



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**CHHAYGAON COLLEGE**

**CHHAYGAON COLLEGE, CHHAYGAON, KAMRUP, ASSAM, PIN - 781124  
781124**

**[www.chhaygaoncollege.in](http://www.chhaygaoncollege.in)**

**SSR SUBMITTED DATE: 18-05-2023**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**May 2023**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

The Chhaygaon College was established in 1974 on 6th September at Chhaygaon of Kamrup District, Assam with the objective of promoting higher education and developing leadership thereby producing manpower to uplift the region and accelerating the nation building process. The college is situated on the bank of the ever flowing Kalahi River, beside the National highway No. 17 at a distance of about 40 kilometers from the L.G.B. International Airport, approximately 35 kilometers. from Gauhati University. The College stands on vast sprawling land, amid lush greenery and shady trees which keeps the college free from pollution. Chhaygaon is a place that can boast with excessive pride of its ethnic and rich cultural diversities and also claims of rich heritage to which ‘Chandika Devalaya’ and, Chanda Merghar’ stand as silent testimonials.

Chhaygaon College is a trusted name for long 48 years and is a premier institution which provides a unique band of holistic education to nearly 4000 students who hail from in and around greater Chhaygaon area- a homeland of heterogeneous racial elements. The college has been assessed twice and accredited ‘B’ Grade by NAAC in November 2004 and 2015 respectively and also recognized by the UGC 2 (F) and 12 (B) of the UGC Act, 1956.

The Assamese department of the college is managing PG Course affiliated to Gauhati University. Moreover, the college serves career oriented programmes like PGDCA for the benefit of the young learners. The college also offers UG and PG courses under the banner of KKHSOU and IDOL. Besides offering syllable course, the college offers vocational subjects like Information Technology, Computer application for self-employment and entrepreneurship development.

Constant effort of the management and faculty is to ensure the integral development of the students and bring out those qualities which are best and noblest in them. Special attention is given to inculcate high standard of morality and discipline among the students. The college has produced students who have already brought laurels and excelled in various fields and contributed to the society at large.

### Vision

The vision of the institution is to provide excellent educational opportunities with the objective of empowering students to contribute to the transformation of society by encouraging and moulding them to be socially conscious and responsible. We seek to achieve our educational vision by:

- Creating an educational environment where the intellectual, cultural, social, physical and recreational needs of the students are met.
- Offering learning platform where students come together to challenge one another’s ideas in an atmosphere of mutual respect.
- Providing extensive field experience to bring together theory and practice.
- Proving social service to the larger community of the area as well as ensuring faculty, administration and students participation in community programmes.

## Mission

Creating the best graduates who can think, innovate and invest would remain the all time driving force of the chhaygaon college. The college aims at providing high quality education and cutting edge areas leading to the creation of college where innovation, invention and entrepreneurship remain the cordial focus and thrust. The college is to strive towards preparing the students to face the challenges encountered by them in a competitive environment. Following are the mission of the institution :

- To impart higher education by providing quality education and educational innovations for academic excellence.
- To provide opportunities to the students for developing their personalities through community service and co- curricular activities like games & sports, music, art, culture and literature.
- To promote an awareness and understanding of the society and its numerous problems among the students.
- To attempt to evolve strategies for guiding and counseling students for self-employment and entrepreneurship development.
- To provide forum for interaction and exchange of views among the teachers and students by organizing seminars, conferences, workshops etc
- To equip the students to lead social life happily in peace and harmony.
- To utilize the different facilities available in the institution to maintain the quality of the academic and other aspects of the campus life for the benefit of the staff and the students.
- To encourage national integration by undertaking different socio-cultural activities. Besides, the college seeks to see how the students and teachers get benefitted from each other.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

1. The biggest strength of our institution is that each and every member of our family feels proud being a member of this august institution.
2. There is an eco-friendly atmosphere in the college. The college campus is surrounded by green trees which fill up the campus with fresh air. The students enjoy relaxing under the shades of trees.
3. Although, our College is situated in rural area, it is not a problem at all, so far communication is concerned. Because, the NH No. 17 is passed by the southern side of our College. Further, it is simply 25 K.M. away from LGB international airport and 35 K.M. from Gauhati University.
4. The college has an inclusive institutional environment that encourages diversity.
5. The college provides undergraduate and postgraduate programme of study along with the provision of Open Education through KKHSOU and IDOL, Gauhati university.
6. All round personality development of the students is desired by encouraging and involving them in different types of co-curricular activities. In literary, cultural and sports sections, the performance of the students in inters- college level, state level and national level is satisfactory and appreciable.
7. The College has a very strong Governing Body, comprising of renowned personalities from different fields of activities. It follows decentralisation and transparency in administration.
8. There is a cordial student-teacher relationship in the institution and the students' union s of our College is always ready to extend their helping hand for the smooth conduct and functioning of the institution.

### **Institutional Weakness**

1. Limited area of land hampering the expansion of college campus as well as the growth of physical infrastructure for outdoor sports activities.
2. Another weakness of the college is insufficient teaching and non teaching staff. There is shortage of permanent teaching staff in some of the departments.
3. Limited resources in the use of digital technology to enhance teaching learning on campus.
4. Infrastructural obstacles in the introduction of new courses and programs of study.
5. Most of the students hail from vernacular medium schools. So, there is lack of communication skill among the students.
6. The number of teachers is not sufficient to balance the students-teacher ratio.
7. Lack of science stream to facilitate local students.

### **Institutional Opportunity**

1. The college has signed MOU with industrial units, NGO and nearby college so that our students get more employment opportunities as well as overall development.
2. As the college situated in a rural area, raw materials like orange, pineapple, banana etc. are available in abundant in Chhaygaon and surrounding areas. Therefore ample opportunities are there to introduce some courses related to a agriculture (for instance courses like food processing, horticulture, sericulture, fishery etc.).
3. To open Post Graduate classes in some selected departments.
4. To encourage research and extension activities in the field of culture, natural resources and its utilization. The Chhaygaon area is famous for export quality Eri product. Therefore there is very good opportunity for the development of the handloom sector by which the students and the others earn their livelihood.
5. The maximum number of the students hails from rural area having SC/ST/OBC/MOBC/Minority background. There are ample scopes for developing these sections.

### **Institutional Challenge**

There are some challenges in front of the college which are to be overcome to fulfill the mission and visions of the college. The challenges are –

1. Meeting resource constraints in maintaining preparedness in the rapidly changing higher education scenario.
2. Overloading of works of teaching and non teaching staff.
3. More than 2,000 students in Higher Secondary level create a burden for the limited number of faculties and the same restricts concentration on the UG and PG courses.
4. Ensuring better placement opportunities for the students.
5. Due to poor economic background of the families in the locality, it is difficult to open self financed job oriented courses.
6. Ensuring adequate availability of funds for the maintenance of an ageing physical infrastructure and renewal of campus facility.

7. To meet the multidimensional objectives and aspects of NEP.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

Chhaygaon College is affiliated to Gauhati University and therefore it is mandatory to follow the curriculum prescribed by the University. Some faculty members of the college are involved in University's Committees of Courses and syllabi to contribute to the design and updating of the curriculum.

The schedule of curricular activities in the College is guided by the Academic Calendar and Class Routine which help in planning for maximum student engagement in learning. The class routine is prepared before the beginning of every academic session by a routine committee, which is entrusted with the task of allocation of appropriate classrooms for various subjects according to the student's strength. Classroom interactions follow a Lesson Plan to meet the course objectives and follow a mentoring system to upgrade the level of student's engagement with the curriculum. Every department is required to maintain attendance register for the engaged classes which is an authentic record of taking classes by the faculty members. At the end of the session an academic audit is done by experienced faculty members inside and outside the Institution.

For effective implementation of the curriculum class test, group discussion, tutorial class, seminar, assignment, undergraduate research activities, field study tours etc. are arranged regularly.

To make the teaching learning process more fruitful, the college provides the probable support to the teachers like Teaching aids (Waist band amplifier, power projectors etc.), Computer /Laptop with internet, Ref. books & Journals, Study leave for OC, RC for teachers, Workshops, Seminars, Research activities, Freedom to organize seminars, workshops, conferences, forum, study circles etc.

The curriculum has also been enriched through a diversity of learning experiences like Workshop on Self Defense for Women, Yoga, Meditation Camp, Spoken English training, Computer Training Programme, Entrepreneurship Mindset Programme, Workshop on Music and Culture, Talk by Renowned Persons and Industrialists for the benefits of the teachers and students, Quiz Competition, activities built around Environment and Sustainability, Industrial Visit, etc. to emphasize the cross-cutting of issues like gender equality, human rights, entrepreneurship development, environmental protection as well as sustainable development.

### Teaching-learning and Evaluation

The Chhaygaon College offers programmes in undergraduate level both in arts and commerce. Apart from these the college avails Post-Graduate programmes in Assamese under its parent university. The B.A./B.Com students offering both major and general courses are admitted as per application forms submitted by them. The college also offers distance education under Gauhati University IDOL and KKHSOU to the students of the greater chhaygaon area. During Covid-19 period the college arranges online mode of teaching for benefit of the

students. Besides the college runs diploma course namely PGDCA and certificate course on Acting and Script Writing.

The Institution admits students on the basis of rules and regulations of the State Government of Assam. Seats are filled as per the reservation policy. An admission committee is formed to look after the admission process maintaining complete transparency.

The college fosters creativity among the students and teachers by organizing workshops in emerging areas of critical concern, training and promoting literary, journalistic and editorial skill through its annual magazine, wall magazine, and departmental bulletins. Moreover various departments of the college arrange seminars, excursion, and field trips for each session to provide the students with exposure to advanced level of knowledge. Remedial and Tutorial classes are also regularly held to bridge the knowledge gap of the slow learners. Different ICT tools are used in selected classrooms. Moreover computer laboratory with Wi-Fi and internet facility is also available for the student's community.

Alongside the diverse learning processes there is Continuous Internal Evaluation (CIE) through class test, sessional examinations, and a variety of projects, assignments and presentations conducted by individual departments. Re-session examination is also conducted when required. For smooth functioning of all the examination internal or final, examination committee is formed for each session. Our institute collects feedbacks from the students every year and with it the quality of teaching learning gets primarily evaluated.

### **Research, Innovations and Extension**

For the smooth progress and speedy implementation of research activities, the college has a research cell committee (an IQAC initiative) which is formed with experienced faculties working in the college. The committee collects the information and guideline for research activities in different universities. During Covid-19 period the different departments of the college organized national and international webinars on various topics. The departments having mandatory project works as a part of their course motivate the students to prepare the project report and present their research paper in front of the students and faculties which helps the students to become future researcher, innovators and entrepreneurs. Moreover a number of departments like History, Education, Hindi, Assamese, and Commerce have organized workshops/ seminars on research methodology, project work, and field work for the fruitful implementation of project work given by the Gauhati University. Besides steering students research teachers engaged in their own research as evidenced by a decent publication record in journal and books.

The college Library provides necessary books, newspaper, periodicals, subscribed journals, computer and internet facilities with Wi-Fi connection, Xerox machines and scanner to the faculty members and students for smooth functioning of research activities.

Some of the college teachers are actively engaged in research organization like Folklore Society of Assam, Indian Folklore Congress, Assam Sahitya Sabha, Assam Science society, North East India Education Society, North East India Historical Association, North East India Political Science Association, Institute of Micro studies and Research, Indian Philosophical Congress, Rabha Sahitya Sabha, etc. The NSS unit, Scouts and Guides unit, Red Ribbon Club, Social Service Unit, Literary Forum, History Forum are actively functioning in the college and they have a well knitted network with the neighboring village through community service, village adoption programme, health awareness and health checkup programme, Blood Donation Camp, awareness programme on women empowerment, social evils, and sexual harassment to the women. Apart from

these the college family also helps the flood affected villagers by giving food, clothes, medicine and shelter during the time of flood.

### **Infrastructure and Learning Resources**

The Chhaygaon College has adequate infrastructure with a campus area of 16 bigha, 3 kotha, 15 lesa and physical facilities for teaching learning. The college has 38 classrooms including 4 classrooms with LCD projectors and screens. There is a computer laboratory with 35 computers, one language laboratory with 17 computers and one educational laboratory. All these Laboratories functions under the strict control of the respective departmental Heads of the College. Apart from these there are 12 departments equipped with computers and printers in individual departments.

A library is the heart of any educational institution and hub of all academic activities which supports the institutional goal of achieving excellence in education and research. The college library has a wide collection of more than 30,000 books including text and reference books. Apart from the books the library has a wide collection of news papers, 5 subscribed journals, 11 back volume journals and question papers etc. It also holds the records of books published by the faculty members and their PhD thesis. It has attractive reading room. The library is partially automated with Integrated Library Management System (ILMS) SOUL 2.0.0.12. The library has also developed its Digital Library cum Institutional Repository with Open Source Software 'DSpace'. In order to provide e-resource service (such as e-journals, e-books, etc.) the college has subscribed to N-LIST service under e- ShodhSindhu consortium of INFLIBNET.

The open field in the college campus is used as playground which is used for different outdoor games. For indoor games there is a well equipped indoor Stadium with a Basket Ball Court, two Badminton Courts and One Table-tennis Court. Besides, a yoga platform is also available for the students. The college has also a well-equipped Gymnasium Hall which is used by the students for their physical fitness. For cultural activities, the college has a well-equipped, sound proof modern auditorium namely 'Champakjyoti Auditorium' in which various cultural and literary competitions are held. The Girls hostel of the college is under the supervision of college authority. There is an organized system and specific committees for overseeing and maintaining all these facilities.

### **Student Support and Progression**

The institution is always committed and accountable towards the students. Students are supported through both Government scholarship and institutional freeship. Besides this, there is a Students' Aid Fund in our college from which help is provided to needy students. Some of the faculty members also contribute to this fund. Student's career concerns, capability enhancement and general well-being are addressed through tutorial class, remedial coaching, arranging workshops and seminars by inviting resource person from corporate houses for career guidance and placement of the students, while committees for grievance redressal, prevention of sexual harassment and anti-ragging measures take care of the comfort and safety of students. The students of the college also availed online class facilities during the Covid-19 period. Apart from these to develop student's skills, industrialists, learned persons are invited time to time to interface with the students.

Students passed out from the college progress on to higher education institutions for careers in academics and research, qualify at state/national/international exams like NET/SLET, State and Central Government examinations. They also participate and excel in cultural activities and sport and many go on to careers in these

fields.

The student's Union is an important platform for students to take up and learn about academic and administrative responsibility. As per affiliated university academic calendar the college holds election to select student's representatives to the college students union. The students union organizes several academic, co-curricular and extracurricular events under the guidance of teacher in-charges throughout the year. Its activities include events like Freshmen Social, Annual College Week, Republic Day, Independence Day, Teachers Day Celebration, College Establishment Day Celebration and Saraswati Puja etc. It also coordinates participation in the Youth Festival held annually by the affiliating university.

We have a strong Alumni Association. The association is actively involved in socio-economic, cultural, sports and academic activities of the college. A number of alumni of the college have been able to get their desired end in some reputed institution and fields also serving as teachers in different educational institution as well as in Chhaygaon College itself.

### **Governance, Leadership and Management**

The college has a transparent governance system. Transparency is maintained by sharing information on college website to make it easily available for the students of the College. The Governing body which is the apex authority in the college leads in setting the institutional priority of providing a holistic education and institutional governance focuses on achieving this. The Governing body meets on a regular basis to discuss issues related to the overall development of the institution. The Principal is the sole authority of the College. The faculty also plays a role in decision making of the College. Staff meetings are held periodically for the effective planning and implementation of teaching, learning and administrative programme. Students' union meetings are also held at regular intervals to address student related issues.

Decentralization of management is achieved through a system of college committees and cells that engage with various aspects of institutional function. Ownership of the institutional priority by all stakeholders, which is essential for fulfilling the institutional vision, is ensured through the decentralization of management that encourages stakeholder participation. There is performance appraisal system which is followed to assess the performance of each employee annually.

The college is largely dependent on student's fees and government grants for its financial resources. The institution monitors the effective and efficient use of its available financial resources through the Governing Body of the College and the Principal implements the directions of the Governing Body. Fiscal discipline is monitored through internal and external audits.

The college has implemented welfare measures for its employees. Teachers and non teaching staff are encouraged in their professional development in an effort to improve institutional functioning. The college also aims at preparing students academically, physically and mentally fit for entering any walk of life. Moreover, the college endeavors to cherish moral values to provide them with right opportunities and ideal environment for harmonious development for their personalities.

The IQAC plays the leading role in implementing quality initiatives and is responsible for the review of academic functioning.

## **Institutional Values and Best Practices**

The college has strong ethical work culture that is based on inclusivity. Equal opportunities are provided to all irrespective of gender, class, and creed. The College has codes of conduct for its students, teachers, principal, non teaching staff and the governing body that support upholding of institutional values.

The college has adopted an ST village named 'Ratanpur' and works for enhancement of their dignity and quality of life. The NSS unit of the college organizes Health and Hygiene Awareness Camp, Self Defense Camp for girl students and Red Ribbon Club also engages in voluntary blood donation activities.

During COVID-19 period, the College NSS Unit started vaccination drive on 9th of June, 2021. The Government of Assam has officially deputed 15 NSS volunteers of the college in different vaccination camps under the guidance and supervision of the College NSS Unit Programme Officer. Due to the commendable service of the College NSS Unit the Govt. of Assam has officially felicitate the Unit on 15th August, 2021.

Waste management is one of the best practices that the college looks after with sincere dedication. The solid waste of the college as well as surroundings of the college is collected and segregated by the workers at designated timely intervals. Moreover e-waste generated from hardware which cannot be reused and recycled is being disposed through authorized vendors.

The teachers' unit organized book fair to enlighten the students. The Grievance Redressal Cell of the college gives a special hearing to the problems without considering anyone's cultural or racial background.

Days like International yoga day, international Women' Day, World Environment Day, Teachers' day, College Foundation Day etc. are celebrated every year to instill democratic values, national pride and develop social awareness among the students. Other green practices that are encouraged include reducing the use of paper, environment friendly transportation, abandoning use of plastic and undertaking tree plantation.

Finally the College takes pride in its success in providing not only formal education to its students but also tries its best to motivate young learners to dream of a beautiful life based on moral and spiritual values.

## 2. PROFILE

### 2.1 BASIC INFORMATION

| Name and Address of the College |                                                                      |
|---------------------------------|----------------------------------------------------------------------|
| Name                            | CHHAYGAON COLLEGE                                                    |
| Address                         | Chhaygaon College, Chhaygaon, Kamrup, Assam, PIN - 781124            |
| City                            | Guwahati                                                             |
| State                           | Assam                                                                |
| Pin                             | 781124                                                               |
| Website                         | <a href="http://www.chhaygaoncollege.in">www.chhaygaoncollege.in</a> |

| Contacts for Communication |                   |                         |            |     |                                |
|----------------------------|-------------------|-------------------------|------------|-----|--------------------------------|
| Designation                | Name              | Telephone with STD Code | Mobile     | Fax | Email                          |
| Principal                  | Naba Kumar Kalita | 03623-261006            | 7002685720 | -   | collegechhaygaon1974@gmail.com |
| IQAC / CIQA coordinator    | Banamali Nath     | -                       | 9957870639 | -   | banamalibhanashree@gmail.com   |

| Status of the Institution |            |
|---------------------------|------------|
| Institution Status        | Government |

| Type of Institution |              |
|---------------------|--------------|
| By Gender           | Co-education |
| By Shift            | Regular Day  |

| Recognized Minority institution            |    |
|--------------------------------------------|----|
| If it is a recognized minority institution | No |

| Establishment Details |
|-----------------------|
|                       |

| State | University name    | Document                      |
|-------|--------------------|-------------------------------|
| Assam | Gauhati University | <a href="#">View Document</a> |

**Details of UGC recognition**

| Under Section | Date       | View Document                 |
|---------------|------------|-------------------------------|
| 2f of UGC     | 12-02-2004 | <a href="#">View Document</a> |
| 12B of UGC    | 12-02-2004 | <a href="#">View Document</a> |

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

| Statutory Regulatory Authority | Recognition/Approval details Institution/Department programme | Day,Month and year(dd-mm-yyyy) | Validity in months | Remarks |
|--------------------------------|---------------------------------------------------------------|--------------------------------|--------------------|---------|
| No contents                    |                                                               |                                |                    |         |

**Recognitions**

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

**Location and Area of Campus**

| Campus Type      | Address                                                         | Location* | Campus Area in Acres | Built up Area in sq.mts. |
|------------------|-----------------------------------------------------------------|-----------|----------------------|--------------------------|
| Main campus area | Chhaygaon College,<br>Chhaygaon, Kamrup, Assam,<br>PIN - 781124 | Rural     | 10.38                | 27592.2                  |

**2.2 ACADEMIC INFORMATION**

| Details of Programmes Offered by the College (Give Data for Current Academic year) |                             |                    |                     |                       |                     |                         |
|------------------------------------------------------------------------------------|-----------------------------|--------------------|---------------------|-----------------------|---------------------|-------------------------|
| Programme Level                                                                    | Name of Programme/Course    | Duration in Months | Entry Qualification | Medium of Instruction | Sanctioned Strength | No.of Students Admitted |
| UG                                                                                 | BA,Assamese                 | 36                 | Higher Secondary    | Assamese              | 185                 | 185                     |
| UG                                                                                 | BA,English                  | 36                 | Higher Secondary    | English               | 120                 | 65                      |
| UG                                                                                 | BA,Education                | 36                 | Higher Secondary    | English,Assamese      | 120                 | 70                      |
| UG                                                                                 | BA,History                  | 36                 | Higher Secondary    | English,Assamese      | 90                  | 88                      |
| UG                                                                                 | BA,Economics                | 36                 | Higher Secondary    | English,Assamese      | 90                  | 28                      |
| UG                                                                                 | BA,Hindi                    | 36                 | Higher Secondary    | Hindi                 | 180                 | 121                     |
| UG                                                                                 | BA,Philosophy               | 36                 | Higher Secondary    | English,Assamese      | 90                  | 60                      |
| UG                                                                                 | BA,Political Science        | 36                 | Higher Secondary    | English,Assamese      | 180                 | 145                     |
| UG                                                                                 | BCom,Accountancy            | 36                 | Higher Secondary    | English,Assamese      | 200                 | 200                     |
| UG                                                                                 | BCom,Management             | 36                 | Higher Secondary    | English,Assamese      | 200                 | 200                     |
| UG                                                                                 | BCom,Finance                | 36                 | Higher Secondary    | English,Assamese      | 200                 | 200                     |
| UG                                                                                 | BCom,Information Technology | 36                 | Higher Secondary    | English,Assamese      | 250                 | 248                     |
| UG                                                                                 | BCom,Information Technology | 36                 | Higher Secondary    | English,Assamese      | 60                  | 45                      |
| UG                                                                                 | BA,Information Technology   | 36                 | Higher Secondary    | English,Assamese      | 60                  | 0                       |
| UG                                                                                 | BBA,Bba                     | 36                 | Higher Secondary    | English               | 40                  | 0                       |

|                                                                   |                               |    |                  |                   |     |     |
|-------------------------------------------------------------------|-------------------------------|----|------------------|-------------------|-----|-----|
| UG                                                                | BCom, Commerce                | 36 | Higher Secondary | English, Assamese | 100 | 21  |
| UG                                                                | BA, Arts                      | 36 | Higher Secondary | English, Assamese | 700 | 446 |
| UG                                                                | BA, Arts                      | 36 | Higher Secondary | Hindi             | 60  | 0   |
| PG                                                                | MA, Assamese                  | 24 | Graduation       | Assamese          | 15  | 19  |
| PG Diploma recognised by statutory authority including university | PGDCA, Information Technology | 12 | Graduation       | English           | 20  | 15  |

### Position Details of Faculty & Staff in the College

| Teaching Faculty                                                |           |        |        |       |                     |        |        |       |                     |        |        |       |
|-----------------------------------------------------------------|-----------|--------|--------|-------|---------------------|--------|--------|-------|---------------------|--------|--------|-------|
|                                                                 | Professor |        |        |       | Associate Professor |        |        |       | Assistant Professor |        |        |       |
|                                                                 | Male      | Female | Others | Total | Male                | Female | Others | Total | Male                | Female | Others | Total |
| Sanctioned by the UGC /University State Government              | 0         |        |        |       | 1                   |        |        |       | 34                  |        |        |       |
| Recruited                                                       | 0         | 0      | 0      | 0     | 1                   | 0      | 0      | 1     | 21                  | 11     | 0      | 32    |
| Yet to Recruit                                                  | 0         |        |        |       | 0                   |        |        |       | 2                   |        |        |       |
| Sanctioned by the Management/Society or Other Authorized Bodies | 0         |        |        |       | 0                   |        |        |       | 0                   |        |        |       |
| Recruited                                                       | 0         | 0      | 0      | 0     | 0                   | 0      | 0      | 0     | 0                   | 0      | 0      | 0     |
| Yet to Recruit                                                  | 0         |        |        |       | 0                   |        |        |       | 0                   |        |        |       |

| Non-Teaching Staff                                              |      |        |        |       |
|-----------------------------------------------------------------|------|--------|--------|-------|
|                                                                 | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government              |      |        |        | 16    |
| Recruited                                                       | 7    | 1      | 0      | 8     |
| Yet to Recruit                                                  |      |        |        | 8     |
| Sanctioned by the Management/Society or Other Authorized Bodies |      |        |        | 0     |
| Recruited                                                       | 0    | 0      | 0      | 0     |
| Yet to Recruit                                                  |      |        |        | 0     |

| Technical Staff                                                 |      |        |        |       |
|-----------------------------------------------------------------|------|--------|--------|-------|
|                                                                 | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government              |      |        |        | 0     |
| Recruited                                                       | 0    | 0      | 0      | 0     |
| Yet to Recruit                                                  |      |        |        | 0     |
| Sanctioned by the Management/Society or Other Authorized Bodies |      |        |        | 0     |
| Recruited                                                       | 0    | 0      | 0      | 0     |
| Yet to Recruit                                                  |      |        |        | 0     |

### Qualification Details of the Teaching Staff

| Permanent Teachers     |           |        |        |                     |        |        |                     |        |        |       |
|------------------------|-----------|--------|--------|---------------------|--------|--------|---------------------|--------|--------|-------|
| Highest Qualification  | Professor |        |        | Associate Professor |        |        | Assistant Professor |        |        |       |
|                        | Male      | Female | Others | Male                | Female | Others | Male                | Female | Others | Total |
| D.sc/D.Litt/LLD/DM/MCH | 0         | 0      | 0      | 0                   | 0      | 0      | 0                   | 0      | 0      | 0     |
| Ph.D.                  | 0         | 0      | 0      | 0                   | 0      | 0      | 6                   | 7      | 0      | 13    |
| M.Phil.                | 0         | 0      | 0      | 1                   | 0      | 0      | 12                  | 6      | 0      | 19    |
| PG                     | 0         | 0      | 0      | 1                   | 0      | 0      | 19                  | 13     | 0      | 33    |
| UG                     | 0         | 0      | 0      | 0                   | 0      | 0      | 0                   | 0      | 0      | 0     |

| Temporary Teachers     |           |        |        |                     |        |        |                     |        |        |       |
|------------------------|-----------|--------|--------|---------------------|--------|--------|---------------------|--------|--------|-------|
| Highest Qualification  | Professor |        |        | Associate Professor |        |        | Assistant Professor |        |        |       |
|                        | Male      | Female | Others | Male                | Female | Others | Male                | Female | Others | Total |
| D.sc/D.Litt/LLD/DM/MCH | 0         | 0      | 0      | 0                   | 0      | 0      | 0                   | 0      | 0      | 0     |
| Ph.D.                  | 0         | 0      | 0      | 0                   | 0      | 0      | 0                   | 0      | 0      | 0     |
| M.Phil.                | 0         | 0      | 0      | 0                   | 0      | 0      | 2                   | 0      | 0      | 2     |
| PG                     | 0         | 0      | 0      | 0                   | 0      | 0      | 2                   | 0      | 0      | 2     |
| UG                     | 0         | 0      | 0      | 0                   | 0      | 0      | 0                   | 0      | 0      | 0     |

| Part Time Teachers     |           |        |        |                     |        |        |                     |        |        |       |
|------------------------|-----------|--------|--------|---------------------|--------|--------|---------------------|--------|--------|-------|
| Highest Qualification  | Professor |        |        | Associate Professor |        |        | Assistant Professor |        |        |       |
|                        | Male      | Female | Others | Male                | Female | Others | Male                | Female | Others | Total |
| D.sc/D.Litt/LLD/DM/MCH | 0         | 0      | 0      | 0                   | 0      | 0      | 0                   | 0      | 0      | 0     |
| Ph.D.                  | 0         | 0      | 0      | 0                   | 0      | 0      | 0                   | 0      | 0      | 0     |
| M.Phil.                | 0         | 0      | 0      | 0                   | 0      | 0      | 1                   | 0      | 0      | 1     |
| PG                     | 0         | 0      | 0      | 0                   | 0      | 0      | 7                   | 16     | 0      | 23    |
| UG                     | 0         | 0      | 0      | 0                   | 0      | 0      | 0                   | 0      | 0      | 0     |

| Details of Visting/Guest Faculties                         |        |  |        |  |
|------------------------------------------------------------|--------|--|--------|--|
| Number of Visiting/Guest Faculty engaged with the college? | Male   |  | Female |  |
|                                                            | Others |  | Total  |  |
|                                                            | 5      |  | 2      |  |
|                                                            | 0      |  | 7      |  |

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

| Programme                                                         |        | From the State Where College is Located | From Other States of India | NRI Students | Foreign Students | Total |
|-------------------------------------------------------------------|--------|-----------------------------------------|----------------------------|--------------|------------------|-------|
| UG                                                                | Male   | 950                                     | 0                          | 0            | 0                | 950   |
|                                                                   | Female | 851                                     | 0                          | 0            | 0                | 851   |
|                                                                   | Others | 0                                       | 0                          | 0            | 0                | 0     |
| PG                                                                | Male   | 3                                       | 0                          | 0            | 0                | 3     |
|                                                                   | Female | 16                                      | 0                          | 0            | 0                | 16    |
|                                                                   | Others | 0                                       | 0                          | 0            | 0                | 0     |
| PG Diploma recognised by statutory authority including university | Male   | 7                                       | 0                          | 0            | 0                | 7     |
|                                                                   | Female | 8                                       | 0                          | 0            | 0                | 8     |
|                                                                   | Others | 0                                       | 0                          | 0            | 0                | 0     |

| Provide the Following Details of Students admitted to the College During the last four Academic Years |        |        |        |        |        |
|-------------------------------------------------------------------------------------------------------|--------|--------|--------|--------|--------|
| Category                                                                                              |        | Year 1 | Year 2 | Year 3 | Year 4 |
| SC                                                                                                    | Male   | 60     | 46     | 44     | 44     |
|                                                                                                       | Female | 73     | 70     | 65     | 78     |
|                                                                                                       | Others | 0      | 0      | 0      | 0      |
| ST                                                                                                    | Male   | 129    | 112    | 103    | 123    |
|                                                                                                       | Female | 155    | 137    | 131    | 139    |
|                                                                                                       | Others | 0      | 0      | 0      | 0      |
| OBC                                                                                                   | Male   | 131    | 98     | 108    | 111    |
|                                                                                                       | Female | 153    | 151    | 126    | 151    |
|                                                                                                       | Others | 0      | 0      | 0      | 0      |
| General                                                                                               | Male   | 409    | 466    | 425    | 542    |
|                                                                                                       | Female | 786    | 583    | 560    | 560    |
|                                                                                                       | Others | 0      | 0      | 0      | 0      |
| Others                                                                                                | Male   | 0      | 0      | 0      | 0      |
|                                                                                                       | Female | 0      | 0      | 0      | 0      |
|                                                                                                       | Others | 0      | 0      | 0      | 0      |
| Total                                                                                                 |        | 1896   | 1663   | 1562   | 1748   |

### Institutional preparedness for NEP

|                                                                                                                    |                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Multidisciplinary/interdisciplinary:                                                                            | Interdisciplinary                                                                                                                                                                                                                                                            |
| 2. Academic bank of credits (ABC):                                                                                 | NIL                                                                                                                                                                                                                                                                          |
| 3. Skill development:                                                                                              | Initiation has been taken to introduce two courses on skill development recently. The two courses are Account & Executive and Data Entry Operator.                                                                                                                           |
| 4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course): | As per the guidelines and instructions given by our parent University i.e., Gauhati University, programmes on Modern Indian Language (MIL) are available in our curriculum. Subjects like History and English offer papers on Indian culture and heritage under CBCS system. |
|                                                                                                                    |                                                                                                                                                                                                                                                                              |

|                                            |                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. Focus on Outcome based education (OBE): | Outcome Based Education (OBE) has not been implemented by our parent University so far. On institutional level our college has introduced some skill development courses. Moreover, mentoring system helps the students of Degree level to find out weaknesses and how to build up personality under the guidance of an efficient mentor.                                           |
| 6. Distance education/online education:    | The institution imparts both the distance and online education to the students of the greater area of Chhaygaon. The students can opt for higher education under Gauhati University IDOL and KKHSOU through distance mode. Besides, the students of the institution availed online facilities during the Covid-19 period for which the facilities were provided by the institution. |

### Institutional Initiatives for Electoral Literacy

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Whether Electoral Literacy Club (ELC) has been set up in the College?                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes                                                                                                                                                                                            |
| 2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?                                                                                                                                                                                                                                                                                                                                        | Yes, The ELCs are functional.                                                                                                                                                                  |
| 3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc. | 1. Awareness programme on online platform was conducted for new voters. 2. Door to door campaign was conducted in the post Covid-19 period. 3. 'National Voters Day' is observed in each year. |
| 4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.                                                                                                                                                                                                                               | Yes. Awareness drive was conducted.                                                                                                                                                            |
| 5. Extent of students above 18 years who are yet to be                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | No such case has been detected yet.                                                                                                                                                            |

|                                                                                                                                                                        |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters. |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

## Extended Profile

### 1 Students

#### 1.1

Number of students year wise during the last five years

| 2021-22                                     | 2020-21 | 2019-20                       | 2018-19 | 2017-18 |
|---------------------------------------------|---------|-------------------------------|---------|---------|
| 1896                                        | 1663    | 1562                          | 1746    | 1828    |
| File Description                            |         | Document                      |         |         |
| Institutional data in the prescribed format |         | <a href="#">View Document</a> |         |         |

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

| Response: 37 | File Description                            | Document                      |
|--------------|---------------------------------------------|-------------------------------|
|              | Institutional data in the prescribed format | <a href="#">View Document</a> |

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 33      | 37      | 33      | 33      | 37      |

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

| 2021-22   | 2020-21   | 2019-20   | 2018-19 | 2017-18 |
|-----------|-----------|-----------|---------|---------|
| 152.41454 | 158.27612 | 145.49459 | 153     | 112.7   |

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

**1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment**

**Response:**

The curricular planning and documentation fall under the purview of the Parent University. In preparation for the class routine, the academic calendar, Guidelines of Gauhati University are followed. Every department is required to maintain a lesson plan cum record of classes. An attendance register is maintained for each and every class which is an authentic record of taking classes by the faculty members. Every teacher maintains the syllabus register up to date. Every department maintains departmental proceedings guided and monitored by the H.O.D.s. The principal calls a meeting of H.O.D.s to plan the academic activities. A similar meeting is held at the end of every month to discuss the Progress and required changes and to assess the achievement. This meeting is also held before the start of the semester and sessional examinations to assess the progress of the syllabus. Students' seminars, field works, departmental excursions, institutional exchange programs with other Colleges, and institutional visits are conducted and organized from time to time. Besides the sessional examination, an internal assessment of the students is conducted on the basis of different parameters like class attendance, home assignments, students' seminars, etc.

| File Description                        | Document                      |
|-----------------------------------------|-------------------------------|
| Upload Additional information           | <a href="#">View Document</a> |
| Provide Link for Additional information | <a href="#">View Document</a> |

#### 1.2 Academic Flexibility

**1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years**

**Response: 2**

| File Description                            | Document                      |
|---------------------------------------------|-------------------------------|
| Upload supporting document                  | <a href="#">View Document</a> |
| Institutional data in the prescribed format | <a href="#">View Document</a> |

**1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years**

**Response: 1.63****1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 24      | 21      | 30      | 30      | 37      |

| File Description                            | Document                      |
|---------------------------------------------|-------------------------------|
| Upload supporting document                  | <a href="#">View Document</a> |
| Institutional data in the prescribed format | <a href="#">View Document</a> |

**1.3 Curriculum Enrichment****1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum****Response:**

The college maintains and tries to implement different types of tactics and programmes to solve problems and issues related to professional ethics, gender, human values and the environment. The College teachers are provided with different teacher training programmes from time to time. Apart from that eminent scholars from different fields are invited to deliver lectures and comprehend our teachers with up-to-date knowledge. Moreover, some courses are introduced to integrate and crosscut issues related to Gender Ethics, professional ethics, environment and human values. Courses like Environmental Education and Environmental Studies have been introduced in B.A. and B.Com programmes. M.A. course in the discipline of Assamese has been running successfully for last many years. The following activities have been conducted to make the events effective: -

- a) One-Day Workshop on CBCS on 21-10-2020,
- b) Seven-Day Workshop on Women's Safety,
- c) A special talk on PCOD on 18-12-2020,
- d) International Women's Day Celebration on 08-03-2021,
- e) An Awareness Programme on Safety and Security of Women on 29-12-2020 and f) Celebration of World Environment Day (Door to Door Plantation).

| File Description              | Document                      |
|-------------------------------|-------------------------------|
| Upload Additional information | <a href="#">View Document</a> |

### 1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 19.57

#### 1.3.2.1 Number of students undertaking project work/field work / internships

Response: 371

| File Description                            | Document                      |
|---------------------------------------------|-------------------------------|
| Upload supporting document                  | <a href="#">View Document</a> |
| Institutional data in the prescribed format | <a href="#">View Document</a> |

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)**

**Response:** Yes

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Upload supporting document | <a href="#">View Document</a> |

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Enrolment percentage

**Response:** 100

##### 2.1.1.1 Number of students admitted year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 1896    | 1663    | 1562    | 1746    | 1828    |

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 1896    | 1663    | 1562    | 1746    | 1828    |

| File Description                            | Document                      |
|---------------------------------------------|-------------------------------|
| Upload supporting document                  | <a href="#">View Document</a> |
| Institutional data in the prescribed format | <a href="#">View Document</a> |

#### 2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

**Response:** 100

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 701     | 614     | 577     | 646     | 676     |

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

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| 701     | 614     | 577     | 646     | 676     |

| File Description                            | Document                      |
|---------------------------------------------|-------------------------------|
| Upload supporting document                  | <a href="#">View Document</a> |
| Institutional data in the prescribed format | <a href="#">View Document</a> |

## 2.2 Student Teacher Ratio

### 2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

**Response:** 57.45

## 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 using ICT tools

**Response:**

#### A. Experiential Learning:

- Students are benefitted from involvement in a Group Dissertation Project involving data collection, analysis of the findings, interpretation of results, etc.
- Students are involved in various curricular activities, inter-departmental, and intra/inter-college events.
- Various programs are arranged inviting experts from different fields of knowledge like administration, socio-cultural events, art, and craftsmanship. Students meet Guest Speakers in seminars, workshops, group discussions, and interactions, with industrial groups.

#### B. Participative learning:

Curricular aspects such as Group Assignments, Group Projects, Group practicals, surveys, and Practical make theoretical knowledge stronger as per the requirements of present-day learning.

- students are involved in various academic and non-academic events and competitions.
- with a view to developing collaborative skills, the students are engaged in group events like Group Discussions and paper presentations
- students are led to visit nearby industries to help them to realize and understand real-world situations.

- In order to strengthen their thinking skills the students are involved in activities like seminars, quizzes, and project works.

#### C. Problem-solving methodologies:

Being members of different committees, the students get opportunities to contribute towards solutions to constraints. The students are engaged in discussions on contemporary issues, in the self-defense training program, and in the Yoga workshop.

| File Description                        | Document                      |
|-----------------------------------------|-------------------------------|
| Upload Additional information           | <a href="#">View Document</a> |
| Provide Link for Additional information | <a href="#">View Document</a> |

## 2.4 Teacher Profile and Quality

### 2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

**Response:** 100

#### 2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 33      | 37      | 33      | 33      | 37      |

| File Description           | Document                      |
|----------------------------|-------------------------------|
| Upload supporting document | <a href="#">View Document</a> |

### 2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 9.25

#### 2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 03      | 03      | 03      | 03      | 04      |

| File Description                            | Document                      |
|---------------------------------------------|-------------------------------|
| Upload supporting document                  | <a href="#">View Document</a> |
| Institutional data in the prescribed format | <a href="#">View Document</a> |

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

#### Response:

Internal Assessment in the institution is transparent. It follows the regulations of Gauhati University for Internal Evaluation. The process of Internal Evaluation starts at the classroom level after the examination. Marks are incorporated in the internals along with the performance in assignments, projects, and attendance. The assignments and project topics are given to students based on the capacity of the students to bring out their intellectual competence.

1. Internal evaluation of students is conducted through class tests, writing assignments, and seminar presentations.
2. Sessional examinations are conducted by following the guidelines of Gauhati University.
3. Re-examination for students failing to appear for sessional examination due to genuine causes is arranged.
4. The office of the college keeps records of examination-related matters.
5. Marks of internal examinations are uploaded to the Gauhati University Examination portal.
6. Internal assessments are conducted methodically and the answer scripts are preserved in the departments

#### Internal examination:

The students facing examination-related problems can approach the respective heads of the departments for solutions. In addition, the students can share their problems with the faculty members as well as the Principal.

#### External examination:

When a grievance is found related to course syllabi or evaluation methods, Gauhati University is consulted. The following are the common grievances of the students :

- Out-of-syllabus questions
- Re-evaluation, re-totaling of marks in university examinations
- mistake in information in admit card
- withheld results
- Change of medium of instructions offered by the students

The principal of the college who is also the Officer –in – Charge of the Examinations, makes it sure that the university is properly informed about the students' grievances.

| File Description              | Document                      |
|-------------------------------|-------------------------------|
| Upload Additional information | <a href="#">View Document</a> |

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated**

**Response:**

The institution offers programmes both in undergraduate and graduate levels. The institution offers B.A. and B.Com. programmes in different subjects viz. English, Education , History, Assamese , Hindi, Philosophy, Political Science, Economics, Mathematics, Finance, Management, E-commerce and Accountancy. Apart from these, the college avails Post-graduate programmes in Assamese under its parents University . Besides, diploma course like PGDCA is also offered for the aspirant learners. Different P.G. courses under IDOL and KKHSOU have been being run parallelly for the greater interest of the community. Mechanism of communication:

For all the programmes and courses of the institution follows the syllabus and guidelines of the parent University. It is not applicable in case of the programmes and courses under KKHSOU. For the programmes and courses under KKHSOU the guidelines and syllabus of KKHSOU are followed. To fulfill the needs of the students and for effective communication different strategies and mechanism are used. ICT tools, digital boards are used to reach maximum students in minimum duration of time. Traditional strategies and equipments like blackboard, seminar, tutorials are used and organized to meet the needs of each and every student. Moreover, field visit, educational tour are also conducted from time to time.

| File Description                        | Document                      |
|-----------------------------------------|-------------------------------|
| Upload Additional information           | <a href="#">View Document</a> |
| Provide Link for Additional information | <a href="#">View Document</a> |

### 2.6.2 Pass percentage of Students during last five years

**Response:** 89.6

#### 2.6.2.1 Number of final year students who passed the university examination year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 393     | 348     | 359     | 348     | 318     |

**2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 456     | 376     | 404     | 379     | 356     |

| File Description                            | Document                      |
|---------------------------------------------|-------------------------------|
| Upload supporting document                  | <a href="#">View Document</a> |
| Institutional data in the prescribed format | <a href="#">View Document</a> |

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:**

| File Description                        | Document                      |
|-----------------------------------------|-------------------------------|
| Upload database of all students on roll | <a href="#">View Document</a> |

## Criterion 3 - 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 last five years (INR in Lakhs)**

**Response:** 0

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 00      | 00      | 00      | 00      | 00      |

**File Description**

**Document**

Institutional data in the prescribed format

[View Document](#)

### 3.2 Innovation Ecosystem

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

**Response:**

The institution is taking initiative to enrich knowledge of the students and staff so that the global demands and expectations are met. For this purpose different ways are adopted which include industry institute interaction, entrepreneurial development activities, research and development activities related seminar and so on.

The Research, Inovations and Extension Commitee, Seminar and Publication Committee have undertaken many steps to promote innovative mindset of the students and staff and to create and transfer of knowledge. An inaugural cum Orientation Programme was organised on Yuva Shakti - an Entrepreneurship Mindset Programme on 09/12/2020. A talk was arranged on how to prepare for competitive examination on 5th September, 2018. Students and teachers jointly enact drama on Teacher's Day every year excluding Covid-19 period. Departmental wall magazine competition is held every year on college foundation day, i.e., 6th September. MoU with different social organisations like Bamunigaon Anchalik Pradip Sangha which was established in 1954, renowned NGO, Grameen Sahara have been signed for the purpose of community service and other socio-cultural extension activities including transfer of knowledge.

Apart from that field trips, educational tours for survey, industrial visits by the students are conducted as a routine academic work.

The Youth Employment Programme (YEP) stems from the TATA Affirmative Action programme (TAAP) for employability skills among Under Graduate Students have been generated in the institution. A good number of students have already registered their names under the initiative and guidance of the college.

| File Description                        | Document                      |
|-----------------------------------------|-------------------------------|
| Provide Link for Additional information | <a href="#">View Document</a> |

### ***3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years***

**Response:** 30

#### **3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 12      | 11      | 02      | 00      | 05      |

| File Description                            | Document                      |
|---------------------------------------------|-------------------------------|
| Upload supporting document                  | <a href="#">View Document</a> |
| Institutional data in the prescribed format | <a href="#">View Document</a> |

## **3.3 Research Publications and Awards**

### ***3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years***

**Response:** 0.76

#### **3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 14      | 06      | 03      | 05      | 00      |

| File Description                            | Document                      |
|---------------------------------------------|-------------------------------|
| Institutional data in the prescribed format | <a href="#">View Document</a> |

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

**Response:** 0.81

#### 3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 14      | 08      | 06      | 01      | 01      |

| File Description                            | Document                      |
|---------------------------------------------|-------------------------------|
| Institutional data in the prescribed format | <a href="#">View Document</a> |

## 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 last five years.

**Response:**

Extension activities to sensitize students are being conducted by the college from time to time on regular basis. The College has adopted a village named Ratanpur and organized different events to uplift the living style of the tribal people in that village. The students get the opportunity to deal in different issues directly in the community as well as in that adopted village as members and volunteers of NSS, Scouts & guides units of the College. Moreover, street plays on issues like gender sensitization, literacy are conducted and performed by College students. Apart from that IQAC in collaboration with NSS unit organises 10 day Yoga Camp. The NSS unit organised seven day workshop on 'Self Defence for Women' for the girl students. The Unit observed National Girls' Day and felicitated two girl students on 24th January, 2022. International Women's Day is celebrated by the Women Cell, Chhaygaon College in collaboration with IQAC on 8th March, 2022. IQAC organizes Rally on different social issues to aware the community with direct involvement of the students. Cleanliness drives are also conducted by NSS, Scouts & guides & ENS students at different times. Blood Donation Camp in collaboration with Assam Aids Control Society had been organized in College campus and other places for many times. The students donate blood in those camps and become more sensitized towards society & community. The NSS volunteers rendered praiseworthy service during the time of Covid 19 pandemic. The volunteers offered voluntary service in more than hundred vaccination camps. Moreover, they visited the community door to door to make them aware to get vaccinated.

| File Description                        | Document                      |
|-----------------------------------------|-------------------------------|
| Upload Additional information           | <a href="#">View Document</a> |
| Provide Link for Additional information | <a href="#">View Document</a> |

### 3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

#### Response:

1. The College NSS Unit has been acknowledged and praised by the Govt. of Assam for their relentless service towards the community during Covid-19 pandemic era. The Government of Assam offered certificate of appreciation to the NSS Volunteers on independence day, 2021.
2. Our student Mallika Das bagged **National Film award of Best Audiography by Govt. of India** for her contribution in the film "**Village Rockstars**" in 2017.
3. Our student Bhanita Das was awarded with **Best Child Artist National Film Award, 2017** by the Govt. of India.
4. Our student Arnali Das was awarded with **Best Actress (New Comer) by Govt. of Assam** in 8th Assam State Film Awards for the year 2018.
5. Our student Manoranjan Das was awarded with **Best Actor (New Comer) Govt. of Assam** in 8th Assam State Film Awards for the year 2018.

| File Description                        | Document                      |
|-----------------------------------------|-------------------------------|
| Provide Link for Additional information | <a href="#">View Document</a> |

### 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 organised in collaboration with industry, community and NGOs) during the last five years

Response: 20

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 06      | 03      | 02      | 01      | 08      |

| File Description                            | Document                      |
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| Upload supporting document                  | <a href="#">View Document</a> |
| Institutional data in the prescribed format | <a href="#">View Document</a> |

### 3.5 Collaboration

**3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.**

**Response:** 05

| File Description                            | Document                      |
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## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

##### Response:

- There are 35 classrooms and 3 seminar halls
- There are 5 ICT classrooms with a projector
- As a whole, our college has 70 computer sets. There are 35 computers in the computer lab and in the library, 6 computers are in use
- There are 3 seminar halls with sitting capacity for 250 persons.
- The library preserves a total of 17251 textbooks and 11641 reference books, 6 news papers and 5 magazines, and 3 journals. There are 15 back volumes of journals and magazines.
- Wi-Fi connectivity is available on the college campus.
- The college has a soundproof auditorium with an improved sound system which is used to organize cultural activities
- Cultural events and competitions are organized during Annual College Week, Freshers' Social, and other celebrations
- The College leads students in participating in Inter -college Youth Festival organized by Gauhati University
- The students perform Full Drama on Teachers' Day in which some teachers also take leading roles.
- Street Play on Gender Sensitisation and social awareness was enacted by students on the college ground and in two other nearby institutions ( D.K. Girls' College and College of Education, Mirza )

##### Gymnasium:

The gymnasium hall has various equipment for physical exercise. The students of the college utilized it regularly.

##### Yoga:

The college has a Yoga Room where students and teachers perform Yoga and organize Yoga Camps for guiding and inspiring the students.

#### 4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

**Response:** 28.52

##### 4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

|          |          |          |         |         |
|----------|----------|----------|---------|---------|
| 2021-22  | 2020-21  | 2019-20  | 2018-19 | 2017-18 |
| 49.42317 | 51.24562 | 33.87511 | 49.42   | 21.9    |

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| Institutional data in the prescribed format | <a href="#">View Document</a> |

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

#### Response:

The library of Chhaygaon College provides the students as well as faculty members with easy access to the information found in resources like books, magazines, and journals.

The College installed SOUL 2.0.0.12 Library Automation system in the library in the year 2015 and the same has been upgraded regularly. The students and faculty members use the resources during working hours.

As per the recommendation made by Library Committee and considering the users' requirements, fresh books are purchased. The College spent amounts on the purchase of books, and journals as follows :

|         |         |           |         |         |
|---------|---------|-----------|---------|---------|
| 2017-18 | 2018-19 | 2019-2020 | 2020-21 | 2021-22 |
| 2.30    | 0.87    | 13.08     | 2.44    | 5.55    |

The College has subscribed N-List which provides the students with opportunity to access the e-journals.

The teachers and students are habituated to visiting the College library to upgrade knowledge in individual fields, the record of which has been furnished below:

|         |         |           |         |         |
|---------|---------|-----------|---------|---------|
| 2017-18 | 2018-19 | 2019-2020 | 2020-21 | 2021-22 |
| 4.6     | 10.2    | 11.01     | 3       | 8       |

| File Description                        | Document                      |
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### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

##### Response:

Our College is equipped with ICT infrastructure to facilitate teaching-learning activities.

We have 4 smart classrooms which are used for effective classroom delivery and information sharing with our students through Power Point presentations.

There are 70 computers and 6 laptops equipped with 4 GB RAM.

- The computers are connected to printers and scanners wherever required.
- Free Wi-Fi facility is provided in the library, office, and IQAC office room through which the students and staff can download information.
- The antivirus is renewed once every three years.
- For safety and security purposes the college has placed 36 Closed Circuit Television ( CCTV ) cameras at different locations of the campus and in 30 classrooms.
- Fire extinguishers have been installed on each floor in significant locations.

| File Description                        | Document                      |
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#### 4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 35.77

##### 4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 53

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

**Response:** 67.46**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 103     | 107     | 131     | 131     | 15      |

| File Description                            | Document                      |
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| Institutional data in the prescribed format | <a href="#">View Document</a> |

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

**Response:** 3.4

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 11      | 201     | 44      | 27      | 13      |

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#### 5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** C. 2 of the above

#### File Description

Institutional data in the prescribed format

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#### 5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

**Response:** 0.46

##### 5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 00      | 00      | 00      | 00      | 40      |

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#### 5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: C. Any 2 of the above

| File Description           | Document                      |
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## 5.2 Student Progression

#### 5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 15.06

##### 5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 125     | 47      | 27      | 47      | 20      |

##### 5.2.1.2 Number of outgoing students year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 393     | 348     | 359     | 348     | 318     |

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#### 5.2.2 Percentage of students qualifying in state/national/ international level examinations during the

**last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**

**Response:** 58.26

**5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 07      | 09      | 04      | 105     | 02      |

**5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 18      | 20      | 21      | 119     | 40      |

#### **File Description**

#### **Document**

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### **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 last five years**

**Response:** 12

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 04      | 00      | 01      | 05      | 02      |

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| Institutional data in the prescribed format | <a href="#">View Document</a> |

### 5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 2.4

#### 5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| 04      | 01      | 01      | 05      | 01      |

| File Description                            | Document                      |
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| Institutional data in the prescribed format | <a href="#">View Document</a> |

## 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

**Response:**

The role of ex-students has been increasing to impart higher education day by day. The Alumni association of Chhaygaon College takes pride having a good number of competent alumni as members of the association who later have been able to get their desired end in some reputed institutions and fields. A number of alumni of the college have been serving as teachers in different educational institutions as well as in Chhaygaon College itself. Besides several other alumnus over the last few years have been appointed as school teachers, State and Central government employees while some others have been engaged with their self employed occupation . Some of them have created employment opportunities for others. Moreover, some others have also been playing significant roles in different fields such as social, political, cultural, sports, economic, educational and so on. Some of our alumni have contributed books, book selves, almiras, television set and other necessary tools to the institution. Apart from that the fund of the association is generated by the contribution of the alumnus. The Alumnus Association has taken the mission to construct the College gate and Martyr's alter in the College campus. The association also contributed to the college with some financial help from time to time. A new executive committee has been constructed by the Principal, Chhaygaon College as per the resolution adopted in the General Meeting of the Alumni Association held on 20/10/2022. Active process for registration of the Alumni Association is initiated.

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## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

**6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance**

**Response:**

The Vision and Mission of Chhaygaon College are reviewed and redefined in view of national and global trends in education. Goals are set to attain the objectives enshrined in national policy for higher education. In the present context, the vision of the college is to provide excellent educational opportunities with the objective of empowering students to contribute to the transformation of society by encouraging and molding them to be socially conscious and responsible.

The institution's vision and mission reflect the distinctive characteristics of the institution. The college caters to the educational, social, cultural, and economic needs of the society. All these characteristics are reflected in its policies. Teachers actively work to achieve these policies. Transparency is maintained by sharing information on the College website to make it easily available to the students of the College. Discipline is calculated in the teaching process and students are being monitored.

Decentralization and participation management are achieved through a system of College Committees that include different stakeholders. The Governing body of the college is the apex authority for college governance and the Principal serves as its secretary. It includes teachers, community representatives, guardians of the students, and members of the affiliating university community, thereby itself being the highly representative character. The governing body delegates all the academic and operational decisions in its policy.

The faculty members also play a role in the decision-making of the College. A large number of issues are discussed in staff meetings giving scope for collective thinking and decision-making. The HOD manages the department and regularly keeps in touch with the Principal of the College. There are various committees and cells to coordinate the curricular and co-curricular activities of the college and to support the management such as the Construction and Maintenance Committee, Admission Committee, Examination Committee, Research Activities Cell, Seminar and Workshop Committee, Anti-ragging Committee, Library Committee, Internal Complaints Committee, Grievance Redressal Cell, Career Counseling, Certificate Courses and Placement cell, Entrepreneurship and Extension Activity Cell, etc. The activities of various committees are coordinated by the IQAC. The student body arranges and organizes different activities and competitions in the College. Librarians and NSS members are also involved in decision-making. Library automation is encouraged by the library and library committee.

#### **Activities under RUSA**

Almost all stakeholders right from the President of Governing Body to the President and Secretary of the Students Union, the Principal as President, the NAAC Coordinator, the President Teachers' Unit, two teaching members/ One G.B. member, and the office Junior Assistant are all actively involved in the entire process of utilization of funds received from RUSA for infrastructural growth of the institution right from preparation of estimate to payment to vendors following rules and regulations prescribed by RUSA and

| State Government.             |                               |
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## 6.2 Strategy Development and Deployment

### 6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

#### Response:

In Chhaygaon College functional structure can be divided into two parts- Academic (Nodal Agency Gauhati University) and Administrative (Nodal Agency Directorate of Higher Education, Assam). The College has a governing body along with subordinate bodies as a management body. The Governing Body includes a president who is nominated by the Government of Assam, representatives of teachers, non-teaching staff, guardian's representative, nominees of the affiliating university, and the local MLA. The Principal is the secretary of the Governing Body and head of the college. He is supported in his functioning by the Vice-Principal.

The principal is the head of the administrative and teaching-learning process and also pays overall attention to the smooth functioning of the College. Office functions are guided by the administrative and financial rules of the Government of Assam.

Various committees are constituted for the planning, preparation, and execution of academic, administrative, and extra-curricular purposes. Each committee consists of the convener and its members. The functioning of the committees is coordinated by the IQAC.

Teaching staff in the college are recruited following the UGC's rules for recruitment of assistant professors in college and the same rules also govern their career advancement. Teachers also come under the purview of the Government of Assam's service conduct rules. The recruitment and promotion of non-teaching staff are guided by the rules of the Government of Assam.

The college has a Grievance Redressal Cell. It is formed by faculty, staff, external female member, and students to resolve them. The Principal of the institution is the head of the cell. All grievances from students, teachers, and non-teaching staff are received by the cell and its members try to resolve the problems at their level with support from the college administration. Moreover, an anti-sexual harassment cell is formed following the rules of DHE.

The institutional perspective plan aligns with the vision and mission of the institution which are the constant driving factors for improving academic quality policies and strategies. Some of the areas in which the institutional perspective and strategic plan have been successfully implemented are as follows:

- The departments of the college follows the curriculum designed by Gauhati University Act, 1947

and, imparts education to best the of their knowledge and makes the students well-prepared for both practical and theoretical exams.

- The various departments of the college organize seminars, webinars, group discussion and fieldtrips to give an exposure to both faculty and students about the latest global trends in academics, industry, entrepreneurship and environment
- As a part of the strategic plan, Chhaygaon College Library is partially automated with Integrated Library Management System (ILMS) SOUL 2.0.0.12. The library has also developed its Digital Library cum Institutional Repository with Open Source Software 'DSpace'. In order to provide e-resource service (such as e-journals, e-books, etc.) the college has subscribed to the N-LIST service under e- ShodhSindhu consortium of INFLIBNET.
- The college has designed a admission portal which aids in various administrative and academic matters. (<http://chhaygaoncollegedcs.co.in/admission>).

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### 6.2.2 Implementation of e-governance in areas of operation

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

**Response:** C. Any 2 of the above

| File Description           | Document                      |
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## 6.3 Faculty Empowerment Strategies

### 6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

**Response:**

The Chhaygaon College has effective welfare measures for teaching and non-teaching staff that conform to Government and UGC guidelines. The various welfare schemes for teaching and non teaching staff are as follows:

1. C.M.K.S.K.A Ltd: a contributory welfare society of the teaching and non teaching members.
2. Food available at a subsidized rate in the college canteen.

3. Anybody falling sick inside the college campus is taken to the nearby Public Health Centre (PHC).
4. One First Aid Centre to assist students and employees at the hour of accidental minor injuries.
5. Medical leave, Maternity leaves as per norms, Child care leave, Earned leave.
6. All teaching members are encouraged to get enrolled in professional development programmes
7. Every department of the college is well equipped with computer and printer.
8. 24 hour power back up through electricity and generator.
9. Wi-Fi facility.
10. Identity card facility
11. Yoga classes
12. Sports facility

| File Description              | Document                      |
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### 6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 00      | 00      | 00      | 00      | 00      |

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### 6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 14.24

#### 6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 27      | 05      | 05      | 05      | 03      |

**6.3.3.2 Number of non-teaching staff year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 30      | 28      | 29      | 29      | 27      |

| File Description                            | Document                      |
|---------------------------------------------|-------------------------------|
| Institutional data in the prescribed format | <a href="#">View Document</a> |

**6.4 Financial Management and Resource Mobilization****6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)****Response:**

Funds received from the State Government are spent on payment of salary of teaching and non-teaching staff of the College. Each and every amount received from state government and RUSA are at par with budget allocation. After the fund is sanctioned which is deployed on different heads of expenditures in accordance with approval of various statutory committees constituted by the University from time to time for efficient use of funds, grants received from government . The College follows transparency in use of funds. Funds received from RUSA are mainly earmarked for infrastructural related growth and development of the College. RUSA grants are spent after approval of building committee, sales and purchase committee, finance committee and other committees of the College. All these committees are supervised by the Secretary and President of the College. The College also mobilizes its resources from funds generated from KKHSOU, IDOL and PGDCA.

Optimum utilization of funds is ensured through:

1. Adequate funds are allocated for effective teaching learning practices.
2. Budget is utilized for administrative expenses and maintenance of fixed assets.
3. Enhancement of library facilities need to augment learning practices and accordingly requisite funds are utilized every year.
4. Adequate funds are utilized for development and maintenance of infrastructure of College.
5. Some Funds are allocated for social service activities as part of social responsibilities through NSS.

Institution conducts internal and external financial audits regularly. As far as internal financial audit is

concerned the Auditor is appointed by the Governing Body of the institution while the local auditor is appointed by concerned department of government for external financial audit.

| File Description              | Document                      |
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## 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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

### Response:

The IQAC at Chhaygaon College was constituted on 03-01-2006 since then it has been performing the following tasks on a regular basis.

1. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback of students.
2. Providing inputs for best practices in administration for efficient resource utilization and better service to students and staff.
3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak.
4. Students and staff give their feedback and suggestions on teaching and administrative performance through the suggestion box located in Chhaygaon College campus.

The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels. The IQAC prepares, evaluates and recommends the following for approval by the College authority:

1. AQAR
2. SSR for NAAC Assessment.
3. PBAS for CAS promotion.
4. Students' feedback.
5. Action taken reports.
6. New programmes as per Govt. policies.

The IQAC continuously reviews to improve the quality of the teaching-learning process. The academic calendar is prepared well ahead time which is later circulated and followed. Admissions in various programmes including summer, winter vacations, examination schedule and declaration of results are done as per University rules. Students are given a brief account of the College and courses. Students are apprised

of the time-table, programme structure, syllabi of the courses. Anti-Ragging committee keeps an eye for any untoward incidents. Committees are formed to take up students' feedback and appropriate measures are taken to make the teaching-learning process better. Students' feedbacks are also taken individually directly through IQAC. Students are also free to approach the Head of the Institution for any sort of suggestion and feedback. The feedback is properly analyzed and shared with the Principal, Academic Heads, HODs and individual faculty members. The teaching learning processes are reviewed and improvements implemented, based on the IQAC recommendations. The major initiatives taken over the last five years include the following:

1. A door to door vaccination drive, to aware the elderly citizen to take COVID-19 vaccine.
2. Automation of admission process.
3. MOU with other bodies/ agencies/industries.
4. Workshop on newly introduced CBCS course, self defence for women.
5. Initiatives for green campus.
6. Inter- College students exchange programme.

In addition to IQAC, the College also considers recommendation of the Gauhati University, Assam Government rules and sometimes the College invites academicians and bureaucrats for the betterment of the institution.

| File Description              | Document                      |
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#### 6.5.2 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)/ membership of international networks
3. Participation in NIRF
4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc

**Response:** C. Any 2 of the above

| File Description                            | Document                      |
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| Upload supporting document                  | <a href="#">View Document</a> |
| Institutional data in the prescribed format | <a href="#">View Document</a> |

## Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

##### Response:

Chhaygaon College has strong ethical work culture that is based on inclusivity. It maintains ethical standard in all its activities . Equal opportunities are provided to all irrespective of gender , class, creed. A friendly work culture is highly maintained. Female students take part in different co-curricular activities in College namely debating, quiz competition , allocation , writing competition and both outdoor and indoor sports. They take part in both inside and outside the campus.

##### Safety & Security Measures in the Campus:

1. Security checkpoints at all campus entries and exits.
2. Extensive surveillance network.
3. Rotational duty by all faculty members for discipline and security .
4. Night patrols by night staff
5. Strict implementation of anti-ragging and anti-harrasment measures.
6. Awareness campaigns through street plays on current social issues.

##### Counselling-

1. Grievance redressal cell for staff and students.
2. Gender sensitization related works in campus and nearby areas.
3. Counseling of both male & female students which incorporates medical counselling , Moral counselling , Carrier counselling and village counselling
4. Both male and female students have common rooms with adequate facility in the College Campus.
5. The NSS Unit organizes awareness camps on covid 19 issues and self-defence camps for women.

##### Major gender sensitization programmes:

1. A street play on Gender Sensitization was performed mostly by the female students on 12th April, 2021.
2. To promote Women Empowerment “ A Seven Day Workshop On Self-Defence for Women” was organized by NSS Unit in collaboration with IQAC, Chhaygaon College from 5th March to 11th March 2021.
3. Celebration of International Women’s Day on 08/03/2021 and number of Participants were 131 in

which the numbers of male and female participants were 49 and 82 respectively.

4. A special talk was organized on “PCOD and other Gynecological Diseases” by Jaydeep Pal, Senior Obstetrician and Gynecologist, Laparoscopic Surgeon on 18th December 2020.
5. An Awareness Programme was organized on “Safety and Security of Women” organized by Internal Quality Assurance Cell on 29-12-2020.
6. Celebration of International Women’s Day on 08/03/2019 and number of Participants were 129 in which the numbers of male and female participants were 43 and 86 respectively.
7. Celebration of International Women’s Day on 08/03/2018 and number of Participants were 105 in which the numbers of male and female participants were 35 and 70 respectively

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#### 7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

**Response:** D.1 of the above

#### 7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

**Response:** B. Any 3 of the above

#### 7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

**Response:**

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, religion, linguistic, communal, socio-economic and other diversion . Different sports and cultural activities promote harmony and good relations with one another. Days like Yoga day, Women’s Day, AIDS Day, Chhaygaya Lok Utsav and cultural procession are celebrated in the College. These activities cultivated positive attitude among different racial and cultural background . The grievance Redressal Cell of the College gives a special hearing

to the problems without considering anyone's cultural or racial background. Institution has ethics for teachers, students and staff which they abide by irrespective of diversities. Health camps and talks by health workers are arranged, which is open to all irrespective of caste, creed, colour, race or background. During examinations any student who feels sick or unwell and not capable for sitting in the examination halls is provided with the facility of sick room where they are taken care of while writing their exams.

The faculty members are engaged in good numbers of extension and extra curricular activities

1. NSS activities
2. NRC duties
3. Covid 19 duties
4. Election duties
5. Gunotsav duties
6. Environmental field trip, Industrial and historical study tour
7. Service to the community
8. Red Ribbon Club etc.

Our vision is to facilitate journey of students from information to knowledge and from knowledge to wisdom. Students in this case receive all round understanding of environment and constitutional obligation. As the college is situated in the rural area they face challenges regarding lack of public health, malnutrition, water, sanitation, educational and vocational opportunities.

Our college has adopted village (Ratanpur) 3 km away from College and through NSS Unit our college organizes a number of academic and non-academic activities. Election in College is held every year helps them to become perfect citizen. Teachers unit also extends services like Yoga, spiritual talk, book fair to enlighten them and give them a high form of life. During College week different competitions are held and students are made competent by participating in various competitions. Hosting flag, Human Rights Day, College election, educational tour, not to spoil the environment day (Environment Day 5th June) celebrate Birthdays of great personalities or heroes of the Nation, Women days, Floral tributes to at Sahid Bedi for the martyrs.

## 7.2 Best Practices

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

#### Response:

The College has adopted two important practices which may be specially mentioned:-

1. The first practice is COVID-19 VACCINATION DRIVE. The College NSS Unit started vaccination drive on 9th of June, 2021. The Government of Assam has officially deputed 15 NSS volunteers of the college on Covid Service duty in different vaccination camps under the guidance and supervision of the College NSS Unit Programme Officer. The volunteers actively participated more than 100 vaccination centres and motivated the elderly citizens to vaccinate by door to door awareness campaign. Due to the commendable service of the College NSS Unit the Govt. of Assam has officially felicitated the Unit on 15th August, 2021. In addition, the Commerce Stream in collaboration with IQAC, Chhaygaon College conducted a survey on health awareness during the Covid-19 pandemic situation in Ukium, a village mainly

inhabited by the tribal people on June 11, 2022.

2. Adoption of ST village, Ratanpur for socio-economic and cultural upliftment- an program of work in the village vicinity by NSS (National Service Scheme) of Chhaygaon College.

In the first practice besides taking classes the teachers extends special service to the learners to enable the students to improve academically . Students are divided into groups and works are assigned to them and teachers of the respective departments to keep track on them. With these cooperative effort and disciplined way of studies , students are more result-oriented . The second practice is adoption of Ratanpur village by Chhaygaon College . The main purpose behind this adoption is because it is near the College and most of the residents belong to ST community . It is a backward and underdeveloped village in greater Chhaygaon area . The NSS unit has been very actively involved in the development and progress in Ratanpur village. A concrete bridge was constructed with Hume Pipes, as the infrastructure is very low with poor condition of roads. Roads were also being cleaned and repaired by NSS unit which continues from time to time . The College focuses on enhancing their dignity and quality of life.

### 7.3 Institutional Distinctiveness

#### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

##### Response:

With a view to becoming one in many in the academic field, in south Kamrup, the College not only imparts formal education to its students but also tries its best to motivate young learners to dream of a beautiful life based on moral and spiritual values. The College encourages to dream better ideas, give shape to future and imbibe a feeling of confidence in human capability. The mission of the College stresses to prepare students academically , physically and mentally fit for entering any walk of life. The College constantly keeps working by extending community based programmes , outreach programmes in different rural school villages. The College takes the relentless initiative to make the College campus a 'Plastic Free Zone'. Plastic in any form is tried to prohibit in the college campus. In this context, the students community extends helping hand from their end. Glass made of plastic, plastic bottles are banned in the college campus. The college canteen is instructed to use 'Thugi' (a local glass made of clay) to serve the college family. Dustbins made of bamboo are used to collect the garbage. Besides, to motivate and guide the students as well as the college staff at the morning hours prayer, short motivational speech are played using amplifier. This practice definitely uplift the mental stimulation of the college family members. This innovative practice also helps the college authority to control the emotional and other conflicts of more than 3000 adolescents (including H.S. level students) in the college hours.

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## 5. CONCLUSION

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### Additional Information :

During 2022-23, the college has organized some significant activities which are listed below:

- 7-day workshop on Handicraft Item Making from 14th July to 20th July, 2022 organized by Seminar and Workshop Committee in collaboration with IQAC, Chhaygaon College.
- 10-day workshop on Entrepreneurship Development Programme (National Backward Classes Finance and Development Corporation) organized by IIE, Guwahati in collaboration with Department of Economics and IQAC, Chhaygaon College from 8th Oct, to 17th Oct, 2022.
- On the occasion of 400 birth anniversary of Lachit Barphukan on 24th Nov, 2022, the college has organized Blood Donation and Health Check-up Camp as well as Essay Writing Competition.
- 5-day Short Term Programme on Robotics for school children organized by IIT, Guwahati in collaboration with IQAC, Chhaygaon College from 7th Jan to 11th Jan, 2023.
- 2-day ICSSR sponsored national seminar on “Sustainable Development and Livelihood Strategy” organized by the Department of Economics and Department of Commerce in collaboration with seminar & workshop committee and IQAC, Chhaygaon College, Chhaygaon on 25th and 26th April, 2023.

Apart from these, there are some areas in which the college would like to focus on are:

- Construction of Conference Hall and teachers’ Common Room cum Recreation Centre.
- To upgrade college library and to make it fully digitalized as well as to upgrade college office using an office automation system.
- Initiation of Web-OPAC.
- To open science stream.
- The college would also like to create more opportunities for its students by increasing add on/ skill development courses and opening vocational courses, courses and professional courses.
- Renovation of college canteen.

### Concluding Remarks :

The college was inaugurated in 1974 on 6th September at Chhaygaon of Kamrup district at the presence of a large gathering where students got a chance to shape their future without travelling to the city. It is a premier institution which provides a unique band of holistic education to nearly 4000 students who hail from in and around greater Chhaygaon area. The college has been serving to educate young minds by providing them an environment which will take care of their attitudes and interest. The college believes in fostering each individual’s potentialities and therefore provides varied opportunities for successful learning and growth. The transparent governance system of the college also ensures effective and efficient use of its available resources.

Despite paucity of funds, the college is growing healthy and is a full-fledged co-educational institution of higher education. With the aim of gearing up skilled development of our students, the college is working for providing students with opportunities to embolden skills through the ideal courses. The college has been registered to Skill Management and Accreditation of Training Centres under Skill Development Corporation of India and has received permission to open up two Skill- based courses viz (i) Accounts Executive and (ii) Domestic Data Entry Operator.

The college has established links with nearby industries through MOU which will enable us to initiate the degree course B.Voc as well as to ensure placement of our efficient students. These steps are hoped to act as our response to build up NEP preparedness.

In spite of constraints of a very limited campus area, it continues in its efforts to expand the academic and co-curricular choices for the students in the college. The college is dedicated to prepare responsible citizens with a sense of adventure and exploration, research and creation. Being a rural based college every effort is made to create a pollution free environment within the campus.

The saga of the journey still continues without looking back, the family members are continuously putting their effort to turn this institution into an impeccable one.