

# Annual Quality Assurance Report (AQAR) For the Academic Year: 2016-2017

TO

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)  
An Autonomous Institution of the University Grants Commission  
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India



Submitted by

Chilarai College, Golakganj

(NAAC Accredited "B" Grade Institute; 2nd Cycle)  
(Affiliated to Gauhati University, Guwahati, Assam)

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**No : 42**

**The Annual Quality Assurance Report (AQAR) of the IQAC  
(For Affiliated/Constituent College)**

**CHILARAI COLLEGE, GOLAKGANJ  
P.O & P.S.: GOLAKGANJ, DIST.: DHUBRI, ASSAM, INDIA  
YEAR : 2016-2017**

**Part –A**

**Data of the Institution :**

1. Name of the Institution : Chilarai College, Golakganj, Dhubri, Assam, India

❖ Name of the Head of the Institution : Mrs. Hemalata Kakati

❖ Designation : Principal(i/c)

❖ Does the Institution function from own campus : Yes

❖ Phone No./Alternate Phone No : 03662287220

❖ Mobile No : 9435327080

❖ Registered e-mail : [principal.chilaraicollege@gmail.com](mailto:principal.chilaraicollege@gmail.com)

❖ Address :P.O.+P.S: Golakganj, Dist.: Dhubri, Assam, PIN:783334

❖ City/Town : Town (Golakganj, Dhubri, Assam)

❖ State : Assam

❖ PIN Code : 783334

2. Institutional Status :

❖ Affiliated/Constituent : **Affiliated**

❖ Type of the Institution : Co-education/Men/Women: **Co-education**

- ❖ Location : Rural/Semi-urban/Urban :**Semi-urban**
- ❖ Financial Status : Grand-in-aid/UGC 2f and 12(B)/Self financing :**UGC 2f &12 (B)**
- ❖ Name of the Affiliating University : Gauhati University, Guwahati
- ❖ Name of the IQAC Coordinator: Mr. Prakash Chakrabarty, Associate Prof.  
& HOD, Department of Economics, Chilarai College, Golakganj
- ❖ Phone No : 03662 287220
- ❖ Mobile No : 09435726580
- ❖ IQAC email Address : [iqaccrc@gmail.com](mailto:iqaccrc@gmail.com)
- ❖ Alternate email Address : [principal.chilaraicollege@gmail.com](mailto:principal.chilaraicollege@gmail.com)

3. Website Address : [www.chilaraicollege.co.in](http://www.chilaraicollege.co.in)

Web-link of the AQAR : (Previous Academic Year)

4. Whether Academic Calendar prepared during the year? : Yes

5. Accreditation Details :

Cycle	Grade	CGPA	Year of the Accreditation	Validity Period
<b>1<sup>st</sup></b>	<b>B</b>	<b>73.00</b>	<b>2004</b>	<b>04-11-2009</b>
<b>2<sup>nd</sup></b>	<b>B</b>	<b>2.18</b>	<b>2015</b>	<b>14-11-2020</b>

6. Date of Establishment of IQAC : 22/01/2003

7. Internal Quality Assurance System :

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item/Title of the quality initiative by IQAC	Date & Duration	Number of the Participants/Beneficiaries
Academic Meeting (with faculty)	18.06.2016 – 2 .15 hrs	11
Internal Administrative Meeting	12.09,2016 – 1.20 hrs	10
Academic Meeting (with students)	16.12.2016 – 1.40 hrs	10
Academic Meeting (with other stakeholders)	10.03.2017 – 1.45 hrs	7

8. Provide the list of funds by Central/State Governments :

UGC/CSIR/DST/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Chilarai College	State	State Govt.	10-03-2017	12,7000/-
Chilarai College	Central	RUSA	02-01-2017	50,00000/-

9. Whether composition of IQAC as per latest NAAC guidelines : Yes

- 9.1 Chairperson : 1  
9.2 Coordinator : 1  
9.3 Assistant Coordinator : 2  
9.4 Teachers to represent all levels : 8  
9.5 Members from the management : 1  
9.6 Senior Administrative officer : 2  
9.7 Nominee from local society : 1  
9.8 Nominee from students : 1  
9.9 Nominee from Alumni : 1  
9.10 Nominees each from Employers/ Industrialists/ stakeholders: 1

❖ Upload latest notification of formation of IQAC ([www.chilaracollege.co.in](http://www.chilaracollege.co.in))

10. No. of IQAC meetings held during the year : 4(four)

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website...

(Please upload, minutes of the meetings and action taken Report)([www.chilaracollege.co.in](http://www.chilaracollege.co.in))

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?  
No

12. Significant contributions made by IQAC during the current year :

- The college under the strong initiative of IQAC has introduced Major in Sanskrit at UG level as per the guidelines of Gauhati University
- The IQAC has prepared a detailed proposal for installation of CCTV cameras inside the class rooms, in the campus & office rooms and submitted it to the concerned authority and 60% of the project was successful.
- Educational tours of the students has been successfully conducted under the initiatives of IQAC
- The conduct of continuous departmental seminars by the various departments of the college is the result of the strong motivation and guidance of the IQAC

- The IQAC has successfully motivated the teachers, students and non-teaching staff to respond to the natural disasters, calamities in the surrounding areas and these stakeholders come forward to actively participate in.

**13. Plan and action chalked out by the IQAC in the beginning of the academic year**

**14. towards Quality Enhancement and the outcome achieved by the end of the Academic Year.**

Plan of Action	Achievements
<ol style="list-style-type: none"> <li>1. Installation of CCTVs in the entire campus including classrooms, office rooms.</li> <li>2. Up gradation of Sanskrit Department for introducing Major at UG level</li> <li>3. Planned to prepare Class Time Table &amp; Academic Calendar in due time</li> <li>4. Renovation of college internal road by installing blocks</li> <li>5. Planned to organize departmental Seminar and to conduct some other programmes in collaboration with organization of national repute</li> <li>6. Conduct of cleanliness drive, plantation drive and other awareness programmes</li> <li>7. Focus on library activities by creating genuine interest and passion in the students to use quality print and online resources available</li> </ol>	<ol style="list-style-type: none"> <li>1. Implemented</li> <li>2. Executed properly</li> <li>3. Prepared successfully</li> <li>4. Completed</li> <li>5. Organized successfully</li> <li>6. Organized Successfully</li> <li>7. Practice is gradually increasing</li> </ol>

**15. Whether AQAR was placed before Statutory Body? : Yes**

Name of the statutory body: Governing Body date of meetings : 20-02-2020

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

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

**Year : 2016-17**

**Date of Submission : 29-03-2017**

**18. Does the institution have Management Information System ? No.**

Yes/No if yes, give a brief description and a list of modules currently operational.(Maximum 500 words).

**PART –B**  
**CRITERION –I : CURRICULAR ASPECTS**

**1.1 Curriculum Planning and Implementation**

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

The Curriculum of the college is the manifestation of its objectives. The college is affiliated to Gauhati University, Guwahati and follows the curriculum prescribed by the parent university. The academic calendar is based on the timeframe provided by the university.

Curriculum provides a framework for the college to teach and learning. This policy promotes a transformation from instruction or content-driven curriculum to learning centered curriculum and purposefully places learning at the forefront of all curriculum development and renewal activity. Clearly articulated program and course learning outcomes support this learning-centered curriculum. Effective delivery of the curriculum is ensured by the active implementation of the time plan.

Integration of academic disciplines in our college curriculum for various chapters/topics between the faculty, undergraduates for better understanding of various common topics among the department. Horizontal integration refers to the learning within the structure where individual departments are linked and the learning is enriched by the connections and interrelationships between the subjects being made explicit. The various faculty members of the respective departments following learner centered approach.

Yearly lecture planning is a complex process where faculty defines intended learning outcomes, assessments, content and pedagogic requirements necessary for students' success across an entire curriculum. The faculty members are encouraged to prepare an active plan for their classroom teachings of the entire year before the academic year commences. The HoDs are directed to make

sure of the same. The preparation of such a plan helps with equal and effective distribution of lectures engaging all the faculty members actively in the teaching process. This helps in keeping the clarity of distribution of curriculum and timely completion of the course well before the start of the final examination at the end of the curriculum year. All the staff members are encouraged to attend the seminars presented by the fellow staff members to brush up the topics and to add the individual insights for enhancing to keep up the theoretical as well as the practical knowledge of the topics covered. The subjects are allotted after careful consideration of their qualifications, subject specializations, experience and performance.

### 1.1.2 Certificate/ Diploma Courses introduced during the academic year :

Name of the Certificate Course	Name of the Diploma Course	Date of introduction and duration	Focus of the employability/entrepreneurship	Skill development
No	No	No	No	No

## 1.1 Academic Flexibility

### 1.2.1 New Programmes/courses introduced during the Academic year

Programme with code	Date of introduction	Course with code	Date of introduction
No	No	No	No

### 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 the programmes adopting CBCS	UG	PG	Date of implementation of CBCS/ Elective Course System	UG	PG
No	No	No	-----	-----	-----

## 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	-----	-----

### 1.3.2 Field Projects/Internship under taken during the year

Project/Programme title	No. of students enrolled for field Projects/Internship
No	-----

## 1.4 Feedback System

### 1.4.1 Whether structured feedback received from all the stakeholders.

1. Students	2. Teachers	3. Employers	4. Alumni	5. Parents
Yes	Yes	Yes	Yes	Yes

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

The development of any institution heavily depends upon a well functioning feedback system. It requires a thorough preparation to initiate, launch and implement the feedback system. Chilarai College, Golakganj has been practicing a feedback system accommodating all the stake holders including staff, students, alumni, employers and parents, to help the individuals and organizations as a whole, to improve the performance and effectiveness. Feedback is collected at departmental and institutional level in which the views on the curriculum, teaching schedules, teaching tools and student assessment outcomes are discussed for taking improvement measures.

#### STUDENT :

The feedback from the students is obtained at the end of the chapter/ term and overall department at the end of the year. When the feedback of a faculty is found not encouraging, A Structured “ Performance Improvement Plan” is maintained in the institution with the help of which the concerned faculty is counseled by the senior and experienced teachers under the supervision of IQAC to improve the overall performance.

#### TEACHERS :

The institution has made it a practice to conduct all faculty meeting, periodically, where the ways and mechanism of enhancing the curriculum, academic activities, teaching learning process, research

and extension activities are discussed thoroughly. The appropriate suggestions are put forward to the respective departments for implementation.

#### **ALUMNI :**

The feedback of the alumni is taken with due considerations .Our institution enjoys a strong and healthy association with the Alumni. A formal exit feedback is conducted by the Alumni Association regularly at the end of completion of internship at the institution. The consolidated feedback report is forwarded to the Principal for taking care of the positive performances and scope for improvement.

#### **PARENTS:**

As an important stake holder of this system, the parent feedback is also obtained and analyzed. Some of the parameters incorporated in the parents feedback, include quality of teaching, students' discipline, sports facilities, examination system, student activities such as transport, library, internet facilities, Wi-Fi etc. The findings of the parents feedback are properly used to policy making processes of the institution.

#### **FEEDBACK ON STUDENTS:**

The undergraduate students are evaluated through regular class tests, periodical assessment test, model examination and by conducting seminars, home assignments and group discussions. All internal examinations are conducted similar to the university pattern of questioning and environment which enhances the students' adaptation and the model examination at the end of the year is a rehearsal for the final examination. All the internal examination marks are analyzed by the subject and course in charge and the students are graded according to the marks obtained. The student difficulties are received discussed and structured remedial classes are conducted in order to help the student to progress. All the students are counseled by their respective mentors along with subject teachers.

### **CRITERION –II: TEACHING-LEARNING AND EVALUATION:**

#### 2.1 Student Enrollment and Profile

##### 2.1.1 Demand Ratio during the year

Name of the Programme	No. of seats available	No. of applications received	Students enrollment
BA General	400	426	334

BA Honors (Assamese)	30	40	29
BA Honors (Bengali)	25	31	07
BA Honors (English)	25	27	19
BA Honors (Economics)	25	19	11
BA Honors (Education)	25	17	11
BA Honors (History)	25	11	06
BA Honors (Philosophy)	25	21	16
BA Honors (Pol. Science)	25	10	05
BBA	25	05	05
TTM (Vocational)	40	25	22

## 2.2 Catering to student Diversity

### 2.2.1 Student- Fulltime teacher ratio (current year)

Year	No. of students enrolled in the institution (UG)	No. of the students enrolled in the institution (PG)	No. of fulltime teachers available in the institution teaching only UG courses	No. of fulltime teachers available in the institution teaching only PG courses	No. of teachers teaching both UG & PG courses
2016-17	443	-----	15	.....	.....

## 2.3 Teaching- Learning Process

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

No. of teachers on roll	No. of teachers using ICT (LMS, E-resources)	ICT tools and resources available	No. of ICT enabled classrooms	No. of smart classroom	E- resources and techniques used
-----	-----	Projector	01	01	-----

### 2.3.2 Students mentoring system available in the institution ? Give details (Maximum 500 words)

Chilarai College, Golakganj has a strong mentoring system in place where students have the opportunity to develop a relationship with a faculty member who can become a role model for the student by offering support and counseling. It is a particular form of relationship designed to provide personal and professional support to an individual. The mentor's role is to help the mentee strengthen their ability, recognize their skills, abilities and interests and assist them in thinking through and accomplishing long term goals. The mentorship program is for all the students in general, and the first year students in particular. The mentor not only helps the newcomers in settling in the institution but also solves their academic and personal problems while on campus. There is a mentor for a group of 20-25 students which is allotted by the Principal. Mentors meet their mentees on a weekly basis which is incorporated in their academic time table. During this meeting the mentors interact with their mentees to discuss their needs or support required. A register is maintained by each mentor with the details of the mentee, including a passport size photo graph and also incorporates details of all interactions and functions carried out in the same. Further, a quarterly meeting also takes place of all the mentors with the Vice-Principal and the Principal of the institution to update them on the student progress and to discuss issues, if any. In the last academic year, we had some problems that mentees had encountered, for which the potential strategies were formed and were resolved.

Number of students enrolled	Number of fulltime teachers	Mentor: Mentee Ratio
997	15	64:1

## 2.4 Teacher Profile and Quality

### 2.4.1 Number of fulltime teacher appointed during the year

No. of sanctioned position	No. of filled position	Vacant position	Positions filled during the current year	No. of faculty with Ph.D.
19	17	02	0	02

### 2.4.2 Honours and recognitions received by teachers. (received awards, recognitions, at State, National, International level from Government, recognized bodies during the year)

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

## 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	Name of full time teachers receiving awards from the state level, national level, international level	Semester/Year	Last date of the last semester-end/year-end examination	Date of declaration of results of semester-end/year-end examination
BA		2016-2017	23/12/2017	B.A.-I: 30/03/2017 B.A -II: 22/09/2018 B.A.-III: 25/03/2017 B.A.-IV:03/09/2018 B.A.-V : 08/03/2017 B.A.-VI :11/09/2018
BBA		2016-2017	23/12/2017	BBA-I: 30/03/2017 BBA-II:29/0/92018 BBA-III:17/03/2017 BBA-IV:18/09/2018 BBA-V:08/04/2017 BBA-VI: 03/10/2018

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

Chilarai College, Golakganj is a college affiliated to the Gauhati University, Guwahati. We follow number of guidelines and methods to carry out a continuous internal evaluation system at the institutional level. This allows the students to understand each concept individually as well. The students are given the syllabus in detail. After each topic is taught in detail, various assessments in the form of class tests, tutorials, seminars are conducted. Teachers take a detailed discussion about the topic as per the university question format and gives the students a clear understanding of what to expect. Students are made aware of the evaluation process by orientation program at the beginning of the course, an academic calendar with the continuous internal evaluation (CIE) dates displayed on the college as well as department notice boards. These tests allow the teachers to continuously assess the students to track their progress and to identify slow and advanced learners. Evaluation is done both in

theory and practical examinations. The assessment remains impartial and accurate. The performance of the students is monitored by the Head of Department and the necessary feedback is given to the Principal and concerned faculty members. The Principal conducts review meetings department wise to discuss the improvement of students' performance. The institution is keen on monitoring the performance of the students and reports to the parents. Progress Reports are sent by the academic office to the parents after each internal examination. Parents/ Guardians are advised to note the performance of their wards and take remedial measure, if needed. Whenever necessary, the academic department shall recommend the visit of the parent to the college for a discussion about the student. Remedial Classes are conducted for the slow learners, absentees and the students who participate in sports and extracurricular activities. Peer guided learning methodology which has been introduced in the clinical hours involving the third and final year undergraduate students, interns and the postgraduates also helps the struggling learners to update their subject knowledge and helps them to catch up with their peers.

### 2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters.

The institution ensures effective time management and timeliness. It receives the university given timeline and adheres to it. In the beginning of the academic year, academic calendar is published by the institution for each year of undergraduate course which gives a time plan for the curricular as well as the extracurricular activities for the students. The college carries out effective planning to stick to academic calendar. This allows the teachers and the students to space out their teaching and learning and regular assessment of the same.

For the undergraduate program, the college conducts assessment of the students in three different components - theory, practical and viva-voce. The pattern and the marks distribution of all the components is as per the university format. They are mapped with their respective course outcomes that are stated in the beginning of the course. These tests are conducted in evenly spaced out intervals to avoid pressuring the students with too many examinations. Every academic year is split into three terms. An average of best of the three internal examinations is calculated to attain the final internal marks of the student. These marks are also vitalized to decide the course of nature for teaching slow students and rectify their performance before the university examination.

Following the institution academic calendar, every department creates internal calendars to ensure timely delivery of syllabus. Every teacher follows a strict agenda that is discussed and approved by the head of their respective departments. This is followed by deducing a day-to-day division of topics and chapters. These topics and chapters are chosen keeping the upcoming CIE in mind. The timeline created allows the students to complete the given syllabus in enough time. The students are given plenty of time before the examinations to prepare and practice their concepts. In any condition, the academic calendar is followed and respected by teachers of all departments.

## **2.6 Students Performance and Learning outcomes**

2.6.1 Programme outcomes, programme specific outcomes and course outcomes for all programmes offered by the institution are stated and displayed in website of the institution.(to provide the web link) [www.chilaraicollege.co.in](http://www.chilaraicollege.co.in)

2.6.2. Pass percentage of the students.

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass percentage
Under Graduate	BBA	02	02	100%
UG	BA Arts	156	128	82%
UG	BA Economics Honors	04	04	100%
UG	BA Political Sc. Honors	13	12	92%
UG	BA Philosophy Honors	14	14	100%
UG	BA History Honors	05	05	100%
UG	BA English Honors	07	05	71%
UG	BA Education Honors	09	09	100%
UG	BA Assamese Honors	16	15	93%
UG	BA Bengali Honors	02	02	100%
UG	TTM (Vocational)	11	09	81%

## 2.7 Student Satisfactory Survey

Student Satisfactory Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (Results and details be provided as web link) **NA**

## 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 organizations

Nature of the Project	Duration	Name of the funding agency	Total grand sanction	Amount received during the academic year
Major Project	00	----	00	00
Minor Project	00	----	00	00
Interdisciplinary Projects	00	----	00	00
Industry Sponsored Projects	00	----	00	00
Project sponsored by the University/College	00	----	00	00
Students Research Project(Other than compulsory by the College)	00	----	00	00
International Projects	00	----	00	00
Any other(Specify)	00	----	00	00
Total	00	----	00	00

### 3.2 Innovation Ecosystem

3.2.1 Workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovation practices during the year

Title of Workshop/Seminar	Name of the Department	Date(S)
-----	-----	-----

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/students during the year.

Title of the Innovation	Name of the Awardees	Awarding agency	Date of Award	Category
No	----	----	----	-----

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

Incubation centre	Name	Sponsored by
No	-----	-----



Name of the start-up	Nature of the Start-up	Date of the commencement
No	-----	-----

### 3.3 Research Publication and Awards

#### 3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
No	No	No

#### 3.3.2 Ph. D awarded during the year (applicable for PG College, Research centre)

Name of the Department	No. of Ph. Ds Awarded
NA	NA

#### 3.3.3 Research Publications in the journals notified on UGC website during the year

	Department	No. of Publication	Average Impact factor, if any
National	-----	-----	-----
International	-----	-----	-----

#### 3.3.4 Books and Chapters in edited volumes/Books published and papers in National/ International Conference Proceedings per teacher during the year.

Department	No. of Publication
-----	-----

#### 3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/web of Science or Pub Med/. Indian Citation Index.

Title of the paper	Name of the author	Title of the Journal	Year of Publication	Citation Index	Institutional affiliation as mentioned in the publication	No. of citations excluding self citation
Nil	----	----	----	---	---	---

#### 3.3.6.h-index of the Institutional Publications during the Year.(based on Scopus/web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	No. of citations excluding self citations	Institutional affiliation as mentioned in the publications
Nil	----	----	----	----	----	----

### 3.3.7 Faculty participation in Seminar/Conference and Symposia during the year.

No. of faculty	International level	National level	State level	Local level
Attended Seminars/Workshop	-----	4	-----	-----
Presented Papers	-----	4	-----	-----
Resource Person	-----	-----	-----	-----

### 3.4 Extension activities

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

Title of the activity	Organizing Unit/agency/collaborating agency	Number of teachers coordinated such activities	Number of students participated in such activities
International Yoga Day	NCC wing of the College	4	83
International Environmental Day	NCC wing of the College	6	109

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	No. of Students benefited
Nil	---	---	---

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

Name of the scheme	Organizing unit/agency/Collaborating agency	Name of the activity	No. of teachers coordinated such activities	No. of students participated in such activities

### 3.5 Collaborations

3.5.1 No. of collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil		----	

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-to)	Participant
Nil	---	----	----	---

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

Organization	Date of MoU signed	Purpose and activity	No. of students/ Teachers participated under MoUs
Nil	---	----	----

## CRITERION-IV: INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1.1 Physical Facilities

Budget allocation, excluding salary for infrastructure augmentation during the year.

Budget allocated for infrastructure Augmentation	Budget utilized for infrastructure development
300000/-	249189/-

#### 4.1.2 Details of augmentation in infrastructure facilities during the year.

Facilities	Existing	Newly added
Campus area	6 Bighas	
Class room	11	3
Laboratories	02	--
Seminar Hall	1	--
Class Room with LCD facilities	1	
Class room with Wi-Fi/LAN	2	8
Seminar Hall with ICT facilities	1	--
Video Centre	1	--
No. of important Equipments purchased(>1-0 lakh) during the year	1 Lakh	2 Lakhs
Value of equipment purchased during the year (Rs. in lakhs)	2.5 Lakhs	10 Lakhs
Others		--

#### Library as a Learning resource

#### Library automated{Integrated Library Management System- ILMS}

Name of the IIMS software	Nature of the Automation(Fully or Partially)	Version	Year of automation
<b>SOUL</b>	<b>Partially</b>	<b>2</b>	<b>2016-17</b>

#### Library service

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Book	9566	1405250	540	67960	10106	1473210
Reference Book	5566	1749916	155	48480	5721	1808396
e- Books	00	00	00	00	00	00
Journals	03	1735	00	00	00	1735
e-Journals	00	00	00	00	00	00
Digital	00	00	00	00	00	00
Database						
CD& Video	00	00	00	00	00	00
Library Automation	Partially					
Weeding(hard& Soft)	Not Regular					

Others specify	3(papers& Magazine)	3240	00	00	00	3240
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### 4.3 IT Infrastructure

#### 4.3.1 Technology Up gradation (overall)

	Total Computers	Computer Lab	Internet	Browsing Centers	Computer centers	Office	Departments	Available bandwidth(MGBPS)	Others
Existing	16	--	BSNL		1	6	8	512 kbps	
Added	2		ILL				--	4mbps	
Total									

#### 4.3.2 Bandwidth available of internet connection in the institution (Leased line)

4.MBPS/GBPS (ILL)
-------------------

#### 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 facilities
Ongoing	

4.3.4 E-content developed by teachers such as: e-PG-Pathshala. CEC(under e-PG-Pathshala CEC( Under Graduate0, SWAYAM other MOOCs platform NPTEL/ NMEICT/any other Government initiatives& Institutional( Learning Management System(LSM) etc.

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e-content
-----	-----	-----	-----

#### 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 incurred on maintenance of physical facilities
100000/-	56245/-	300000/-	249189/-

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)([www.chilaraicollege.co.in](http://www.chilaraicollege.co.in))

##### 1. Library:-

Library is providing open shelf system for its users. Student need to present their valid photo ID for facilitating check out. They can borrow two books for fifteen days and faculty can borrow five books at a time.

Library Timings- 10:00 a.m. to 4: p.m.

Library email –[principal.chilaraicollege@gmail.com](mailto:principal.chilaraicollege@gmail.com)

The library is headed by librarian and he is supporting by the supporting staff.

##### 2. Laboratory Equipment:-

The equipment and apparatus in the laboratory are maintained by the lab- in charge with the advice of HOD specially Department of Education.

##### 3. Computer software & UPS:-

The computers are maintained in the institution by information technology system support group.

##### 4. Classrooms:

The general classrooms and smart classrooms are maintained by the institution and seat arrangements are taking care by Academic Coordinator.

### 5. Sports Complex:

The college is having one big playground in the campus. Various sports competition held in this playground as per convenience. All indoor and outdoor sports equipments are available with college. In 2017, college has purchased sports equipments with the help of RUSA grants of Rs.8 lakhs.

6. Chilarai Gymnasium Centre established in 2013 for practicing health fitness.

## CRITERION-V: STUDENTS SUPPORT AND PROGRESSION

### 5.1 Student Support

#### 5.1.1 Scholarship and Financial support

Sl. Nos.	Name/Title of the scheme	Number of students	Amount of Rupees
1.	State Govt. Scholarship	Renewal-132 Fresh - 537	

Financial support from other sources

a) National	NIL		
b) International	NIL		

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language Lab, Bridge courses, Yoga, Meditation, personal Counseling and mentoring etc. Nil

Name of the Capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved

5.1.3 Students benefited by guidance for competitive examinations and career counseling offered by the institution during the year NA

Year	Name of the scheme	No. of students benefited by guidance for competitive examination	No. of students benefited by career counseling activities	No. of students who have passed in the competitive exam	No. of students placed

--	--	--	--	--	--

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

Total grievances received	No. of grievances redressed	Average number of days for grievances redressal
-----	-----	-----

## 5.2 Student Progression

5.2.1 Details of campus placement during the year

Name of the organizations visit	No. of the students participated	No. of students placed	Name of organizations visited	No. of students participated	No. of students placed
Nil	00	00	00	00	00

5.2.2 Students progression to higher education in percentage during the year.

Year	No. of Students enrolling higher education	Programme graduated from	Department graduated from	Name of student joined	Name
2016-	10	BA	Assamese	Harinath Sarkar, Monowar	M.A



2017			Education History Philosophy Political Science	Hussain, Kakuli Kundu, Puja Barman, Sukanta Biswas, Mritunjoy Mondal, Lima Prodhani, Majani Sarkar, Jaysree Barman, Saddam Hussain
------	--	--	--	---

5.2.3 Students qualifying in state/national/international level examinations during the year (e.g: NET/SLET/SET/GATE/GMAT/CAT/GRE/TOFEL/Civil services/State Government services) NA

Items	No. of students selected/qualifying	Registration number/roll number for the examination
NET	----	
SET	----	
SLET	----	
GATE	----	
GMAT	----	
CAT	-----	
GRE	----	
TOFEL	----	
Civil services	----	
State Government services	----	
Any other		

### 5.3 Student Participation and Activities

5.3.1 No. 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/International	Sports	Cultural	Students ID number	Name of the student
------	----------------------------	------------------------	--------	----------	--------------------------	---------------------------

2016-17	Nil	Nil	Nil	Nil	Nil	Nil
---------	-----	-----	-----	-----	-----	-----

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/ committees of the institution(maximum500 words)

Yes, we have an elected Students Union Body and non elected group comprising of Class Representatives of each batch along with the Principal and Academic Coordinator which meets according to the needs to discuss their areas of concern

#### **5.4 Alumni Engagement**

Whether the institution has registered Alumni Association? Yes/No, if yes give details. (maximum 500 words) No

No. of enrolled Alumni: 45

Alumni contribution during the year (in Rupees): Nil

Meetings/Activities organized by Alumni Association: 4 meetings a year

### **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)

Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system.

##### **1. Principal level**

The Governing Body delegates all the academic and operational decisions based on policy to the various monitoring committees headed by the Principal in order to fulfill the vision and mission of the institute.

##### **2. Faculty level**

Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co curricular and extracurricular activities. They are given authority to conduct seminars/workshops/ conferences/conferences/FDP's.

##### **3. Student level**

Students are empowered to play an active role as coordinator of co curricular and extracurricular activities, social service group coordinator  
For effective implementation and improvement of the institute following committees are formed:

### **A. Scholarship & Awards Committee**

Purpose / Function of the Committee / Activity – To identify meritorious / deserving students for various awards / scholarships instituted Chilarai College/ external agencies. e.g. Freedom Fighter Jatindra Narayan Das Best Graduate Award and Debendra Narayan Das Best Assamese Major Graduate Award

### **B. Curriculum Development & Feedback Committee**

Purpose / Function of the Committee / Activity – For Development of scheme / courses/academic time table with representation from academic experts, Alumni etc.

### **C. Library Committee**

Purpose / Function of the Committee / Activity – To frame the protocol for the library code of conduct for students / teachers, purchase of books / journals / periodicals and for the overall development of the library.

### **D. Students Grievances Redressal Cell**

Purpose / Function of the Committee / Activity – To address all student grievances, work towards a better student experience, smooth function in the Chilarai College.

### **E. Student Welfare & Cultural Committee**

Purpose / Function of the Committee / Activity – To coordinate all extra & co-curricular student activities (other than sports) both on campus as well as events / competitions in other colleges / platforms.

### **F. Social Responsibility Committee**

Purpose / Function of the Committee / Activity – To plan, overview and monitor the social responsibility & community services including sanitation, plantation, NCC, BS&G and NSS activities, camps in nearby villages etc.

### **G. Sports Committee**

Purpose / Function of the Committee / Activity – To conduct yearly reports activities in Chilarai College as well as to co-ordinate inter college sports events in which Chilarai College students participate.

### **H. Society for the Sensitization & Prevention of Sexual Harassment**

Purpose / Function of the Committee / Activity – To prevent any form of sexual discrimination/ harassment, for special care of women on the campus – their welfare, grievances and other activities and to conduct talks / workshops to promote gender sensitization.

### **I. Alumni Association**

Purpose / Function of the Committee / Activity – For the reunion of alumni and related activities.

### **J. Anti Ragging Committee**

Purpose / Function of the Committee / Activity – To overview and ensure that there is no ragging on the campus including (inside & outside) and transportation of the college.

6.1.2 Does the institution have a Management Information System (MIS)? No

## **6.2 Strategy Development and Deployment**

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

### **\* Curriculum Development**

Chilarai College, Golakganj is a college affiliated to the Gauhati University, Guwahati and follows the curriculum scheme and syllabus of the affiliating university. However the college has developed modules to enhance the teaching-learning experience beyond the university syllabus.

### **\* Teaching and Learning**

The teaching learning outcomes are monitored on regular basis both – at the department and college level.

-Review of the course contents by the department's heads before starting the teaching learning programmes.

The college lays special emphasis on the slow learners – the student mentorship program and special lecture classes with a one to one interaction are conducted regularly.

### **\* Examination and Evaluation**

Three internal assessment examinations are conducted for each batch. This forms the basis for the internal assessment marks to be sent up to the University for inclusion with the semester university examination result. The theory papers, duly coded, of the undergraduate university examination are sent to external examiners for evaluation.

-Examinations are well planned.

- Frequent class tests are organized to check the overall improvement.

- Weak students finding difficulty in grasping the course contents are allotted extra assignments and tutorials.

- The practice of taking written tests during departmental postings and also implementing open book tests for weaker students.

### **\*Library, Physical Infrastructure/ Instrumentation**

Library: To enrich the library the following practices are followed:

As an institutional policy the library encourages procurement of a larger number of titles rather than a large number of volumes of a title. Presently the college has 10106 text books and 5721

reference books 4617 with many more books to be added in the current financial year. The new books are procured based on recommendations from all the departments with a fair distribution across all specialties.

### **\*Human resource Management**

The College has specific policies and processes for Human Resource Management. Chilarai College, Golakganj has a complete HR Team that takes care of the recruitments. In case of recruitment, the interview Panel board comprises of the Principal & the Professors and other need based members. External experts are also included in this board for transparency. Screening of applicants is as per norms.

### **\* Admission of students**

The college has admission committee which selects the students for admission into various courses on the basis of merit and guidelines of the parent university and Council and state Govt. reservation policy.

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

### **\* Planning and Development**

All planning and developments are uploaded in the college website.

### **\*Administration**

All tenders are executed through e-tendering system.

### **\* Finance and Account**

All payments are made through account.

### **\* Student Admission and Support**

All admission data are uploaded in the website, all students scholarship are done through respective web portals.

### **\* Examination**

Student Examination Form fill up are done by online.

### 6.3 Faculty Empowerment Strategies

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

Year	Name of teacher	Name of conference/workshop attended for which financial support provided	Name of professional body for which membership fee is provided	Amount of support
Nil	----	----	-----	---

6.3.2 Number of professional development/administrative training programme organized by the college for teaching and non teaching staff during the year

Year	Title of the professional development programme organized for teaching staff	Title of the administrative training programme organized for non teaching staff	Dates From- to	No. of participants (teaching staff)	No. of participants (Non teaching staff)
Nil	---	---	---	---	---

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	No. of teachers who attended	Date and duration (from-to)
Skills		

6.3.4 Faculty and staff recruitment (No. of permanent/Fulltime recruitment) NA

Teaching		Non teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary

### 6.3.5 Welfare schemes for

Teaching	Credit and Thrift Society
Non teaching	Credit and Thrift Society
Students	Poor Fund Scholarship

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly (within 100 words each)

External audit is conducted by an independent audit firm, mostly by a CA. The external audit activity assess the risk of significant misstatement in financial statements, material weaknesses and other deficiencies in internal control over financial reporting and significant issues related to accounting, auditing and financial reporting matters. External auditors obtain a thorough understanding of our work environment, operations and internal controls.

Internal audit is co-sourced with in-house internal audit department and an externally hired internal audit firm. The internal audit activity evaluate risk exposures and adequacy and effectiveness of controls in responding to risk related to organization's governance, operations, and information systems regarding achievement of the organization's objectives, reliability and integrity of financial and operational information, safeguarding of assets and compliance with laws, regulations, policies, procedures, and contracts. Follow-up reviews are conducted to monitor implementation status of audit findings.

### 6.4.2 Funds/grants received from management, non-government bodies, Individuals, philanthropies during the year (non covered in Criterion III)

Name of the non government funding agencies/individuals	Funds/Grants received in Rs.	Purpose
Nil	----	----

### 6.4.3 Total corpus fund generated Rs. 6270000/-

## 6.5 Internal Quality Assurance system

### 6.5.1 Whether Academic and Administrative Audit (AAA) has been done? **No**

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-----	-----	-----	-----
Administrative	----	-----	-----	-----

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

6.5.3 Development programmes for support staff (at least three)

- a. The college has arranged training programmes in IT for the staffs.
- b. The college has sent support staff participate in training programmes conducted by various govt. Agencies
- c. The college sends staffs to participate in RC conducted by State Govt.

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

- a. The college has upgraded the gym .
- b. The college has procured LAN cum wifi access to high speed internet for the entire campus with ILL
- c. The college has constructed additional class rooms

**6.5.5**

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

Number of Quality Initiatives undertaken during the year:

Year	Name of the Quality initiative by IQAC	Date of conducting activity	Duration (From-To)	Number of participants



## CRITERION -VII: INSTITUTIONAL VALUES AND BEST PRACTICE

### 7.1 Institutional Values and Social Responsibilities

7.1.1 Gender equality (No. of gender equality promotion programmes organized by the institution during the year. **Nil**)

Title of the programme	Period (from-To)	Participants	
		Female	Male
-----	-----		

7.1.2 Environmental Consciousness and sustainability/ alternate energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources. **Nil**

7.1.3 Differently abled (Divyangjan) friendliness

Items facility	Yes/No	No. of beneficiaries
Physical facilities	No	00
Provision of lift	No	00
Ramp/Rails	No	00
Braille Software/ facilities	No	00
Rest Rooms	01	
Scribes for examination	No	00
Special Skill development for differently abled students	No	00
`any other similar facility	No	00

### 7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	No. of Initiatives to address locational advantages and disadvantages	No. of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

### 7.1.5 Human values and professional Ethics

Code of conduct (handbooks) for various stakeholders Nil

Title	Date of publication	Follow up (maximum 100 words each)

### 7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-to)	No. of participants
Seminar on Yoga for life	1 day	300

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

1. Plantation of Trees.
2. Restriction of entrance of outsider's cars within the campus.
3. Plastic free campus.
4. Distribution of potted plants as felicitation of dignitaries.
5. Tobacco free campus.
6. Up gradation of college garden

## 7.2 Best Practices

**Describe at least two institutional Best Practices**

### **Best Practice No.01**

1. Title of the Practice: **Departmental Seminar: Learning by Active Participation**

2. The context that required the initiative of the practice (100-120):

Understanding the current level of students towards subject specific knowledge, ideas, insights and the adequate communicative skills requires to present the same in an open platform constitute the context behind initiation of this practice by the college. To provide an exposure to the fundamentals of writing research papers and the required skills for presentation are considered to be another requirement for introducing the practice. Articulating original ideas in an argumentative way genuinely builds up adequate confidence

and competence in the students and it is at the core of the larger context behind the practice. The practice also takes into account certain common weaknesses of the students: hesitation in speaking on a large platform, unwillingness to participate in academic events etc.

### **3.Objective of the practices(50-60):**

- i. To provide necessary trainings to the students on the art and skill of preparing semi or full scale research papers on a given topic.
- ii. To provide an exposure to the fundamentals of research
- iii. To explore the potentialities of the students by motivating and encouraging students to prepare their own write up.
- iv. To develop critical understanding on a given subject
- v. To improve the speaking skills of the students
- vi. To make the students participate in interactive sessions

### **4. The practice (250-300):**

The practice of organizing departmental seminars has been in vogue since 2015. It was introduced with a view to creating a very healthy research ambience apart from regular teaching learning practice. Various departments of the college: Assamese, Bengali, English, Sanskrit, Economics, Political Science, Philosophy, History, Education have been actively involved in conducting departmental seminars on selected theme(s) specific to respective department. Teachers guide the student participants to write papers for presentation. Students prepare the first draft of the papers and teachers make a review before final submission for presentation. In presence of the faculty members and invited resource persons, students share their understanding on specific aspects on the broad theme. Individual presentation of the students are followed by an interaction. The practice intends to offer an open platform to students for building up confidence. The resource persons and faculty members motivate and effectively provide necessary guidance to treat this practice as a part of their academic career. Now, students are encouraged to use available technological facilities in the institution for presentation. The practice focuses more on the active participation of the students. The financial assistance on the basis of the availability of fund is provided by the institution to the departments for the conduct of the seminars.

## **5. Obstacles faced if any and strategies adopted to overcome them(150-200):**

Obstacles arise due to time constraints of the teachers when the seminar is organized for pass course students as target participants. Use of the language skills, especially skill of speaking a language stands as an obstacle for effective communication. As departmental seminar is not integrated in the curriculum designed by the affiliating University, it often appears to be little challenging to motivate students for the event. Students become de motivated when they come to know that participation in seminars does not carry extra marks for promoting to the next stage of academic life. Teachers face challenges in motivating students for participation in seminars. It is noticed sometimes that teachers feel an additional burden in the conduct of seminars on a regular basis due to lack of sufficient faculties or due to the pressure for completing the given syllabus in stipulated timeframe. Genuine interest from teachers is required for a healthy research culture in the departments.

A support system is introduced under the initiatives of IQAC and Academic Council of the college to extend sufficient co-operation to help the departments overcome their challenges. Students are offered special orientation for active participation in seminar and in other academic events

## **6. Impact of the Practice (100-120) :**

It is observed that most of the students fail to communicate their ideas, thoughts quite effectively in an open platform though they acquire sufficient command over subject knowledge. Students were not quite responsive while the practice was introduced for the first time .But when the practice is made compulsory, active participation of the students is observed. The practice has a very strong and positive influence on the students towards motivating students to critically study their texts .The practice provides the students an opportunity to express ideas argumentatively .It is expected that the practice will definitely contribute towards enhancing their genuine interest and passion for writing research papers in next higher levels. Adequate level of language proficiency exerts a positive impact on personality of the students.

## **7About the Institution**

- i. Name of the Institution: Chilarai College
- ii. Year of Accreditation: 2004 & 2015
- iii. Address: Po: Golakganj, Dist. Dhubri, 783334, Assam.
- iv. Grade Awarded by NAAC: Grade B (2004 & 2015)
- v. E-Mail; [principal.chilaraicollege@gmail.com](mailto:principal.chilaraicollege@gmail.com)
- vi .Contact Person for Further Details: Prof. Prakash Chakrabarty(Coordinator, IQAC)
- vii. Website: [chilaraicollege.co.in](http://chilaraicollege.co.in)

## **Best Practice No:02**

### **1. Title of the Practice:**

#### **Annual College Week : Showcasing Students' Excellence**

### **2. The Context that required the initiation of the practice (100-120 words):**

To impart a genuine platform to showcase students' diverse talents in sports and other related events conducted during Annual college week every year is proposed to be the context of this practice. The annual college week provides a backdrop to the students to cultivate and consolidate their unique abilities and skills. Career prospects of the students, understanding cultural tradition are some of the requirements in the conduct of cultural activities during the college week. To promote an all-round development of the students which serves the context for the initiation of the practice. To improve the diverse talents of the students and to evaluate the achievements of the students, annual college week ( a week long programme ) is conducted every year as per the academic calendar of the college. This practice is institutionalized keeping in mind the various initiatives of the governments in the field of sports and culture.

### **3. Objectives of the Practice (50-60 words) :**

- i. To promote a healthy culture of sports and other extra-curricular events annually
- ii. To provide a platform to the young students for showcasing diverse talents
- iii. To introduce new infrastructural facilities for sports, music etc
- iv. To provide an exposure to the students to the events organized under the banner of annual college week in formal manner
- v. To focus on physical and mental developments of the students
- vi. To make the students confident of their performance level in diverse fields.

### **4. The Practice (250-300 words) :**

The annual college week is a seven day long college event that formally begins with the March Past led by the best athletics of the previous year on the inaugural day. The events of the annual college week are conducted under the initiatives of respective members of students' union assisted by Teacher-in-Charge who has to assume the duties and responsibilities for certain co-curricular activities for the academic session. The events organized fall under different categories like Major Games, Minor Games, Debate & Culture, Social service, Music, Drama and Fine Arts, Magazine department, Boys' Common Room, Girls Common Room etc. Some of the major events of Annual college week are 100 meter race, long jump, discus throw, 400 meter race, high jump, shot-put throw, badminton, Volley ball, cricket, chess, carom, debate competition, extempore

speech, swatch Chilarai college abhiyan, songs and dance competition and so on. The events are selected on the basis of importance and need as required by the current scenario of co-curricular activities in higher educational institutions of the country. Every year , new events are included as per the resolution made unanimously. The Principal of the college, members of teaching departments and members of students' union allocate the budget for the successful conduct of the events. The concerned student-in-charge from the students' union circulates a detailed notification about the events to be organized during the college week in advance and requests the interested students to submit their personal details a few days ahead of the annual college week. For the conduct of the events , judges from the teaching faculties are also informed in advance. For some special events, experienced judges are also invited from the locality. The practice makes use of all the available sports equipments, musical instruments the college has procured under various Govt.schemes and by its own fund. Students who excel in various events are conferred certificate of proficiency along with a trophy. The college conducts events for boys and girls separately but of course, there are some events where both boys and girls participate.

The college plans to conduct the events in the best possible way within the limited physical space and infrastructural facilities available. Girls come forward to actively participate in the events and they show their excellence in different events. The college has created new facilities by procuring sophisticated gym and sports equipments. The concerned authority of the college strictly monitors the attendance of teachers and students during the annual college week and does the needful if necessary.

#### **5. Obstacles faced if any and strategies to overcome them (150-200words) :**

The major obstacle is created by the unavailability of indoor and outdoor stadium for conducting sports events. The participation of girls in some outdoor events is not satisfactory. Majority of students generally consider this event as a prolonged holiday as a result of which the college witnesses poor attendance during the event. There is also a negative perception among, mostly academically motivated students, of not to turn up during college week for it would cause wastage of their time and would harm their study. As a result of which only the participant students become the spectators of the event. It is very difficult for the college to impart regular practice to the students in co-curricular activities due to the unavailability of departments like physical education, performing arts etc. Some teachers and students do not provide due co-operation and co-ordination for making the college week a successful one and this becomes an unhealthy trend experienced every year.

#### **6. Impact of the Practice (100-120 words):**

Participation in the events of the annual college week builds up confidence among the students which has a very strong bearing on the future career of the students. The students show their willingness to take part in similar events organized by the universities and other colleges of the state. The practice generates a competitive spirit in

the minds of the students. There are some students who are the cadets of NCC unit of the college show their talents in outdoor events during the annual college week and they have found placements in different State and Central Govt. departments.

### **7.2 About the Institution**

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- vi. Contact Person for Further Details: Prof. Prakash Chakrabarty(Coordinator, IQAC)
- vii. Website: [chilaraicollege.co.in](http://chilaraicollege.co.in)

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

### **7.3 Institutional Distinctiveness**

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust:

Provide the web link of the institution in not more than 500 words. The college has a website of its own which is **[www.chilaraicollege.co.in](http://www.chilaraicollege.co.in)**. It provides detail information about the college.

The college has procured more than 5246 no of quality text & reference books along with 12 nos of journals of national/international repute for various departments under RUSA Infrastructure Grants in the last two years .The addition of text books, reference books, encyclopaedia, periodical is an effort of the entire college community to enrich departmental libraries. The college authority, the teaching staff and the student community formulate a policy to keep priority over the purchase of print books & journals so that smooth circulation of the books & journals can be made among the students of respective departments. As the college is located in a very remote part of the state, preference has been given to procuring the printed books & journals at the first phase. The resources of the central library as well as the various departmental libraries of the college have genuinely contributed to a new academic ambience in the college .Apart from books & journals, other types of resources :books, newspapers, periodicals etc. can also be accessed The departmental libraries cater to the needs of the students who mostly belong to the economically backward classes. Departmental libraries of the college has

been functioning as an effective instrument in the education, social, cultural development for both individual and society .The departmental libraries in particular and the central library in general inculcate a reading habit in the young minds .Within a short span of time the library has assumed a significant role in economically and socially backward part of the state by catering to the needs of neighbouring colleges in addition to the routine services to the students and faculty of the college. The average number of users consulting the central library and departmental libraries of the college is about 250 per day and 40 per day each departmental library. The college has acquired its institutional distinctiveness in providing an opportunity to collect, consolidate and inculcate information and knowledge to students and the academic community. The college is committed to taking some major initiatives to make the central and departmental libraries more resourceful. Under the funding of RUSA, the college has been able to provide crucial support services to its academic departments.

#### **8. Future Plans of action for next academic year ( 500 words)**

- a. To upgrade the existing physical infrastructure to ensure ICT based learning in the college for all the students
- b. To introduce additional vocational courses like performing Arts, soft skill based courses.
- c. To upgrade the college canteen, sports infrastructure, etc.
- d. To digitalize the admission process, college documentation, etc by introducing college automation
- e. To consolidate and upgrade the digital library system
- f. To upgrade the existing facilities like the college library and the college auditorium
- g. To ensure gender empowerment by providing befitting platforms for promoting talent and creativity of the girls students as the college consistently has more girls enrollment.
- h. To introduce innovative practices to make the implementation of existing curriculum more relevant and interesting.



**Name: Sri Prakash Chakrabarty**

**Name : Dr. Bharat Bhusan Mohanty**

**Signature of the coordinator, IQAC**

**Signature of the Chairperson, IQAC**

**Academic Calendar 2016-2017**

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# Academic Calendar(2016-17)

## CHILARAI COLLEGE, GOLAKGANJ

[ College of Arts and Management ]  
**DHUBRI : ASSAM : INDIA**  
 ACCREDITED WITH GRADE 'B' BY NAAC (2nd Cycle)  
 Website : www.chilaraicollege.co.in  
 Estd. 1973



### ACADEMIC CALENDAR 2016-2017

### ACADEMIC CALENDAR

(June 2016 to May 2017)

#### IMPORTANT EVENTS

Month/Year	Date(s)	Day(s)	ACADEMIC & OTHER ACTIVITIES
May/2016	9	Monday	Commencement of HS 2nd Vt. Classes
July/2016	1	Holiday	Commencement of Summer Vacation (From 1 <sup>st</sup> July to 31 <sup>st</sup> July)
August/2016	1	Monday	Commencement of Odd Semester & H.S. 1st Year Classes
August/2016	15	Monday	Independence Day
August/2016	20	Saturday	Freshers' Social
Sept. 2016	30	Saturday	Notification for C.R.C.S.U. Election, 2016-17
Sept./2016	22	Thursday	C.R.C.S.U. Election, 2016-17
Sept./2016	23	Friday	Counting of Votes & Declaration of Result
Sept./2016	24	Saturday	Oath Taking Ceremony
Jan-Feb/2017	Jan. 27 - Feb. 2	Fri-Thu	Annual College Week.

N.B.- The College Authority shall have the right to alter the dates of events if circumstances so demand.

### ACADEMIC CALENDAR 2016-2017

#### JUNE 2016

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

#### DATES OF

Teaching/Working Days : 26

Sundays : 04

Holidays : NIL

TOTAL : 00

#### JULY 2016

SUN	MON	TUE	WED	THU	FRI	SAT
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

#### DATES OF

Teaching/Working Days : 0

Sundays : 05

Holidays : NIL

TOTAL : 0

1<sup>st</sup> to 31<sup>st</sup> July - Summer Vacation

### AUGUST 2016

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### DATES OF

Teaching/Working Days : 24

Sundays : 04

Holidays : 02

TOTAL : 03

15: Independence Day

20: Freshers' Social

Holidays : 03

15: Independence Day

22: Title of Sri Sri Madhabdev

25: Janmastami

### NOVEMBER 2016

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

#### DATES OF

Teaching/Working Days : 25

Sundays : 04

Holidays : 01

TOTAL : 06

6, 13, 20, 27

14: Guru Nanak's Birthday

7-11: 2nd Sessional Examination

15-16: Educational Tour for Major Students.

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### FEBRUARY 2017

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

#### DATES OF

Teaching/Working Days : 22

Sundays : 04

Holidays : 02

TOTAL : 09

5, 12, 19, 26

1: Saraswati Puja

24: Sivaratri

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