



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution		CHHAYGAON COLLEGE
• Name of the Head of the institution		DR. NABA KR. KALITA
• Designation		PRINCIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		7002685720
• Mobile No:		9678452586
• Registered e-mail		collegechhaygaon1974@gmail.com
• Alternate e-mail		nabakalita655@gmail.com
• Address		CHHAYGAON COLLEGE, P.O. CHHAYGAON, DIST: KAMRUP
• City/Town		CHHAYGAON
• State/UT		ASSAM
• Pin Code		781124
2.Institutional status		
• Affiliated / Constitution Colleges		AFFILIATED
• Type of Institution		Co-education
• Location		Rural

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	GAUHATI UNIVERSITY				
• Name of the IQAC Coordinator	DR. LAKHYADHAR SARMA				
• Phone No.	8133035252				
• Alternate phone No.	9854579396				
• Mobile	8133035252				
• IQAC e-mail address	chhaygaoncollege.iqac3@gmail.com				
• Alternate e-mail address	lakshya.sarma@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.chhaygaoncollege.in/upload/ssr/1761296000.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://chhaygaoncollege.in/upload/acalender/1735039696.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	71	2004	04/04/2004	03/11/2009
Cycle 2	B	2.41	2015	15/11/2015	14/11/2020
Cycle 3	B	2.20	2023	12/10/2023	11/10/2028
6.Date of Establishment of IQAC			03/01/2006		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	NA	NA	NA	00	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of			View File		

IQAC		
9.No. of IQAC meetings held during the year	05	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1. Publication of Students' Journal "MISCELLANY" on 6th September, 2023.		
2. A Health Awareness Programme on Female Health Issues was organised by Women Cell, Chhaygaon College in collaboration with IQAC on 21st September, 2023 at adopted village: Ratanpur where Dr Jyotirupa Sarmah, General Physician, Chhaygaon PHE, was invited as the Resource Person.		
3. "Popular Lecture" was organised by Kamrup Zilla Sahitya Sabha in collaboration with IQAC, Chhaygaon College on the topic: "Artificial intelligence and our Social System" on 28th November, 2023 in which Professor Utpal Bora and Professor Biplab Bose from IIT, Guwahati were invited as Resource Persons.		
4. Observation of International Women's Day on 7th March ,2024 by Women Cell in collaboration with IQAC, Chhaygaon College at Kukurmara Village.		
5. Celebration of World Environment Day by NSS in collaboration with IQAC, Chhaygaon College on 5th June 2024 on the theme: "Our Land, Our Future".		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
1. Publication of Students' Journal	Published on 6th September, 2023
2. Health Awareness Programme on Female Health Issues	Organised on 21st September, 2023 at adopted village: Ratanpur
3. Observation of International Girl Child Day	Observed on 11th October, 2023 at Chhaygaon college.
4. Popular Lecture on the topic:	Organised on 28th November, 2023
5. Observation of International Women's Day.	Observed on on 7th March ,2024.
6. Celebration of International Yoga Day	Celebrated on 21st June, 2024
13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022-23	26/02/2024
15. Multidisciplinary / interdisciplinary	
<p>Our institution is Interdisciplinary. Apart from having two streams, viz, Arts and Commerce in UG level and only Arts in PG level the institution offers courses under Four Year Under Graduate Programme (FYUGP) under Gauhati University. This programme allows students ample opportunity to choose subjects from both Arts and Commerce streams.</p>	
16. Academic bank of credits (ABC):	
<p>Yes. The undergraduate level students of our institution do have individual ABC Account. In the session 2023-24, the ABC accounts</p>	

have been opened for B.A/B.Com 1st Semester students. Total no.s: 622
17.Skill development:
Two courses on Skill Development : Account and Executive; and Data entry Operator have been introduced for undergraduate students.
18.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. Moreover, Four Year Under -Graduate Programme (FYUGP) under NEP,2020 has been implemented from August 2023.
19.Focus on Outcome based education (OBE):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 their weaknesses and how to build up personality under the guidance of an efficient mentor. Besides, Add on Courses are being planned to introduce from the session 2024-25.
20.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. KKHSOU offers P.G. courses in different subjects.

Extended Profile

1.Programme

1.1 04

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

File Description	Documents
Data Template	View File

2.Student

2.1

1732

Number of students during the year

File Description	Documents
Data Template	View File

2.2

884

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

File Description	Documents
Data Template	View File

2.3

620

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

34

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

34

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	04
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1732
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	884
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	620
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	34
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	34
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	38
Total number of Classrooms and Seminar halls	
4.2	4,79,95,329
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	70
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The curricular planning and documentation fall under the purview of the Parent University . In preparation of the class routine the academic calendar of Gauhati University is followed. 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. Every teacher maintains the syllabus register upto-date. Every department maintains departmental proceedings guided and monitored by the H.O.D.s. Principal calls meeting of H.O.D.s 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. Students seminars, field works, departmental excursion, institutional exchange programmes with other Colleges, institutional visits are conducted and organized from time to time. Besides the sessional examination, internal</p>	

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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://chhaygaoncollege.in/upload/acalender/1738913472.pdf https://chhaygaoncollege.in/upload/acalender/1735039696.pdf https://chhaygaoncollege.in/upload/acalender/1738913530.pdf

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

The continuous Internal Evaluation system is monitored and moderated by a central evaluation committee following the guidelines of Gauhati University. For degree courses internal examination is conducted once in a semester. Class tests are conducted on monthly basis. Apart from the normal examination Schedule students seminars are organized by the respective departments. Home assignments are also assigned to the degree students. The Principal appoints experienced teachers in the examination committee to conduct and monitor all types of examination in a semester. The committee is responsible for preparing subject- wise examination routines for various departments for sessional examination. The respective departments may enjoy freedom in terms of changing the date of exam in a major paper under unavoidable circumstances as per convenience of the students. The whole process is maintained and conducted in a confidential way keeping in view the ethics of examination. The invigilation duty is assigned by the examination committee. The answer scripts are evaluated at the departmental level and the marks are sent to the University in a prescribed format when the University directs.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://chhaygaoncollege.in/upload/acalendar/1735039696.pdf

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

03

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**03**

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

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**49****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****49**

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

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

The college maintains and tries to implement different types of tactics and programmes to solve problems and issues related to professional ethics, gender, human values and 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 crosscutting issues related to environment and human values. Courses like Environmental Education and Environmental Studies have been introduced in B.A. and B.Com programmes. Value based M.A. course in the discipline of Assamese has been running successfully for

last many years. Value added course like communicative and spoken English has already been started by the department of English since 2017.

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

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

09

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

360

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://chhaygaoncollege.in/upload/sss/1735039913.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1732

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

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

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

298

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

2.2 - Catering to Student Diversity

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

More than 2000 students are enrolled in different programmes in undergraduate and Post-Graduate levels in the institution in 2023-24 session. Apart from the regular class routine, the authority arranged remedial classes for slow learner students. The authority asked all the departments to find out the slow learners and irregular students in the classes. The authority sent for the guardians of those students and with their consent some extra classes were arranged for those groups of students. The concerned departments designed lesson plans for slow learners and took classes in extra time. Those students were given special treatment and taken extra care for their upliftment. The authority engaged some extra teachers to conduct remedial classes smoothly without hampering the regular class routine. The slow learners were taught in small groups using different teaching-learning tools and activities like projectors, group works, peer discussion, home works, assignments etc. The advanced learners were provided with extra care and guided to appear in different competitive examinations. Sometimes experts from different fields were invited to take up classes and to deliver inspirational lectures for those advanced learners.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1732	36

File Description	Documents
Any additional information	No File Uploaded

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

With the needs and demands of students different student-centric methods are used and implemented in teaching -learning process. The College has made provision in structure of all programmes to give students experimental and participative learning experiences. Students can join any project work, quiz, assignment, paper presentations which are conducted by different departments of the institution from time to time. Most of the departments of the institution have adopted various student-centric methods and at the same time provide Experimental and Participative learning experiences such as field and social surveys, educational tours, environmental field studies, involvement of students for collecting data from various organizations, participation of students in various departmental seminars, conferences etc., industrial visits/ training, historical tour and so on. Apart from that various departments of the institutions provide student-centric task that inculcates in the students problem-solving skills, they receive practical knowledge and direct experience of negotiating difficult situations and are trained as capable, competent and accomplished individuals. Some problem-solving methods like breaking large task into small steps, creating short goals to achieve the end, leadership training by the Students' Union, NSS unit and Scouts and Guide, preparation of departmental journals and magazines, making students responsible for organizing academic and cultural programmes and so on.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

Different ICT enabled tools have been using in the teaching-learning process in undergraduate and postgraduate levels. ICT tools like projector, LCD and over-head Sound box, smart board, Laptop , computer , Wi-Fi , podium, mini sound modifier are used in different classrooms . In a large classroom of more than hundred students extra sound modifier and amplifier are used. The institution entertains central Wifi facility. The faculties and students can access to internet in a hassle free manner for academic purpose. Departments like Education and Information Technology (IT) are accustomed with electronic and electric laboratory equipments. E-resources and techniques like language software, YouTube, Video-conference, Power- Point presentation are also used to fulfill the needs and demands of the students.

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

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

2.3.3.1 - Number of mentors

34

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

2.4 - Teacher Profile and Quality

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

34

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

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

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

19

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

508

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

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 Honours 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 follows1. 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. 2. 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. 3. 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 through email.

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

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

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 Honours 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. 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. 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. 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 through E-mails.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

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	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The institution evaluates the attainment of Programme Outcomes and Course Outcomes with the help of different internal tests, surprise tests, open-book tests, quizzes, sessional exams, and end-semester exams. Moreover, the students are asked to submit project work and assignments on allowed topics from their respective programs and courses.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year****473**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**
<https://www.chhaygaoncollege.in/upload/sss/1761295199.pdf>
RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**
00 (The college has not received any grants from government and non-government agencies for research projects.)

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

00 (The departments have not received any grants from government and non-government agencies for research projects.)

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

01

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

17

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

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

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

22

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

3.3 - Extension Activities

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

- The college has adopted a village named Ratanpur and organized different events to improve the living style of the tribal people in that village.
- Street plays on issues like gender sensitization, literacy are conducted and performed by College students.
- International Women's Day is celebrated by the Women Cell, Chhaygaon College in collaboration with IQAC on 8th March 2024.
- Blood Donation Camp in collaboration with Assam Aids Control Society has been organized on the College campus and other places for many times. The students donated blood in those camps and became more sensitized towards society & community on 24-11-2023.
- A socio-economic survey on Ou-Phula Village, Bamunigaon was organized on 12th August 2023 where 30 students participated and on that day itself in collaboration with Eco Club, flags and saplings were donated among the villagers on the occasion of the Independence Day celebration.
- The department of economics in collaboration with IQAC,

Chhaygaon College conducted a Socio-Economic survey at Ratanpur Village, Chhaygaon (Adopted Village of Chhaygaon College) on 12-08-2023 where 26 participants took part in the survey. The department also conducted a market survey at Boko was conducted on 8th March 2024 where 20 participants took part in the survey.

File Description	Documents
Paste link for additional information	https://chhaygaoncollege.in/igac_bestpractices.php https://chhaygaoncollege.in/upload/acalender/1738917568.docx
Upload any additional information	View File

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

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

00

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

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

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

03

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

120

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

05

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructure and physical facilities for teaching-learning Viz., classrooms, laboratories, computing equipment etc.

The details of augmentation regarding infrastructure and physical facilities for teaching-learning during the year are listed in the following table:

Facilities Existing Newly added Campus area 16 bigha, 4 Kotha, 5 Lesha

---- Class rooms 38

-- Laboratories 03

--- Seminar hall

--- Class rooms with Smart Board - 05

--- Seminar Halls with ICT facilities 01

--- Classrooms with Wi-Fi/ LAN All Class rooms

Number of important equipments

Computers: 70

Steel Chairs: 60

Steel double size salve rack: 10

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

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

The details of sports and cultural facilities/ infrastructure of the institution during the year are enlisted in the following table:

Cultural Facility

Sports Facility:

Sound Proof Auditorium:01

Open Stage: 01

Indoor Stadium: 01

Play Ground: 01

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

43

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**43**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****4,79,95,329**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Library is automated using Integrated Library management System(ILMS Name of ILMS software Nature of automation (fully or partially0 Version Year of automation SOUL 2.0Partially 2.0.0.12 2015

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://chhaygaoncollege.in/library/index.php
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
472330	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
15	

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Yes. The institution has frequently updated its IT facilities including Wi-Fi for teaching-learning Viz., classrooms, laboratories, computing equipment etc.

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

4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and

academic support facilities) excluding salary component during the year (INR in lakhs)**238300**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The 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.. 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. Page 39/122 08-05-2023 02:46:30 Annual Quality Assurance Report of CHHAYGAON COLLEGE The college has its own computer Laboratory which is being utilized for professional courses like PGDCA.. The college canteen is monitored by a Canteen monitoring committee, which looks into the overall quality. The Laboratories in Education and IT departments functions under the strict control of the respective departmental Heads of the College. The Language Lab 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 library is Partially automated. The Automation software used is SOUL 2.0. The college administrative office is fully automated.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

10

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

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
00	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
00	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

37

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

96

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

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

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

government examinations) during the year

23

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

08

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

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

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 bonafide 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. In this academic session Voting System has been implemented on online mode. The Students' Union

aims at the allround development of students' and organizes several academic, cocurricular 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 and other regular activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

61

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni Association has already been registered as per Assam Govt. norms. the Registration no. is RS/KM(R)/264/RFSRS/202403585 of 2024-2025. 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, a flag stand and Martyr's alter in the College campus. The association also contributed to the college with some financial help from time to time.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

College policies are at par with government policies. Teachers actively work to achieve these policies. Transparency is maintained by sharing information on College website to make it easily available for the students of the College. Discipline is incalculated in teaching process and students are being monitored. Govt. Audit of the college has been recently conducted to continue the transparency of fund transaction. College Office automation system is upgraded. Numbers of Add on courses are increased and it

is aimed to introduce atleast 25 add courses in the academic session 2024-25.

File Description	Documents
Paste link for additional information	https://chhaygaoncollege.in/mission-vision.php
Upload any additional information	No File Uploaded

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

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. These are various committees and Cells to coordinate the curricular and cocurricular activities of the College. The student's body arranges and organizes different activities and competition 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 for 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.

File Description	Documents
Paste link for additional information	https://chhaygaoncollege.in/organogram.php
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Quality improvement strategies are adopted by the Institution for the following :-

1. 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.

2. Teaching learning:- Following methods are adopted by the College to impart education to the students:-

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-visualAids.

Examination/ 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.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://chhaygaoncollege.in/upload/acatch/1734078622.jpeg
Upload any additional information	View File

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

Parent Institute:- The College has a governing body along with subordinate bodies as management body. The general body approves and monitors plans and policies. It selects President, Vice-Principal, Secretary and Academic In charge of the College.

Outsiders in the Managing Committee/ Local Managing Committee Principal and College administrative committee :-

Principal is the head of the administrative and teaching learning process and also pays overall attention to the smooth functioning of the College. They also prepare budget and looks after the office and teaching quality and learning process, stakeholders/University/ Examinations.

Service Rules Procedures Recruitment

Promotional Policy of College

Grievance Redressal Mechanism Grievance Redressal Cell formed by faculty, staff, external female member and students to resolve them.

The Principal of the institution is the head of the cell After receiving the complaints the member discuss the matter in writing and action is taken thereafter. However, an anti-sexual harassment cell following the rules of DHE is formed.

File Description	Documents
Paste link for additional information	https://chhaygaoncollege.in/wp-content/uploads/2021/05/WhatsApp-Image-2021-05-28-at-10.58.10-AM.jpeg
Link to Organogram of the Institution webpage	http://chhaygaoncollege.in/wp-content/uploads/2021/05/WhatsApp-Image-2021-05-28-at-10.58.10-AM.jpeg
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measure for teaching and non-teaching staff.

DHE has effective welfare measures in place for its teaching and non-teaching staff.

The various welfare schemes are as follows:-

1. Medical allowance 2. Maturity benefit as per norms 3. Child care leave 4. All teaching members are encouraged to get enrolled in M.Phil & Ph.D programmes. 5. Anybody falling sick inside the College campus are taken to the nearby Public Health Centre (PHC)

6. The following facilities are also provided to employees for efficient functioning :- 1. Medical leave 2. Yoga classes 3. 24 hour power back up through electricity and generator 4. Wi-Fi facility 5. Computing facility 6.. Identity card 7. Sport facilities There is no general welfare fund for teaching and non-teaching staff in the College. Still on any serious occasion special provision for monetary help is provided from College fund but no assurance of returning the amount.

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

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

00

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

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

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

29

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

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

Institution performance appraisal system with Principal strictly follows UGC regulations minimum qualification for appointment of teaching and non-teaching to maintain the standard in the institution and keeps in knowledge for all the amendments made

from time to time. The performance of each employee is assessed annually. The object is to identify potential aspects for improvement that will lead to the progress and growth of employees.

Teaching Staff:- The performance of each faculty member is assessed according to Annual self for the performance based appraisal system. The assessment promotions are based on the PBAS proforma for UGC career advancement scheme that is based on the API score: The institute under likes a wide range of activities besides academics where faculty members are assigned additional duties and responsibilities. **Non-teaching staff:-** All non-teaching staff are also assessed through ACR (Annual Confidential Report).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

- Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism. 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. Government Audit is up to dated to the academic year, 2023-24. And the Govt. Audit has successfully be accomplished in the month of October,2024.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

00

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

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

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 to 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, PGDCA.

Resource mobilization is also carried out by following means :-

1. Students fees

2. Bank of Boroda, State Bank of India (Gumi, Chhaygaon Branch)

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.

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

6.5 - Internal Quality Assurance System

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

The IQAC 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 or through email to the Coordinator IQAC lakshya.sarma@gmail.com

The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels. The IQAC regularly meets at a gap of 3 months. The IQAC prepares, evaluates and recommends the following for approval by the College authority:-

1. AQAR
2. SSR of various accreditations bodies (NAAC)
3. PBAS for CAS promotion
4. Stakeholders feedback
5. Process, performance and conformity.
6. Action taken reports
7. New programmes as per National Mission and Govt. policies

File Description	Documents
Paste link for additional information	https://chhaygaoncollege.in/upload/ssr/1735039913.pdf
Upload any additional information	No File Uploaded

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

The 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 as per University rules. Students are given a brief account of the College and courses. Students are appraised of the time-table, programme structure, syllabi of the courses. Anti-Ragging committee keeps a 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 feedback 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 analysed 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. Home Assignment (every 6 months)
2. Automation of admission process.
3. MOU with Grameen Sahara
4. Workshop on newly introduced CBCS course by Prof. Nissar Ahmed Barua, Dept. of Economics, Gauhati University
5. Green initiative in campus
6. Tree Plantation
7. International students exchange programme
8. 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	Documents
Paste link for additional information	https://chhaygaoncollege.in/upload/acatch/1732000460.jpeg
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://chhaygaoncollege.in/upload/minutes/1733729473.pdf https://in.docs.wps.com/module/common/aiGuide?sa=601.1123&ps=1&fn=Chhaygaon%20College%20AAA%20Report%202024.pdf&sid=sIJ7h4uNMLKSquwY&v=v2#1735192680540
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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. We have 10 women staff and 866 women students. 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:

- i. Security checkpoints at all campus entries and exits.
- ii. Extensive surveillance network.
- iii. Rotational duty by all faculty members for discipline and security .
- iv. Night patrols by night staff Strict implementation of anti-ragging, anti-harrasment and mobile free campus.
- v. Awareness campaigns through street plays.

vi. Grievance redressal cell committees for staff and students.

vii. Gender sensitization related works in campus and nearby areas.

viii. Counseling of both male & female students which incorporates medical counselling, Moral counselling, Career counselling and village counselling

ix. Both male and female students have common rooms with high facility in the College Campus.

x. The NSS Unit, Red Ribbon Club organizes medical camps, awareness camps, health and hygiene awareness and self-defence camps.

File Description	Documents
Annual gender sensitization action plan	1. 21/09/2023 : Awareness Programme on Female Health Issues at Ratanpur Village (Adopted Village of Chhaygaon College)
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

C. Any 2 of the above

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

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

Solid waste Management -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.

Liquid waste management-

Chhaygaon College is totally with Arts and Commerce stream background. The only way to liquid waste management is use of concrete drains through which used water passes down.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above

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

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

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 Drama, Yoga days, Women's Day, AIDS Day, Chhaygaya Lok Utsav and cultural procession are celebrated in the College. These activities cultivated positive attitude between 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 arrange , which is open to all irrespected 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.

Additional page on extention- 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.

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

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

Our vision is to facilitate journey of students from information to knowledge and from knowledge to wisdom . students in this case receives all round understanding of environment and constitutional obligation . As the college 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 afar from College and through NSS Unit our college organizes a number of academic and non-academic activities . Election in College 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 competition are held and students are made competent by participating in various competitions. Hosting flag, Human Rights Day, College election, educational tour , observation of 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.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,

B. Any 3 of the above

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

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

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

Chhaygaon College is committed to promote ethics and values amongst students and faculty. The College organizes National festivals as well as Anniversaries for the great Indian Personalities this include.

College celebrate the following days:-

1. Teachers Day (5th September) As birthday of great teacher Dr. Sarvapalli Radhakrishanna

2. College Foundation Day (6th September)

3. International Women's Day (8th March)

4. International Yoga Day (21st June)

5. Independence Day (15th August)

6. Republic Day (26th January)

7. World Environmental Day (5th June)

8. NSS Day (24th September)

9. Birthday of Mahatma Gandhi (2nd October)

10. Human Rights Day (10th December)

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

7.2 - Best Practices

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

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

1. The College organised South Kamrup Quiz Festival

2. Awareness Programme on Female Health Issue at adopted village.

https://chhaygaoncollege.in/upload/iqac_bestpractices/1734948406.docx

https://chhaygaoncollege.in/upload/iqac_bestpractices/1735189152.docx

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

within 200 words

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 organizes extension programmes for the welfare and benefits of the students to motivation them for a better life . The student feedback is taken to obtain feedback on various institutional qualitative aspects viz; Teachers, departmental infrastructure , curriculum , campus infrastructure, office , library and hostels.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To reach the target of introducing 25 Add-on courses.
2. Increasing the number of adopted villages from 02 to 05.
3. To open NCC wing.
4. To organise National/ International seminar.
5. To initiate the practice of Campus Recruitment.
6. Steps to be taken for publishing an Online Research Journal.