Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**CHHAYGAON COLLEGE**
Name of the head of the Institution	**Dr. Raju Bordoloi**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03623261006**
Mobile no.	**9954983393**
Registered Email	**collegechhaygaon1974@gmail.com**
Alternate Email	**chhaygaoncollege.iqac21@gmail.com**
Address	**Chhaygaon, Kamrup, Assam Pin - 781124**
City/Town	**Guwahati**

State/UT	Assam
Pincode	781124

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Naba Kumar Kalita
Phone no/Alternate Phone no.	03623261006
Mobile no.	7002685720
Registered Email	collegechhaygaon1974@gmail.com
Alternate Email	chhaygaoncollege.iqac21@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://chhaygaoncollege.in/wp-content/uploads/2021/01/AQAR-SESSION-2017-18-1-min.pdf

4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://chhaygaoncollege.in/wp-content/uploads/2021/03/Academic-Calendar-2018_19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	**Period To**
1	B	71	2004	04-Nov-2004	03-Nov-2009
2	B	2.41	2015	15-Nov-2015	14-Nov-2020

6. Date of Establishment of IQAC

03-Jan-2006

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	**Date & Duration**	**Number of participants/ beneficiaries**
World Environment Day Celebration with Chhaygaon College Students Union	05-Jun-2018 1	50
International Yoga Day Celebration	21-Jun-2018 1	60
Felicitation Programme (Students achievement) in Collaboration with Chhaygaon Anchalik Students Union Enactment of Drama by Students and Teachers Jointly Organized By Chhaygaon College Students	25-Jun-2018 1	200
Enactment of Drama by Students and Teachers Jointly Organized By Chhaygaon College Students	05-Sep-2018 1	250
A talk on How to Prepare for Competitive Examinations (Teachers Day)	05-Sep-2018 1	25
Departmental Wall Magazine Competition (College Foundation Day)	06-Sep-2018	50

	1	
Workshop on Debate & Symposium organized by Chhaygaon College Students Union and NSS	20-Sep-2018	48
	1	
Free Health Check up Camp organized by	06-Oct-2018	72
	1	
Participation to Chhaygaon LokaUtsava	16-Mar-2019	26
	1	

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2019 0	0

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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	**View File**
10. Number of IQAC meetings held during the year :	10
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	**View File**
11. Whether IQAC received funding from any of the funding agency to support its	No

activities during the year?	

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

a) Submission of AQAR for three years viz. 2015-2016, 2016-2017, 2017-2018.

b) CAS Promotion

c) Preparation of Academic and Administrative Audit (AAA)

d) Successfully initiated and implemented the feedback mechanism for students.

e) Renaming of all blocks

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

Plan of Action	Achivements/Outcomes
• Allocation of College canteen on Co-operative basis	• Allotted
• Post admission medical campus for students.	• Organized
• Publication of students Journal	• Published
• Departmental wall magazine competition to be held by November, 2018	• Held
• Pending AQAR compilation process to be completed by December, 2018	• Accomplished

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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2019
Date of Submission	25-Feb-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The curricular planning and documentation fall under the purview of the affiliated University i.e., Gauhati University. The subjective aspects in the various departments are delivered through planned mechanism with the aid of various tools and processes. In preparation of the class routine the academic calendar of Gauhati University is followed. 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 students strength. Every department is required to maintain a lesson plan cum record of classes. Attendance register is maintained for each and every class which is an authentic record of taking classes by the faculty members. Class register of students also help to assess the regularity and punctuality of student's attendance. Every teacher maintains the syllabus register up-to-date .Every department maintains departmental proceedings guided and monitored by the H.O.D.s. This proceeding book keeps record of all the academic activities apart from the physical classes. Principal calls meeting of H.O.D.s at the beginning of every academic session to plan the academic activities. Similar meeting is held at the end of every month to discuss about the progress, required changes and to assess the achievement. This meeting is also held before the start of semester and sessional examinations to assess the progress of the syllabus. Apart from the class room teaching students seminars, field works, departmental excursion, institutional exchange programme with other Colleges, institutional visits are conducted and organized from time to time. Besides the sessional examination, internal assessment of the students is done on the basis of different parameters like class attendance, home assignments, students' seminars etc. At the end of the session an academic audit is done by experienced faculty members inside and outside the Institution. Web link: http://chhaygaoncollege.in/wp-content/uploads/2021/03/Academic-Calendar-2018_19.pdf http://chhaygaoncollege.in/wp-content/uploads/2021/04/Class-Routine-2018-2019.pdf

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Nil	Nil		0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
	NIL	

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
	NA	

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil		0

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Project Report of Major Course: only for VI sem.	185
BCom	Project Report of Major Course: only for VI sem.	90
BA	Field study Project under Environmental studies : only for III sem. : Only for IV sem.:-	744
BCom	Field study Project under Environmental studies : only for III sem. : Only for IV sem.:-	146
BA	Excursions- Specially for major students conducted by concerned department	246

BCom	Excursions- Specially for major students conducted by concerned department	50

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained

Feedback was obtained from the undergraduate students during the current assessment year. The students' feedback was taken in offline mode on a single day in all the departments of the institution. After collecting the filled up feedback forms from the students, the forms were handed over to a group of teachers who were assigned to analyze the feedback data. That assigned group of teachers submitted the students feedback report to the IQAC of the college. That confidential report was again analyzed and scrutinized in IQAC. The IQAC provided some opinions and suggestions to the college authority to take follow up action accordingly. Follow up actions initiated by the Authority: After analyzing the Feed Back Report and taking the opinions of IQAC the College authority called a meeting of all the HODs of all the departments including the Co-ordinator of IQAC. The authority provided suggestions to improve and innovate the teaching methodologies as per the findings of the feedback report. The respective HODs conveyed the message and suggestions of the said meeting to the faculty of their respective departments. The authority asked the HODs to inform the authority about the follow up actions taken by the concerned departments regarding the follow up actions. Moreover, the authority offered suggestions to improve student-teacher relationship as well as to improve the two-way learning process. Web Link: http://chhaygaoncollege.in/wp-content/uploads/2021/05/Feedback-Report-Departmentwise-compressed.pdf

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
PGDCA	Under G.U.	60	62	58

MA	Under KKHSOU	50	6	6
MA	Under IDOL, G.U.	80	23	23
MA	Under G.U.	30	27	27
BCom	fifth sem.	75	117	117
BCom	third sem.	75	146	146
BCom	first sem.	75	258	175
BA	fifth sem.	350	362	362
BA	third sem.	350	372	372
BA	first sem.	350	543	460

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1632	27	33	0	7

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Toolsand resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
25	25	6	3	4	5

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<div align="center">**View File of E-resources and techniques used**</div>

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

Students mentoring system has been implemented in the College since 2016. The mentoring system mainly focuses on the students enroll to major courses only. The total number of enrolled students under all the UG and PG programmes in the academic year 2018-19 is 1659. But, the strength of the full time faculty is only 33. So, this handful of faculty cannot fulfill the needs of each and every student in the mentoring system. The total enrolled students across the major courses are 919. So, the ratio of mentor and mentees is 1:28. The HODs of the respected departments distribute the mentees to each faculty keeping in view the strength of faculty in the department. The particular mentor takes extra care of the mentee during the academic period. The mentor also keeps in constant touch with the guardians. The web link given bellow enlists the enrolled students of every department in the mentoring system. http://chhaygaoncollege.in/mentoring/

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1659	33	50:1

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
29	24	5	0	9

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
	NIL		NIL

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UA008	1st sem.	30/11/2018	11/04/2019
BA	UA008	3rd. Sem	30/11/2018	11/04/2019
BA	UA008	5th Sem.	30/11/2018	11/04/2019
BCom	UC008	1st sem.	30/11/2018	11/04/2019
BCom	UC008	3rd. Sem	30/11/2018	11/04/2019
BCom	UC008	5th Sem.	30/11/2018	11/04/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation (CIE) system at Chhaygaon College is being arranged following the guidelines of Gauhati University. In an interval of every 3 months sessional examination is conducted for all the papers in semester system. Apart from that class assignment, project works, seminar papers are submitted by the students to the concerned departments. Re-sessional examination is also conducted when required. Every department organizes test examinations to select the eligible candidates to take major in the concerned subject. The sessional examination held before the semester end examination, is carried out as per instruction received from the Gauhati University. The marks allotted to each paper in sessional examination are also fixed by Gauhati University. Minor reforms initiated by institution are as follows- I. The Academic Committee and IQAC instruct the concerned departments to set question papers in the sessional

examination with more number of objective type questions keeping in view the need of the students to prepare them to appear in the semester –end final examination. II. The Examination Committee asks the concerned departments to arrange Re-sessional examinations for those students who couldn't appear in the sessional Examination. Moreover, the students who failed in the sessional examination are allowed to sit in re-sessional examination for their benefit. III. The results and marks of the students scored in sessional examinations are kept confidentially and handed over to the Examination branch of Gauhati University in the prescribed Performa of mark sheets.

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

Academic calendar for the year 2018-19 is prepared and implemented. Issues and matters related to academic calendar has been uploaded in the following Web link : http://chhaygaoncollege.in/wp-content/uploads/2021/03/Academic-Calendar-2018_19.pdf

2.6 – Student Performance and Learning Outcomes

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

http://chhaygaoncollege.in/wp-content/uploads/2021/05/Programme-Outcome-Arts-Commarce.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
008	MA	N/A	29	29	100
008	PGDCA	N/A	40	40	100
UC008	BCom	ACY, FIN, MGT, ECM	89	88	99
UA008	BA	ECO, EDN, AS, HIN, PSC, HIS, ENG, PHL	245	229	93

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2.7 – Student Satisfaction Survey

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

http://chhaygaoncollege.in/wp-content/uploads/2021/05/Feedback-Report-Departmentwise-compressed.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
	0	NIL	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL		NIL

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
NA	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Philosophy	1	6.28
International	Political Science	1	6.28
International	Political Science	1	5.65
International	Management	1	1.22
International	Management	1	5.08

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

Department	Number of Publication
Economics	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL		0	NIL	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL		0	0	NIL

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	2	0	0
Attended/Seminars/Workshops	0	1	0	0
Attended/Seminars/Workshops	0	2	0	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Special Camp	NSS, Chhaygaon College	6	50

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Acting Performance	Rajat Kamal	Govt. of India	7
Inter College Students Seminar	Judge's Special Choice Award	B. Baruah College	2
Speech Competition	1st Prize	Assam Teacher's Association	1
Online Open Quiz Competition	2nd Prize	Chhaygaon College	1
One Act Play	Best Discipline Team	Jangam	4
Academic Achievement	Gold Medal, B.Com 1st Class 1st	KKHSOU	1

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
G.U. NSS Fund	NSS Unit, Chhaygaon college	Special camp	6	50
G.U. NSS Fund	NSS Unit, Chhaygaon college	Regular Activities	3	28
Student Welfare Fund, Chhaygaon college	Dept. of English	Street Play	5	17
Student Welfare Fund, Chhaygaon college	IQAC, Chhaygaon College	Rally on stop consuming tobacco	8	37

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty and students Exchange Programme	94	College Fund	01

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL			0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL		NIL	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
16000000	15305588

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Newly Added
Campus Area	Existing

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0.0.12	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	15506	1550600	210	22555	15716	1573155
Reference Books	10687	854960	147	50500	10834	905460
Journals	9	12000	2	2400	11	14400

Library Automation	1	0	0	0	1	0

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

Name of the Teacher	Name of the Module	Platformon which module is developed	Date of launching e-content
NIL	NIL	NIL	

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	50	1	1	1	1	8	13	20	7
Added	20	1	1	0	0	1	0	10	5
Total	70	2	2	1	1	9	13	30	12

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

30 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
12000000	9207830	4000000	1155436

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

The procedures and policies for utilizing various facilities are varying in different departments. The classrooms are divided into two categories, i.e. departmental and common. The departmental classrooms are meant for holding respective classes of the department. The common classrooms are shared by many departments as per the central class routine. These rooms are also used exclusively during the examination time. However, for outside examinations that is normally held during Sundays, the college obtains centre fees that vary great extents. It is worth mentioning that the P.G Department

in Assamese has their exclusive classrooms for conducting P.G. classes. The policies for using the college library are outlined in detail in the college prospectus as well as in the college website. The computers in different departments are used by the academic staff for different purposes. The college has its own computer Laboratory which is being utilized for professional courses like PGDCA. The Lab is supervised by the faculties of IT departments. The college canteen is monitored by a Canteen monitoring committee, which looks into the overall quality. The college ears a revenue on monthly basis by giving the Canteen on lease to private partners.The Laboratories in Education and IT departments functions under the strict control of the respective departmental Heads of the College. The Language Lab of the College is coordinated by the department of English. The Chhaygaon College has a Research and Publication Cell functions under a Committee appointed by the Principal. There is a sports Committee for maintaining the sports Infrastructural facilities like indoor Stadium, Playground and Gymnasium. The Girls hostel of the college is under the supervision of college authority. A Lady Warden is appointed in the Girls, Hostel to look after the day-to-day affairs of the Hostel. The Gymnasium is under the supervision of a Gymnasium Instructor. The day-to-day cleanliness of the class rooms, toilets and campus are assigned to Grade-IV employees as well as contractual Safai-karmis under the supervision of the office Head Assistant. A temporary electrician employed by the college for maintenance of all electrical problems and also for running the diesel generator during electrical load shedding.

http://chhaygaoncollege.in/library/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Welfare Fund	6	72000
Financial Support from Other Sources			
a) National	UGC ISHAN UDAY	21	1134000
b)International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NA		0	0
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year				
Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
	NIL	0"	0	0	0

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	NA	0	0

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	1	MA	Arts (Assamese)	G.U.	M.Phil
2018	46	BA and B.Com	Arts and Commerce	G.U., Cotton University, KKHSOU, IDOL G.U.	MA, M.Com

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

Items	Number of students selected/ qualifying
NET	8
SET	7
Any Other	90

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Second Position in Gauhati University Youth Festival	State Level	1

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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 national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Rajat Kamal	National	0	1	UA1810080259	Arnali Das

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

: As per affiliated university academic calendar the College holds election to select student representative to the College Students' Union. The election is held following the guidelines and each and every student gets the chance to cast vote to elect students' President, General Secretary, Cultural Secretary, Sports Secretary, Girls' common room secretary, Boys' common room secretary, Social service secretary, Literary and Magazine secretary and Debate and symposium secretary. The body of union is elected for one academic year. The Student Union aims at the all round development of students' and organizes several academic, co-curricular and extra-curricular events under the guidance of professor in-charges throughout the year. The Students' Union conducts events like freshers' social, Swaraswati Puja, Teachers' day, College establishment day and college week etc. As members and volunteers of NSS, Scouts Guides, the students get chance to extend service to the community.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

245

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

i) Plantation within the college campus. ii) Republic Day Celebration. iii) Motivational Speech among the students.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Decentralization and participation involvement , accountability are the core aspects for the quality policy of the institution. The governing body delegates all the academic and operational decisions in their policy. The Principal is the sole authority of the College. The faculty also plays a role in decision making of the College. A large number of issues are discussed in staff meeting giving scope for collective thinking and decision making interaction with parents, teachers are made sometime physically or telephonically. The HOD's manages the department and regularly keeps in touch with the Principal of the College. There are various committees and Cells to co-ordinate the curricular and co-curricular activities of the College. The students' 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, Principal as President, NAAC Coordinator, President teachers unit, two teaching members/ One G.B. member and office Junior Assistant. They all are 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.

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

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Human Resource Management	At the beginning of the academic years contractual staffs are appointed as per the need of the departments. Faculty members are encouraged and pursue to take up different academic related matters in regard to course study, present papers, seminars, attend workshops Name of the faculty members attending different:- i. Orientation course-02 ii. Refresher course-01 iii. Short-term- NIL iv. FDP-02 Number of papers presented in seminar- 10
Library, ICT and Physical Infrastructure / Instrumentation	The Chhaygaon College Library is partially automated using SOUL 2.0 software developed by INFLIBNET center, Gandhinagar. It facilitates OPAC service to its users. Total 5 numbers of computers are available in the computer section of the library though which the users can access different e-resources. The library provides Wi-Fi facility to its users to enhance the teaching- learning process.

Research and Development	Teachers are motivated to take up research works: Quite a number of teachers are NET/ SLET qualified. No. of teachers awarded Ph.D-09 No. of teachers whose articles are published in journals paper in National / International conferences / Seminars-04
Examination and Evaluation	Regarding the examination pattern the College follows the rules of the University. Similarly, IDOL and K.K.H.S.O.U. follows the pattern of examination of their respective universities. Internal assessments are conducted regularly. Announcement of examinations are made through the academic calendar and notices are served to the respective departments.
Teaching and Learning	i. Chalk and talk method ii. Paper presentations iii. Assignment and project work iv. Field, survey work (industrial visits) v. Group discussion vi. Quiz vii. Creative writing viii. ICT teaching, smart board, e-resources, audio-visual aids
Curriculum Development	Curriculum plays an important role in higher education and since our College is affiliated to Gauhati University, the College follows syllabus designed by Gauhati University Act. Each department follows the curriculum and imparts education to best of their knowledge and makes the students well prepared for both practical and theoretical exams.

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

E-governace area	Details
Planning and Development	The College has designed a new web portal which aids in various administrative and academic matters. Prospectus of the College is also uploaded. i. Administration - NIL ii. Finance and Accounts Our transaction is completely cashless iii. Student Admission and Support - NIL iv. Examination - NIL Any 2 of the above
Finance and Accounts	Salary bills of the permanent staff is being sent online to the treasury. Yearly audit is done by Chartered Accountant and Government auditor. Examination:- Gauhati University makes it compulsory for online submission of registration forms, examination forms etc. and result of the semester end examination is made through online.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NA	NA	NA	0

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	NA	NA			0	0

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP	1	24/06/2019	29/06/2019	7
FDP	1	02/01/2019	08/01/2019	7
Orientation Programme	1	21/01/2019	17/02/2019	28
Orientation Programme	1	15/12/2018	11/01/2019	28
Refresher Course	1	23/08/2018	12/09/2018	21

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
24	9	14	15

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
i. Medical allowance ii. Maturity benefit as per norms iii. Child care leave iv. All teaching members are encouraged to get enrolled in M.Phil Ph.D programmes. v. Anybody falling sick inside the College campus are taken to the nearby Public Health Centre (PHC) vi. The following facilities are also provided to employees for efficient functioning :- a) Medical leave b) Yoga classes c) 24 hour power	i. Medical allowance ii. Maturity benefit as per norms iii. Child care leave iv. Anybody falling sick inside the College campus are taken to the nearby Public Health Centre (PHC) v. The following facilities are also provided to employees for efficient functioning :- a) Medical leave b) Yoga classes c) 24 hour power back up through electricity and generator d) Wi-Fi facility e) Computing facility f)	a) Yoga classes b) 24 hour power back up through electricity and generator c) Wi-Fi facility d) Computing facility e) Identity card facility f) Sports facility

back up through electricity and generator d) Wi-Fi facility e) Computing facility f) Identity card facility g) Sports facility	Identity card facility g) Sports facility	

6.4 – Financial Management and Resource Mobilization

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

Yes, 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 Auditor is appointed by concerned department of government for external financial audit. Local Audit is appointed by the government and C.A. audit is done by the Chartered Accountant i.e. M/S Saquei

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA

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6.4.3 – Total corpus fund generated

00.00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	IQAC, Chhaygaon College
Administrative	Yes	CA, M/S Saquei	Yes	IQAC, Chhaygaon College

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

i) Periodic review meeting. ii) Social Activities. iii) Programme on health, hygiene, environment and discipline related activities

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

I) Computer Training Programme. ii) Office Management Programme iii) I.T. Support.

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

The institution has taken care of each and every suggestion offered by the NAAC Peer team visited the institution during the II cycle of inspection. 1.The IQAC of Chhaygaon college sit for meeting at least once in a month. The IQAC has been conducting and organizing a number of programmes on both academic and co curricular aspects since 2016.

Moreover, the IQAC has already submitted the AQAR for the years 2015-16, 2016-17 and 2017-18. The AQARs for the academic years 2018-19 and 2019-20 are also on the verge of submission. The IQAC is monitoring overall performances of the college from all corners. 2.The college is based on rural setting. Most of the students have come from economically backward families. So, the dropout rate was more in previous years. To prevent this tendency, the institution has initiated programmes like remedial classes, teacher guardian meet for the betterment of the students. It motivates the students as well as the guardians. For the last three academic years the dropout rate has gradually decreased. 3.To increase the area of college campus one bigha land has been purchased. Moreover, newly acquired land has been fenced with concrete wall and drainage system. The authority is also planning to purchase land for second campus within Chhaygaon area. 4. To improve facilities with ICT tools, a computer lab with all modern facilities has been opened under RUSA fund. All the departments and college office have been facilitated with computer and other accessories with broadband network and Wifi facilities under RUSA grant.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	International Yoga day celebration	21/06/2018	21/06/2018	21/06/2018	60
2018	Departmental wall magazine competition	06/09/2018	06/09/2018	06/09/2018	50
2018	Quiz Competition with Dakshin Kamrup Quiz forum	02/10/2018	02/10/2018	02/10/2018	64
2018	Free health checkup camp organized by IQAC, Chhaygaon College, in association with NGO VOYAGE	06/10/2018	06/10/2018	06/10/2018	72
2019	Students participation in Chhaygaon Loko Utsav	16/03/2019	16/03/2019	16/03/2019	26
2018	Need based Voluntary blood donation activities with Red Ribbon Club (Under Assam State Aids Control Society) collaboration with SPS blood donor cell	01/07/2018	01/07/2018	30/06/2019	70

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	**Male**
International Womens Day Celebration	08/03/2018	08/03/2018	70	35
International Womens Day Celebration	08/03/2019	08/03/2019	86	43

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

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

Solid waste Management – The waste is collected and segregated at designated timely intervals. The workers collect garbage from each floor and segregate the waste. They are then taken to the dumping yard provided by the college. The College has contacted authorized vendor who collects the waste from the designated place segregates them and disposes them at the landfills authorized by the government. E-waste management- The e-waste generated from hardware which cannot be reused or recycled is being disposed through authorized vendors.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	10/12/2018	01	International Human Rights Day	Students and teachers	69
2019	1	1	14/03/2019	01	Street Play on Women Empowerment	Students and teachers	140

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NA		NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Non-violence Day	02/10/2018	02/10/2018	73
National Youth Day	12/01/2019	12/01/2019	41

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

i) Plantation of different trees in the college campus. ii) Proper drainage system throughout the college campus. iii) Gardening for beautification of the campus. iv) Eco-friendly dustbins are placed in different parts of the college campus. v) Central running water and sanitation facilities in the college campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The College has adopted two important practices which may be specially mentioned:- i. Mentoring system of students(major) , Chhaygaon College. ii. 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.

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

http://chhaygaoncollege.in/iqac/

7.3 – Institutional Distinctiveness

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

With a view to become 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 programme , outreach programmes in different rural school villages. The NSS group also forward its service in different activities . The College also adopted a village named Ratanpur and works for enhancement of their , dignity and quality of life . The College Teachers Unit cell organizes extension programmes for the welfare and benefits of the students to motivate them for a better life. Book Fair- A mini Book Fair was inaugurated at Chhaygaon College on

26/08/2017 by Dr. Prafulla Kumar Nath, Prof., Dept. of Assamese, Gauhati University. On the same occasion Dr. Nath released four of his books, which were written and edited by him. They are as follows- 1. Bhakti Marg Aru Bharatiya Bhakti Sahityar Bhumuki. 2. Asomiya Sahitya Aru Sanskritir Ruprekha. 3. Chakradwaj Singha Natak. 4. Bangla-Bangalonir Natak. Many research scholars from Gauhati University actively participated in Organisation. The student feedback is taken to obtain feedback on various institutional qualitative aspects viz Teachers, departmental infrastructure , curriculum , campus infrastructure, office , library and hostels. Moreover, the institution has already been initiated healthy competition among all the departments regarding departmental wall magazine since 2018.

Provide the weblink of the institution

http://chhaygaoncollege.in/iqac/

8.Future Plans of Actions for Next Academic Year

To hold collaborative workshop with snake and bird research centre.⎰ To introduce mind set for entrepreneurship by Yuva Shakti introduced by govt. of Assam. ⎰ Upgrade College office by using office automation system ⎰ To upgrade College library and to make it fully digitalized. ⎰ To open science stream ⎰ To make ensure of serving eco-friendly food by the college canteens. ⎰ To ensure a plastic and tobacco free campus. ⎰ To submit the pending AQARs for 3rd cycle NAAC Accreditation. ⎰ To initiate a skill development course and tourism course. ⎰

I hereby declare that all the data entered are true to my knowledge. ☐

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