



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>CHILARAI COLLEGE</b>
• Name of the Head of the institution	Dr. Bharat Bhusan Mohanty	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	09707339836	
• Mobile No:	9957270822	
• Registered e-mail	principal.chilaraicollege@gmail.com	
• Alternate e-mail	iqaccrc@gmail.com	
• Address	P.O.- Golakganj	
• City/Town	Golakganj, Dist- Dhubri,	
• State/UT	Assam	
• Pin Code	783334	
<b>2.Institutional status</b>		
• Type of Institution	Co-education	
• Location	Semi-Urban	
• Financial Status	UGC 2f and 12(B)	

• Name of the Affiliating University	<b>Gauhati University</b>				
• Name of the IQAC Coordinator	<b>Topu Choudhury</b>				
• Phone No.	<b>07577996509</b>				
• Alternate phone No.	<b>09864389575</b>				
• Mobile	<b>08638849374</b>				
• IQAC e-mail address	<b>iqaccrc@gmail.com</b>				
• Alternate e-mail address	<b>principal.chilaraicollege@gmail.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.chilaraicollege.co.in/wp-content/uploads/2021/11/AQAR-2019-20.pdf">http://www.chilaraicollege.co.in/wp-content/uploads/2021/11/AQAR-2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.chilaraicollege.co.in/wp-content/uploads/2020/09/Academic-Calendar-2019-20-1.pdf">http://www.chilaraicollege.co.in/wp-content/uploads/2020/09/Academic-Calendar-2019-20-1.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>73</b>	<b>2004</b>	<b>03/11/2004</b>	<b>04/11/2009</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.18</b>	<b>2015</b>	<b>13/11/2015</b>	<b>14/11/2020</b>
<b>6.Date of Establishment of IQAC</b>			<b>22/01/2003</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>0</b>	<b>0</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<ul style="list-style-type: none"> <li>The college under the guidance of IQAC has organized online classes during the pandemic.</li> <li>The IQAC has immensely contributed in conducting the Open Text Book Examination Sensitization Event for the degree students.</li> <li>The department of Assamese of the college under the initiative of IQAC has organized two numbers of online webinar.</li> <li>The IQAC has taken implementable initiatives on the online admission process for the academic session 2021-22.</li> <li>The college with the initiative of IQAC has conducted awareness campaign among the students, parents, community members, etc. as precautionary measures against Covid-19.</li> <li>The IQAC has taken initiatives for the Covid-19 Vaccination.</li> </ul>	
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	
Plan of Action	Achievements/Outcomes
Publishing of a Research Journal	Process is undergoing
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Governing Body	08/11/2021

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

Year	Date of Submission
2020	29/09/2020

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

1.1	11
Number of courses offered by the institution across all programs during the year	

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

**2. Student**

2.1	722
Number of students during the year	

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

2.2	329
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	434
Number of outgoing/ final year students during the year	

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

3.Academic	
3.1	14
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	28
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
4.Institution	
4.1	26
Total number of Classrooms and Seminar halls	
4.2	1012041
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	25
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The 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.</p> <p>The institution follows a specific time table from 9.45 am to 4.00 pm. Before the beginning of every Academic Session the Class Routine is prepared by a Routine Committee headed by the Academic Coordinator, which is responsible for allocation of various</p>	

classrooms. The Class in-charge represented by a teacher monitors the conduction of classes as per the Class Routine. . Every department maintains a Daily Class Record which is an authentic record of all imparted classes. The faculty members are encouraged to prepare an active lesson plan for their classroom teachings semester wise. The HoDs are directed to make sure of the same. Remedial classes are provided to the slow learners in some departments. The college authority facilitates faculty members for attending different training programs for enriching their knowledge and information base. Some departments organizes faculty exchange program with the nearby colleges for effective curriculum delivery. The college provides Wi-fi facility and Inflibnet, e-journals, book bank facility etc. Every department of the institution has departmental library with good number of books and journals.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">Nil</a>

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

In the beginning of every Academic year, the institution published an Academic Calendar for undergraduate courses based upon the Academic Calendar of the affiliating university. The academic calendar is circulated among the teaching and non-teaching staffs and students of the college through the college website, Whatsapp groups, general notice board and departmental notice board. It is made mandatory for the faculties as well as students to adhere to the academic calendar for the completion of academic activities. The institution is bound to adhere strictly to the academic calendar. However, for certain activities, although fixed dates are not mentioned in the academic calendar, necessary arrangements are made to complete such activities within the stipulated time frame. For instances, if in the odd semester, the tentative dates for starting of internal examinations are mentioned as first week of September, it is ensured that the starting date for the said examinations falls in any of the dates in the week prescribed in the academic calendar.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://www.chilaraicollege.co.in/wp-content/uploads/2021/02/ACADEMIC-CALENDAR-2020-21-1.pdf">http://www.chilaraicollege.co.in/wp-content/uploads/2021/02/ACADEMIC-CALENDAR-2020-21-1.pdf</a>

<b>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</b>	<b>D. Any 1 of the above</b>
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File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

11

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

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

Nil

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

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

0

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

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

**Gender Sensitivity:** The Institution has established an Internal Complaints Committee (ICC) to sensitize the students, teachers and non-teaching employees on gender issues so that they can work together in a gender discrimination-free work environment.

**Environment and Sustainability:** The curriculum contains Environmental Studies as a Subject for 1st Year Degree students with a aim to provide basic knowledge of sustainability of environment and other environmental related issues. The NCC Unit and NSS Unit of



the college take vital part to celebrate World ENVIRONMENT DAY every year with day long programs like tree plantation and awareness programmes on prevention of plastic uses and consumption of tobacco, etc. Additional programmes like Swachh Bharat Abhiyan, cleanliness drive in and around the college campus, environment awareness, etc are undertaken to create environmental consciousness among all the students, teachers and others.

**Human Values and Professional Ethics:** The NCC and NSS Unit take initiative to promote discipline, Patriotism, brotherhood, ethical values through various programs. Programs like helping the flood victims, poor students, awareness programs on HIV, anti ragging programs etc are organized periodically.

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

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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

Nil

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

### 1.4 - Feedback System

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

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>C. Feedback collected and analyzed</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://www.chilaraicollege.co.in/wp-content/uploads/2021/11/Student-Satisfactory-Survey-Report-2020-21-1.pdf">http://www.chilaraicollege.co.in/wp-content/uploads/2021/11/Student-Satisfactory-Survey-Report-2020-21-1.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
<b>580</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
<b>264</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<b>The respective departments of the college organize introductory sessions for the newly admitted students at the beginning of the new</b>	

academic session. This helps the new students to understand the prescribed syllabus of the subjects they required to study. It also helps to give a broad overview of the institution. The new students are admitted to the departmental Whatsapp Groups so as to facilitate easy correlation of academic and administrative information. Teachers provide study materials, text books or reference books to the students either from the departmental library or from personal collection for the benefits of the students. Some of the teachers provide study materials in the form of soft copy. Some of the departments arrange classes by invited teachers of nearby colleges to interact with the new as well as other students of the respective departments. If the students are found to be slow in their learning process, teachers of the respective departments, endeavor to identify the hindrance factors and help them to assimilate the concepts in a friendly manner. Tutorial or Remedial classes are taken as per requirement of the slow learners. The IQAC Coordinator takes the initiative to enlist the names of the students especially the Honours students in the N-LIST (INFLIBNET).

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

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

Number of Students	Number of Teachers
1107	79:1

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

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college aspires to make teaching - learning a two way process by motivating the students to actively participate in the teaching-learning activities. ICT- enabled classrooms and meeting halls have been set up in the college for organizing seminars doth for students and teachers, lectures, popular talks for the students. Some of the departments invite teachers of nearby colleges to interact with the

new as well as other students of the respective departments .The Language Laboratory has been established for the students to improve their language proficiency, through the use of computers and software. Teachers employ different participative learning process like departmental student seminars, group discussions, project works, home assignments, class test and other value- added activities like talks, workshops and seminars filed works and visits to renowned institutions. In order to develop the overall personality and enrich students' creativity and decision making skills, the college has adopted certain activities like NSS/NCC/Bharat Scouts & Guides camps, yoga and gymnasium, cultural events and departmental wall magazines. Students are encouraged and facilitated to participate in different institutional (e.g. Annual College Week) as well as inter- institutional events and competitions (Inter-College Youth Festival), primarily through the Students' Union Body, for tapping and facilitating the extra-ordinary potentials/skill inherent in the students.

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

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

The college has established 4 numbers of ICT- enabled classrooms and most of the faculty members of the institution impart classes through power point presentation. The faculty members of various departments like Political Science, Philosophy, Economics, Assamese, Education, English, Management impart classes through power point on a regular basis. During the pandemic period, the teachers have taken their classes through online mode via Zoom and Google Meet app. Some of the teachers made videos of classes and circulate it through Whatsapp Groups or Google Classroom. The IQAC Coordinator has enlisted all the names of the faculty members in the N-LIST (INFLIBNET). This has helped the teachers to collect study materials from various reputed international and national journals and provided the same to the students which have immensely helped the students in their study.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">Nil</a>

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

#### 2.3.3.1 - Number of mentors

00

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

14

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

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

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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

#### 2.4.3.1 - Total experience of full-time teachers

14

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

## 2.5 - Evaluation Process and Reforms

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

In accordance with the norms and guidelines of the affiliating university, the college conducts the internal examination. The college forms an examination committee headed by the Principal of the college to conduct the internal examination. The examination committee prepares the time schedule of the examination and circulates among the students by displaying on the college notice board, departmental notice board and also through the respective Whatsapp groups. The examination committee also prepares the list of invigilation duty and issues appointment letter to the invigilators. All the respective departments set question papers and submit through the Head of the department to the examination committee. The teachers of concerned subject or papers provide the syllabus of the internal examination in advance to the students. Rules and regulations of the examination like prohibition of mobile phones, electronic gadgets and other rules as prescribed by the examination committee are communicated to the students and invigilators. The teachers entrusted with the task of invigilation are also prohibited

from using mobile phones in the examination hall. The attendance record of the examinees is documented sincerely in a proper format. The mark list of the students is prepared after the evaluation procedure is completed and documented for further clarification and submission to the university.

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

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

The college addresses the examination related grievances based on the necessity and nature of the grievances. The grievances related to the internal examination are resolved immediately by the duly constituted examination committee and HOD and teachers of the respective departments. The grievances related to the final semester examinations are looked after by the examination committee responsible for the conduct of the examination. The administrative office and staffs provide full support and cooperation by helping the students to apply in proper format prescribed by the university along with an application duly countersigned by the Principal and submit it to the university or council( in case of Higher Secondary).

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

## 2.6 - Student Performance and Learning Outcomes

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

The college offers 11 number of under graduate courses in Arts Stream and BBA in Management Stream under the affiliation of Gauhati University. From the academic session 2019-20, CBCS curriculum has been introduced in all the under graduate programs offered by the college as per the guidelines of the affiliating university. The respective departments of the college circulated the syllabi of the courses and programmes among the students in the very beginning of the commencement of the classes. The college prospectus also



provides the basic structures and subject combinations of all programmes offered by the college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">Nil</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

According to the nature of the courses, the assessment count is measured. Practical courses are assigned weightage at 40:60 ratio and theoretical courses are assigned weightage at 20:80 ratio to internal and external assessments. The overall assessments include the midterm semester examination conducted by the affiliating university and internal examination conducted by the college itself. The level of attainment of the students is reflective of attainment of PO and CO, which in turn is reflected in the students 'progression into higher studies, students' success rate in different State Level Competitive examination and Job placements. A large number of students of the college have joined the armed forces by obtaining NCC "B" and "C" certificate. The departments undertake the responsibility to maintain the records of the passed out students. The institution and the teachers always strive to fulfill the specific needs and expectations of the students from the programmes or courses they are pursuing and try to bring about a correlation between the co-curricular and extra-curricular activities during curriculum delivery for successful attainment of PO and CO. These include imparting quality education through various learning learning tools, augmenting leadership qualities through NSS.NCC, BS&G and also through participation in different events like cultural, sports, cleanliness drive and other departmental and institutional activities.

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

2.6.3 - Pass percentage of Students during the year

**2.6.3.1 - Total number of final year students who passed the university examination during the year****399**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://www.chilaraicollege.co.in/wp-content/uploads/2021/12/ANNUAL-REPORT-2020-2021.pdf">http://www.chilaraicollege.co.in/wp-content/uploads/2021/12/ANNUAL-REPORT-2020-2021.pdf</a>

**2.7 - Student Satisfaction Survey****2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<http://www.chilaraicollege.co.in/wp-content/uploads/2021/11/Student-Satisfactory-Survey-Report-2020-21-1.pdf>

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****0**

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non**

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">Nil</a>

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

3

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

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

4

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

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

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

1

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

### 3.3 - Extension Activities

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

Nil

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

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

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

0

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

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

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

0

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

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

0

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

- : The Institution has 22 numbers of classrooms for regular course and honours course and 4 number of classrooms with ICT facility.. The general classrooms and smart classrooms are maintained by the institution and seat arrangements are monitored by the Academic Coordinator.

**Laboratories:** The equipment and apparatus in the laboratory are

maintained by the lab- in charge with the advice of HOD specially Department of Education. 4 new laboratories for the department of Physics, Chemistry, Zoology and Botany have been constructed which are yet to function.

**Computing Facility:** The college has a total of 25 functional computers for day to day use of the faculty members, office staff and students. Almost all the academic departments have one laptop provided by the college authority. The IQAC office is equipped with 1 set of computer and 1 laptop with printer/scanner to meet the requirements of the different broad criteria of NAAC requirements.

**Library facilities:** The Central Library of the college has a large collection of text books, reference books and journals for both academic and research uses by faculty members and students. The library has membership of N- List for e-books and e-journals both for students and faculty. All the academic departments of the college has set up departmental library with collection of text and reference books and also reputed journals of national and international level.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.chilaraicollege.co.in/wp-content/uploads/2021/12/ICT-Classroom.pdf">http://www.chilaraicollege.co.in/wp-content/uploads/2021/12/ICT-Classroom.pdf</a>

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

**Games and Sports:** The institution has provided games and sports facilities to the students for their mental and physical well-being. There are separate Student Union Secretaries for Major games, Minor games, Boy's Common room, Girl's Common room with respective Prof-in charges for promoting sports and games culture amongst the students. The indoor games and outdoor games like Cricket are mostly held within the college campus. The college encouraged the students to participate in the inter-college inter -district, inter- university level competitions.

**Gymnasium Hub:** The College Gymnasium was established in the year 2013. The Gym has a good stock of modern and sophisticated equipments purchased through RUSA Grants in 2017. The facility is open to both girls and boys students and also for the college staff.

A Gymnasium instructor has been appointed to manage affairs connected with the gym. Changing rooms and washrooms facilities are available in the gym.

**Cultural Activities:** The Debate and Cultural Secretary with the Prof-in-charge of the college undertakes the responsibility of organizing a wide of range cultural activities like folk dance and songs, modern song and dance, debate competition, extempore speech competition, recitation completion, go as you like competition, etc. These activities are performed in the college campus on various occasions like college week, freshmen social and on some specific day. Most of the programmes are held in the college auditorium. These kinds of events are monitored by the NCC wing of the college.

**Yoga Event:** The College does not a have permanent yoga centre. The International yoga day is celebrated every year under the aegis of NCC and NSS wing of the college either in a hall or at open space within the college campus. The students, faculty members and staff of the college participate in such events.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.chilaraicollege.co.in/wp-content/uploads/2021/12/ICT-Classroom.pdf">http://www.chilaraicollege.co.in/wp-content/uploads/2021/12/ICT-Classroom.pdf</a>

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

1

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

4



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.chilaraicollege.co.in/wp-content/uploads/2021/12/ICT-Classroom.pdf">http://www.chilaraicollege.co.in/wp-content/uploads/2021/12/ICT-Classroom.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

976909

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Name of ILMS Software

Nature of automation

Version

Year of Automation

SOUL

Partially

2

2016-17

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.chilaraicollege.co.in/wp-content/uploads/2021/12/ICT-Classroom.pdf">http://www.chilaraicollege.co.in/wp-content/uploads/2021/12/ICT-Classroom.pdf</a>

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

**E. None of the above**

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

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**35132**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**0**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The college upgraded its IT facilities as per the needs and requirements. These includes increase in the number of computers, internet facilities, setting up of ICT enabled classrooms, digital seminar hall and auditorium, online admission and partially digitization of library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.chilaraicollege.co.in/wp-content/uploads/2021/12/ICT-Classroom.pdf">http://www.chilaraicollege.co.in/wp-content/uploads/2021/12/ICT-Classroom.pdf</a>

#### 4.3.2 - Number of Computers

25

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

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

E. < 5MBPS

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

### 4.4 - Maintenance of Campus Infrastructure

**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

976909

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

1.

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

**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

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

**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.****Computer software &UPS:-**

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

**Classrooms:**

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

**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 Chilarai Gymnasium Centre established in 2013 for practicing health fitness

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.chilaraicollege.co.in/wp-content/uploads/2021/12/Views-of-Chilarai-College.pdf">http://www.chilaraicollege.co.in/wp-content/uploads/2021/12/Views-of-Chilarai-College.pdf</a>

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

Nil

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

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

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

Nil

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

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills  
Language and communication skills Life skills  
(Yoga, physical fitness, health and hygiene)  
ICT/computing skills**

D. 1 of the above

File Description	Documents
Link to institutional website	<a href="http://www.chilaraicollege.co.in/wp-content/uploads/2021/12/Yoga-Shibir-2020.pdf">http://www.chilaraicollege.co.in/wp-content/uploads/2021/12/Yoga-Shibir-2020.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>E. None of the above</b>
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	

<b>Nil</b>	
File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
<b>5.2.2 - Number of students progressing to higher education during the year</b>	
<b>5.2.2.1 - Number of outgoing student progression to higher education</b>	
<b>0</b>	
File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>
<b>5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</b>	
<b>5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year</b>	
<b>0</b>	
File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>5.3 - Student Participation and Activities</b>	
<b>5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year</b>	
<b>5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.</b>	



0

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

The College 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. The General Secretary of Students Union Body is the member of construction committee. As well as few members of the Union body are involve with the Poor Funds Scholarship committee. The Students Union Body is responsible for the conduction of Annual College Week, Cultural Programmes under the supervision of Prof. in- Charge of the Students Union Body.

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

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

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

0

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

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

Although the Chilarai College alumni Association has been in existence from a few years back, it has not been registered under the Registration of Societies Act. But Chilarai College Alumni Association is acting as one of the important Stakeholders of the College and has been carrying out several activities for the development of the college. The Association is involved in activities like Plantation programmes in the college campus, regular informal interaction with the Principal and staff members regarding the overall development of the college etc.

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

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

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

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

institution

**Vision:**

- To provide access to quality higher education for empowering the underprivileged and socially disadvantaged sections with human values and social commitment

**Mission:**

- To inspire and guide for relentless strife towards excellence
- To provide quality education to all
- To inculcate among the students mutual respect, cooperation, togetherness, protection and preservation of environment and the spirit of Unity and Diversity
- To sensitize and to promote the rich cultural heritage of both national and regional level
- To provide life skills for successful career, home, society and nation.

The Governing body is the apex of the institution. Every year two teacher representatives are nominated to this body for smooth conduction of various policies for the benefit of students and teachers. For smooth conducting and implementation of the policies for the welfare of the institution various committees are formed which are headed by the Principal or Vice Principal. Various Teacher and Office staffs are engaged as in charge or honorable Member of different committees.

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

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

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

1. The Governing Body delegates all the academics 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. A Vice Principal has been appointed as the academic head to supervise deferent academic works.
3. Faculty members are given representation in various committees or Cells and allowed to conduct various programmes to show their abilities.
4. Students are empowered to play and active role as coordinator of co curricular and extra curricular activities.

For the effective implementation and improvement of the institute following committees are formed: a. Curriculum Development and Feedback Committee, b. Library Committee, c. Sports Committee, d. Cultural Committee, e. Anti Ragging Committee, f. Canteen Committee, g. Chilarai College Swachh Campus Unit, Alumni Association etc.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Quality improvement Strategies are adopted by the institution for the following-

**Curriculum Development:** 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.

**Examination and Evaluation:** Internal Assessment Examinations are conducted for each batch. Examinations are well planned. Class Test is organized to check the overall improvement.

**Library, Physical Infrastructure/ Instrumentation:** To enrich the library the following practices are followed-As an institutional policy the library encourages procurement of a large number of tittles rather than a large number of volumes of a title. Presently the college has 10106 Text Books and 5721 reference books.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="#">N/A</a>
Upload any additional information	<a href="#">View File</a>

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

The college is affiliated under Gauhati University. It has two tier system of governance. At the administrative level, the Governing Body(GB) is at the apex. At the college level, the principal is at the apex of the internal administration. The Principal is assisted in all administrative and academic matters by the Vice Principal, Support Staff, HODs, IQAC and other in-house Body.

The service conditions of the permanent teachers, including Appointment and promotion are regulated as per rules and procedures stipulated by UGC and Govt. of Assam.

Students Grievance Redressal Cell exist for catering to all kinds of complains and issues relating to the students. Moreover Anti Ragging Committee exist for dealing with all kind of complains relating to ragging.

File Description	Documents
Paste link for additional information	<a href="#">N/A</a>
Link to Organogram of the Institution webpage	<a href="http://www.chilaraicollege.co.in/wp-content/uploads/2022/01/Organogram-2.pdf">http://www.chilaraicollege.co.in/wp-content/uploads/2022/01/Organogram-2.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The administration to undertake a number of welfare measures for the employees. Various types of leaves to employees are allotted like study leave, maternity leave, medical leave, duty leave, child care leave, paternity leave etc. Other welfare provisions are also provided to the employees like- Group insurance and provident fund, Periodical Pay revision, Gymnasium facility at free cost etc. Over and above the non teaching and part time teachers are provided some other facilities such as financial assistance in advance in their urgent needs, provision of safe drinking water facility, provision of institutional email ids to all, central library facility to all faculty members for borrowing books. Reimbursement of tea and snacks bill on a monthly basis to all teachers engaged in IQAC office in different AQAR/SSR preparation committees' well as the office staff of the college office.

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

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

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

0

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

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

3

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

#### Response:

- HoDs of every department keep records of daily academic and other activities in a Daily Class Record Book.
- The departments and different cells and committees are provided with an Activity Record Register where account of the various activities/events is recorded on regular basis.

Annual Confidential Report is prepared for both teaching and non-teaching staffs on yearly basis.

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

## 6.4 - Financial Management and Resource Mobilization

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

#### Response:

All financial matters are included in the audit process. The internal and external audit is conducted on an annual basis by a Govt. auditor. After the audit report is prepared, it is placed before the GB meeting for necessary approval. After acceptance the report it send to concern authority. The financial transactions that



come under the purview of RUSA funding are audited separately.

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

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

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

0

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

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

##### Response:

To meet the various requirements of funds under various heads of expenses like construction of new buildings, renovation and development of existing structures, the institution submits proposals to the UGC, RUSA and the state Government.

Some sources from which the college obtained funds are-UGC, RUSA, Salary Grants Fund of Govt. of Assam and others.

Various available resources of the college are utilized at various times judiciously and in an optimal manner. Class rooms are allotted to various Government Bodies for holding examinations on Sundays when there are no classes. Facilities available in the Gymnasium Hub(built out of RUSA grants) are utilized not only by the Students and staff, but also by youth from the neighboring locality. Auditorium Hall of the institution is not only utilized by the college community for holding a number of events, but is also used

by Government agencies. Internet facility is optimally utilized by the faculty members.

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

## 6.5 - Internal Quality Assurance System

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

### Response:

The college under the leadership of IQAC has organized online classes during the pandemic. The IQAC has immensely contributed in conducting the Open Text Book Examination Sensitization Event for the degree students. The department of Assamese of the college under the initiative of IQAC has organized two numbers of online webinar. The IQAC has taken strong initiative on the effective implementation online admission process for the academic session 2021-22.

The IQAC has taken initiative to published Academic Calendar annually and displayed in the college website.

### Additional initiative:

- The college under the initiative of IQAC has conducted awareness generation campaign among the students, parents, community members, etc. as precautionary measures against Covid-19.
- The IQAC has taken initiative for the Covid-19 Vaccination.(26-10 21 to 27-10-21)

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

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

incremental improvement in various activities

**Students Feedback on Faculty:** Students feedback is one of the vital keys to assess the quality of the teaching learning process of the institution. IQAC has framed questionnaire covering maximum aspects of the teaching learning process, in order to evaluate the teaching faculty by the learners for this some criterion is adopted for bias less result. Only the permanent faculty members are covered under this process moreover the under graduate students having 70% class attendance are eligible to give such feedback. A high degree of confidentiality is maintained.

IQAC designs, prints and distributes registers to all departments for keeping records of lesson plan, records of daily classes.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.chilaraicollege.co.in/wp-content/uploads/2021/12/ANNUAL-REPORT-2020-2021.pdf">http://www.chilaraicollege.co.in/wp-content/uploads/2021/12/ANNUAL-REPORT-2020-2021.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The institution does not have any particular curriculum about gender equality.

Campus safety and security for girl's student is given utmost priority by the institution. Entire college campus is under CCTV surveillance and it is duly monitored by the principal. One number of Security personal has been appointed in the main gate. No outsider bikes and vehicles are allowed in the college campus for the security measures.

There is a girl's common room with attached lavatories. In order to meet the hygiene standers lavatories are cleaned on regular basis.

The institution has a Women Cell for the solving various problems and studies regarding women of college students along with teachers.

File Description	Documents
Annual gender sensitization action plan	<a href="#"><u>This is to certify that the institution has taken no Measures initiated by the Institution for the promotion of gender equity during the year 2020-21. Dr. Bharat Bhusan Mohanty Principal, Chilarai College, Golakganj</u></a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#"><u>This is to certify that the institution has taken no Measures initiated by the Institution for the promotion of gender equity during the year 2020-21. Dr. Bharat Bhusan Mohanty Principal, Chilarai College, Golakganj</u></a>

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

**E. None of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**The insitution has no facilities for the management of the following types of degradable and non- degradable waste.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">Nil</a>
Any other relevant information	<a href="#">View File</a>

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

**E. None of the above**

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

**7.1.5 - Green campus initiatives include**

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

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

**B. Any 3 of the above**

**5. landscaping with trees and plants**

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

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

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

**E. None of the above**

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college effectively has conducted some programmes earlier to sensitize the student and the teaching community to follow the true spirit of an inclusive ambience within the campus regarding the diversities like socio-cultural, communal, linguistic, religious, and regional and so on. But in the last academic session, the college is unable to do so due to partial and total lock down of the state for pandemic.

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

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

**Response:**

An Awareness Programme was organized by Chilarai college in collaboration with IQAC, Chilarai College regarding Electoral Roll and rights of citizens on 5th December, 2020. In presence of District Election Officer and Circle Officer, Golakganj Revenue Circle some Recourse persons delivered effective lectures to make understand students for their constitutional rights, specially right to Vote. The resource persons also discussed the duties of citizens for the benefit of the students and employees of our institution.

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

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

**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Response:**

**In 2020-2021 the institution has celebrated the following National and International events-**

- 1. 26th January- Republic Day**
- 2. 15th August-Independence Day**
- 3. 5th June- International Environment Day**
- 4. 21st June- International Yoga Day**



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

## 7.2 - Best Practices

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

### BEST PRACTICES: 1

1. Title of the Best Practice:-Student Online Admission.
2. Objective of the practice :-

The main purposes of the Student online admission of Chilarai College is to digitalize and satisfies the present global needs of the world. In this regard following points may be mentioned.

1. To provide a platform for online admission
2. To promote digital transactions
3. To ensure cashless transactions at the admission counter
4. To reduce the burden on the administrative office
5. To ensure students' admission only on the merit basis.

#### 1. The Context:-

Chilarai College is situated at Golakganj, Dhubri district of Assam, which is totally a rural background. The college is affiliated to Gauhati University (GU). Student admission process through online mode was introduced in the college from the academic session 2019-2020. College has designed its new website with various features to facilitate online admission and e-payments. College has installed necessary software's and hardware's for smooth conduct of this process. For effective usage of the system, college has trained some office staffs so that process be user friendly and be aptly communicated to all stakeholders. Updated information about the admission process and schedule is given to the students through the website. This system allows students to complete the admission from anywhere using their permanent registration number or eligibility number.

## 1. The practice:-

The college ensures that admissions to students for Higher Secondary and undergraduate programs as per AHSEC, GU , Government of Assam and DHE Assam rules. The online admission process of our college begins by publishing advertisements in the college website, display of banners at important locations and use of social media. The admissions are done mainly on merit basis and local demands are also considered in some specific situations. We have college quota for undergraduate programs and also follow the reservation policy of Assam State Government while admitting the students. In case of Honours Course, undergraduate programs, we do not have any college quota and all the admissions are done purely on merit basis. Students belonging to all reserved categories given admission as per relevant merit. Selection lists of student for admission along with waiting lists for all classes are published in the college website. In addition, email alerts and SMS are sent to the selected students through their register mobile so that everybody can get information easily. Students get admission by paying their admission fees through online mode only. Thus the physical presence for admission is avoided and many of the parents who are working or stay at faraway places are being benefitted with the practice. This online admission process enabled the institute to admit students from locality as well as different corners across the state and country.

The college is situated in place surrounded by several remote villages. Most of the students are from economically backward and below poverty line (BPL) families. So they do not have proper facilities like android mobile, computer etc. to access internet. More over internet connectivity of the area is very weak. We have some limitations like lake of a complete support and access to internet, up-to-date infrastructural facilities etc. In spite of all these limitations, online admission is being practiced to achieve our target.

## 1. Evidence of Success:

From last two years online admission process is being practiced to cope up with new digital world and fulfill demand of time. As it is almost a new system for the college authority as well as the students, very often we face difficulties to continue the process. Particularly in the first year, when the process was started, some problems raised and we had to solve these by offline process also. But from the very beginning we are trying hard to adjust the process and operate the system smoothly and successfully. At present almost

all process of admission like publishing advertisements, registration, receive of applications, publishing of merit list of students, send information to selected students through their register mobile number or email, counseling, e-payment etc. are done online mode. Students also show proper response to the process successfully and the admissions are done smoothly. Some process like verification of original documents, subject finalizations etc. are done by offline mode also. These indicate that we are lacking to some extent in this regard and need more up-to-date steps to become hundred percent successful. In coming days we shall try our level best to overcome the limitations.

#### 1. Problems Encountered and Resources Required:

##### Obstacles faced:

During the online admission process, the college observed that there were some students who inserted wrong data in the profile section of the application forms. There were some other issues regarding the online payment of fees to the college by the students. The college had to encounter a lot of problems to resolve such issues. The college had to take support of an external agency to maintain the college website. Now the college takes initiatives to train up some administrative staffs so that the system can be smoothly operated. We made office automation to digitalize the process.

##### Impact of the Practice:

The introduction of the online admission process has made the entire process more transparent and robust. It has exerted impact on transparency in the selection process also. The online admission has made the subject distribution system more convenient. During the entire admission process students are required to come to administrative office just to verification of documents and subjects finalization. This has significantly reduced the burden of administrative office as well as the students. It also allows us to extract and store the information of admitted students in online mode. This facilitates to upload information of admitted students in excel format.

##### Resources Required:

- Software development team to update the software and database according to the changing needs.
- Well qualified and trained staff for the effective implementation of online admission process.

- Secured network and system for the conduct of online admission.
- Server with good capacity to maintain database.
- Dedicated payment system for the online fee payment.
- Administrative setup for the smooth operation of this process.

#### BEST PRACTICES:2

- 1.
- 2.

1. To make the college campus eco-friendly.
2. To store E-wastes separately in the college campus.
3. To make plans with experts and business firms for safe disposal or recycling the e-wastes.
4. To redress all types of justified grievances of the students & teachers within the campus.
5. To engage the N.S.S volunteers & N.C.C cadets in association with the general students of the college for Swachhata and other drives.

- 1.
- 2.

- 6.

4. The practice: The College places more than 15 nos of waste containers made of plastic at different points in the administrative block and in the verandahs of the classrooms. The waste materials stored in the containers are regularly disposed. The cleanliness monitoring committee formulated for the purpose takes care if the act of disposal is not properly done. Various departments of the college take plantation drive; cleanliness drives etc. under the supervision of the college authority. Every year, the college authority also engages labourers for cleanliness of the entire campus immediately before the new academic session begins. The college invests fund from its annual budget for maintaining infrastructural facilities whenever required. The Grievance and Redressal Cell formed as per UGC guidelines is operational within the campus to address and resolve various issues of the students .The college is always committed to maintaining a healthy environment within its campus in terms of ragging or sexual harassments. The N.S.S volunteers and the N.C.C cadets under the supervision of the concerned programme officer and CTO/ANO actively participate in Swachhata and plantation drive within the campus .They take a lead role in motivating the general students for maintaining the entire college campus. During the pandemic period, the college has adopted several initiatives to maintain Covid

protocols in spirit within the campus. The recent introduction of the online mode in admission process, payment of fees by students has reduced the use of papers for official purpose .The College has already started to store the e-wastes in a separate room but it is still deliberating on the safe disposal/recycling of these materials.

1. **Evidence of Success:** The College internalizes the continued practice of keeping the waste materials in the containers provided for the purpose since the last academic session. The college canteen makes use of the disposable glass, dishes and plates for its purpose. The college maintains zero tolerance towards ragging, gender, communal and sexual issues within the campus. There is no evidence of such cases within the college premises since the inception of the college. Trespassers are strictly prohibited to enter into the college campus. The security guard at the main college gate maintains visiting registers for the visitors. The CCTV system is operational at certain points within the college campus. Students of the college are actively conducting various programmes to create the campus quite healthy. The campus is free from use of plastics, tobacco or smoking. The college has still been unable to find way out for safe disposal or recycling the e-wastes due to some constraints.

#### Problems Encountered and Resources Required:

**Obstacles faced:** With the limited resources available the college tries to maintain the campus. The college has not received any fund from the government or funding agencies to install solar plant for renewable energy from sunlight. Science stream in the college has not been introduced yet. Various science departments in an institution of higher education can take effective action plans to maintain the environment.

#### Impact of the Practice:

The College is able to make itself as a tobacco free zone. The students or staffs are not allowed to consume any kind of tobacco. The motor vehicles of students and outsiders are not allowed to enter into the college campus. The waste materials are kept in the dustbins and are disposed of properly. The college also tried to prevent the uses of plastic materials. The college always strives to make the campus clean and green and is successful in maintaining the cleanliness of the college campus.

**Resources Required:**

- The college has to invest a substantial amount in labor service.
- More awareness is required to sensitize the students to maintain the cleanliness of the college.
- Requirement of technically efficient staff for various purposes for maintaining the college campus.

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

**7.3 - Institutional Distinctiveness**

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college is a potential force of social engineering in empowering the economically backward communities like OBC's and MOBC's and in spreading the light of the learning among the deprived lot specifically the women community of the region. The college provides ample opportunity of higher education to the student community of the region with special focus on rural and economically challenged students. It has been an abiding objectives of the college to provide best services and to make special provision for female students to encourage them to go for obtaining higher education.

The enrollment of the students of the college is always dominated by the OBC,s and MOBC's since its inception. Almost 65% of the students belong to OBC and MOBC, 25% belongs to General, 7% belongs to Schedule Caste and 3% belongs to others category including physical disabled. It may be mentioned here that more than 80 % of the students belong to BPL category. Moreover, as per the admission data of the college, the number of female students always exceeds the number of male students.

The students belong to backward as well as BPL categories are getting National Scholarships regularly. These scholarships categories are OBC scholarship, SC scholarship, Minority scholarship, Bidi workers scholarship, etc..

Being situated in the backward area, the college has empowered the rural and backward community since its inception. A large number of students of the college have been serving in Military and Para-

Military forces as well as State Police forces also. In addition to that many students have been engaged in teaching profession, health care services, banking, insurance, etc. Apart from that a good number of students have successfully completed their Post Graduation, B.Ed, M.Phil, NET, SET and Ph.D. Most of them are rendering their services in various Institutes, Colleges and Universities. Every year a good number of students enrolled for their Masters in various Universities of Assam as well as outside Assam.

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

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

1. To prepare Code of Conduct for Students, faculties and Other employees of the institution
2. To introduce e-governance
3. To introduce Self- Defense classes especially for girls students.
4. To upgrade the research facilities.
5. To upgrade the IT facilities.
6. To conduct academic and administrative audit.
7. To introduce Management Information System.