

THE ANNUAL QUALITY ASSURANCE
REPORT
OF
PANDU COLLEGE



**FOR THE SESSION
2007-2008**



**GUWAHATI – 781 012
ASSAM**

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PART – A

A1. New Initiatives through IQAC:

- a) Decentralization of the administrative load of the Head of the Institution is carried on with the help of a number of committees and sub-committees who monitor the different activities of the College.
- b) IQAC is entrusted with full responsibility of monitoring the attendance and examinations of the students of the college. Before the Preparatory Test for Final Examinations IQAC takes the responsibility of preparing the final attendance list of students of the entire College.
- c) IQAC took the initiative to get Principals' feed back from Faculty members in a meaningful manner which gave him scope for further efficiency.
- d) IQAC encouraged the faculty to take up project work and research activities. Thus many teachers are doing research and a few have already submitted their thesis.
- e) From the session 2007 a Prayer Session for students is regularly held in the college at 9 a.m. where the Assamese National Song is sung and is ended with a Sanskrit slok.
- f) A College song has been newly composed by an ex faculty of the College and was first sung on the College Foundation Day on **5th September 2007**

A2. PERSPECTIVE PLAN FOR THE SESSION 2008-2009

- a) The College has applied to UGC for 15 career oriented certificate courses from the session 2008-09 out of which five may be allotted
- b) The College has got the permission to open 1 year Post Graduate Diploma in Journalism from 2008.
- c) To explore the possibilities of opening post graduate courses in certain subjects
- d) College authorities are trying best to get the approval from Gauhati University in commerce stream, which is supposed to arrive very soon.
- e) To give information regarding job opportunities at regional, state and national levels in both government and private sector through ICGC and thus making ICGC more effective. To arrange Lectures by officials working in banks, insurance companies, railways the Public Service Commission and other recruiting agencies.
- f) To offer coaching for various sports and games particularly for volleyball and also to organize tournaments.
- g) To explore the possibility of establishing a competitive examination coaching centre for preparing interested students for various competitive examination.
- h) To develop the land for sports activities and to construct a proper playground.
- i) To organize a National Youth Programme in the last part of October 2008 by the NSS unit of the College to give exposure to the students in national level.
- j) College authority is also trying to get the approval from Gauhati University for Mass Communication and Journalism course in Degree level from the session 2008-09

A3. OUTCOME AT THE END OF THE ACADEMIC SESSION 2007/08

i. Action taken during the session 2007/08

- a) Printed copies of teachers' manual and students' Calendar were distributed to teachers and students respectively as in the earlier session (2006-2007). Teacher's manuals were used for obtaining informations like academic activities, teaching activities, leave etc. The IQAC has taken the responsibility of recording the attendance and examination records of the students after each unit test conducted by the college in the students Academic Calendar.
- b) The Best Department Award initiated by IQAC in 2004-2005 has been continued and in 2006-2007, it was conferred on Geography Department. It carries a certificate of appreciation and Rs. 5000/- for improving departmental facilities. The award had been ceremonially handed over on 5th September 2007 i.e. Teachers' Day which is also the College Foundation Day.
- c) The annual budget was approved by GB and spending was made according to budget allocation. Besides annual government audit the college also carries out internal audit..
- d) The College has got approval for degree course in Computer Science, Bio Technology and PGDCA from Gauhati University.
- e) A separate room with accessories like fan, table, Almirah, Computer etc. has been provided for IQAC.

ii. **Support Services**

- a) Information and Career Guidance cell is a very active unit of our College and has carried out yearlong programme of action during 2005-06 and 2006-07. The programmes have been indicated overleaf.
- b) The NSS is another very active unit of our College. The programme officer has given us detailed information of the regular activities including weekend camps. The chart has been mentioned overleaf.
- c) The Debate and Symposium section of the college regularly organizes All Assam inter College/University Debate and Quiz Competition funded by the College.
- d) **Psychological Counseling Cell of Pandu College:**

The Pandu College Counseling Cell was established in the year 2003. It is providing Psychological Counseling to students who are in need of such counseling. Because of increasing stress and pressure on today's students, the cell is actively taking care of mental health of the college students with Major problems. help of a local Psychologist of GNRC hospital have been made available through the cell. Many students have availed of the counselor's service since the establishment of the cell. The Pandu College cell is the pioneer of such service of the region. In each session students regularly receive counseling through the Co-ordinator of the cell.
- e) The Cultural Committee of the College besides organizing various competitions also invites noted artists on special occasions like College foundation Day, Annual College Day to encourage our students. A cultural exchange programme with Tinsukia Women's College was arranged on 08-12-07 but had to be postponed at eleventh hour due to some law and order situation and has been proposed for this year.

iii. Feed Back

- a) Students feed back on teachers were taken in November 2007. Analysis was done by IQAC and the report was sent to all HOD for information and corrective measures suggested for improvement.
- b) Feed backs on Principal and Librarian were taken.
- c) Feed backs were also received from each department regarding their performance throughout the year (2007-2008) on the basis of which Best Department award was given to Geography department. The IQAC monitored the departments throughout the year for this purpose.
- d) Feedbacks were also taken through monitors meeting conducted in November 2007 as in the previous year. It was recorded and reported to each department.

PART – B

B1. Activities Reflecting the Goals and Objectives of the Institution

The goal of Pandu College is to impart value based quality education to the students in a congenial atmosphere. The college tries to raise the intellectual values of the students by organizing inter-college Quiz and Debate competition through Debate and Quiz club. The campus is kept clean and beautiful to raise the aesthetic values of the students and it is declared as Tobacco Free Zone.

Number of students taking admission in vocational subject like Computer Application and Bio-Technology has increased. The college is also helping the students by functioning as a center for Pondichery Open University.

B2. New Academic Programmes Initiated

With the help of the seed money of Rs. 5 lakh from UGC for Career Oriented Courses the College has started 1 Year Post Graduate Diploma in Travel and Tourism Management. A new syllabus had been prepared for the purpose and classes were started in August 2007 only after getting prior approval from Gauhati University. There are at present 8 students. The College has given employment to 1 faculty in the department and faculties are invited from outside the College as well as within the College to take the Classes.

B3. Inter Disciplinary Programme Started

Teachers of one department are invited to deliver lectures in other departments when the necessity arises.

B4. Examination System

Three unit tests were held during 2007-08 according to academic calendar. Results were informed to the guardians along with the attendance records of the students.

B5. Academic Activity:**Principal:**

- (i) Principal of the College Dr. Bhubaneswar Bora attended workshop on “Financial Management” sponsored by U.G.C. at Gauhati University from 1st to 3rd November, 2007.
- (ii) Principal also attended the 16th Orientation Programme for College Principals conducted by, IIE-Pune from 10th to 16th December, 2007 at Indian Institute of Education, Pune. These Workshops will help the Principal in preparation for NAAC report, academic activities, financial and administrative management etc.

Education :

- i) Two senior faculties Dr. Hasina Begum & Dr Chandana Sinha Roy guides M. Phil students
- ii) One faculty is doing research

Geography:

- i) The Department Organized the Annual Academic session of North East India Geographical Society in the college.
- ii) Two books were published from the department edited by Dr. Sujit Deka.
- iii) One faculty submitted Ph. D. in February 2008, one is doing research,
- iv) One faculty Dr. Rana Sharma is doing Major Research Project.
- v) Three faculties Mr. Nani Gopal Sharma, Dr. Rana Sharma and Dr. Sujit Deka's Research articles were published in Academic Journals.
- vi) Dr. Sujit Deka has been guiding M. Phil students under Vinayak Mission University, Salam, Tami Nadu.

Mathematics:

- i) Dr. P.K. Barman was awarded Ph. D by G.U.
- ii) One faculty Mr. Mrinal Chandra Kalita published 3 papers in Journals. He has submitted his Ph. D. thesis to Gauhati University in 2007
- iii) He has also submitted 1 paper to International Journal of Mathematical Science.

Zoology:

- i) One faculty appeared in M. Phil,
- ii) One faculty is doing Research Work.

Sanskrit:

Dr. Sabita Devi presented paper in national seminar in Gauhati University
She was invited to deliver lecturer in K. K. Handique Government Sanskrit College

History:

- 1 popular lecturer for students by a faculty of History department of Gauhati University was organized.
- i) One faculty submitted Ph. D. thesis in November 2007.
 - ii) Two faculties are engaged in Research

Assamese: i) Dr. Nilmohan Roy is guiding Research students. He has submitted Minor Research Project to U.G.C.

Political Science:

- i) Dr. Asha Sharma awarded Ph. D. in 2007.
- ii) The Department organized a state level seminar in the College.
- iii) Two faculties are doing Research work.
- iv) Two faculties have submitted MRP to UGC.

English:

1. Dr. Aradhana Goswami was an examiner of Ph. D. thesis in English, Bangalore University, was invited to conduct viva. She was also invited as a Resource person in Refresher Course in Assamese in Gauhati University
2. Mr. Bhubaneswar Deka edited B. Sc. English Text Book.
3. One faculty is involved in Research activity.
4. Organized a popular lecture by a faculty of the Gauhati University.

Chemistry:

1. Mr. Sanchay Jyoti Bora published 8 papers in different journals & two more papers have been accepted for publication
2. Gitali Barua published four papers and presented 2 papers in two seminars 1 at Gauhati University and 1 at Calcutta University

Hindi:

1. Md. Rafiqul Haque attended 8th World Hindi conference in New York (USA) 13th to 15th July 2007 & presented a paper. He also attended a workshop in Aizwal
2. He got Diploma in Urdu language from Institute of Oriented studies, Guwahati

Philosophy:

1. A text book on Logic & Philosophy by Mrs. Maitreyee Sharma was published during the year.
2. She also presented a paper in ICPR sponsored national seminar which was also attended by another faculty Mrs. Urmimala Hazarika
3. Two faculties are engaged in Research activity.

Botany:

1. One book was written by Dr. Deepali Deka
2. One faculty Dr. Riju Kakati is involved in Post Doctoral Research.
3. Two faculties are doing Research.

Physics:

1. A faculty of Physics department Dr. Projit Das is a recognized guide for Ph. D. and M. Phil scholars. He also published two books for JET Entrance Examination 2007-2008
2. Three faculties are involved in Research Activity.

Statistics:

1. Two faculties are engaged in research activity
2. Organized a popular lecturer by a retired faculty of Gauhati University.

Bengali:

1. A faculty Miss Sipra Das presented a paper in a national level seminar on "Rabindra Nath Tagore a milestone of Indian Culture", in Bongaigaon College on 23rd & 24th September 2007.
2. A faculty of the department Mr. Shantanu Roy Chowdhury is jointly involved in writing text books for SCERT and SEBA. He also translates text books for high school level. The faculty also regularly publishes articles on Yoga and mental health in local magazines He also writes scripts for Doordarshan.
3. Dr. Timir Dey of the department got diploma in Urdu language from Institute of Oriental Studies, Guwahati under Ministry of Human Resource Development. He was also a Reporter of 3rd International Ramayana Conference in Bengali Academic session organized by Assam Kalatirtha on 19th January 2008. Many of his translation of Assamese short stories and poetry into Bengali have been published in local magazines.
4. Bengali Department organized a popular talk delivered by Head of the Department of Bengali of Gauhati University. A faculty member submitted MRP to UGC for approval.

B6. Total number of Seminars/ Workshops Conducted

- (i) A total of 57 seminars were held by the various departments of the College for the students.
- (ii) Several Departments organized a total of ten popular lectures by inviting noted faculties from outside the College. The Political Science department organized a state level seminar on “Political Violence and Issues of Human Right” in October ‘07
- iii) The Department of Geography organized the Annual Academic session of North East India Geographical Society in February’08 in the College.
- (iv) Pandu College Teachers’ Union also organized a popular lecturer for the faculties delivered by an eminent Professor from Gauhati University.
- (v) Pandu College Physics Society organized a popular lecturer presented by a Reader from Gauhati University.

B7. Research Projects

Details of Research Work

Two faculties of the College have been awarded Ph. D in 2007

- (i) Dr. P. K. Barman, a faculty of Mathematics Department has been awarded Ph. D. Degree for his thesis titled “Some aspects of wreath sum of near rings and near ring groups and associated concepts” by Mathematics Department of Gauhati University in 2007
- (ii) Dr. Asha Sharma of Political Science Department has been awarded Ph. D. Degree in June’07 for her thesis titled “Political Ideals of Nehru: A critical Analysis” by Gauhati University under the guidance of Prof. (Dr.) Niru Hazarika of Political Science Department of Gauhati University.

- (iii) 3 faculties 1 each from department of History, Geography and Philosophy has submitted their Ph. D. thesis to Gauhati University in 2007.
- (iv) 23 faculties of various departments of the College are actively involved in research work.
- (v) Two faculties, Dr. Projit Das of Physics Department and Dr. Nilmohan Roy of Assamese department are recognized as guides for Ph D and M Phil scholars.
- (vi) Two senior faculties Dr. Hasina Begum & Dr Chandana Sinha Roy guide M. Phil scholars.

B8. Research Activities of the Faculties

- a. A total of 23 Faculties of the College are actively involved in Research Activity.
- b. One Faculty from Geography, 1 Faculty from History Department and 1 from Mathematics Department have submitted their thesis in 2007 to Gauhati University for their Ph. D.

B9. Major Research Project Awarded

Title of the project	Duration	Funding Agency	Year of award	Year of completion	Budget sanctioned
Impact of bank erosion hazard on human occupance in the Jia Dhansiri river basin, Assam	2 years	UGC New Delhi	May 2006	April 2008	Rs. 6,25,800

B10. Minor Research Project

1 faculty of Assamese department, 1 of Bengali Department, 2 of Mathematics and 2 of Political Science department have submitted Minor Research Project to UGC.

B11. Extra Curricular Activities

- a) A Faculty of English Department is involved in screening of Assam valley Award and Prabina Saikia Literary Award.
- b) A Faculty of Hindi Department and another of Bengali Department got Diploma in Urdu language from National Council for promotion of Hindi Language in March 2007
- c) A faculty of Geography Department is Research Assistant for an Indian Banks Association Project rating Public sector
- d) Faculties of Sanskrit Department are invited as judges in competitions conducted by ISCON
- e) Faculty of History Department is involved in counseling programmes of several NGOS working for destitutes

B12. Internal Resource Generated by the College

Sl. No.	Head	2005-2006 (In Rs.)	2006-2007 (In Rs.)	2007-2008 (In Rs.)
1.	Hostel	1,80,000.00	2,48,100.00	6,81,000.00
2.	Photocopy	14,689.00	15,328.00	17,138.00
3.	Computer Application	1,72,800.00	1,89,600.00	21,6000.00
4.	Biotechnology	66,000.00	74,400.00	81,060.00
5.	Room Rent	10,650.00	4,000.00	86,126.00
	Total	4,44,139.00	5,31,428.00	10,81,324.00

B13. Activities of NSS, 2007-08

i. Important Activities:

1.	18-06-07 to 29-06-07	The College NSS unit assisted the College authority during New Admission Process. The unit also distributed AIDS Awareness booklet and leaflets to each and every New Comer in order to spread the awareness message and to boost the responsibility building measures to prevent the AIDS.
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ii. National Integration Camp:

1.	23-04-07 to 29-04-07	Four NSS Volunteers from the College unit participated in a National Integration Camp organized by the NSS Regional Centre, Guwahati at Nehru Stadium, Guwahati.
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iii. Eye Operation Camp:

1.	19-04-07 to 03-05-07	The College NSS unit along with 'NISHTHA' Assam Chapter arranged an eye operation camp at MMC Hospital with the help of District Blindness Control Society, Kamrup and helped 18 cataract blind patients to restore their eye sight
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iv. Certificate Awarding Ceremony:

1.	31-05-07	The College NSS unit successfully completed a six months steel fabrication course in collaboration with the Jan Sikshan Sansthan, Kamrup (under HRD Ministry, Government of India) Certificates were distributed to 19 successful participants of the course who have already got employment. The purpose of the course was to help the local poor through vocational training.
2.	31-05-07	World No Tobacco Day Celebration in College and oath taking against use of tobacco in life.
3.	30-06-07 to 06-07-07	A week long Photo Exhibition on "Development Initiation in N.E. India" was held at Pandu College in collaboration with DAVP, Government of India.
4.	09-08-07	: LEAD: A Personality Development Programme organized by the NSS unit. The programme was conducted by Shri S. K. Basumatari, Youth Officer, NSS, New Delhi.
5.	01-09-07 & 03-09-07	Campus cleaning and White wash of the College building.

v. Extension Programme

1.	04-09-07	Disaster Management Training Programme at West Guwahati Commerce College organized by the Pandu College NSS unit in collaboration with the District Administration of Kamrup(Metro)
2.	06-09-07 to 16-09-07	The Programme Officer NSS attended a 10 daylong Orientation Programme for NSS P. O's held at TORC, R. K. Mission, Narendrapur, Kolkata, West Bengal.

vi. NSS Day Celebration:

1.	24-09-07 to 01-10-07	The NSS unit had organized a week long free yoga and meditation Camp for students of five city colleges in collaboration with India Yoga Culture and Yoga Therapy Centre, Guwahati.
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vii. International Blood Donors Day celebration:

1.	01-10-07	A popular talk on Blood Donation was presented by Dr. D. Kalita, Principal, Government Ayurvedic College, Guwahati.
2.	02-10-07	Observance of International Non-Violence Day at LCB College. Mitali Paul and Bandana Roy received the First Prize in TDC group and Second Prize in H.S. group respectively in an Art Competition.
3.	03-10-07 & 05-10-07	Observance of Gandhi Jayanti at College Campus Pledge taking of Gandhiji's India of My Dreams and Film show on Gandhiji's life.
4.	25-10-07 to 06-11-07	NSS volunteer Biva Kalita attended Pre-Republic Day Parade camp at Kalyani University, West Bengal.
5.	29-10-07	Observance of National Disaster Reduction Day jointly organized by the District Administration of Kamrup (Metro), Director of Civil Defense & Director of Fire Services, Assam.
6.	29-10-07 to 02-11-07	The NSS P.O. attended a 5 days Training Programme on HIV-AIDS Prevention and Life skill Education at UGC-

		ASC, Gauhati University, organized by NSS, G.U. and UNICEF, Assam
7.	13-11-07 & 14-11-07	Two NSS volunteers Noor Safiqur Wazid & Dhankush Ojha attended a two days workshop on Leadership and Personality Development at Srimanta Sankardeva Kalakshatra organized by the NSS Regional centre Guwahati & Rajiv Gandhi National Institute of Youth Development Chennai.
8.	27-11-07 & 28-11-07	A ten member team of College NSS volunteers took part in a two days workshop of Peer Educators on HIV-AIDS prevention & Life skill education at Gauhati University organized by the NSS, Gauhati University & UNICEF, Assam.
9.	25-11-07	A five member team of College NSS volunteers took part in an adventure programme "Adventure Treasury-2007" organized by Vivekanda Yuva Kendra Sangathan, Assam, at Garbhanga Hill (Assam Meghalaya Border)
10.	01-12-07	World AIDS Day observed. Participation at State level Rally demonstration of street play at Pandu College Campus in Collaboration with the Institute of Pharmacy under Gauhati Medical College.
11.	05-12-07	Observation of International Volunteers Day.
12.	10-12-07 to 15-12-07	Weeklong Awareness Programme on HIV-AIDS prevention and life skill education including booklet, leaflet distribution, Art competition, Essay Writing competition, Seminar and Poster exhibition.
13.	28-12-07 & 29-12-07	A two day's Training of School Teachers on Disaster Management organized by the NSS, Pandu College and the District Administration, Kamrup(Metro) at Pandu College.

B14. New appointment Teacher

1. Lecturer – Philosophy -1
2. Lecturer – Chemistry, SLET -1
3. Lecturer – Mathematics, SLET -1
4. Lecturer – Physics, NET -1
5. Lecturer – Zoology, NET -1
6. Lecturer – Economics, Ph. D. -1
7. Lecturer – Botany, Ph. D. -1
8. Lecturer – Bio-tech, Ph. D. -2
9. Lecturer – Computer Science -2
10. Lecturer – Commerce, -2

B15. Teaching / Non Teaching Staff Ratio: 2007-2008 = 5:2**B16. Improvement in the Library Services**

- a) Acquisition of library books is being done through computer.
- b) Barcode technology is being utilized and users have started borrowing books through barcoded Identity cards.
- c) This year also Best Reader Award was given to a student who made the best use of the library.
- d) A separate section on Remedial Course has been created and a collection of books has been kept for the purpose.

B17. New Books Purchased:

	Amount	Qty.
From Library Fund	Rs. 49,293.00	539
From R/C Fund	Rs. 42,898.00	190
From UGC Fund	Rs. 1,00424.00	753
Total	Rs. 1,92,615.00	1482

	Amount	Qty.
New Journals subscribed	Rs. 1200.00	2

B18. Action Taken:

- b) Students Feed Back on teachers were taken in a confidential manner and after proper evaluation was reported to each teacher through the H.O.D. of each Department giving them scope to know their strength and weakness. Monitors meeting as in previous years was held in the month of November 2007 and the feed back was properly recorded and reported to each Department individually in a confidential manner.

B19. Unit Cost of Students

- (i) Without
the salary of teaching & non teaching staff
= Rs. 2580/-
- (ii) With the salary of the teaching and non teaching staff
= Rs. 12,190/-

B20. Computerization of Administration and the Process of Admission and Examination Results, Issue of Certificate

Admission and accounting process is completely computerized and implemented. Certificates are issued by computers but examination process is not yet computerized.

B21. Increase in the Infrastructure Facility

- a) Construction of spacious Computer Science lab in progress.
- b) Construction of girls' hostel warden quarter has been completed with assistance from state government
- c) The 20 KV generator is regularly maintained which is necessary due to frequent power cuts
- d) A new Computer had been purchased for IQAC with the Rs. 50,000 that had been provided by NAAC in 2007
- e) The library of the College will be renovated from May 2008

B22. Technology up Gradation

- a) Six new Computer along with printer has been purchased one for Economics, one for Philosophy and four for office purpose
- b) Broad Band Internet connection is maintained.

B23. Computer and Internet Access

- a) Almost all the office staff are computer trained.
The College has its own website where the latest information regarding the college can be availed.

B24. Financial Aid to Students

36 economically backward students received financial aid from students Welfare Fund the total amount being utilized was Rs. 30,500/-

B25. Activities and support from Alumni Association

- a) Blood pressure checkup camp organized on 16th September, 07
- b) Blood group determination camp organized on 18th October, 07

B26. Activities of Parent Teacher Association

Two popular lecturers were Organized by Parent Teacher Association during 2007-08.

The topics of the lecturers were

- a) 'Mental Health of the Students' delivered by a Psychiatrists
Dr. Bijoy Choudhury
- b) The second lecture on "Role of Teachers and Parents on the overall development of the students", was delivered by- Dr. B. C. Das Purkayastha, retired Principal, Pandu College, presently Principal, Gigyas Academy.

B27. Health Service:

Pandu College NSS organized a Weeklong Awareness Programme on HIV-AIDS prevention and life skill education including booklet, leaflet distribution, Art competition, Essay Writing competition, Seminar and Poster exhibition.

B28. Performance in Sports Activities:

Activities of Debate & Symposium Committee

Besides competitions within the college the committee also organizes North East Inter College/University Debate and Quiz competition in the College on 7th & 8th December 2007.

The committee also organized a District Level NSS debate and Quiz competition.

B29. Student Achievements and Award

- a) In the Inter College Youth Festival held in April 07 one student got the second prize in Lokageet and another student got the second prize in light classical music.
- b) In the Inter College Cultural meet organized by Gauhati Medical College Doctor's Association, Pandu College got the 1st prize in Bihu Song competition.
- c) In the B. Borooah Memorial North East inter College Debate Competition organized by B. Borooah College in October 2007 Pandu College was adjudged the second best team.

B30. Activities of the Guidance and Counseling Unit

Programme	Date	Resource Person	No. of students attended
1. Workshop on Personality Development	24/08/07	1. Dr. Dipankar Banerjee and His team	150
2. Seminar on Management as Career	21/09/07	1. Prof. Dhan of MBA Department of Gauhati University	105
3. Seminar on GIS and Remote Sensing	14/10/07	1. Dr. Rathin Sarma, CEO En-Geo Consultancy and Research Center 2. Mr. Sujit Majumdar	40
4. EDC	26/10/07	In Association with IIE, Guwhati	25 Students were selected)
5. Seminar on Fashion Designing	13/11/07	1. Mr. Dipankar Kashyap, Fashion Designer	105
6. Workshop on Interior Decoration	25/11/07	1. Mr. K. Banerjee	35

7. Seminar on Journalism & Mass Communication	10/12/07	In association with Regional Institute of Journalism and Mass Communication, Guwahati.	30
8. Workshop on Photography	20/01/07	Mr. Tapan Das, Faculty	
9. Workshop on “Entrepreneurship Development”	05/02/07 to 07/02/07	Mr. R. Sarmah, Senior Faculty Member, IIE, Guwahati	35
10. Seminar on Law as Career	06/02/08	Sri Nilotpal Deka, Advocate, Guwhati High Court	

Apart from the above activities regular consultancy is provided to the students throughout the year about career opportunities. ICGC holds orientation programs for students seeking admission into IITs, IISs IIEs, Medical Colleges and willing to sit for competitive Examinations conducted by Banking Service, Recruitment Boards, Railway Recruitment Board, APSC, UPSC Indian Army, Navy, Air Force etc.

ICGC also has tie-ups with different reputed Placement Agencies for holding Campus Interviews from time to time. ICGC tries to expose the regular and out going students of this institute to the job markets and Self-employment opportunities. Through ICGC college has undertaken a spot admission centre for DDE, Pondicherry University for last 3 (three) years.

B31. Placement service provided to students

ICGC: Conducted placement/ Interview in the college campus in association with 2 pvt. Ltd. Companies of Kolkata who received 28 students, for ICICI Prudential in the month of November and December 2007

ICGC has been promoting its registered students to different guidance cell of Gauhati University and Entrepreneurship Development Cell of Cotton College. In this way the cell provides the students a wider platform to choose their career options. More than 35 students got selected by different reputed companies.

From this session ICGC has arranged some regular routine classes along with other subjects. Each week a section gets minimum of 2 classes regularly.

Annual Report of NCC: Pandu College, Guwahati-12

- 5th June, 07 : World Environment Day observed by the NCC cadets of the college cadets planted some valuable trees in the local area.
- 25th August, 07 : Observed traffic control day and NCC cadets learned some tips from Assam traffic police at Jalukbari Police Station.
- 28th August, 07 : Assam State Zoo campus cleaning organized by the unit.
- 29th August, 07 : TSC camp at Jorhat
- 9th September, 07 : NCC cadets got training in civil defense such as in the time of flood and earthquake in collaboration with NSS unit of this College.
- 21st October, 07 : 10 cadets donated blood in a camp held at Pragjyotish College, Guwahati-9
- 25th November, 07 : NCC day observed at Pandu College
- 1st December, 07 : NCC cadets took part in a rally to observe the World's AIDS Day
- 9th to 18th December, 07 : 10 cadets took part in CATC at Sadilapur, (Near Guwahati)
- 11th to 20 January, 08 : 10 cadets took part in ATC at Goreshwar, (Assam)
- 19th to 28th January, 08 : Army Attendant camp at Narengi

B32. Healthy Practices

- a) A farewell committee was constituted in the College which has taken the initiative to organize felicitation for retired teacher as well as non teaching staff of the college. A total of five retired Faculties of the college had been felicitated in 2007-2008.
- b) Mr. Santanu Roychoudhury who got the Indira Gandhi NSS Award 2007 was also felicitated by the college.

B33. Any other relevant information the institution wishes to add

Pandu College has two hostels viz. Boys' Hostel and Girls' Hostel for its needy students. Both the hostels are one of the bests among city hostels. They are situated within the College campus in a healthy and secured environment. The hostels have easy access to Bus and Railway stations and Airports. Regular city buses are plying on the city road which is located one minute walking distant from the hostels. Both the hostels are unique in the city of Guwahati so far as rules, regulations and discipline of the educational institutional hostels are concerned. From the very inception, the hostels bear a cosmopolitan culture, which helps the boarders to develop the spirit of brotherhood and national integration. "PRAYER MEET" at the evening in both the hostels is a unique feature, which highly helps the boarders to concentrate their minds to devote for learning.

Pandu College hostels have a strong and effective administrative base comprising the following members:

1. Principal (Overall administrator)
2. Superintendent (Executive administrator)
3. Monitor/Monitress (Selected from among boarders)
4. Assistance Monitor/Monitress (Selected from among boarders)

Boys' Hostel:

Four seated room : 16

Total No. of seats: 64

Every room of the hostel is furnished with a bed, study table, chair and bookshelf for every boarder. Besides the hostel has well equipped visitor's room, dining hall, kitchen and store room.

Girls' Hostel:

Total No. of rooms: 24

Single seated room: 2

Double seated room: 15

Triple seated room: 4

Total No. of seats: 61

Facilities (Common to both the hostels):

The hostel administration leaves no stone unturned to provide basic facilities like sanitation, telephone, television, continuous water supply, electricity, medical, library, etc. Besides. It regularly organizes recreational/educational tours to Greater Guwahati City and its vicinity area and co-curricular activities (Yoga training wall magazine, thought for today writing, etc.) for its boarders.

1. Movable and immovable properties acquired during 2007-08

- Worth of Rs. 1,36,500.00

B34. Innovations in curricular design and transaction:

Teacher representatives from each departments of this institution take active role in designing the curricular, being member of the curricular committees of the Gauhati University.

B35. Development programme for non-teaching staff:

Some adequate office management training on records keeping auditing and financial accounting are provided efficient mobilization of office work. The college also extends Computer training to the non-teaching staff for skill improvement.

B36. Linkage developed with National/ International Academic Research bodies:

- i) Dr. Sujit Deka, faculty member of the department of Geography is a member of the International Geographical Union : Commission for Rural Sustainability.
- ii) Dr. Rana Sharma, a faculty of department of Geography is a member of International Geographical Union.
- iii) Dr. Arabindra Sharma, faculty, Bio-technology department has Research tie up with Institute of Advance Studies for Science and Technology (IASST)

PART - C

Detailed Plan of the Institution for 2008-2009

C1. Infrastructure Building

- a) To undertake the construction of an indoor stadium, the boundary wall of which has already been completed fund has not been received though the proposal had been sent to state government for amount Rs. 6 crore
- b) Construction of Science building proposal had been sent to DONER the amount being Rs. 7 crore
- c) Construction & renovation of Arts faculty with fund from UGC for which proposal has been sent for about Rs. 3 crore
- d) For renovation & extension plan of Library a Rs. 31 lakh plan has been submitted to UGC
- e) A proposal for another girls hostel of 100 seats has been sent to UGC amounting to Rs. 1.25 crore

C2. Administration of Finance

- a) Centralized inventory service is to be made more effective.
- b) Full functioning of all sub-committee for different works.
- c) Maintaining the present system of administration through collective leadership.
- d) Efforts are made to increase the internal resources.
- e) Opening of job oriented courses like PGDTTM has helped in the College finance

C3. Academic Affair

- a) All the existing system regarding admission, regular holding of class tests and unit tests will be retained.
- b) Emphasis regarding holding of tutorial and remedial coaching classes are to be maintained.
- c) Student Assessment of teachers will be carried out in the month of October 2008 and the results will be informed to the concerned teachers. Planning course content etc. will be taken in the month of May 2008.
- d) Examination results of each department will continue to be informed to the department and the measure to improve the results will be suggested through IQAC.
- e) "Best Department Award" will be continued for improvement of teaching -learning and evaluation. Also teachers obtaining general achievement will be felicitated.
- f) Books purchased in the library to be made more meaningful. Awareness for readership to be increased by the effort of the library committee.

C4. Facilities

- a) Offering financial assistance to poor and meritorious students will be continued from Students' Welfare Fund. Also students securing first class marks in Part-I and Part-II and Part- III examinations be felicitated and some financial assistance will be offered.
- b) Financial assistance during the admission will be offered to students in sports, games and other fields who at least represented the state in national level contests.
- c) Students coming from other states will be offered special attention through ICGC.
- d) Cultural exchange programme among the colleges of Assam will be organized in the month of Nov/Dec-2008

- e) Yoga, Mental Health and Child care etc. courses (certificate) will be introduced depending on the seed money received from UGC in Oct/Nov-2008.
- f) Forum for comparative literature will be activated.
- g) A voluntary blood donor's cell through NSS, disaster management cell will be formed and training will be offered to the member students of NSS and NCC.
- h) Upgradation of vacant land for sports activities.
- i) Awards for excelling in academic and extra curricular activities to teachers.
- j) Education extension cell will be made operational.
- k) Seed money to organize a national integration programme for 100 youths from 10 states in the college sponsored by NSS unit under Ministry of Sports and Youth affairs in May, 2007 has been received and is proposed to be held in October 2008
- l) The NSS unit of the College proposes to adopt a village for the development in the field of education, health & sanitation, sports and agriculture and also self finance through SHG.

(Shirin Banu)

Signature of Coordinator, IQAC

(Dr. Bhubaneswar Bora)

Signature of the Principal

**ADDENDA TO THE ANNUAL QUALITY ASSURANCE
REPORT
OF
PANDU COLLEGE
FOR THE SESSION
2007-2008**

National Award:

The NSS unit of Pandu College has been adjudged as one of the six best NSS units in the Country for the year 2006-2007 and rewarded with two National Awards by the Ministry of Youth Affairs & Sports, Government of India, New Delhi. The Awards are

- (i) Indira Gandhi – NSS Award for Programme Officer and**
- (ii) Indira Gandhi –NSS Award for NSS unit.** The Awards were presented by Shri Surjit Singh Barnala, Governor, Tamil Nadu at a ceremony held during the 13th National Youth Festival on 16-01-2008 at Chennai. Dr. Bhubaneswar Bora, Principal, Pandu College, Chairman College NSS unit and Shantanu Roy Chowdhury, Programme Officer NSS, Pandu College received the College Units Award and Programme Officers Indira Gandhi NSS Award respectively.