



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>CHAIDUAR COLLEGE</b>
• Name of the Head of the institution	<b>Dr. Anjan Kr.Ozah</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>03715243158</b>	
• Mobile No:	<b>7002308838</b>	
• Registered e-mail	<b>chaiduarcollege@gmail.com</b>	
• Alternate e-mail	<b>cdciqac@gmail.com</b>	
• Address	<b>Chaiduar College Post Office: Gohpur, District: Biswanath</b>	
• City/Town	<b>Gohpur</b>	
• State/UT	<b>Assam</b>	
• Pin Code	<b>784168</b>	
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges	<b>Affiliated College</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Urban</b>	

• Financial Status	UGC 2f and 12(B)																								
• Name of the Affiliating University	Gauhati University																								
• Name of the IQAC Coordinator	Dr. Arindam Sarma																								
• Phone No.	03715243158																								
• Alternate phone No.	8761025306																								
• Mobile	8761025306																								
• IQAC e-mail address	cdciqac@gmail.com																								
• Alternate e-mail address	dr.arindam.sarma@gmail.com																								
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.chaiduarcollege.org/IQAC/AQAR%202019-20.pdf">https://www.chaiduarcollege.org/IQAC/AQAR%202019-20.pdf</a>																								
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes																								
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.chaiduarcollege.org/College%20Document/Academic%20Calendar%202020-21.pdf">https://www.chaiduarcollege.org/College%20Document/Academic%20Calendar%202020-21.pdf</a>																								
<b>5. Accreditation Details</b>																									
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>C++</td> <td>70</td> <td>2004</td> <td>16/09/2004</td> <td>15/09/2009</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.64</td> <td>2011</td> <td>08/01/2011</td> <td>07/01/2016</td> </tr> <tr> <td>Cycle 3</td> <td>B++</td> <td>2.82</td> <td>2017</td> <td>27/11/2017</td> <td>26/11/2022</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	C++	70	2004	16/09/2004	15/09/2009	Cycle 2	B	2.64	2011	08/01/2011	07/01/2016	Cycle 3	B++	2.82	2017	27/11/2017	26/11/2022
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Cycle 3	B++	2.82	2017	27/11/2017	26/11/2022																				
<b>6. Date of Establishment of IQAC</b>	17/11/2017																								
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>																									

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Chaiduar College	Bio-Tech Hub (Faculty Salary, Recurring)	UGC	2020, 365 days	182872
Chaiduar College	Excursion Grant	Directorate of Higher Education, Govt. of Assam	2020, 365	100000
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>	
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>			<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>			<b>2</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>			<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>			<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>			<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>			<b>100000</b>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>				
<p>1. IQAC has organized an Invited Lecture in association with the Department of English on "The Emergence of the 'New Artist' in Arun Sarma's Trilogy of Plays" delivered by Dr. Namrata Pathak, Assistant Professor, Department of English, North-Eastern Hill University, Shillong (Tura Campus) on 18/07/2021. 2. IQAC assisted in organizing the event "Career Opportunities in The Field of Polymer Science &amp; Technology" by Dr. Harekrishna Deka, Senior Technician Officer,</p>				

CIPET: CSTS Guwahati. As a part Online Lecture Series 2021, organized by Department of Chemistry, Chaiduar College, 10/08/2021 3. Assisted the Department of Zoology in organizing an International Webinar and an Interactive session with Dr. Rubul Mout, a Research Fellow at Harvard Medical School (Harvard University) and at the Stem Cell Program, Boston Children's Hospital (BCH) in collaboration with Department of Zoology, Gauhati University and Zoological Society of Assam on 24/07/2021

As a part of its extension activities, IQAC assisted in organizing three awareness program among college and school children from the locality on the removal of superstition with a grant received from The Assam Science Technology & Environment Council (ASTEC). Other extension activities such as Tree Plantation Drive, Health Check-up Camps for the rural community, Cleanliness drive in Gohpur town etc. were initiated by the IQAC in association with NSS, NCC, Students' Union and other departments

IQAC organised a seminar on New Syllabus of APSC/UPSC and a Career Guidance and Counselling Program on 28/12/2020. Praveen Kumar Singh, Senior Faculty of Khan Study Group, New Delhi and UnAcademy was the resource person.

World Environment Day, Independence Day, Republic Day, International Mother Language Day, National Science Day, National Unity Day, Constitution Day, World Aids Day, International Women's Day etc. were celebrated in association with various departments, NCC and NSS units of the college

IQAC initiated to create a number of video modules for students to help them deal with online transactions and academic matters: 1. How to use State Bank Collect(SB Collect) for purchasing online form, payment of new admission and existing admission. Video uploaded on Aug 7, 2021 2. Video address from the principal to the the examinees of 5th Sem. examination 2021. Video uploaded on 16/06/2021, 2021 3. Video address from the principal to the examinees of 3rd Sem. examination 2021. Video uploaded on 17/07/2021

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

Plan of Action	Achievements/Outcomes
To organize outreach and extension activity	IQAC assisted in organizing three awareness program among college and school children from the locality on the removal of superstition with a grant

	received from The Assam Science Technology & Environment Council (ASTECC). Other extension activities such as Tree Plantation Drive, Health Check-up Camps for the rural community, Cleanliness drive in Gohpur town etc. were initiated by the IQAC in association with NSS, NCC, Students' Union and other departments
To hold seminars/webinars/workshops/invited talk and lectures etc.	IQAC has organized an Invited Lecture in association with the Department of English on
To hold career counselling and guidance program for the students	IQAC organised a seminar on New Syllabus of APSC/UPSC and a Career Guidance and Counselling Program on 28/12/2020. Praveen Kumar Singh, Senior Faculty of Khan Study Group, New Delhi and UnAcademy was the resource person.
To maintain good results and regularity of classes	Target achieved
To work closely with RUSA	Monitored the developmental projects under RUSA schemes
To build up national and international collaboration in bringing internationally renowned scholars, scientist etc. as invited guest and hold lecture.	Assisted the Department of Zoology in organizing an International Webinar and an Interactive session with Dr. Rubul Mout, a Research Fellow at Harvard Medical School (Harvard University) and at the Stem Cell Program, Boston Children's Hospital (BCH) in collaboration with Department of Zoology, Gauhati University and Zoological Society of Assam on 24/07/2021
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>

- Name of the statutory body

Name	Date of meeting(s)
Chaiduar College Governing Body	28/03/2022

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
Yes	05/03/2022

#### 15. Multidisciplinary / interdisciplinary

Chaiduar College follows a has a holistic multidisciplinary curriculum designed by the parent university, i.e. Gauhati University, which has the potential to empower the students acquire substantial and adequate knowledge from their core subjects. Humanities, Science and Commerce are the main streams and within the core subjects opted by the students, they have the options of choosing skill courses from a diverse range of courses. For all undregardate students, courses on Environmental Studies are made compulsory. are taught in their 1st four semesters. Project works, seminar presentations are parts of the curriculum. The emphasis on social work, community service and human and universal values, gender equity etc are propogated by the activities of NSS, NCC and through organization of various events such as Anti Tobacco Day, Republic Day, Constituion Day, Voters Day, Mother Tongue Day, International Women's Day etc..

#### 16. Academic bank of credits (ABC):

The institute is offering a a range of elective papers for each BA, BSc and BCom courses as desinged by the parent university and the students have the flexibility to choose the subjects as per requirement. This is a preliminary stepping stone for which for the institute to fulfill the bigger goal of implementing the Academic bank of credits.

Most of the faculty members use ICT in imparting lessons in the classrooms. Video modules on some courses have been made. Classes are also conducted through various online platforms such as Google Meet, Zoom etc. whenever the need arises.

#### 17. Skill development:

The college has undergraduate vocational courses such as Mass Media and Medical Laboratory Technician in the form of BVoc scheme and it resonates with that of National Skill Development Corporation evident through its enrichment of curriculum, electives etc.

Skill courses are incorporated alongside core courses of each program of study.

Certificate in Computer Application and Post Graduate Diploma in Computer Application are run by the college through the ICT Centre.

Spoken English course is conducted in the Language Lab under the Department of English.

Career Counselling programs are held.

International Mother Language Day, International Women's Day, Science Day, Constitution Day, Gandhi Jayanti, Teachers' Day, Yoga Day, Saraswati Puja, Viswakarma Puja etc. are celebrated to instill and propagate humanistic, ethical, Constitutional, and universal human values among the students and staff.

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

Teaching of Indian languages forms a core component of the undergraduate course. Assamese, Bodo and Nepali are among the languages taught under the Department of Languages. Degree courses are offered in Assamese, Bodo and Nepali. The students have to take courses on communication skills choosing from English or Assamese or Bodo etc. The Department of Languages hold regular departmental programs on literature, language and music among the students. During the Annual College Week, competitions are held on recitations of poems, writing of poetry, stories and essays in these languages. All the departments have wall magazines and the students can contribute their writings in these languages to the magazines. Traditional music and Dance programs are also organized during the College Week and in various departmental and college level events. A Cultural Museum is maintained by the Department of Languages which showcase the arts and artefacts as well as glimpses of cultures of Assam and the Northeast.

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

Continuous evaluation is made to transform the curriculum towards Outcome based Education (OBE) in the CBCS course implemented by the parent university. Sessional examinations as well as regular class tests are conducted and assignments are given to get an idea about the student's understanding and grasp of the subject.

**20.Distance education/online education:**

Online education through lectures on platforms such as Google Meet and Zoom are conducted. A number of You tube lectures by faculties have been developed to encourage learning in blended mode. The college has study centres of IGNOU and Krishna Kanta Handiqui State Open University where desiring students can take up undergraduate and graduate courses through the distant mode.

**Extended Profile****1.Programme**

1.1	482
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1	2230
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	350
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.3		<b>537</b>
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1		<b>46</b>
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2		<b>46</b>
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1		<b>55</b>
Total number of Classrooms and Seminar halls		
4.2		<b>157.11922</b>
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		<b>65</b>
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

As an affiliated college of Gauhati University, the college do not have much freedom in designing of the curricula and courses, and it follows the curricula designed and approved by the parent university. However, the college maintains and assures planned curriculum delivery and documentation through a number of ways and initiatives. A central time table for different streams is designed each semester by a committee and the classes are conducted strictly according to the routine. While preparing the routine, the committee takes into account the need for extra tutorials and practical classes. The time table is also posted in the college notice board for all the students to see. Progress Reports are acquired from each department and the authority monitors the progress of the courses. The departments and the faculty members ensure effective and timely delivery of the curriculum. The departments hold regular departmental meetings to discuss classes, course delivery, academic problems faced by the students etc. The teachers use ICT facilities in their classes. Students present seminars from time to time. Field trips, industrial visits, internships are conducted to supplement their learning and skills.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.chaiduarcollege.org/College%20Document/Academic%20Calendar%202020-21.pdf">https://www.chaiduarcollege.org/College%20Document/Academic%20Calendar%202020-21.pdf</a>

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

The details of Internal Examination are communicated to the students at the beginning of the session through the academic calendar. The students are encouraged to approach the members of the faculty with regards to their doubts, confusion etc., regarding the course material, pattern of exam and evaluation. Internal test and assignments are conducted with immediate feedback of the results with the students. The students are given the evaluated answer script and their grievances, if any, are heard and promptly taken care of. For low achievers, remedial coaching and tutorials are arranged for well before the student appears in the final/end semester examination conducted by the University. The college

maintains and monitors the attendance record of each student centrally as well as in their respective departments. The progress made or lack of attendance is communicated to the students and their parents through Parent-Teacher Meetings and during the mentoring process. In keeping with the nature in which young learners acquire knowledge and skills, the Departments assess the student's attainment levels through various means like: Open Book examinations, Online Multiple-Choice-Questions, Presentations using different tools and techniques, etc. Most importantly, the Faculty offers the students ample opportunities to improve their performance, so as to compete with themselves in order to draw out the best in themselves and their capabilities.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.chaiduarcollege.org/College%20Document/Academic%20Calendar%202020-21.pdf">https://www.chaiduarcollege.org/College%20Document/Academic%20Calendar%202020-21.pdf</a>

**1.1.3 - Teachers of the Institution participate in C. Any 2 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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**

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

41

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

41

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

BA Major course in English has papers on Nature and Women's Writings. The paper on women's writing seeks to direct the students' attention to nineteenth and twentieth century writings by women living in different geographical and socio cultural settings. Students get acquainted with the situationally distinct experiences of women articulated in a variety of genres-poetry, novels, short stories, and autobiography which emphasise on gender issues, critically examine women's position in society from diverse feminist theoretical frameworks and understand approaches and strategies required to develop women's agency and citizenship, beginning a process of reflection and rethinking on equity for women in relation to self. Likewise, in other Literature subjects such as Assamese and Bodo, there are topics on women writing which focuses on crucial gender issue.

Some topics in History and Political Science deal with the role of women in the historical and political processes of our country and the world in general. Major courses in History, Political Science and Economics embed topics of the local, regional and global relevance, and these topics crosscut issues of ethics, gender, human values, sustainable development and morality, environmental economics and natural resource economics, climate change politics, nation-state and identity etc. Topics in Political Science also deal with the issues of human rights, citizenship, identity politics and nation-building processes which are very relevant in the present scenario.

Courses in Biology, Zoology, Chemistry have topics on bio-research, ethical research, use and abuse of chemicals in human lives etc.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.chaiduarcollege.org/sss.html">https://www.chaiduarcollege.org/sss.html</a>

## 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

1000

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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

752

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The practice of mentoring students and their progress along with the difficulties and problems aims to get the students to interact, deliberate and discuss with the teachers as Mentors regarding their study habits, career options, difficulties faced in the classroom/laboratories and or at home. The progress of the students is constantly monitored by the faculty. All differently-able students are given extra care by providing Wheelchair as well as scribes for the blind students.

To identify slow and advanced learners, various measures such as class tests, mid-term tests, student seminars etc are conducted on a regular basis.

For slow learners the following initiatives are taken:

- Regular mentoring and counseling are conducted
- Question Banks are made available in library and these learners are encouraged to practice on these old question papers to increase their competence and boost learning

For advanced learners the following measures are provided:

- Regular mentoring and career counseling programs
- Spoken English Course and courses under SWAYAM etc.
- Advanced students are allowed to borrow additional books

There are various students clubs which provide act as useful platforms for developing their hobbies bringing out their creativity and leadership potentials in both slow and advanced learners.



File Description	Documents
Link for additional Information	<a href="https://www.chaiduarcollege.org/IQAC/Documents/2.2.1.pdf">https://www.chaiduarcollege.org/IQAC/Documents/2.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2230	46

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

- Students are given project work and assignments on topics and courses taught. After evaluations, the performances of the students are shown to the students and suggestions are made for further improvement.
- Class seminars are held where students are asked to speak on given topics
- Group discussions are held among the students
- practical classes/Lab work are compulsory for the students of science streams where they get hands-on training on science experiments. Students from the Medical Laboratory Technical course and also have live, participative, experiential learning
- Language Lab has various interactive softwares where students practice and improve their English language proficiency.
- Economics, Commerce, mathematics and all science stream students learn through problem solving methodologies.
- Students go on field trips, environmental study tours
- All departments have wall magazines produced by the students
- Students participate in various cultural and sports activities and extension programs

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

All the faculty members use ICT tools for effective teaching-learning process.

E-resources, E-databases are used by teachers and students are also encouraged to do the same.

A number of teachers have been making e-learning modules and these modules are uploaded in the college website where the students can access and use them freely and at their own convenience.

ICT enabled classrooms are in place.

Virtual platforms such as Zoom, Google Meet, Webex etc are used by the teachers and students to hold on.line classes.

Facilities:

1. Computer Centre
2. Digital Library
3. Virtual and Digital Classrooms
4. Projectors and Displays
5. E-Resources such as N-List (INFLIBNET), CDs
- 6.Video Play through You Tube, SWAYAM Portals, E-pathsala and other MOOCS
- 7.Google meet & Classroom, Zoom platforms for online classes

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.chaiduarcollege.org/facilities.html">https://www.chaiduarcollege.org/facilities.html</a>

### 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

46

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

### 2.4 - Teacher Profile and Quality

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

46

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

23

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

794

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

Regular Internal assessment is made.

All the departments arrange for internal examination by preparing question papers and project works for the students

Internal marks are fed into the online portal of Gauhati University (parent university)

After evaluations, the teachers display the marks to the students and discuss their performance and make suggestions for further improvement.

Project work and assignments are given and they are stored properly in the concerned department .

Sessional/Internal examinations are held as per schedule fixed by the parent university

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The details of Internal Examination are communicated to the students at the beginning of the session through the academic calendar. The students are encouraged to approach the faculty members with regards to their doubts, confusion etc., regarding the course material, pattern of exam and evaluation. Internal test and assignments are conducted with immediate feedback of the results with the students. The students are given the evaluated answer script and their grievances, if any, are heard and promptly taken care of. The college maintains and monitors the attendance record of each student. The progress made or lack of attendance is communicated to the students and their parents through Parent-Teacher Meetings and over phone. In keeping with the nature in which young learners acquire knowledge and skills, the departments assess the student's attainment levels through various means like: Open Book examinations, Multiple-Choice-Questions, Presentations using different tools and techniques, etc. Most importantly, the faculty offers the students ample opportunities to improve their performance, so as to compete with themselves in order to draw out the best in themselves and their capabilities.

File Description	Documents
Any additional information	<a href="#">View File</a>
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.

Detail information regarding programs offered and course outcomes of the programs are published in the syllabus and it is also posted in the website of the college. which is published at the beginning of each new session for tready reference to the students and faculty members. IQAC designed the PO of each programme, which are in line with Vision and Mission of the Institution, following the guidelines

offered by NAAC. Head of the departments prepared the draft version of COs with the help of faculty members and were finally approved by IQAC. The departments have the syllabi for each program which is discussed with the students. At the beginning of the session the syllabus and the PO, CO is stated and shown to the students along with required textbooks for the session.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://chaiduarcollege.org/Courses/PSO_CO.pdf">https://chaiduarcollege.org/Courses/PSO_CO.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

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

The attainment of programme outcome is measured through students' performances in the examinations and progress to higher studies.

The course outcomes are measured through syllabus, completion of syllabus, continuous evaluation (internal evaluation) process, timely setting up of question paper, evaluation and result.

The Academic Committee also hold discussion regarding the attainment of programme outcome and the progress of courses, examination results etc.

Students performances are discussed and analyzed by each department. The continuous evaluation is done through tests, written assignments, presentation of papers, oral presentations, field-work and so on. The end semester examination of every course is based on written examination of three hours, the question paper of which is required to test the knowledge of the student from every unit prescribed for study. The detailed guidelines provided by the affiliating/parent university are duly followed.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

537

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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.chaiduarcollege.org/IOAC/Documents/Student%20Satisfaction%20Survey%202020-21.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)

0

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

8

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 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

27

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

24

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

1. IQAC assisted in organizing three (3) awareness program among college and school children from the locality on the removal of superstition with a grant received from The Assam Science Technology & Environment Council (ASTEC).

2. Extension programme by Chaiduar College NCC Division on 9th May, 2020. In this program, NCC Cadets and students organized a drive to clean up the statues of the martyrs at Gohpur town and the surrounding areas of the park

3. An Outreach Program cum Educational excursion to Laokhowa Burhachapari Wildlife Sanctuary by the deptt. of Botany was organized on 9th January, 2021.

4. Outreach Program cum educational visit to Behali Wildlife

## Sanctuary by the students and Faculty members of Botany, 2021

5. Plantation drive and Cleanliness drive were organized by NSS, NCC in association with the IQAC, students and teaching staff

6. The college functioned as Quarantine Centre and Covid Care Centre during the months of June, July, August, 2020 where hundreds of Corona patients and migrated workers were kept and taken care of, and the teaching and non-teaching staff of the college actively took part and assisted the local administration in their relief measures and rehabilitation programs.

7. During the Covid-19 pandemic, college faculty members provided assistance to the needy people with rations food and medicines. College faculty members were also involved in supervision duties of people (mostly those coming from outside the states) who were quarantined in the college campus.

8. Health check up camps for rural community organized by NSS, Department of Medical Laboratory Technician

9. Anti Plastic rally by NCC

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
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**

10

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

**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**

778

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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**

6

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

### 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

5

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

## 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 college has a well-developed campus at Gohpur town. It is equipped with all kinds of amenities and facilities and learning resources.

1. The college has 55 number of rooms for teachin-learning activities. Among these, 15 are laboratories and others are classrooms. These classes are spread across 8 blocks
2. It has a central library with thousands of books and a large number of journals. The library is fully automated and it has Wi-Fi, Xerox and printer machines for the use of both faculty and students.
3. The college has adequate and well-furnished classrooms and

seminar halls and smart classrooms.

4. All the science departments have labs equipped with adequate equipments and machineries
5. As far as support facilities are concerned, the college has boys' and girls' hostels and common rooms, teachers' common room, a first-aid centre, canteen, auditorium, an indoor stadium, a sporting field, a well-equipped gymnasium, ICT centre, a language lab, a bio-tech hub
6. The college has facilities for drinking water, car parking, bike parking areas and sheds, solar power supplies, power generators.
7. All the departments have individual departmental libraries.
8. The college takes good care for security surveillance and the campus and the campus monitored is through CCTV cameras. The college has fire fighting system in place.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.chaiduarcollege.org/facilities.html">https://www.chaiduarcollege.org/facilities.html</a>

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

The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities. The college has an indoor stadium with state-of-the-art facilities for badminton, table tennis etc. It also has a multi-gymnasium with modern equipments. It has a well-equipped auditorium and a seminar hall where cultural and academic and other non-academic programs are held regularly. The college has a large play-ground for outdoor games. There is provision for yoga practices.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.chaiduarcollege.org/facilities.html">https://www.chaiduarcollege.org/facilities.html</a>

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

6

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

6

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.chaiduarcollege.org/facilities.html">https://www.chaiduarcollege.org/facilities.html</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

86.71064

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

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

The Central Library is fully automated and it uses the SOUL 2.0 ILMS Software. The digital library maintains various E-resources (books, journals, database) and information regarding the academic departments and faculty members. Surveillance system is active in the library. The library subscribes to the UGC N-List programme.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.chaiduarcollege.org/lib.htm">https://www.chaiduarcollege.org/lib.htm</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**1.85716**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<b>No File Uploaded</b>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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**

**30**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

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

Chaiduar College is well equipped with IT facilities and these are updated on a regular basis. The college has well LAN and Wi-Fi Connectivity. All departments of the college have wi-fi facility. Main building and administrative block has a wi-fi network. The library is up-to-date with the most recent publications of magazines and journals. The digital library is a huge repository of e-resources. The campus has CCTV surveillance in crucial points. Every department has computers, laptops, printers etc. Some of the classrooms are equipped with IT facilities. IT facilities available are: 1. internet connectivity to all departments. 2. Hardware and software updation. 3. Website updation. 4. LAN connection of computers and printers of administrative block and computer labs. 5. Management e-portal. 6. Conference Hall with ICT facilities. 8. Virtual Classrooms. 9. Regular maintenance of IT facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.chaiduarcollege.org/4.3.1.pdf">https://www.chaiduarcollege.org/4.3.1.pdf</a>

#### 4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

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



File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

157.11922

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The College utilizes grants received from RUSA and other sources for maintaining laboratory facilities in the college. Respective departments maintain Laboratory equipments and facilities. The departments intimate the authority about any requirements for new equipments and lab materials, and after approval by the academic council and finance committee, funds are released for procuring new equipments.

New library books, journals and other library facilities etc. are bought from grants from RUDSA and college funds. Old books and are weeded annually and damaged books are either salvaged by re-binding them or discarded if beyond repair.

The college has an Indoor Stadium and a multi-purpose Gym as well as other sporting facilities. Grants from RUSA/UGC/ State govt/College funds are utilized for procuring sporting equipments and

facilities. The building committee and sports committee maintain the sports complex and look into repair and upgradation as and where required. The sporting facilities of the college are open for use to the students and staff of the college.

New computers and other ICT facilities and materials are procured from time to time with funds from RUSA and various college funds. They are regularly maintained and repaired as per need.

Grants from RUSA/State govt. and college development fund and general fund are used for construction of new classrooms, and maintenance and repairing of old classrooms. Classrooms are allotted for the use of students and teachers as per the college routine and student enrolment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.chaiduarcollege.org/IQAC/Documents/Procedures%20and%20policies%20for%20maintaining%20and%20utilizing%20physical,%20academic%20and%20support%20facilities.pdf">https://www.chaiduarcollege.org/IQAC/Documents/Procedures%20and%20policies%20for%20maintaining%20and%20utilizing%20physical,%20academic%20and%20support%20facilities.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

501

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

7

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

**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**

**C. 2 of the above**

File Description	Documents
Link to institutional website	<a href="https://www.chaiduarcollege.org/facilities.html">https://www.chaiduarcollege.org/facilities.html</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

270

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

270

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

24

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

77

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 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

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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.

3

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

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 )

The college has a student union named Chaiduar College Students Union (CCSU) and the union functions as per the constitution of the CCSU. The members for various portfolios of the Union are elected for one academic year by the bonafide students of the college in a general election held every year. The student union as a representative body of the student community of the college participates in different spheres of the college activities. The major activities/participation of the Students Union during the academic year 2020-21 are

Student Body participation in college activities:

1. Freshman Social
2. College Magazine
3. Represents the College in various university/state/national level events like the youth festival and other competitions.
4. Celebration of Saraswati Puja
5. Celebration of National Science Day
6. Organisation of Annual College Week
7. Celebration of Mother Tongue Day

Representations in Academic, Administrative and Other Activities Committees/Cells/ Clubs of the Institution:

1. GS of the Union is on IQAC
2. College Association
3. National Cadet Corps (NCC)
4. National Service Scheme (NSS)

5. Red Ribbon Club
6. Adventure Club
7. Eco and Animal Lovers Club
8. Creativity Club
9. Cultural Club
10. Students Self Help Club

File Description	Documents
Paste link for additional information	<a href="https://www.chaiduarcollege.org/COMMITTEE%20FINAL.pdf">https://www.chaiduarcollege.org/COMMITTEE%20FINAL.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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

6

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

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

Chaiduar College Alumni Association was established in 2003. The office of the association is in the campus of the college. The chief objectives of the association are: 1. to interact and keep in touch with the ex-students of the college. 2. to engage the former students in various academic and non-academic programs and events of the college, 3. To generate fund through alumnus contributions..

The alumni contributed financially in the construction of the College Guest House.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year**      D. 1 Lakhs - 3Lakhs  
(INR in Lakhs)

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

#### Vision of the Institution:

To achieve all round development of a student providing moral, civic, value-based learning through education.

#### Mission of the Institution:

To disseminate the quality education among the students and nearby areas of greater Gohpur for generating workforce to equip them for self-employment.

With this vision and mission in sight, the college endeavours to deliver high quality education to the students; to provide academic and personal enrichment for lifelong learning. It has strived to put in place conducive and adequate infrastructure, amenities and facilities for the attainment of holistic development and growth of the students and teachers. The academic strategies and developmental plans are made and implemented in to ensure efficient academic and student support services. Through the activities and programs held from time to time, the institution makes sincere attempts to instil moral and ethical approach, a spirit of enquiry, scientific temperament and humanistic values among the students. The infrastructure development plans are carried out by the College



Construction Committee with due recommendations of the Governing Body. To remain technologically up-to-date, the college has formed an ICT cell that looks after software and hardware up-gradation, takes measure to implement e-governance in all areas of operation, viz. admission, teaching-learning, examination, finance and accounts.

File Description	Documents
Paste link for additional information	<a href="https://www.chaiduarcollege.org/Prospectus.2022-23.pdf">https://www.chaiduarcollege.org/Prospectus.2022-23.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

The college promotes the culture of participatory management and practices decentralized system of management as far as possible. The management encourages participative governance and provides ample opportunity to all the staff members to be involved in the college developmental process. The apex body of management, i.e. the Governing Body is comprised of representatives from the faculty, parents, library and office staff. The IQAC of the college also comprises of teachers, librarian and staff, student representatives and members of the society. Different committees are constituted for the management of different institutional activities: 1. Examination Committee 2. Admission committee, 3. Construction Committee, 4. University Examination Zone 5. Career Counseling Cell 6. Internal Complaint and Grievance Redressal Cell 7. Students' Union Society 8. Disciplinary Committee 9. Anti Ragging, Anti-Harassment and Disciplinary Committee 10. Alumni Association 11. NCC, NSS, 12. Women's Cell, 13. Environmental and Climate Cell, 14. Equal Opportunity and Gender Equity Cell, 15. ST, SC, OBC and Minority Cell, 16. Career Counselling and Placement Cell, 17. Anti-Sexual Harassment Cell, 18. Academic Committee, 19. NEP Task Force, 20. Institution Ethics Committee, 21. Committee for Students with Special Needs, 22. RUSA Committee, The details are given in the weblink below.

File Description	Documents
Paste link for additional information	<a href="https://www.chaiduarcollege.org/COMMITTEE%20FINAL.pdf">https://www.chaiduarcollege.org/COMMITTEE%20FINAL.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The extensive goals of the strategic plan (2017-2023) associated with Chaiduar College are primarily directed to provide quality higher education to the students and in creating human resource for the development of society. Alongside this academic goal, the college has successfully developed infrastructure and support facilities for the all-round growth and development of the institute. The most significant objectives and goals of perspective plan of 2017-2023 are:

- To maintain good result
- To organize more webinars/seminars/conferences/workshops, career counselling programs
- To start PG classes
- Improvement of infrastructure facilities like construction of more classrooms, toilet blocks, and parking sheds etc.
- Construction of boundary wall
- Completion of the construction of the Guest House
- Repairing of old classrooms
- Installation of solar panels for alternative source of energy
- To increase collaborative work with various organisations both in private and public.
- Encourage the culture of quality research among the teachers and students
- Further development of the ICT Centre
- To procure more sporting and gym materials

The college has made extensive efforts to fulfil these goals and put the perspective plans to action and take them to fruition.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.chaiduarcollege.org/IQAC/Documents/6.2.1.%20Perspective_Plan.pdf">https://www.chaiduarcollege.org/IQAC/Documents/6.2.1.%20Perspective_Plan.pdf</a>
Upload any additional information	<a href="#">View File</a>

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.

Rules and regulations are in place for efficient management of administrative work and proper functioning of the institution. Appointment and service rules of the institution are guided by Director of Higher Education, Government of Assam. At the management level the college is governed by the President, the Secretary and other members of the Governing Body of the College. At the college level, the Principal is the apex of the internal administration and is assisted by Vice-Principal, HOD's, staff and IOAC.

**Administrative set up:** The Administrative set up consists of the Principal, followed by Vice-Principal, HOD's, Faculty in charges, Supervisory Assistants, Clerks and so on. Departments are guided by Head of Departments followed by Associate Professors and Assistant Professors. The organisation structure of the Library consists of The Librarian, Assistant Librarian, Library Assistant and bookman.

**Service Rules:** For the service conditions and rules, and the appointments are made according to the norms fixed by Governing Body keeping in view the norms of the Govt. of Assam and UGC.

File Description	Documents
Paste link for additional information	<a href="https://www.chaiduarcollege.org/IQAC/Documents/6.2.2.pdf">https://www.chaiduarcollege.org/IQAC/Documents/6.2.2.pdf</a>
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in

A. All of the above

**areas of operation Administration Finance and  
Accounts Student Admission and Support  
Examination**

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

### 6.3 - Faculty Empowerment Strategies

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

The institution has a number of welfare measures for all the teaching and non-teaching staff. These measures help towards maintaining good professional and cordial relationship with the employee's and keep a healthy and effective work-personal life balance among them:

1. Maternity and Child Care Leave are granted when required
2. The staff of the college are entitled for Study Leave, Duty Leave, Maternity Leave, Child Care Leave etc.
3. Pension Scheme: All teaching and non-teaching staff working against permanent posts are eligible for pension from government of Assam
4. Provident Fund, Gratuity, Group Insurance Scheme, Leave Encashment Facility: All teaching and non-teaching staff working against permanent posts are eligible for these facilities from government of Assam.
5. To keep on monitoring the health of its employees, free medical camps are organized from time to time under the aegis of the Department of MLT
6. There is a Women's Cell in the institution which supports various needs of the female teachers and organizes programmes which basically focus on the welfare of women

7. A canteen with affordable healthy food, Pure drinking water facilities, adequate sporting and gym facilities are there

8. Faculty members are constantly supported by the authority for their development in professional career

File Description	Documents
Paste link for additional information	<a href="https://www.chaiduarcollege.org/IQAC/Documents/6.3.1.pdf">https://www.chaiduarcollege.org/IQAC/Documents/6.3.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

0

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

9

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The college follows the rules and regulations prescribed by the Director Higher Education, Government of Assam for the Performance Appraisal of teaching and non-teaching staff.

IQAC (Chairperson + Co-ordinator) of the college evaluate and keep records of faculty performance year-wise as per PBAS. The college

authority encourages both teaching and non-teaching staff for their skill enhancement so that they can utilize their time scale promotional benefits as per Assam Government rules. Individual API score of the concerned teachers is calculated as per the norms framed by the UGC under the API scheme at the time of their promotion. It is thoroughly verified and certified by the IQAC and concerned Heads of the Departments of the College. The Annual Performance Appraisal Report is prepared solely by the Principal. If requisite score of the teacher fulfills the government norms, it is sent to the DPC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

Chaiduar College, being a provincialized HEI, maintained finance and accounts regularly during the period 2020-21 as usual. The college conducted internal and external financial audits during the period.

The external audit of the College is conducted every financial year by the Department of Finance, Government of Assam.

The internal audit of the college was conducted by reviewing and cross checking every transactions at multiple points. During the course of the audit, the internal control system was reviewed and it was found that the then existing system was adequate. The audit team also found that existing system has been computerized which ensures proper control over cash. The cash books were also maintained as per Government rules. As per audit report of the year 2020-21, there was no major findings / objections. Minor errors/omissions/commissions when pointed out by the audit team were immediately corrected / rectified and precautionary steps were taken thereafter to avoid recurrence of such errors in future. The transactions of all funds were recorded properly in separate cash books. The balances of these accounts were duly reconciled with the books of accounts maintained.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The College mobilized its funds mainly from Government of Assam, RUSA and UGC on various heads of expenditure and students' fees (admission, students' Union, examination). The funds received from the sources are utilized as per plan and budget of the college for construction of new buildings, developing other infrastructures, renovations, improving and procuring library facilities and resources, laboratory facilities and equipments, amenities, computers and softwares. Each and every amount received is at par with the budget allocation. The resource mobilization policy of the college focuses on achieving the goals and target of the institution ensuring accountability and transparency.

File Description	Documents
Paste link for additional information	<a href="https://www.chaiduarcollege.org/IOAC/Documents/6.4.3.pdf">https://www.chaiduarcollege.org/IOAC/Documents/6.4.3.pdf</a>
Upload any additional information	<a href="#">View File</a>



## 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 Internal Quality Assurance Cell (IQAC) of the Chaiduar College has been actively contributing in various ways to maintain quality assurance.

- IQAC has organized an Invited Lecture in association with a number of departments
- IQAC has monitored the requirements and assisted the authority in requirements of classrooms and laboratories and other amenities of the college
- As a part of its service to society as mark of social responsibility, the IQAC assisted in organizing three awareness program among college and school children from the locality on the removal of superstition with a grant received from The Assam Science Technology & Environment Council Other extension activities such as Tree Plantation Drive, Health Check-up Camps for the rural community, Cleanliness drive in Gohpur town etc. were initiated by the IQAC
- IQAC organised a seminar on New Syllabus of APSC/UPSC and a Career Guidance and Counselling Program on 28/12/2020.
- It has assisted the NCC and NSS and other cells and departments in celebrating important occasions and days such as World Environment Day, Independence Day, Republic Day, International Mother Language Day, National Science Day, National Unity Day, Constitution Day, International Women's Day etc.
- It has monitored the developmental projects under RUSA schemes

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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 and takes steps to improve the quality of the teaching-learning process before and during the semester examination. IQAC assesses strictly whether the Academic Calendar, class schedule is prepared, displayed and circulated in advance

among the departments and the students. IQAC checks proper functionality of teaching equipment. IQAC checks the continuous evaluation of the examination by closely monitoring mid sem and end sem examinations. Extension activities, academic seminars, webinars are organized and by the IQAC in collaboration with the departments and NSS and NCC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

- National Girl Child Day and International Women's Day have been celebrated
- The college has a Girls' Hostel inside the college premise
- The institution has built adequate separate toilet facilities

for female students at various places of the campus

- The Women Cell of the institution has organized a counselling program among the students
- Common room facilities for both boys and girls and faculty members are there.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.chaiduarcollege.org/IOAC/Documents/7.1.1.%20Annual%20Gender%20Sensitization%20Action%20Plan.pdf">https://www.chaiduarcollege.org/IOAC/Documents/7.1.1.%20Annual%20Gender%20Sensitization%20Action%20Plan.pdf</a>
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	<a href="https://www.chaiduarcollege.org/IOAC/Documents/7.1.1.%20Annual%20Gender%20Sensitization%20Action%20Plan.pdf">https://www.chaiduarcollege.org/IOAC/Documents/7.1.1.%20Annual%20Gender%20Sensitization%20Action%20Plan.pdf</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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:** Garbage bins are kept at various locations all around the campus. Waste disposal is done on a regular basis

**Liquid Waste Management:** Waste water is disposed of effectively and on a regular basis. Water storage facility for toilets/washrooms/drinking water is there and it is treated and cleaned regularly

**E-waste Management:** E wastes generated from various sources like computer laboratory, science laboratories Academic and

Administrative Offices are stored in a secured place and later disposed off effectively. Defective electronic equipments are repaired to guarantee that they can be utilized further, and those that cannot be repaired are replaced with new ones.

Cleanliness and Plantation Programs are held regularly to maintain the campus as a green and clean campus

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://www.chaiduarcollege.org/IQAC/Documents/7.1.3.Green%20Campus%20Chaiduar%20College.pdf">https://www.chaiduarcollege.org/IQAC/Documents/7.1.3.Green%20Campus%20Chaiduar%20College.pdf</a>
Any other relevant information	<a href="#">View File</a>

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

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

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

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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).

Chaiduar College has a multicultural environment in that it students come from different ethnic backgrounds such as Bodo, Missing, Assamese, Tea-tribe community, Nepali, Bengali, Marwari, Bihari etc. During the Annual College Week, different cultural and literary events are held and cultural rally is organized, all of which reflect the ethnic and cultural and linguistic diversity of the region. competition among departments that reflect the ethnic diversity of the region. The college and the departments organizes various cultural programs from time to time which showcase the inclusive environment of ethnic, cultural and linguistic and communal harmony and tolerance among this broad spectrum of communities. This multi-ethnic, multilingual inclusive culture is also reflected in the college freshers celebrations by students belonging to different communities. Nepali students fresher's, Bodo students fresher's, Mishong students freshers, etc. are organized by the students and in each of these programs students from all communities take part with great enthusiasm and fanfare. The observation of World Peace Day, World Environment Day, Unity Day, Constitution Day (by the department of Political Science), One Day Symposium on the Role of Mahatma Gandhi in India's Freedom Movement (by the department of History) Sarawasiti Puja, Sankaradebva Tithi (of the great Vaishnavite saint), Shilpi Divas, rabha Divasetc. reflect a tolerant, all inclusive progressive environment in college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

- Department of History organized a one day symposium on the "Role of Mahatma Gandhi in India's Freedom Movement"
- National Constitution Day was celebrated by the Department of Political Science, Chaiduar College on 26th of November, 2021
- The college organized a Voter's Awareness programme
- Independence day, Republic day, celebration of birthdays of Subhas Chandra Bose, Mahatma Gandhi, Engineers day, Teachers day etc are conducted at the college premises.
- Quiz competition held on 2nd October, 2020 on the occasion of Ganghi Jayanti.
- Essay competition organized on the occasion of "Azadi ka Amurt Mahotsav Celebration of 75 Independence Day" on 19th March, 2021.
- During the cultural festivals, farewell, freshers socials and other annual activities, the cultural heritage of the region and the natioare showacased
- Smoking and consumption of intoxicating substances in and around the campus is strictly prohibited
- The NSS and NCC wings porganize various activities in an attempt to serve the locality

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers,** C. Any 2 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	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

- Republic Day and Independence Day are celebrated every year in the college
- Netaji Divas (Birth anniversary of Netaji Subhas Chandra Bose) is celebrated
- Viswakarma puja and Saraswati puja are also celebrated by in the college with great enthusiasm and fanfare
- Chaiduar Collegecelebrates Gandhi Jayanti on 2ndOctober every year
- International Yoga Day, World Environment Day, World Unity Day, International Women's Day, Anti-Tobacco Day, NSS Day, World Blood Donor Day, International Mother Language Day, National Science Day, Human Rights Day, Constitution Dayare commemorated every year
- State Commemorative days such as Lachit Divas, Shilpi Divas, Rabha Divas, Sankaradeva Tithi etc are observed every year



File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Best Practice 1: Extension Activities and Outreach Programs:

The NSS and NCC of Chaiduar College are very proactive and they held a number of extension activities such as plantation drive, Sacchata Abhiyaan, Cleanliness Programmes etc both inside and outside the campus. The college has undertaken various outreach programmes such as Health Check-up Camps, blood donation camps for the rural community under the aegis of the Department of MLT and the IQAC. Moreover, three awareness programs were held among college and school children from the locality on the removal of superstition with a grant received from The Assam Science Technology & Environment Council (ASTECC).

### Best Practice 2: Student Orientation Program on Accessing Online Systems:

The Central Library of Chaiduar College organizes a one-day orientation program for the students with a view to spread awareness about and making them confident and efficient in accessing online systems. This orientation program includes:

Use of OPAC with live demonstration in SOUL 2.0 ? Live demonstration in accessing e-resources in the N-LIST repository ? Live demonstration in D-Space on gaining access to the Institutional repository Familiarization with the automated system of borrowing and return of books.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

Despite the great hardships posed by the Covid-19 pandemic, Chaiduar College dedicated itself to continue providing education to the students and keep the teaching-learning process active and dynamic. Timely and effective delivery of lessons and completion of syllabi were emphasized by the authority and the teachers put themselves wholeheartedly to the task while offline classes were suspended. Different virtual platforms such as Zoom, Google Meet, Cisco Webex etc. have been used by the teachers to meet the requirements of the students. Online tests and assessments were done. Even after the start of offline classes, the process of online teaching-learning was continued which helped the students cope up with the courses.

E-content has been created by the teachers in the form of study materials, online video classes in Google classroom and YouTube and these are posted in the college website for the students.

In short, the college performed well in the academic arena during this period which is evidenced by the good results in the final examination.

## 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

As an affiliated college of Gauhati University, the college do not have much freedom in designing of the curricula and courses, and it follows the curricula designed and approved by the parent university. However, the college maintains and assures planned curriculum delivery and documentation through a number of ways and initiatives. A central time table for different streams is designed each semester by a committee and the classes are conducted strictly according to the routine. While preparing the routine, the committee takes into account the need for extra tutorials and practical classes. The time table is also posted in the college notice board for all the students to see. Progress Reports are acquired from each department and the authority monitors the progress of the courses. The departments and the faculty members ensure effective and timely delivery of the curriculum. The departments hold regular departmental meetings to discuss classes, course delivery, academic problems faced by the students etc. The teachers use ICT facilities in their classes. Students present seminars from time to time. Field trips, industrial visits, internships are conducted to supplement their learning and skills.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.chaiduarcollege.org/College%20Document/Academic%20Calendar%202020-21.pdf">https://www.chaiduarcollege.org/College%20Document/Academic%20Calendar%202020-21.pdf</a>

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

The details of Internal Examination are communicated to the students at the beginning of the session through the academic calendar. The students are encouraged to approach the members of the faculty with regards to their doubts, confusion etc., regarding the course material, pattern of exam and evaluation. Internal test and assignments are conducted with immediate

feedback of the results with the students. The students are given the evaluated answer script and their grievances, if any, are heard and promptly taken care of. For low achievers, remedial coaching and tutorials are arranged for well before the student appears in the final/end semester examination conducted by the University. The college maintains and monitors the attendance record of each student centrally as well as in their respective departments. The progress made or lack of attendance is communicated to the students and their parents through Parent-Teacher Meetings and during the mentoring process. In keeping with the nature in which young learners acquire knowledge and skills, the Departments assess the student's attainment levels through various means like: Open Book examinations, Online Multiple-Choice-Questions, Presentations using different tools and techniques, etc. Most importantly, the Faculty offers the students ample opportunities to improve their performance, so as to compete with themselves in order to draw out the best in themselves and their capabilities.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.chaiduarcollege.org/College%20Document/Academic%20Calendar%202020-21.pdf">https://www.chaiduarcollege.org/College%20Document/Academic%20Calendar%202020-21.pdf</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
4	
File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
3	
File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
41	
<b>1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year</b>	
41	

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

BA Major course in English has papers on Nature and Women's Writings. The paper on women's writing seeks to direct the students' attention to nineteenth and twentieth century writings by women living in different geographical and socio cultural settings. Students get acquainted with the situationally distinct experiences of women articulated in a variety of genres-poetry, novels, short stories, and autobiography ce emphasise on gender issues, critically examine women's position in society from diverse feminist theoretical frameworks and understand approaches and strategies required to develop women's agency and citizenship, beginining a process of reflection and rethinking on equity for women in relation to self. Likewise, in other Literature subjects such as Assamese and Bodo, there are topics on women writing which focuses on crucial gender issue.

Some topics in History and Political Science deal with the role of women in the historical and political processes of our country and the world in general. Major courses in History, Political Science and Econmics embed topics ofthe local, regional and global relevance, and these topics crosscut issues of ethics, gender, human values, sustainable development and morality,environmental economics and natural resource economics, climate change politics, nation-state and identity etc.Topics in Political Science also deal with the issues of human rights, citizenship, identity politics and nation-building processes which are very relevant in the present scenario.

Courses in Biology, Zoology, Chemistry have topics on bio-research, ethical research, use and abuse of chemicals in human lives etc.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>D. Any 1 of the above</b>
---	------------------------------

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<b>No File Uploaded</b>
Any additional information(Upload)	<a href="#">View File</a>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
---	--

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.chaiduarcollege.org/sss.html">https://www.chaiduarcollege.org/sss.html</a>

## 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

**1000**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 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



752

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The practice of mentoring students and their progress along with the difficulties and problems aims to get the students to interact, deliberate and discuss with the teachers as Mentors regarding their study habits, career options, difficulties faced in the classroom/laboratories and or at home. The progress of the students is constantly monitored by the faculty. All differently-able students are given extra care by providing Wheelchair as well as scribes for the blind students.

To identify slow and advanced learners, various measures such as class tests, mid-term tests, student seminars etc are conducted on a regular basis.

For slow learners the following initiatives are taken:

- Regular mentoring and counseling are conducted
- Question Banks are made available in library and these learners are encouraged to practice on these old question papers to increase their competence and boost learning

For advanced learners the following measures are provided:

- Regular mentoring and career counseling programs
- Spoken English Course and courses under SWAYAM etc.
- Advanced students are allowed to borrow additional books

There are various students clubs which provide act as useful platforms for developing their hobbies bringing out their creativity and leadership potentials in both slow and advanced learners.

File Description	Documents
Link for additional Information	<a href="https://www.chaiduarcollege.org/IQAC/Documents/2.2.1.pdf">https://www.chaiduarcollege.org/IQAC/Documents/2.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2230	46

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

- Students are given project work and assignments on topics and courses taught. After evaluations, the performances of the students are shown to the students and suggestions are made for further improvement.
- Class seminars are held where students are asked to speak on given topics
- Group discussions are held among the students
- practical classes/Lab work are compulsory for the students of science streams where they get hands-on training on science experiments. Students from the Medical Laboratory Technicial course and also have live, participative, experiential learning
- Language Lab has various interactive softwares where students practice and improve their English language proficiency.
- Economics, Commerce , mathematics and all science tream students learn through problem solving methodologies.
- Students go on field trips, environmental study tours
- All departments have waal magazines produced by the students
- Students participate in various cultural and sports activities and extension programs

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

All the faculty members use ICT tools for effective teaching-learning process.

E-resources, E-databases are used by teachers and students are also encouraged to do the same.

A number of teachers have been making e-learning modules and these modules are uploaded in the college website where the students can access and use them freely and at their own convenience.

ICT enabled classrooms are in place.

Virtual platforms such as Zoom, Google Meet, Webex etc are used by the teachers and students to hold on.line classes.

Facilities:

1. Computer Centre
2. Digital Library
3. Virtual and Digital Classrooms
4. Projectors and Displays
5. E-Resources such as N-List (INFLIBNET), CDs
- 6.Video Play through You Tube, SWAYAM Portals, E-pathsala and other MOOCS
- 7.Google meet & Classroom, Zoom platforms for online classes

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.chaiduarcollege.org/facilities.html">https://www.chaiduarcollege.org/facilities.html</a>

### 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

46

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

### 2.4 - Teacher Profile and Quality

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

46

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

23

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

794

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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.

Regular Internal assessment is made.

All the departments arrange for internal examination by preparing question papers and project works for the students

Internal marks are fed into the online portal of Gauhati University (parent university)

After evaluations, the teachers display the marks to the students and discuss their performance and make suggestions for further improvement.

Project work and assignments are given and they are stored properly in the concerned department .

Sessional/Internal examinations are held as per schedule fixed by the parent university

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The details of Internal Examination are communicated to the students at the beginning of the session through the academic calendar. The students are encouraged to approach the faculty members with regards to their doubts, confusion etc., regarding the course material, pattern of exam and evaluation. Internal test and assignments are conducted with immediate feedback of the results with the students. The students are given the evaluated answer script and their grievances, if any, are heard and promptly taken care of. The college maintains and monitors the attendance record of each student. The progress made or lack of attendance is communicated to the students and their parents through Parent-Teacher Meetings and over phone. In keeping with the nature in which young learners acquire knowledge and skills, the departments assess the student's attainment levels through various means like: Open Book examinations, Multiple-Choice-Questions, Presentations using different tools and techniques, etc. Most importantly, the faculty offers the students ample opportunities to improve their performance, so as to compete with themselves in order to draw out the best in themselves and their capabilities.

File Description	Documents
Any additional information	<a href="#">View File</a>
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.

Detail information regarding programs offered and course outcomes of the programs are published in the syllabus and it is also posted in the website of the college. which is published at the beginning of each new session for tready reference to the students and faculty members. IQAC designed the PO of each

programme, which are in line with Vision and Mission of the Institution, following the guidelines offered by NAAC. Head of the departments prepared the draft version of COs with the help of faculty members and were finally approved by IQAC. The departments have the syllabi for each program which is discussed with the students. At the beginning of the session the syllabus and the PO, CO is stated and shown to the students along with required textbooks for the session.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://chaiduarcollege.org/Courses/PSO_CO.pdf">https://chaiduarcollege.org/Courses/PSO_CO.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

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

The attainment of programme outcome is measured through students' performances in the examinations and progress to higher studies.

The course outcomes are measured through syllabus, completion of syllabus, continuous evaluation (internal evaluation) process, timely setting up of question paper, evaluation and result.

The Academic Committee also hold discussion regarding the attainment of programme outcome and the progress of courses, examination results etc.

Students performances are discussed and analyzed by each department. The continuous evaluation is done through tests, written assignments, presentation of papers, oral presentations, field-work and so on. The end semester examination of every course is based on written examination of three hours, the question paper of which is required to test the knowledge of the student from every unit prescribed for study. The detailed guidelines provided by the affiliating/parent university are duly followed.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

537

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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.chaiduarcollege.org/IQAC/Documents/Student%20Satisfaction%20Survey%202020-21.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)

0



File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

8

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

27

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

24

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

1. IQAC assisted in organizing three (3) awareness program among college and school children from the locality on the removal of superstition with a grant received from The Assam Science Technology & Environment Council (ASTEC).

2. Extension programme by Chaiduar College NCC Division on 9th May, 2020. In this program, NCC Cadets and students organized a drive to clean up the statues of the martyrs at Gohpur town and the surrounding areas of the park

3. An Outreach Program cum Educational excursion to Laokhowa Burhachapari Wildlife Sanctuary by the deptt. of Botany was

organized on 9th January, 2021.

4. Outreach Program cum educational visit to Behali Wildlife Sanctuary by the students and Faculty members of Botany, 2021

5. Plantation drive and Cleanliness drive were organized by NSS, NCC in association with the IQAC, students and teaching staff

6. The college functioned as Quarantine Centre and Covid Care Centre during the months of June, July, August, 2020 where hundreds of Corona patients and migrated workers were kept and taken care of, and the teaching and non-teaching staff of the college actively took part and assisted the local administration in their relief measures and rehabilitation programs.

7. During the Covid-19 pandemic, college faculty members provided assistance to the needy people with rations food and medicines. College faculty members were also involved in supervision duties of people (mostly those coming from outside the states) who were quarantined in the college campus.

8. Health check up camps for rural community organized by NSS, Department of Medical Laboratory Technician

9. Anti Plastic rally by NCC

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
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**

10

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

**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**

778

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

6

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

**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**

5

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

**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 college has a well-developed campus at Gohpur town. It is equipped with all kinds of amenities and facilities and learning resources.

1. The college has 55 number of rooms for teachin-learning activities. Among these, 15 are laboratories and others are

- classrooms. These classes are spread across 8 blocks
2. It has a central library with thousands of books and a large number of journals. The library is fully automated and it has Wi-Fi, Xerox and printer machines for the use of both faculty and students.
  3. The college has adequate and well-furnished classrooms and seminar halls and smart classrooms.
  4. All the science departments have labs equipped with adequate equipments and machineries
  5. As far as support facilities are concerned, the college has boys' and girls' hostels and common rooms, teachers' common room, a first-aid centre, canteen, auditorium, an indoor stadium, a sporting field, a well-equipped gymnasium, ICT centre, a language lab, a bio-tech hub
  6. The college has facilities for drinking water, car parking, bike parking areas and sheds, solar power supplies, power generators.
  7. All the departments have individual departmental libraries.
  8. The college takes good care for security surveillance and the campus and the campus monitored is through CCTV cameras. The college has fire fighting system in place.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.chaiduarcollege.org/facilities.html">https://www.chaiduarcollege.org/facilities.html</a>

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

The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities. The college has an indoor stadium with state-of-the-art facilities for badminton, table tennis etc. It also has a multi-gymnasium with modern equipments. It has a well-equipped auditorium and a seminar hall where cultural and academic and other non-academic programs are held regularly. The college has a large play-ground for outdoor games. There is provision for yoga practices.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.chaiduarcollege.org/facilities.html">https://www.chaiduarcollege.org/facilities.html</a>

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

6

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.chaiduarcollege.org/facilities.html">https://www.chaiduarcollege.org/facilities.html</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

86.71064

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

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

The Central Library is fully automated and it uses the SOUL 2.0 ILMS Software. The digital library maintains various E-resources (books, journals, database) and information regarding the academic departments and faculty members. Surveillance system is active in the library. The library subscribes to the UGC N-List programme.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.chaiduarcollege.org/lib.htm">https://www.chaiduarcollege.org/lib.htm</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**1.85716**



File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

30

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

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

Chaiduar College is well equipped with IT facilities and these are updated on a regular basis. The college has well LAN and Wi-Fi Connectivity. All departments of the college have wi-fi facility. Main building and administrative block has a wi-fi network. The library is up-to-date with the most recent publications of magazines and journals. The digital library is a huge repository of e-resources. The campus has CCTV surveillance in crucial points. Every department has computers, laptops, printers etc. Some of the classrooms are equipped with IT facilities. IT facilities available are: 1. internet connectivity to all departments. 2. Hardware and software updation. 3. Website updation. 4. LAN connection of computers and printers of administrative block and computer labs. 5. Management e-portal. 6. Conference Hall with ICT facilities. 8. Virtual Classrooms. 9. Regular maintenance of IT facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.chaiduarcollege.org/4.3.1.pdf">https://www.chaiduarcollege.org/4.3.1.pdf</a>

**4.3.2 - Number of Computers**

70

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution**

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)**

157.11922

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The College utilizes grants received from RUSA and other sources for maintaining laboratory facilities in the college. Respective departments maintain Laboratory equipments and facilities. The departments intimate the authority about any requirements for new equipments and lab materials, and after approval by the academic council and finance committee, funds are released for procuring new equipments.

New library books, journals and other library facilities etc. are bought from grants from RUDSA and college funds. Old books and are weeded annually and damaged books are either salvaged by re-binding them or discarded if beyond repair.

The college has an Indoor Stadium and a multi-purpose Gym as well as other sporting facilities. Grants from RUSA/UGC/ State govt/College funds are utilized for procuring sporting equipments and facilities. The building committee and sports committee maintain the sports complex and looks into repair and upgradation as and where required. The sporting facilities of the college are open for use to the students and staff of the college.

New computers and other ICT facilities and materials are procured from time to time with funds from RUSA and various college funds. They are regularly maintained and repaired as per need.

Grants from RUSA/State govt. and college development fund and general fund are used for construction of new classrooms, and maintenance and repairing of old classrooms. classrooms are allotted for the use of students and teachers as per the college routine and student enrolment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.chaiduarcollege.org/IQAC/Documents/Procedures%20and%20policies%20for%20maintaining%20and%20utilizing%20physical,%20academic%20and%20support%20facilities.pdf">https://www.chaiduarcollege.org/IQAC/Documents/Procedures%20and%20policies%20for%20maintaining%20and%20utilizing%20physical,%20academic%20and%20support%20facilities.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

501

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

7

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

**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**

C. 2 of the above

File Description	Documents
Link to institutional website	<a href="https://www.chaiduarcollege.org/facilities.html">https://www.chaiduarcollege.org/facilities.html</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

270

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

270

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

24

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

77

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 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**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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.**

3

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

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 )

The college has a student union named Chaiduar College Students Union (CCSU) and the union functions as per the constitution of the CCSU. The members for various portfolios of the Union are elected for one academic year by the bonafide students of the college in a general election held every year. The student union as a representative body of the student community of the college participates in different spheres of the college activities. The major activities/participation of the Students Union during the academic year 2020-21 are

**Student Body participation in college activities:**

1. Freshman Social
2. College Magazine
3. Represents the College in various university/state/national level events like the youth festival and other competitions.
4. Celebration of Saraswati Puja
5. Celebration of National Science Day
6. Organisation of Annual College Week
7. Celebration of Mother Tongue Day

**Representations in Academic, Administrative and Other Activities/Committees/Cells/ Clubs of the Institution:**

1. GS of the Union is on IQAC
2. College Association
3. National Cadet Corps (NCC)
4. National Service Scheme (NSS)
5. Red Ribbon Club
6. Adventure Club
7. Eco and Animal Lovers Club
8. Creativity Club
9. Cultural Club
10. Students Self Help Club

File Description	Documents
Paste link for additional information	<a href="https://www.chaiduarcollege.org/COMMITTEE%20FINAL.pdf">https://www.chaiduarcollege.org/COMMITTEE%20FINAL.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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**

6



File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

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

Chaiduar College Alumni Association was established in 2003. The office of the association is in the campus of the college. The chief objectives of the association are: 1. to interact and keep in touch with the ex-students of the college. 2. to engage the former students in various academic and non-academic programs and events of the college, 3. To generate fund through alumnus contributions..

The alumni contributed financially in the construction of the College Guest House.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

D. 1 Lakhs - 3Lakhs

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

**Vision of the Institution:**

To achieve all round development of a student providing moral, civic, value-based learning through education.

**Mission of the Institution:**

To disseminate the quality education among the students and nearby areas of greater Gohpur for generating workforce to equip them for self-employment.

With this vision and mission in sight, the college endeavours to deliver high quality education to the students; to provide academic and personal enrichment for lifelong learning. It has strived to put in place conducive and adequate infrastructure, amenities and facilities for the attainment of holistic development and growth of the students and teachers. The academic strategies and developmental plans are made and implemented in to ensure efficient academic and student support services. Through the activities and programs held from time to time, the institution makes sincere attempts to instil moral and ethical approach, a spirit of enquiry, scientific temperament and humanistic values among the students. The infrastructure development plans are carried out by the College Construction Committee with due recommendations of the Governing Body. To remain technologically up-to-date, the college has formed an ICT cell that looks after software and hardware up-gradation, takes measure to implement e-governance in all areas of operation, viz. admission, teaching-learning, examination, finance and accounts.

File Description	Documents
Paste link for additional information	<a href="https://www.chaiduarcollege.org/Prospectus.2022-23.pdf">https://www.chaiduarcollege.org/Prospectus.2022-23.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

The college promotes the culture of participatory management and practices decentralized system of management as far as possible.

The management encourages participative governance and provides ample opportunity to all the staff members to be involved in the college developmental process. The apex body of management, i.e. the Governing Body is comprised of representatives from the faculty, parents, library and office staff. The IQAC of the college also comprises of teachers, librarian and staff, student representatives and members of the society. Different committees are constituted for the management of different institutional activities: 1. Examination Committee 2. Admission committee, 3. Construction Committee, 4. University Examination Zone 5. Career Counseling Cell 6. Internal Complaint and Grievance Redressal Cell 7. Students' Union Society 8. Disciplinary Committee 9. Anti Ragging, Anti-Harassment and Disciplinary Committee 10. Alumni Association 11. NCC, NSS, 12. Women's Cell, 13. Environmental and Climate Cell, 14. Equal Opportunity and Gender Equity Cell, 15. ST, SC, OBC and Minority Cell, 16. Career Counselling and Placement Cell, 17. Anti-Sexual Harassment Cell, 18. Academic Committee, 19. NEP Task Force, 20. Institution Ethics Committee, 21. Committee for Students with Special Needs, 22. RUSA Committee, The details are given in the weblink below.

File Description	Documents
Paste link for additional information	<a href="https://www.chaiduarcollege.org/COMMITTEE%20FINAL.pdf">https://www.chaiduarcollege.org/COMMITTEE%20FINAL.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The extensive goals of the strategic plan (2017-2023) associated with Chaiduar College are primarily directed to provide quality higher education to the students and in creating human resource for the development of society. Alongside this academic goal, the college has successfully developed infrastructure and support facilities for the all-round growth and development of the institute. The most significant objectives and goals of perspective plan of 2017-2023 are:

- To maintain good result
- To organize more webinars/seminars/conferences/workshops, career counselling programs
- To start PG classes
- Improvement of infrastructure facilities like construction

of more classrooms, toilet blocks, and parking sheds etc.

- Construction of boundary wall
- Completion of the construction of the Guest House
- Repairing of old classrooms
- Installation of solar panels for alternative source of energy
- To increase collaborative work with various organisations both in private and public.
- Encourage the culture of quality research among the teachers and students
- Further development of the ICT Centre
- To procure more sporting and gym materials

The college has made extensive efforts to fulfil these goals and put the perspective plans to action and take them to fruition.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.chaiduarcollege.org/IQAC/Documents/6.2.1.%20Perspective%20Plan.pdf">https://www.chaiduarcollege.org/IQAC/Documents/6.2.1.%20Perspective Plan.pdf</a>
Upload any additional information	<a href="#">View File</a>

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.

Rules and regulations are in place for efficient management of administrative work and proper functioning of the institution. Appointment and service rules of the institution are guided by Director of Higher Education, Government of Assam. At the management level the college is governed by the President, the Secretary and other members of the Governing Body of the College. At the college level, the Principal is the apex of the internal administration and is assisted by Vice-Principal, HOD's, staff and IOAC.

Administrative set up: The Administrative set up consists of the Principal, followed by Vice-Principal, HOD's, Faculty in charges, Supervisory Assistants, Clerks and so on. Departments are guided by Head of Departments followed by Associate Professors and Assistant Professors. The organisation structure of the Library consists of The Librarian, Assistant Librarian, Library Assistant and bookman.

**Service Rules:** For the service conditions and rules, and the appointments are made according to the norms fixed by Governing Body keeping in view the norms of the Govt. of Assam and UGC.

File Description	Documents
Paste link for additional information	<a href="https://www.chaiduarcollege.org/IOAC/Documents/6.2.2.pdf">https://www.chaiduarcollege.org/IOAC/Documents/6.2.2.pdf</a>
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

The institution has a number of welfare measures for all the teaching and non-teaching staff. These measures help towards maintaining good professional and cordial relationship with the employee's and keep a healthy and effective work-personal life balance among them:

1. Maternity and Child Care Leave are granted when required
2. The staff of the college are entitled for Study Leave, Duty Leave, Maternity Leave, Child Care Leave etc.

3. Pension Scheme: All teaching and non-teaching staff working against permanent posts are eligible for pension from government of Assam

4. Provident Fund, Gratuity, Group Insurance Scheme, Leave Encashment Facility: All teaching and non-teaching staff working against permanent posts are eligible for these facilities from government of Assam.

5. To keep on monitoring the health of its employees, free medical camps are organized from time to time under the aegis of the Department of MLT

6. There is a Women's Cell in the institution which supports various needs of the female teachers and organizes programmes which basically focus on the welfare of women

7. A canteen with affordable healthy food, Pure drinking water facilities, adequate sporting and gym facilities are there

8. Faculty members are constantly supported by the authority for their development in professional career

File Description	Documents
Paste link for additional information	<a href="https://www.chaiduarcollege.org/IQAC/Documents/6.3.1.pdf">https://www.chaiduarcollege.org/IQAC/Documents/6.3.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

0

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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**

9

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The college follows the rules and regulations prescribed by the Director Higher Education, Government of Assam for the Performance Appraisal of teaching and non-teaching staff.

IQAC (Chairperson + Co-ordinator) of the college evaluate and keep records of faculty performance year-wise as per PBAS. The college authority encourages both teaching and non-teaching staff for their skill enhancement so that they can utilize their time scale promotional benefits as per Assam Government rules. Individual API score of the concerned teachers is calculated as per the norms framed by the UGC under the API scheme at the time of their promotion. It is thoroughly verified and certified by the IQAC and concerned Heads of the Departments of the College. The Annual Performance Appraisal Report is prepared solely by the Principal. If requisite score of the teacher fulfills the government norms, it is sent to the DPC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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



Chaiduar College, being a provincialized HEI, maintained finance and accounts regularly during the period 2020-21 as usual. The college conducted internal and external financial audits during the period.

The external audit of the College is conducted every financial year by the Department of Finance, Government of Assam.

The internal audit of the college was conducted by reviewing and cross checking every transactions at multiple points. During the course of the audit, the internal control system was reviewed and it was found that the then existing system was adequate. The audit team also found that existing system has been computerized which ensures proper control over cash. The cash books were also maintained as per Government rules. As per audit report of the year 2020-21, there was no major findings / objections. Minor errors/omissions/commissions when pointed out by the audit team were immediately corrected / rectified and precautionary steps were taken thereafter to avoid recurrence of such errors in future. The transactions of all funds were recorded properly in separate cash books. The balances of these accounts were duly reconciled with the books of accounts maintained.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The College mobilized its funds mainly from Government of Assam, RUSA and UGC on various heads of expenditure and students' fees (admission, students' Union, examination). The funds received from the sources are utilized as per plan and budget of the college for construction of new buildings, developing other infrastructures, renovations, improving and procuring library facilities and resources, laboratory facilities and equipments, amenities, computers and softwares. Each and every amount received is at par with the budget allocation. The resource mobilization policy of the college focuses on achieving the goals and target of the institution ensuring accountability and transparency.

File Description	Documents
Paste link for additional information	<a href="https://www.chaiduarcollege.org/IQAC/Documents/6.4.3.pdf">https://www.chaiduarcollege.org/IQAC/Documents/6.4.3.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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 Internal Quality Assurance Cell (IQAC) of the Chaiduar College has been actively contributing in various ways to maintain quality assurance.

- IQAC has organized an Invited Lecture in association with a number of departments
- IQAC has monitored the requirements and assisted the authority in requirements of classrooms and laboratories and other amenities of the college

- As a part of its service to society as mark of social responsibility, the IQAC assisted in organizing three awareness program among college and school children from the locality on the removal of superstition with a grant received from The Assam Science Technology & Environment Council Other extension activities such as Tree Plantation Drive, Health Check-up Camps for the rural community, Cleanliness drive in Gohpur town etc. were initiated by the IQAC
- IQAC organised a seminar on New Syllabus of APSC/UPSC and a Career Guidance and Counselling Program on 28/12/2020.
- It has assisted the NCC and NSS and other cells and departments in celebrating important occasions and days such as World Environment Day, Independence Day, Republic Day, International Mother Language Day, National Science Day, National Unity Day, Constitution Day, International Women's Day etc.
- It has monitored the developmental projects under RUSA schemes

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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 and takes steps to improve the quality of the teaching-learning process before and during the semester examination. IQAC assesses strictly whether the Academic Calendar, class schedule is prepared, displayed and circulated in advance among the departments and the students. IQAC checks proper functionality of teaching equipment. IQAC checks the continuous evaluation of the examination by closely monitoring mid sem and end sem examinations. Extension activities, academic seminars, webinars are organized and by the IQAC in collaboration with the departments and NSS and NCC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

- National Girl Child Day and International Women's Day have been celebrated
- The college has a Girls' Hostel inside the college premise
- The institution has built adequate separate toilet facilities for female students at various places of the campus
- The Women Cell of the institution has organized a counselling program among the students
- Common room facilities for both boys and girls and faculty members are there.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.chaiduarcollege.org/IQAC/Documents/7.1.1.%20Annual%20Gender%20Sensitization%20Action%20Plan.pdf">https://www.chaiduarcollege.org/IQAC/Documents/7.1.1.%20Annual%20Gender%20Sensitization%20Action%20Plan.pdf</a>
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	<a href="https://www.chaiduarcollege.org/IQAC/Documents/7.1.1.%20Annual%20Gender%20Sensitization%20Action%20Plan.pdf">https://www.chaiduarcollege.org/IQAC/Documents/7.1.1.%20Annual%20Gender%20Sensitization%20Action%20Plan.pdf</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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: Garbage bins are kept at various locations all around the campus. Waste disposal is done on a regular basis**

**Liquid Waste Management: Waste water is disposed of effectively and on a regular basis. Water storage facility for toilets/washrooms/drinking water is there and it is treated and cleaned regularly**

**E-waste Management: E wastes generated from various sources like computer laboratory, science laboratories Academic and Administrative Offices are stored in a secured place and later disposed off effectively. Defective electronic equipments are repaired to guarantee that they can be utilized further, and those that cannot be repaired are replaced with new ones.**

**Cleanliness and Plantation Programs are held regularly to maintain**

**the campus as a green and clean campus**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<b>No File Uploaded</b>
Geo tagged photographs of the facilities	<a href="https://www.chaiduarcollege.org/IQAC/Documents/7.1.3.Green%20Campus%20Chaiduar%20College.pdf">https://www.chaiduarcollege.org/IQAC/Documents/7.1.3.Green%20Campus%20Chaiduar%20College.pdf</a>
Any other relevant information	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

<b>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</b>	<b>D. Any 1 of the above</b>										
<table border="1"> <thead> <tr> <th data-bbox="86 427 547 506">File Description</th> <th data-bbox="547 427 1449 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 547 645">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="547 506 1449 645"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 645 547 748">Certification by the auditing agency</td> <td data-bbox="547 645 1449 748"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 748 547 851">Certificates of the awards received</td> <td data-bbox="547 748 1449 851"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 851 547 920">Any other relevant information</td> <td data-bbox="547 851 1449 920"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>	Certification by the auditing agency	<a href="#">View File</a>	Certificates of the awards received	<a href="#">View File</a>	Any other relevant information	<a href="#">View File</a>	
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Any other relevant information	<a href="#">View File</a>										
<b>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>	<b>B. Any 3 of the above</b>										
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Any other relevant information	<a href="#">View File</a>										
<b>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,</b>											

tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Chaiduar College has a multicultural environment in that it students come from different ethnic backgrounds such as Bodo, Missing, Assamese, Tea-tribe community, Nepali, Bengali, Marwari, Bihari etc. During the Annual College Week, different cultural and literary events are held and cultural rally is organized, all of which reflect the ethnic and cultural and linguistic diversity of the region. competition among departments that reflect the ethnic diversity of the region. The college and the departments organizes various cultural programs from time to time which showcase the inclusive environment of ethnic, cultural and linguistic and communal harmony and tolerance among this broad spectrum of communities. This multi-ethnic, multilingual inclusive culture is also reflected in the college freshers celebrations by students belonging to different communities. Nepali students fresher's, Bodo students fresher's, Mishing students freshers, etc. are organized by the students and in each of these programs students from all communities take part with great enthusiasm and fanfare. The observation of World Peace Day, World Environment Day, Unity Day, Constitution Day (by the department of Political Science), One Day Symposium on the Role of Mahatma Gandhi in India's Freedom Movement (by the department of History) Sarawasiti Puja, Sankaradebva Tithi (of the great Vaishnavite saint), Shilpi Divas, rabha Divasetc. reflect a tolerant, all inclusive progressive environment in college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

- Department of History organized a one day symposium on the "Role of Mahatma Gandhi in India's Freedom Movement"
- National Constitution Day was celebrated by the Department of Political Science, Chaiduar College on 26th of November, 2021
- The college organized a Voter's Awareness programme
- Independence day, Republic day, celebration of birthdays of



Subhas Chandra Bose, Mahatma Gandhi, Engineers day, Teachers day etc are conducted at the college premises.

- Quiz competition held on 2nd October, 2020 on the occasion of Ganghi Jayanti.
- Essay competition organized on the occasion of "Azadi ka Amurt Mahotsav Celebration of 75 Independence Day" on 19th March, 2021.
- During the cultural festivals, farewell, freshers socials and other annual activities, the cultural heritage of the region and the nation are showcased
- Smoking and consumption of intoxicating substances in and around the campus is strictly prohibited
- The NSS and NCC wings organize various activities in an attempt to serve the locality

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

- Republic Day and Independence Day are celebrated every year in the college
- Netaji Divas (Birth anniversary of Netaji Subhas Chandra Bose) is celebrated
- Viswakarma puja and Saraswati puja are also celebrated by in the college with great enthusiasm and fanfare
- Chaiduar Collegecelebrates Gandhi Jayanti on 2ndOctober every year
- International Yoga Day, World Environment Day, World Unity Day, International Women's Day, Anti-Tobacco Day, NSS Day, World Blood Donor Day, International Mother Language Day, National Science Day, Human Rights Day, Constitution Dayare commemorated every year
- State Commemorative days such as Lachit Divas, Shilpi Divas, Rabha Divas, Sankaradeva Tithi etc are observed every year

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

**Best Practice 1: Extension Activities and Outreach Programs:**

The NSS and NCC of Chaiduar College are very proactive and they held a number of extension activities such as plantation drive, Sacchata Abhiyaan, Cleanliness Programmes etc both inside and outside the campus. The college has undertaken various outreach programmes such as Health Check-up Camps, blood donation camps for the rural community under the aegis of the Department of MLT and the IQAC. Moreover, three awareness programs were held among college and school children from the locality on the removal of superstition with a grant received from The Assam Science Technology & Environment Council (ASTEC).

**Best Practice 2: Student Orientation Program on Accessing Online Systems:**

The Central Library of Chaiduar College organizes a one-day orientation program for the students with a view to spread awareness about and making them confident and efficient in accessing online systems. This orientation program includes:

Use of OPAC with live demonstration in SOUL 2.0 ? Live demonstration in accessing e-resources in the N-LIST repository ? Live demonstration in D-Space on gaining access to the Institutional repository Familiarization with the automated system of borrowing and return of books.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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

Despite the great hardships posed by the Covid-19 pandemic, Chaiduar College dedicated itself to continue providing education to the students and keep the teaching-learning process active and dynamic. Timely and effective delivery of lessons and completion of syllabi were emphasized by the authority and the teachers put themselves wholeheartedly to the task while offline classes were suspended. Different virtual platforms such as Zoom, Google Meet, Cisco Webex etc. have been used by the teachers to meet the

requirements of the students. Online tests and assessments were done. Even after the start of offline classes, the process of online teaching-learning was continued which helped the students cope up with the courses.

E-content has been created by the teachers in the form of study materials, online video classes in Google classroom and YouTube and these are posted in the college website for the students.

In short, the college performed well in the academic arena during this period which is evidenced by the good results in the final examination.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

The College will start the process for re-accreditation by NAAC.

The College will make preparation for NEP by holding workshops and talks on NEP to spread awareness among the students and staff.

To start Skill Hub Centre

Construction and completion of new library buildings, and also for proposed Integrated Teachers Education Programme (ITEP)

Renovation of old classrooms and procuring new equipments and resources for library and laboratories

To hold Yoga course

To hold language courses for Mishing

To hold more webinars and workshops and seminars

To arrange teacher and students exchange programs with other nearby colleges

