Part A	

Data of the Institution

1. Name of the Institution	**CHAIDUAR COLLEGE**
Name of the head of the Institution	**Dr. Anjan Kr.Ozah**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03715243158**
Mobile no.	**7002308838**
Registered Email	**chaiduarcollege@gmail.com**
Alternate Email	**cdciqac@gmail.com**
Address	**Chaiduar College Post Office: Gohpur, District: Biswanath**
City/Town	**Gohpur**
State/UT	**Assam**
Pincode	**784168**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Arindam Sarma**
Phone no/Alternate Phone no.	**03715243158**
Mobile no.	**8761025306**
Registered Email	**cdciqac@gmail.com**
Alternate Email	**dr.arindam.sarma@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**http://www.chaiduarcollege.org/IQAC/ AQAR2017-18.doc**

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	**http://chaiduarcollege.org/IQAC/Academi cCalendar/AcademicCalendar2018-19.pdf**

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C++**	**70**	**2004**	**16-Sep-2004**	**15-Sep-2009**
2	**B**	**2.64**	**2011**	**08-Jan-2011**	**07-Jan-2016**
3	**B++**	**2.82**	**2017**	**27-Nov-2017**	**26-Nov-2022**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**17-Oct-2005**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on Career Prospects for Students	07-Mar-2019 1	65
Participation in Institutional Swachhta Initiatives	05-Jun-2019 1	240
Extension Program on Health and Hygiene in Jaipur Village	03-May-2019 1	40
Four Day Induction Programme	24-Jun-2019 4	350
Celebration of Mother language Day	21-Feb-2019 1	80
Workshop for Examiners, Scrutinizers and Head Examiners	20-Feb-2019 1	70
Workshop on Career Avenues for Graduate Students	30-Mar-2019 1	60
Workshop on CBCS, SWAYAM, SHREYAS	15-Mar-2019 1	35
National Workshop on Quality Assurance and Assessment in the Light of Revised Accreditation Framework of NAAC	01-Feb-2019 2	60
No Files Uploaded !!!		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Chaiduar College	Infrastructure Grant	RUSA	2019 365	9446500
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**5**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**

Upload the minutes of meeting and action taken report	[View File]()
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**Yes**
If yes, mention the amount	**100000**
Year	**2018**

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

IQAC has worked closely with the academic committee in the preparation of the academic calendar and class routine

IQAC has strategised means for smooth running of classes and looked in to classroom conditions and resources

IQAC has monitored all teaching-learning matters, and kept records of all research activities and other academic activities of the faculty members

IQAC has worked closely with RUSA committee in the planning and implementation of all RUSA funded projects and activities

IQAC has got a grant from the NAAC for a national level workshopn and the workshop was successfully organized by the IQAC

[View File]()

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

Plan of Action	Achivements/Outcomes
Maintaining academic quality and good results of the students	**Consistent good results maintained**
Timely conduct of examinations and strict adherence to the academic calendar	**Classes were strictly conducted as per prepared routine and all examination related works have been done within university timeline**
Organizing Guest lectures, seminar, symposia, workshop, popular talks, and students' seminars	**A number of guest lectures, seminars and workshops have been organized**
Enhancement of infrastructure and library resources	**Library infrastructure was enhanced with RUSA funds. New books and journals were added**
Conducting a number of extension activities	**One Health and Hygiene programme was conducted in the adopted village Rojabari.**

Encourage the departments to focus on student internship and field trips	Student internships and field trips have been organized
To hold a few career counselling programmes	Career counselling programmes organized

<div align="center">**No Files Uploaded !!!**</div>

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Chaiduar College Governing Body	06-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2019**

Date of Submission	**04-Feb-2019**

17. Does the Institution have Management Information System ?	**No**

<div align="center">Part B</div>

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college strives to pursue the objectives set forth in the Mission and Vision statements to offer quality education, to produce human resources for the future. 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. Staff from the college participates in different syllabus revision meetings and seminars at the university. A central time table for different streams is designed each semester by a committee and the classes are conducted strictly according to the routine. Every now and then, individual departments may bring some changes to the routine by adding some extra classes of their own. While preparing the routine, the committee takes into account the need for extra tutorials and practical classes. The time table is sent to each and every department and it 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 for effective and fruitful teaching-learning experience. Students are encouraged and asked to present seminars from time to time. In the science subjects, emphasis is given on hands-on/practical trainings and students are given project works by the teachers. Field trips, industrial visits, internships are conducted to supplement their learning and skills. Various seminars, workshops, invited lectures by scholars and academicians are organized by the college, IQAC, and the departments from time to time. The records of the course-syllabi, progress reports, feedbacks, results etc are kept in the office.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Assamese, English, Bodo, Nepali, History, Political Science, Education, Economics	01/06/2019
BSc	Physics, Chemistry, Botany, Zoology, Mathematics	01/06/2019
BCom	Commerce	01/06/2019

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

	Certificate	Diploma Course
Number of Students	20	30

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	History, Economics	85
BSc	Chemistry, Biology,	90

	Botany	
BVoc	MLT, Mass media	28
[View File](#)		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained

Student feedback is of utmost importance in understanding the students' level of achievement and areas of concerns and grievances while studying in the institution. The feedback received by the students provides critical markers which help the management and the departments to improve further, bring new changes and initiatives, and to address the concerns and grievances of the students. The IQAC collects feedback from the outgoing students every year at the end of the academic session. The feedback is collected in the form of a questionnaire which contains twenty points on various aspects related to the curricular, co-curricular, extra-curricular, and infrastructure, facilities, management and other relevant issues related to the teaching-learning process in the college. The students give grades to each area. This feedback system collected by the IQAC has proved very effective in gauging the satisfaction level of the students as well as providing the departments and the management crucial insights in to these areas. The feedback collected through the questionnaires is analyzed by a few faculty members deputed by the principal. They read these questionnaires returned by the students and they make an overall statement on them. The overall statement is submitted to the academic council for discussion and necessary follow-up action. The management tries to tackle the issues raised by the students and as evident from the Feedback-statements along with inputs from the staff. Apart from these feedbacks, each department also collects feedback from their students regarding the curricula, progress of courses, their problems and requirements for remedial actions. Every effort has been made to make the feedback process objective and transparent. For this IQAC has made provisions in the system for anonymous sharing of response in case of student-feedback, time-bound and on-the spot collection of the questionnaires, comprehensive design of the format to enable objective responses on all aspects of academic and non-academic fields, etc.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BVoc	Professional	100	70	48
BCom	Honours	80	116	80
BSc	Honours and General	120	230	121

BA	Honours and General	636	867	636
		View File		

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2560	Nill	44	Nill	Nill

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
44	44	14	15	2	14
		View File of ICT Tools and resources			
		View File of E-resources and techniques used			

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

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. This interaction bridges the gap between the teachers and the active learners, i.e. the Mentor/Mentee, thereby creating a healthy bond between the two most important stakeholders. Special classes are arranged for low achievers in the form of tutorials/remedial coaching. Through Placement and Career guidance Cell, the students are guided to identify their competence level in deciding their future career options. Economically weaker students are provided with subsidized fees and their progress is constantly monitored by the faculty. All differently-able students are given extra care by providing Wheelchair and provision for Ramps access to the classroom/library. Peer mentoring, mainly through the Class Representatives is an initiative that is welcomed by the students, especially on issues related to discipline for learning. At the start of the academic year, all newly admitted students are offered a specific Orientation Program, which serves as Induction Counselling, making them aware of the areas required to help them grow by effective time management, relating to self and others, as well as some of the challenges they will face. The parents/guardians too are involved in these programs, to make them active partners in the mentoring process. In a special way the Principal, the Heads of Departments and the Staff are always available to the students. The Mentoring process is chiefly aimed at nurturing a healthy Tutor-Ward relationship and plays a significant role in harnessing the overall growth of a student which is part of the vision and mission statement of the College. As the students spend a considerable amount of time in the College, it is imperative that they are given the right kind of attention by the teachers, not only inside the classroom, but also outside it. So, the importance of this Mentoring Process can never be over estimated. The success of the process, obviously, depends upon the willingness of the mentee to open up in front of a mentor who is not really a stranger of any sort. The teacher/mentor is well equipped to elicit honest responses from the student/mentee as they are confident that the former is the repository of answers to their problems, personal or otherwise.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2560	44	1:58

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
44	43	1	Nill	23

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	UG	Final Semester	08/06/2019	10/10/2019
BSc	UG	Final Semester	08/06/2019	10/10/2019
BA	UG	Final Semester	08/06/2019	10/10/2019
No file uploaded.				

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

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.

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

The college prepares the academic calendar at the beginning of each academic

year adhering to the academic calendar of the affiliating university (Gauhati University). This academic calendar is published in the college prospectus and is uploaded in college website for the students, faculty members and office staff. This calendar contains the yearly schedule of the college ranging from the list of holidays (National level holidays, State holidays, Local holidays and Institutional holidays), tentative schedule of the college examinations and other forms of evaluation. Tentative dates for Freshmen Social. Annual College Week, Sessional Examinations, Test Examinations, Saraswati Puja etc. are also provided in the academic calendar. All Examination related notices are also displayed on the college notice board, the departmental notice boards and the college website. Since the students of each department are always in contact with their teachers, they are informed about the examination directly also. The college strictly adheres to the academic calendar, except in unavoidable conditions.

2.6 – Student Performance and Learning Outcomes

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

https://www.chaiduarcollege.org/IQAC/Documents/Program%20outcomes%20program%20specific%20outcomes.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BVoc	MLT	18	11	61.11
UG	BVoc	Mass Media	11	8	72.72
UG	BCom	Commerce	23	16	69.56
UG	BSc	General	7	3	42.85
UG	BSc	Botany, Chemistry, Mathematics, Physics, Zoology	99	35	35.35
UG	BA	General	246	142	57.72
UG	BA	Assamese &Other Indian languages, English, Education, Economics, History, Political Science	196	157	80.10

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2.7 – Student Satisfaction Survey

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

https://www.chaiduarcollege.org/IQAC/Documents/Student%20Satisfaction%20Surv

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

No file uploaded.

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
One day Workshop on the Use and Abuse of Fertilizers and An Interactive Program with local farmers	Chemistry	19/09/2018
Interactive Program on Wildlife Conservation in collaboration with the NGO Aranyak and Tezpur University	Botany	17/11/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

No file uploaded.

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	History	1	0

National	History	1	3.77
National	English	4	0

View File

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

Department	Number of Publication
Assamese	6
Chemistry	2
Education	5
History	2
English	4

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

No file uploaded.

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

Number of Faculty	International	National	State	Local
Presented papers	2	5	Nill	Nill
Resource persons	Nill	3	2	2
Attended/Seminars/Workshops	1	25	8	Nill

No file uploaded.

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Outreach Program in Rural Schools	**Assam Science, Technology and**	15	7

	Environment Council		
Outreach Program of Teaching in Local Schools	IQAC	8	Nill
Institutional Swachhta Initiatives	IQAC, NSS Unit	27	168
Tree Plantation Drive on the Occasion of World Environment Day	IQAC, Chaiduar College NSS Unit	18	54
NCC Day	Chaiduar College NCC Unit	4	67
Swach Bharat Abhiyyan	Teacher Unit, Student Union, NCC and NSS Unit	20	108
Extension Program on Health and Hygiene in Jaipur Village	IQAC and NSS Unit	24	32
Cleanliness Drive of Gohpur Town and Heritage Park	Chaiduar College NCC Unit, NSS Unit	8	38
No file uploaded.			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Republic Day parade	First Prize in Parade (College NCC Unit)	Gohpur Sub-Division Administration	30
Republic Day parade	Best commander prize	Gohpur Sub-Division Administration	1
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Aids Awareness	Department of MLT	Awareness program	11	48
Cancer Awareness	Department of MLT	Awareness program	16	54
Yoga Day	Sports Committee of Chaiduar College, NCC Unit	Yoga Day	24	55

Anti-Tobacco Day	IQAC, NSS	Awareness program	31	60
Swachh Bharat	Chaiduar College Teacher Unit, NCC and NSS Unit	Swachh Bharat	20	108
Tree Plantation Drive on the Occasion of World Environment Day	IQAC, Chaiduar College NSS Unit	Tree Plantation	18	54
Cleanliness Drive of Gohpur Town and Heritage Park	Chaiduar College NCC Unit, NSS Unit	Cleanliness Drive	8	38

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					

No file uploaded.

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5425466	5525909

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Classrooms with Wi-Fi OR LAN	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Fully	O2	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	17800	1240000	563	58560	18363	1298560
Reference Books	8200	560000	1800	440000	10000	1000000
Journals	28	52000	5	11000	33	63000
[View File](#)						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	83	1	60	2	1	1	14	2	0

Added	20	1	10	0	0	0	0	0	0
Total	103	2	70	2	1	1	14	2	0

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

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
11328057	9086209	5525909	4769822

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

Laboratory: Procedures and policies for Maintenance: The College utilizes grants received from RUSA/UGC 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. Procedures and policies for utilizing facilities: Laboratories facilities are utilized by students for practical courses. Teachers can access and use the lab facilities any time they need to. Library: Procedures and policies for Maintenance: New library books, journals etc. are bought from grants from RUDSA and college funds. Library facilities such as reading tables, chairs, scanners, printers etc. are also procured from time to time as per need. Old books and are weeded annually and damaged books are either salvaged by re-binding them or discarded if beyond repair. Books that are damaged or lost by borrowers have to be replaced at the borrowers own cost. Procedures and policies for utilizing facilities: Teachers ,staff and students are provided library cards against which books are issued. The library subscribes to journals and newspapers which are made available in the library reading rooms. Internet and photocopying, wifi facilities are available on payment of a nominal amount at the library counters. Sports complex: 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. Procedures and policies for Maintenance: The building committee and sports committee maintain the sports complex and looks into repair and upgradation as and where required. Procedures and Policies for Utilization : The sporting facilities of the college are open for use to the students and staff of the college. The sports complex is used for holding sporting competitions during annual college week as well as for other sporting events organized by the college. Computers: Procedures and policies for Maintenance: New computers and other ICT facilities and materials are procured from time to time with funds from RUSA/UGC and various college funds. They are regularly maintained and repaired as per need. Procedures and Policies for Utilization : Its use is restricted to the college teachers, staff and

students for all academic and examination related works. Classrooms: Procedures and policies for Maintenance: 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. Many of the old classrooms have been upgraded tp smart classrooms and new virtual classrooms have been built. Classrooms are checked the members of the building committee and wherever repair and restoration work is required for electrical equipment and furniture are carried out. Procedures and policies for utilizing facilities: classrooms are allotted for the use of students and teachers as per the college routine and student enrolment.

https://www.chaiduarcollege.org/IQAC/Documents/Procedures%20and%20policies%20for%20maintaining%20and%20utilizing%20physical,%20academic%20and%20support%20facilities.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	1. Rewati Mohan Hazarika Merit-cum-Means Scholarship, 2. Meena Hazarika Memorial Award, 3. Kosheswar Baruah Memorial Award, 4. Sarat Sarma Memorial Award	6	12000
Financial Support from Other Sources			
a) National	1. IShan Uday, 2. AKADEMICS Scholarship	23	1110000
b)International	0	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
PGDCA	01/03/2019	30	Department of Computer Science
Diploma in Computer Application	01/03/2019	10	Department of Computer Science
Spoken English Course	17/07/2018	35	Department of English
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for	Number of benefited students by	Number of students who have passedin	Number of studentsp placed

		competitive examination	career counseling activities	the comp. exam	
2019	Workshop on Career Prospects by the Department of Chemistry, 7th March, 2019	65	65	Nill	Nill
2019	Workshop on Career Avenues for Graduate Students by the cell with support from Career Counselling and Guidance Centre, Gauhati University, in Association with IQAC	74	74	Nill	Nill
2019	Workshop on CBCS, SWAYAM and SHREYAS	58	58	Nill	Nill
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to

2019	130	BA, BSC, BCOM	Assamese, English, Education, History, Political Science, Physics, Chemistry, Botany, Zoology, Commerce, Mathematics	Gauhati University, Dibrugarh University, Assam University, Rajiv Gandhi University, Tezpur University, Cotton University,	MA, MSC. MCOM

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

Items	Number of students selected/ qualifying
NET	1
SLET	2

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

Activity	Level	Number of Participants
Annual College Week	Institutional	400
World AIDS Day, 01/12/2018	Institutional	50
Mother Tongue Day, 21/02/2019	Institutional	80
Republic Day, 26/01/2019	Institutional	120
Cultural Program on the Occasion of Bhupen Hazarikas Death Anniversary, 5/11/2018	Institutional	260
Freshmen Social	Institutional	370
Cultural Rally on the Occasion of the Golden Jubilee Celebration, 4th November, 2018	Institutional	560

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Best Debator in Sadananda Chaliha	National	Nill	1	38	Abhijit Borah

	Memorial All Assam Elo001ution Competition						
2018	1st Prize in Classical Dance At Universal Sanskrit Shodh Naha Academy (USSNA) in Shimla, H.P.	National	Nill	1	124	Sangita Borah
2018	Best Festival Olympiad Award in Theatre Olympiad, Odisha	National	Nill	1	124	Sangita Borah
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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 2018-19 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 and Administrative Committees of the Institution: 1. General Secretary and the President of CCSU are the members of RUSA Committee. 2. GS of the Union is on IQAC Committee 3. Hostel Committee 4. Anti Ragging Committee 5. Campus development 6. Celebration Committee 7. Play ground development committee

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

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 association contributed generously to the college on the occasion of its Golden Jubilee Celebration in 2018 and a flower garden was set up with the money collected from the ex-students. The association also played a

very energetic, enthusiastic and effective role in the successful celebration of the Golden Jubilee.

5.4.2 – No. of enrolled Alumni:

240

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

37500

5.4.4 – Meetings/activities organized by Alumni Association :

Two executive meetings and one general meeting were held in the year 2018-19

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college promotes the culture of participatory management and practices decentralized system of management as far as possible. The apex body of management, i.e. the Governing Body is comprised of representatives from the faculty, parents, library and office staff as eminent persons from the locality. This body discusses important management, administrative and development related matter for final approval of the same. The IQAC of the college also comprises of teachers, library and staff, student representatives and members of the society. Different committees are constituted for the management of different institutional activities : 1. Examination Committee (it ensures the smooth conduct of the internal assessment and university examinations) 2. Admission committees (for effectively conducting the admission process)3. Building Committee (oversees the developmental projects and requirements etc.) 4. University Examination Zone 5. Career Counseling Cell 6. Grievance redressal Cell 7. Students' Union Society 8. Students' Aid Fund 9. Disciplinary Committee 10. Anti ragging cell 11. Alumni Association 12. Co-curricular activities (NCC, NSS unit, yoga, sports) etc. The two practices of decentralization and participative management during the last year are as follows: 1. The College celebrated the Golden Jubilee the institution from 01/11/2018 to 04/11/2018 with great fanfare and enthusiasm. Various committees and sub-committees were formed for the effective management and execution of all the work, programmes and activities during the four day events. This mega celebration engaged with and brought together the alumni of the college, members of the locality, present/retired teachers and students of the college. A NAAC-sponsored national workshop on the new guidelines of assessment and accreditation processes was held in February, 2019. Committees and sub-committees were formed for the successful and smooth conduct of the workshop. All these Committees and sub-committees for both these events worked in close collaboration with the management and administrative bodies of the college. 2. Participatory approach in decision making and involvement of the faculty in the annual budget preparation and annual calendar of the College.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The ntire admission process is

	carried out through online mode. This has facilitate in the creation of a digital data base that is required for the Students Satisfaction Survey. Rules and regulation governed by the state government and college authorities are strictly followed in the admission process.
Industry Interaction / Collaboration	One interaction program on Wildlife Conservation was held in association with the NGO Aranyak and Tezpur University. The department of MLT and Mass Media have a number of MoUs with super-speciality hospitals such as GNRC, Sanjibanee, and media houses such as News Live and DY365. Students have done internship in these institutions as well as in national level research organizations such as DRL, NERIST etc.
Human Resource Management	The College authority encourages and facilitates the faculty members to participate in Refresher, Orientation and Short Term Courses, seminars, conferences and workshops. 2. Self appraisal of the teachers through maintenance of academic diary. The faculties are provided with reasonably well and functional office, common rooms, departmental rooms, library reading room
Library, ICT and Physical Infrastructure / Instrumentation	The Central Library is equipped with 26001 number of books (Text books and reference books), 33 journals and a number of digital research databases. It has reproduction facilities and internet access where both the students and teachers can make use of the resources. The library subscribes to national and state-level news papers and periodicals. It is fully automated. The library is complemented by the department libraries. ICT: A large number of computers with internet and wi-fi connectivity, one computer center and other ICT tools are available. Physical Infrastructure: One girls hoste, one canteen, one indoor stadium and gymnasium, one playground, laboratories in all the departments of the science stream, one langyage lab, one animal house, one Bio-tech Hub, var and bike parking facilities, two ponds are there. The labs are maintained by the individual departments, the computer lab is maintained by the instructor, the Gym and the indoor stadium are maintained by the physical

	instructor and the Stadium Committee. Requirements for new equipment, materials and need for repairing are notified to the authority. Construction and Purchase Committee periodically reviews and analyses the requirements for maintenance of the infrastructure facilities.
Research and Development	IQAC regularly provides information to the faculty members regarding publication outlets, call for papers in journals, new publication avenues, seminar-conference details etc. The college has a Research Cell that works in close association with the IQAC in fostering a healthy research culture. The College has a Bio-Tech Hub where research scholars are conducting research for their PhDs. Majority of the faculty members are actively engaged in various research works and publish papers in both national and international level. Teachers are encouraged to participate in national and international seminars, conference, workshops, Orientation and Refresher and Faculty development programs. They are given leave by the college authority to participate in such programs. Department of English utilizes and maintains the Language Laboratory to give spoken English skills to the desirous students.
Examination and Evaluation	Apart from the examinations conducted by the parent university, additional class tests, retests, practical test, vivavoce, home assignment, seminar presentation are also organized for constant evaluation of the students. Remedial discussions are held with the students on their performance on these tests.
Teaching and Learning	All departments maintain academic diary. Teachers use ICT tools in the classrooms along with with traditional chalk and talk method. Smart classrooms and one virtual classroom are in place. Students are regularly given assignments by the teachers. Student Mentoring within and outside the class is highly encouraged and practiced.
Curriculum Development	Field work, class seminars, interactive learning through group discussions, quiz, etc. are practiced. Individual departments organize lectures talks by visiting scholars.

E-governace area	Details
	The Principal regularly collects students' feedback for improvement of teaching and learning.

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

E-governace area	Details
Planning and Development	All admission process are done on online in the college portal. Notices for new infrastructure development projects and tenders for the same are posted on the website and e-tenders are invited.
Administration	All the Administrative orders and notices are served to the departments through e-mail and departmental WhatsApp groups. Apartment from departmental WhatsApp groups for major students, Telegram group and Facebook page are created to interact with students and to disseminate important information to them.
Finance and Accounts	Chaiduar College uses a a Management Information System (MIS) that is designed and supported by Adroit Digisoft with its headquarter in Guwahati, Assam. The entire financial side of the institution is managed through this MIS. The entire financial aspect of the college is cashless. The college collects fees and other dues through SBI Collect, Swipe and Billdesk systems.
Student Admission and Support	Chaiduar College uses a a Management Information System (MIS) that is designed and supported by Adroit Digisoft with its headquarter in Guwahati, Assam. The entire admission process of the college is done through this system. The students seeking admission can receive and upload forms through the system and once the merit list is prepared and uploaded by the college, the students can take admission online.
Examination	All examination related notices are posted on the college website and in the relevant WhatsApp, Telegram groups and in the Facebook page. Examination forms are filled up in GU portal. Admit cards and students roll sheets are downloaded online.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nill	One Day Workshop on the use of ICT and Office Management	21/08/2018	21/08/2018	Nill	10
2019	Orientation Program on Newly Introduced CBCS System of GU for UG Courses	Nill	17/05/2019	17/05/2019	35	Nill
No file uploaded.					

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Program -HP University, Shimla	1	25/02/2019	23/03/2019	28
International Science Festival organized by Ministry of Science Technology, Vijinana Bharati, and Ministry of Earth Science Gov. of India	1	05/10/2018	08/10/2018	3

and hosted by Indira Gandhi Pratishthan, Lucknow				
University Level Mega Special Camp Cum Orientation Programme. Organizer: GU NSS Cell	1	28/09/2018	30/09/2018	3
Refresher Course in Comparative Literature (ID) at Banaras Hindu University, Varanasi, Uttar Pradesh	1	07/02/2019	27/02/2019	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	0	Students Aid Fund

6.4 – Financial Management and Resource Mobilization

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

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nill	0	0
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6.4.3 – Total corpus fund generated

100000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	IQAC

Administrative	No	Nill	No	Nill

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

The college does not have a Parent Teacher Association. • All the departments hold PTM every now and then • Parents are encouraged to come and visit the college and discuss various aspects related to the academic and other co-curricular matters related to his/her wards • The teachers and the management takes serious note of any suggestions and grievances by the parents • Parents are invited to the college on the day of freshers' social and on the prize distribution day of College Week

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

1. One Day Workshop on the Use of ICT and Office Management was conducted in the Computer Centre members for the office staff of the College on 21/08/2018 2. Library Orientation for Weeding Techniques and Cataloguing was Conducted by the Librarian to the Library Staff on 12/05/2019

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

1. The Computer Centre was provided with new computers 2. The Virtual Classroom is completed which gives further boost to the ICT Infrastructure of the college 3. Sporting facility is boosted with the procurement of new sporting equipment and the renovation of the playground 4. New classrooms and toilets are built 5. The laboratories in the science departments and MLT are provided with new instruments and equipments 6. A new canteen has been built 7. New cycle stands and car parking facilities have been set up

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Nill
c)ISO certification	Nill
d)NBA or any other quality audit	Nill

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	NAAC Sponsored National Workshop on Quality Assurance and Assessment in the Light of Revised A ccreditation Framework of NAAC,	01/02/2019	01/02/2019	02/02/2019	60
2019	Workshop on CBCS, SWAYAM, SHREYAS	15/03/2019	15/03/2019	15/03/2019	35
2019	Workshop on Career	30/03/2019	30/03/2019	30/03/2019	60

2019	Workshop for Examiners, Scrutinizers and Head Examiners	21/02/2019	21/02/2019	21/02/2019	80
2019	Four Day Induction Programme	24/06/2019	24/06/2019	28/06/2019	350
2019	Extension Program on Health and Hygiene in Jaipur Village	03/05/2019	03/05/2019	03/05/2019	Nill
2019	Participation in Institutional Swachhta Initiatives	05/06/2019	05/06/2019	05/06/2019	240
2019	Workshop on Career Prospects for Students	07/03/2019	07/03/2019	07/03/2019	65
2019	One Day Workshop on the use of ICT and Office Management	21/08/2018	21/08/2018	21/08/2018	10
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Womens Day Celebration	08/03/2019	08/03/2019	60	34
Awareness Program on Domestic Violence on Women, Child Abuse and Legal Provisions	14/06/2018	14/06/2018	57	28

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

Percentage of power requirement of the University met by the renewable energy sources
1. Only power-saving CFL/LED bulbs are installed in the college 2. Solar lights are installed in the college campus 3. To spread awareness on the environment and the need of green cover, World Environment Day on 5th June (2019) was observed and a tree plantation drive was conducted within the College campus on that day

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nill
Scribes for examination	Yes	Nill
Rest Rooms	Yes	Nill
Provision for lift	No	Nill
Braille Software/facilities	No	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nill	1	12/11/2019	1	Celebration of National Press Day	Role of media in society	80
2019	Nill	1	13/11/2019	1	Banking Digital Awareness Camp in Association with SBI, Balijan Branch	Digital Banking	160
2019	Nill	1	13/06/2019	1	Outreach Program at Karibil High School	Teaching two classes in English and	115

2019	1	Nill	21/02/2019	1	International Mother Language Day	Importance of using and strengthening and preserving Vernacular Languages	80
2019	Nill	1	26/09/2019	30	Outreach Programs In Rural Schools (Program sposored by ASTEC for promotion of Science education)	Promoting science education and scien tifiv temper in school children	15
2018	1	Nill	04/11/2018	1	Assam-Arunachal Pradesh Cultural Exchange Program	Promoting cultural harmony and sense of frater nity between the two neighboring states	270

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

Title	Date of publication	Follow up(max 100 words)
Chaiduar College Prospectus, 2018-19	16/05/2019	The college prospectus contains all the relevant information of the institution related to the courses offered, facilities available, departments, faculty profiles, academic calendar, code of conduct, mission and vision of the college, different committees, cells, information regarding financial assistance, its achievements, goals etc.
Academic Calendar	01/08/2018	The academic calendar

				is published in the prospectus, and it is also posted on the college website. The calendar contains all information related to the schedule of classes, dates of holidays, and tentative dates for sessional and end-term examination.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Mother Tongue Day	21/02/2019	21/02/2019	80
Celebration of Independence Day	15/08/2018	15/08/2018	157
Celebration of Tithi of Sankardev	07/09/2018	07/09/2018	210
Celebration of Republic Day	26/01/2019	26/01/2019	160
National Voters' Day	25/01/2019	25/01/2019	215
Celebration of Gandhi Jayanti	02/10/2018	02/10/2018	168

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

1. Tree plantation drives have been initiated 2. An interactive programmer was organised by IQAC in collaboration with Tezpur University with eminent environmental activist ..... 3. Power-saving LED lights are installed everywhere in the campus 4. Hand-made and bio-degradable bamboo bins are installed in the campus 5. Green Audit is done 6. Institutional Swacchta Abhiyyan has been held. 7. The entire camopus is made Tobacco-free. Use of plastic has been miniized

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: Title: Induction Program From the academic session, 2018-19, Chaiduar College has introduced Induction Program for the newly admitted students. The objective of the induction program is to provide an orientation program to the students familiarizing them with the college, its codes of conduct, its facilities and amenities, courses, financial and other assistance, and opportunities for tapping their potential to the fullest. This program has been deemed important by the college authority as it would instil in the fresh students a sense of belonging and enthusiasm as they start on a new journey seeking academic excellence in this college. While planning the program, IQAC and the college authority had held substantial discussions and deliberations about how to make this program meaningful. During these discussions, it was envisioned that such a program would be an opportunity to boost confidence and dispel nervousness and anxiety many of them might face in a new setting and campus environment. This program is also supposed to be the first contact program among the faculty members and the fresh batch of students. In this first induction program, the college chalked out a four day long program where

eminent personalities from different professional and academic spheres, and who have carved out niches for themselves by the excellence of their work and contribution to science, technology, health, society, were invited to deliver lectures and interact with the newly-admitted students to motivate and inspire them to bring the best out of themselves in their own careers. On the first day, The Principal, the co-orodinator of the IQAC, and the faculty members from different streams interacted with the students. On the first day, Dr. Paramnanda Saikia, senior scientist at ANDE(which is a global leader in rapid DNA technology) of Boston, USA, spoke about his research and his journey from a small village in Assam to a global research institute in the USA. On the second day, Dr. S. A Ahmed, a renowned psychiatrist of Assam delivered an insightful and lively talk on issues of mental health, stress management, anxieties and depression among students and how to overcome them and to live an energetic, healthy, cheerful life. On the last day of the Induction Program, Dr. Buljit Buragohain, renowned Career counsellor Assistant Professor, Department of Mechanical Engineering, Assam Don Bosco University, Guwahati, gave a wonderful lecture on career prospect after graduation. He spoke on how to prepare for different career examinations and how to approach academically and mentally for excellence and achieving career goals. In all of these sessions, the students enthusiastically took part and interacted with the resource persons. Best Practice 2: Title: Promotion of the Culture and the Arts among the Students Chaiduar College has always sought to promote the spirit of culture and arts among the students. The institution believes that, parallel to academic excellence, a student must imbibe and nourish the spirit of art and culture to become a well-rounded human resource. Therefore, the college organizes a variety of cultural programs throughout the year which give the students the opportunity to hone and display their talent in dance, music, drama etc. During the Annual College Week and Freshmen Social, cultural programs are given priority and the college encourages the students to take part in them. Apart from dance and music, drama and debating programs are also organized. The departments also hold such cultural programs among their respective students. As a part of this objective, the Death Anniversary of the great cultural icon of Assam, Dr. Bhupen Hazarika, is organized every year, with daylong programs of music and dance celebrating the spirit of unity in cultural diversity in the northeast. The student population of Chaiduar College has the unique character of being quite cosmopolitan and colourful. The students belonging to different tribes and communities bring with them their own diverse cultural richness in their spirits, while at the same time remaining united with a strong sense of unity and brotherhood. These programs give expression and celebrate this cultural diversity, This practice has not only given the students a platform to tap their talents, it has also helped in better understanding among the students coming from different social and cultural spheres. This practice has become a popular feature of the campus life and it celebrates cultural diversity instilling a sense of belongingness and inclusiveness among the students, This year, during the Golden Jubilee Celebration of the college in November, 2018, a colourful cultural exchange program between artists from Arunachal Pradesh and Assam was held in the college on 4th November, 2018, celebrating the bond of unity and fraternity between these two neighbouring states.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.chaiduarcollege.org/IQAC/Documents/Best%20Practice%202018-19.pdf

7.3 – Institutional Distinctiveness

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

Institutional Distinctiveness Chaiduar College was conceived initially to cater to the need of higher education to the people of the large geographical area known as Chaiduar. A few visionaries and socially committed persons and Freedom Fighters took the noble initiative of establishing the college. As a result of this vision, the college was established in 1967 with Arts stream and it was affiliated with Gauhati University. Form its inception, Chaiduar College has remained committed to its goal of disseminating quality education and inculcating the sense of human values and responsibility towards fellow beings. The college was subsequently placed under the Deficit Grants-in Aid system by the Govt. of Assam in 1967. In its next phase, Chaiduar College opened Science Stream in 1987 to meet the evergrowing need of science education in the society. The stream was brought under Deficit Grants in Aid system by the Govt. of Assam in 1998. Since its humble beginning in the mid-60s, the college has been consistently taking up effective steps and measures for its all-round development and has already come a long way in its search of excellence and creation of quality human resource for the new millennium. In the new millennium, the college has faced three assessments by NAAC. First, the college was accredited by the highest body in 2004 and awarded C grade. The College achieved 'B' grade with 2.64 CGPA in the next rating of NAAC's re-accreditation in the year 2011 and B in its third cycle of re-accreditation in 2017. The college is situated at the foothills of the lesser Himalaya region bordering the hilly state of Arunachal Pradesh. It's a distinctive region where two states meet and a large number of communities and tribes have been interacting and co-inhabiting in a spirit of brotherhood and unity since time immemorial. Chaiduar College has the distinctive feature of being a highly cosmopolitan institution of higher education. Since Gohpur and its surrounding areas are inhabited by diverse people, communities and tribes, the student population of Chaiduar College has the unique character of being quite cosmopolitan and colourful. The students belonging to different tribes and communities bring with them their own diverse cultural richness in their spirits, while at the same time remaining united with a strong sense of unity and brotherhood. To cater to this diversity of people and the large number of students, the college pursues the distinctive objective of providing quality higher education in an affordable and effective manner. The college always keeps in view the fact that a large number of these people cannot afford to go far or spend much for the good education. Therefore, the college makes intensive efforts to create a healthy, vibrant academic atmosphere, build adequate academic and administrative infrastructure, and provide all possible means of co-curricular activities like sports, gymnasium, and culture inside its campus and to maintain a culture of selfless and dedicated service towards all stakeholders.

Provide the weblink of the institution
https://www.chaiduarcollege.org/IQAC/Documents/Institutional%20Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

The future plans of action of the college for the next academic year are as follow: 1. The College has planned to install solar power panels as a source of alternative energy to meet energy requirements and to make the campus eco friendly. 2. The guest house is to be completed 3. The Central ICT centre is to be provided with more computers and peripherals. 4. New toilet blocks are to be constructed 5. Boys hostel to be completed 6. Work on the boundary wall is to be finished 7. Construction of the new academic block, seminar hall and ICT centre is to be expedited 8. IQAC of the college has planned to organize a program on the ICT in the Management of Higher Education in collaboration with the Teaching-Learning Centre of Tezpur University. 9. IQAC is planning to hold a series of webinars in association with some departments 10. To hold awareness program

engaging the local community and the academia and to hold a few career
counselling programs.