealt with promptly by the GRC after forwarding such queries through the college Examination Committee. These grievances are forwarded to the respective departments for rectification. After rectification, the Examination Committee forwards the same to the university. If a student fails to appear in the Sessional examination/submit assignment on due time for medical or any genuine reason, he/she is given a mercy chance to appear for examination if application is submitted addressing to the HOD of the respective departments with valid documents. Moreover, if any student obtains less mark/wants to improve in that subject, he/she is permitted to reappear for the improvement. The evaluated assignments and answer scripts are shown to students to maintain transparency of the marks awarded and if any discrepancies are reported by the students, then these are resolved by the concerned faculties immediately.

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

2.6 - Student Performance and Learning Outcomes

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

Program Outcomes (POs), Program Specific Outcomes (PSOs) and CourseOutcomes (COs) for all programs are well stated and displayed through: Institute website Awareness about COs, POs and PSOs are made to students by faculty at the beginning of the semester and through orientation programmes in the departmental level.

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

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

Method of assessment of POs / PSOs The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods.Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on UniversityExamination, internal exams and home assignment. The evaluation of attainment of PO, PSO and CO is primarily made on the basis of the performances of the students in the Semester and Internal Assement. The semester examination of the affiliating university covers 80% of the assessment in a course. The other 20% of weightage for internal assessment is used for assessment of the course outcome of the students. The knowledge and skills aimed for the course outcomes are assessed through the semester examination,sessional examinations, along with a process of continuous internal evaluation that includes homeassignments, group discussions, seminar presentations, quizzes, etc., throughout the semester. Learning outcomes of the students are regularly monitored by the departments and appropriate remedial measures are taken for desired course outcomes. The attainment of PO is assessed through the student progression record of alumni of the institution.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://files.panducollege.org/IQAC_POS/All%20Result%202021_merged_7OF4iSBX9n.pdf

2.6.3 - Pass percentage of Students during the year

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

532

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://files.panducollege.org/EXAM_RESULTS/Results_3AApDrxEBm.pdf

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

2.45

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

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

3.1.2.1 - Number of teachers recognized as research guides

07

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

01

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

3.2 - Innovation Ecosystem

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

In order to promote innovation in the institution, Pandu College has created an Institutional Innovation Council (IIC ID:

IC202216676).The council has conducted various innovation and entrepreneurship related activities to encourage, inspire and nurture the young minds. It enables the students to come up with the new ideas. The spirit of innovation encompasses various outreach programs for creation and transfer of knowledge.

Pandu College provides a quality research environment in the campus, as it is evident from the regular publications of the faculty members in the field of research. The college aims to maintain and improve on this longstanding success through a variety of actions. In order to motivate for research, the college has started providing financial assistance to the faculty members for carrying out minor research projects. The college also organises research article writing competetions onrelavant topics with an aim to encourage academic research among the students.

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://panducollege.org/research/PANDU

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

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

07

File Description	Documents
Report of the event	[View File](#)
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

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

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

02

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

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

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

20

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

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

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

15

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

3.4 - Extension Activities

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

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

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

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

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

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

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

01

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

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

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

10

File Description	Documents
Reports of the event organized	[View File]
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	[View File]

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

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

311

File Description	Documents
Report of the event	[View File]
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File]

3.5 - Collaboration

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

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

38

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

10

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Pandu College has made an attempt to act in accordance with the guidelines provided by the affiliating university during the time of granting affiliation of each of the courses, in the areas of

infrastructure, teaching learning material, ICT tools etc. Each of the departments is equipped with adequate classrooms, laboratories, black board, white board, green board, duster etc. The college maintains digital attendance records through the separate online portals for Students and Teachers. The digital portal is used to communicate important notices among the teachers and students. The science departments are provided with laboratories, scientific tools and equipments. All the departments are allowed to use digital classrooms, conference hall etc on need base basis. The Meditation room and the College Archive 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 their students. The college campus is WiFi enabled and the Internet facilities are used by teachers, students and administration for academic and administrative purposes.

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

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

For Cultural Activities, college authority has taken following arrangement:

1. One Cultural Commitee

2. Orchestra

3. Music Club

4. In the Students' Union, Cultural Secratary is elected.

5. Different Cultural equipments for practice and performance

6. Digital room, Class Rooms, Boys Common room, Girls Common Room are used for practice when not in use..

7. Temporary pandels are made for Cultural Programme relating to College Week, College Foundation Day , Freshman Social, Women Day

Celebration, Republic Day and Independence Day etc. Moreover, Digital Classrooms are also used for cultural activities.

For Sports activitiesfollowing infrastructures are available

1) Open space in the College premises, Boys Hostel's Playground, Play Ground in the Parking Area.

2) Table Tannis facility at Girls Hostel and Girls Common Room

3) Badminton and Volleyball Sports items are available in the College and Girls Boys Hostel.

4) Playground of Gauhati University is used for Cricket, Football, athletics and other major games during College Week, other eventsand for practice purpose.

The college also boasts of a well equipped Gymnasium Hall established in 2008 which has a capacity of accommodating 30 persons at a time. The hall has been converted into a Multi gymnasium with equipments like Dumbbell, arm wrestling table, fly bench, weightlifting, twister, push up stand, weight machines etc.

There are two meditation Centre : One in the College Premises (estabished in 2015) and Other in the Girls' Hostel.

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

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

8

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

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

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

32.68230

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

4.2 - Library as a Learning Resource

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

There has been a constant effort to create a quality central library for the benefits teachers, students and the community. With the gradual growth of the college, the central library has also been steadily upgraded to meet the modern requirements in terms of technology and user-friendly software. At prsent the library of the college has the strength of 47027 books, 97000 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	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

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

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

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

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

0.58682

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

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

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

13932

File Description	Documents
Any additional information	[View File]
Details of library usage by teachers and students	[View File]

4.3 - IT Infrastructure

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

Hardware related facilities: By providing adequate access to computers and internet to its students, faculty members and the office staff, Pandu College ensures an extensive use of ICT resources. The college has 2 servers, 117computers, 25 printers, 15 LCD projectors and 8 classrooms having ICT facilities. There are four computer laboratories including a bioinformatics lab which isused by the students for their course-curriculum. The college administrative office is equipped with 14 desktops which are connected through LAN and used for different activities related to accounts, admissions, attendance, student's assignment etc. The entire college campus is Wi-Fi enabled zone with bandwidth of 20 mbps. The college library is equipped with 16 desktops and RFID management system.

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

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

4.3.2 - Number of Computers

117

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

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

140.85079

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

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

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

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

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

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

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://files.panducollege.org/SSR_FILE/4_KzdBIPDK2N.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

439

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	*View File*
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	*View File*

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

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

`03`

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

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

File Description	Documents
Link to Institutional website	https://files.panducollege.org/SSR_FILE/5_8F8NWhXw5R.pdf
Any additional information	*View File*
Details of capability building and skills enhancement initiatives (Data Template)	*View File*

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

38

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

138

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

09

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

5.3 - Student Participation and Activities

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

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

01

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

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

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

The main objectives of the societies are:

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

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

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

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

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

09

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

5.4 - Alumni Engagement

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

- **During its eventful journey, Pandu College has produced anumber of alumni who have been able to occupy prominent position contributes to the growth of the State of Assam in particular and the nation in general.**
- **The college has an alumni association established in the year2003 which have been holding meeting at regular**

- intervals.
- The Alumni association was registered under the Register ofSocieties Act, 1861 in 2019.
- Suggestions given by the alumni are considered for over allimprovement of the institute.
- The Alumni provide feedbackon their abilities gained duringtheir course and provide valuable recommendations forimprovements. The alumni were also involved in defining ourVision and Mission.
- The alumni association builds a network among alumni and also connects with the corporate world.

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

The Principal keeps regular touch with Head of the Departments, Office and Library staff and with other stakeholders of the

institution to ensure the smooth implementation of plans and policies. He/she takes steps to solve the problems and resolves conflicts and redresses grievances of the stakeholders.

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

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

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

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

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

Administrative Decentralization:

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

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

Academic Decentralization:

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

strategies for upgradation of teaching-learning facilities.

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

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

Strategy making during the lockdown period by the Academic Council

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

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

Apart from its usual role, the Academic Council played a vital role in the strategy making process during the pandemic situation

from March 2020 to October 2021. The council was extremely vigilant and regularly reviewed the SOPs issued by the Government for safe teaching-learning process. Internal college examinations and examinations conducted by Gauhati University in online mode was also effectively planned and executed by strategies developed by the council.

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

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

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

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

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

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

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

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

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

6.3 - Faculty Empowerment Strategies

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

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

• The College encourages & motivates Teaching Staff for Orientation / Refresher / Short Term Courses. Non-Teaching staffs are encouraged to participate in Professional Development Courses related to Administration work and Duty leaves are sanctioned to the staff for this purpose.

• The College always encourages & motivates Teaching Staff for their Doctoral and higher studies& the Non-Teaching Staff for pursuing higher studies in order to upgrade their qualification.

• The College always encourages & motivates Teaching Staff to

undertake Research Projects in reputed institutes and provides them Special /Duty Leaves to carry out their project/research work.

• The College provides infrastructure facilities viz. Computers, Printers & LCD projectors to the departments for smooth functioning of day-to-day academic activities and for research works of the Faculty members.

• Special housekeeping personals have been appointed for maintaining cleanliness of washrooms, corridors, departments, classrooms and the campus as a whole.

• The College provides increments and other financial incentives to the contractual employees from time to time.

• The institution has covered all the permanent teaching and non-teaching staff under general Group Insurance Scheme.

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

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

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

0

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

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

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year

01

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

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

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

16

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

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

The Institution has a performance appraisal system. For Career

Advancement under CAS, the particular filled data format prepared in accordance with the Guidelines of UGC, are submitted to IQAC office. After carefully scrutinized by the office of the IQAC, the filled form is submitted the Principal and forwarded to the Director of Higher Education, Assam after approval by an Internal Scrutiny Committee formed in approval of the affiliated University.

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

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

File Description	Documents
Paste link for additional information	https://files.panducollege.org/SSR_FILE/6_KP4fH2H4Sc.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

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

Internal Audit:

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

External Audit:

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

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

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

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

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

0

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

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

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

Procedures of the Institution

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

Resource Mobilization

The major sources of funding are as follows:

- **Fee collected from students during admission.**

- **Funds and grants from various governmental / non governmental bodies.**

- **Salary grants from Government of Assam.**

- **Self-sustaining programmes.**

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

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

Utilization

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

- **Maintenance of the building and infrastructure**

- **Contractual Teaching and Non-teaching staff salary.**

- **Staff and student welfare expenses.**

- **Procurement of lab consumables, LCD projectors, Laptops etc.**

- **Miscellaneous other expenses**

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

6.5 - Internal Quality Assurance System

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

The IQAC of Pandu College was established in the year 2003 to

monitor the quality of services being provided by the institution to its stakeholders. Various quality enhancing initiatives like organizing workshops, seminars, FDP's etc, publication of good quality research papers by the facultiesetc have been taking by the cell since its inception.

The program details/initiative from IQAC are as follows:

Events:

1. Public lecture on 19th April, 2022.
2. Workshop on "Research Methodology"on 23rd March, 2022.
3. Week long workshop on "Women's Self Defence" from 4-10 April, 2022.
4. Workshop and training for non-teacing staffs.
5. MoU is signed with Snehalaya Child Friendly, Guwahati.
6. MoU is signed with Vivekananda Kendra, Guwahati.
7. MoU is signed with Dhantola Gaon Development Committee Chhayagaon.
8. MoU is signed with University USTM on 28th April, 2022.
9. MoU is signed with the Department of Economics, Pragjyotish College, Guwahati.
10. MoU is signed with BKB College, Puranigudam.
11. MoU is signed with Assam Karate Association, Guwahati.
12. MoU is signed with Daffodil College of Horticulture.
13. Talk on the theme "Motivational Session by Successful Entrepreneur".
14. IQAC published the first issue (Volume 1) of"Pandu College IQAC News Letter" for the period January-April, 2022
15. Research Article Writing Competition among Students (prize distributed on 11th May, 2022 conducted byAcademic Council and supported by IQAC
16. Initiated strategy with Principal and Academic Council for funding Research Projects among the college faculties. Six reseach proposals were funded.

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

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

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

Students' Feedback on Faculty: - Students' Feedback is one of the prime measures to access the 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, course syllabus of the institution by the learners. All the permanent, contractual, part-time and guest faculty members are covered under this process. Students' of post-graduate and under graduate, having 75% class attendance, are only considered 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, analyzing data and reporting of the result; The result of the feedback is communicated to the respective faculty through Head of the Department or by personal email.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://files.panducollege.org/IQAC_ANNUAL_REPORT/Annual%20report%20(2021-2022)_hlxDd257JO.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Pandu College has initiated different measures for the promotion of gender equity during the year.

A) Safety and security

- **CCTV cameras at different locations and girl hostels are installed.**

- **Separate secured hostels exist for girls and boys with full time wardens.**

- **Internal complaints committee**

- **Checking at entrance gate through Security personnel**

- **Students must have to keep ID at all time**

- **Counselling is a regular phenomenon inside the college premises**

B) Facilities for women

1. **A sanitary vending machine.**

2. Pad burning machine.

3. Washroom with female security personals.

4. Dressing room.

5. Indoor games like table tennis, carrom board, ludo etc. for relaxing mind.

6. Bag rack.

7. Tables and chairs for study.

8. Shoes rack

9. First Aid Box

C) In the Girl's Hostel we have the facilities of

1. Meditation room

2. Visitors waiting room

3. Prayer Hall

4. Stairs for differently abled students

5. Branded and authentic water purifier

There is Internal Complainst Committee (ICC) for effective enforcement of gender equality and assurance of an environment free of sexual harassment and abuse.

Pandu College Women Cell celebrates International Women's Day every year and conductscompetition on gender issue and organises awareness and counselling programmes.

File Description	Documents
Annual gender sensitization action plan	https://files.panducollege.org/SSR_FILE/Annual%20gender%20sensitization%20action%20plan_E1mJo9xeZS.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://files.panducollege.org/SSR_FILE/7_PX9AYwRwoG.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Solid Waste Management

Solid wastes generated in the college are collected in dustbins regularly which are placed in different areas of the campus. A well trained staff of cleaners and sweepers are engaged in the entire process and cleaning of the dustbins is being done on a regular basis. Finally, the workers form Guwahati Municipal Corporation disposes all the collected solid wastes in an ordered manner. Apart from that, for hygienic disposal of sanitary napkins, two electric Sanitary Napkin Vending Machines have been provided for the Girls' Common Room and the Girls' Hostel respectively. The students are also encouraged and mobilized for green practices and waste management by the initiatives of NSS and NCC at different time interval. In 2019, vermicompost plant was started using biodegradable waste of the college to produce organic waste. The vermicompost is now available for sale in the

college campus.

E-waste management

For E-Waste management, the unused and damaged computers or other electronic gadgets are collected at different time interval. Based on their condition, some of them are repaired and reused and some are discarded due to their level of damage. The irreparable computers are disposed through an auction process.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	**A. Any 4 or All of the above**

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

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

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

Pandu College has beentaking various initiative in the form of celebration of regional festivals and other cultural activities to provide an inclusive environment by bringing students and teachers of diverse background in a single platform. Celebration of National festivals like Independence day and Republic day bind the students of different communities to one string of nationality.Some of the efforts and initiatives taken during the session 2021-22 are described here.

1. Pandu college celebrated Saraswati puja on 5th February, 2022. On this occasion students from all community come to college with their traditional attire.
2. Bihu festival is celebrated in the college campus on 12th April,2022. Students and teachers participated in a workshop organised by Music Club of College.
3. Students of Pandu College have been taking voluntary classes in the nearby schools. Students from all semester have taken part to teach science, mathematics and English in very simple way.
4. Our students conducted a Field survey on "Socio Economic Status" of people of Dhantola village. This village has been adopted by our college for last two years.
5. Workshop on 'Jyoti Sangeet' was organized on 15th March, 2022 by Music club to inculcate regional culture and musical heritage among the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	View File

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

Pandu college takes all possible initiatives in organizing various programmes that strengthen our constitutional values and extensity our allegiance and responsibilities towards our nation. The NSS and NCC are two vital parts of the college that assign several programmes and activities to inculcate constitutional obligations and patriotism among students and staffs.

For the progress and development of Human Values and Professional Ethics our college administration has developed some guidelines for the students and various stakeholders. The guidelines have covered conceptual framework of Human Values and Professional Ethics, value based and ethical practices of various internal & external stakeholders and implementation monitoring plan. Use of plastic bags is avoided in the college campus and the authority has declared the entire campus as "zero plastic zone". Use of Mobile phone, Anti ragging and No Tobacco Zone are displayed in the college campus.

Electoral Literary Club and Voter awareness Forum organized a "Xojag Voter Competition" in the college on the occassion of National voters day as per covid safety protocol on 21nd Dec, 2021.

Community club of the college conducted a field survey on "Socio Economic Status" of our adopted village Dhontola on 07/05/2022. our students along with teachers collected the data from each of the households.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://files.panducollege.org/SSR_FILE/Details%20of%20Activities%207_HBMDZKRH1m.pdf
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**C. Any 2 of the above**

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

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

Every year Pandu College celebrates all the National days/events and some particular international events like Republic Day, Independence Day, Yoga Day, National Science Day, World Environment Day etc. The celebration is attended by Students, Teaching and Non- Teaching staff, Invitees, guests and attendees. In the session2021-2022 also the College celebrated many National and International events. They are listed below:

1. International Yoga Day:21/06/2021

2. Independence Day on 15/08/2021
3. Republic Day on 26/01/2022
4. National Science Day on 28th February, 2022:
5. International Women's Day, 08/03/ 2022
6. Celebration of Rangali Bihu, 12/04/2022

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

7.2 - Best Practices

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

Best practices 1:

Title of the Practice: Green campus initiatives-"The Gift of green" (Promotion of sustainable development)

To achieve a sustainable environment, following practices are carried out in and outside the Campus .

1. 'Vermicompost preparation plant' in the College Campus .
2. Produces 'Cotton bags'.
3. Orchids, ornamental plants, medicinal plants are planted.
4. Small Bird Nests .
5. 'No Vehicle Day' is observed .
6. 1 KW Hybrid Solar plant is installed.
7. Replacement of incandescent bulbs to LED light .
8. Construction of rain water harvesting reservoir is under process.
9. River cleanliness Drives.
10. Awareness program on single use plastic.
11. Webinar on E-waste management .
12. 'NO TOACCO ZONE' since 2005.
13. Practicing semi-micro technique in chemistry practicals to reduce volume of solutions and less release of hazardous

gases and wastes.
  14. Blue and green covered dustbins are placed in the premises.

Best practices 2

Title of the Practice: Activities by different students' clubs (The club culture)

To enhance the interest of Students in various activities and to shape students a socially responsible citizen through engaging them in different community activities, the Principal , Pandu College formed nine clubs on 17/02/2022.

- Community club
- Music club
- Yoga and meditation club
- Fine arts club
- Debate and Quiz club
- Environment awareness club/Eco club
- Science Forum
- Dance and drama club
- Sports club
- Literary club

These Clubs performed respective activities during the year.

File Description	Documents
Best practices in the Institutional website	https://panducollege.org/iqac/best-practice
Any other relevant information	https://files.panducollege.org/EVENTS/Documents%20Best%20Practice%202021-22_aNEZt6LFWN.pdf

7.3 - Institutional Distinctiveness

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

'Students centric activities for holistic development' is the distinctiveness of Pandu College. Following are the arenas of activities that makes it distinctive.

Effective teaching-learning process

1. Identification of Slow learners and advance learners,
2. remedial classes for slow learners,
3. use of ICT tools,
4. Individual/Group assignments,
5. Quizzes, Group Discussion
6. Seminar,
7. Internship
8. Preparation of Departmental Wall Magazine and Bulletion
9. Film Screening,
10. Lecture Programmes /Workshop/hands-on-training, fieldworks, field visits, excursion.
11. Different activities from Science Forum
12. A well maintained central library with UGC -INFLIBNET NLIST and ILMS Koha software along with Departmental Library.

- Nurturing students' Co-curricular activities:

1. Infrastructure for sports, games, gymnasium, yoga and meditation are available.
2. Nine students' clubs viz, 'Dance and Drama', Music, Literary, Sports, 'Art and Craft', 'Yoga and Meditation', 'Quiz and Debate', Environment Awareness and community club nurture students' co-curricular activities. NCC, NSS and other Cells inculcate the values of national unity and integration, social inclusion and responsibilities.
3. Ten MoUs are functional with other institutions for overall development of students.
4. Scholarships and Freeships to the students.
5. Mentoring for Students, Career Counselling and Placement, Activities regarding Gender Equity and Sensitization, environment promotion, students' welfare are carried out under different Cell, committee and Council.
6. Institutional Innovation Council to create an ecosystem of innovation in the college campus and inculcate the idea of entrepreneurship among the students and faculty members.

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

7.3.2 - Plan of action for the next academic year

- More ICT Enabled Class Rooms
- To increase the number of Certificate/Add-on Courses

- To increase the number of MoUs with other institutions for collaborative works
- Green and Enviromental Audit
- To increase the number of Career Councelling Program for students
- To do more extension and outreach programs under NSS and NCC
- To organize a National Seminar sponsored by NAAC
- To organize various activities in the village adopted by the college
- To organize enterprenureship develoment programmes like seminar, workshop etc for students under IIC
- To organize awarness programmes for Anti-Ragging, Code of conduct, Constitutional obligations, Gender Issuesetc for students