YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Cachar College
• Name of the Head of the institution	Prof. Siddhartha Sankar Nath
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03842247077
• Mobile No:	9435712440
• Registered e-mail	iqaccacharcollege@gmail.com
• Alternate e-mail	cacharcollege60@gmail.com
• Address	Trunk Road
• City/Town	Silchar
• State/UT	Assam
• Pin Code	788001
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University		**Assam University, Silchar**
• Name of the IQAC Coordinator		**Dr. Apurba Chakraborty**
• Phone No.		**03842246953**
• Alternate phone No.		**03842247077**
• Mobile		**9435512440**
• IQAC e-mail address		**iqaccacharcollege@gmail.com**
• Alternate e-mail address		**caccharcollege60@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

https://cacharcollege.ac.in/AQAR_2019_20.pdf

4.Whether Academic Calendar prepared during the year?

Yes

• if yes, whether it is uploaded in the Institutional website Web link:

https://www.cacharcollege.ac.in/Academic_Calender_%202020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B**	**2.33**	**2021**	**16/11/2021**	**15/11/2026**

6.Date of Establishment of IQAC

09/01/2006

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dept of Zoology	**Teacher Associateship for Research Excellence (TARE)**	**Science and Engineering Research Board**	**2019, 3 Years**	**1800000**

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

• Upload latest notification of formation of IQAC

View File

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Submission of SSR and Completion of DVV process for NAAC Assessment (Peer Team visit organised in Nov., 2021)

Completion of Academic Audit

Completion of Administrative Audit

Completion of Green Audit

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

Plan of Action	Achievements/Outcomes
Submission of IIQA & SSR	Submitted
Holding the NAAC Peer Team visit within June 2021	Completed (PTV held on 9th& 10th Nov., 2021
Submission of AQAR for the session 2020-21	In process
Conduction of Alumni Meet	Completed
Conduction of Parents Meet	Completed
Students Feedback on Curriculum	Completed for the session 2020-21
Implementation of Mentor Mentee Programme	Ongoing
Collection of Feedback from Students/Teachers/Parents/Alumni	Completed for the session 2020-21
Re-introduction of Teachers' Handbook cum Diary	Successful
To constitute 'Career Counselling and Student Progression Monitoring Cell' aiming at providing support and to monitor student progression	Successful

13.Whether the AQAR was placed before statutory body? — No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	19/02/2022

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**640**

File Description	Documents
Data Template	[View File](#)

2.Student	
2.1 Number of students during the year	**2595**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**380**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**658**

File Description	Documents
Data Template	[View File](#)

3.Academic	
3.1 Number of full time teachers during the year	**47**

File Description	Documents
Data Template	[View File](#)

3.2	**69**

Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**33**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**104.35**
4.3 Total number of computers on campus for academic purposes	**44**

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

The basic methodology for the curriculum delivery of the complete syllabus of the various courses that run currently in the institution has been developed during the early years of the establishment of the institution. Thus the present curriculum delivery process in the institution is time-tested; it is planned and has remained as an in-built system for the teaching-learning process over the years. At the commencement of an academic year, the Academic calendar and Class Routine are prepared by the Committees formed for the purpose. Before classes of a semester/year begin, Head and teachers of a department sit together and unanimously divide the contents of the syllabus with respect to Paper, Unit and Topics to be dealt. To cover the entire Syllabus in time, Head of the institution is apprised from the departments for the requirement of Part-time teachers to make up the shortage, if any, of teachers against vacant posts in their departments and accordingly, temporary part-time teachers are appointed by the authority. Heads of the Departments note the allocated periods of the respective department in the overall Class Routine of the year and allot the periods of various classes for each and every Theory/ Practical/ Tutorial class of the various semesters/years of the departments in consultation

with teachers of the respective department. Names of the teachers are inserted in the Class Routine, communicated to the Head of the institution through concerned Academic Coordinators for the official notification, supervision of classes and knowledge of the concerned students. In the introductory classes, teachers discuss his/her part of syllabus, Units, Topics and general plan of lessons to be delivered in the current Semester/year. At the start of classes, teachers generally recapitulate main points of previous classes and make a pre-assessment of the students about the topic to be dealt with through quick Concept Mapping and then deliver the lesson. At the end of the period, summery of what has been dealt is presented. If time permits, concept mapping is again done to assess the effectiveness of the class. Students are also informed regarding the topic of discussion for the next class. Printed Study materials from Departmental-computer/ Class Whatsapp group are generally supplied at the completion of a Unit/Topic. Chalk and talk, demonstrations, acting, audio-visual/ power point presentation, project works, field visits etc., are used in the delivery process. Group discussions, students' seminar, MCQ Tests etc. are also conducted from time to time. Class/Unit Tests are conducted regularly. Students with poor performance are taken care of by arranging special sessions of discussion with them. Students' evaluation is also carried out periodically following the norms of the University.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://cacharcollege.ac.in/

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

The institution adheres to the academic calendar of the college, as far as practicable, in all academic matters in general and in matters for the conduction of continuous internal evaluation processes, in particular, as per the Regulations and time to time directives from the affiliating university . The academic calendar has 230 working days in average. The academic session commences in the month of July every year. The academic calendars are prepared with the tentative schedules of entire session including the dates for internal examinations (Class Tests and Unit Tests) and Term-end examination as well as holidays. The institution holds minimum two mandatory Unit tests in a semester and sends up the best mark of the two for each student to the university within a stipulated date as

set by the university. The exact schedules of the tests are disseminated to the students as well as the faculty members well in advance.

Admission Period and Class Schedules The admission of UG First semester students are usually completed prior to the month of July as far as practicable. Admission in other semesters i.e. Second, Third, Fourth, Fifth and Sixth semester are completed generally within 7 days after the completion of semester-end examinations on provisional basis. The provisional admissions are regularized within seven days from the date of publication of results by the affiliating University. The Odd Semester classes (First, Third and Fifth semester) begin in the first week of July and the Even Semester classes (Second, Fourth and Sixth semester) begin just after the completion of Odd Semester Term-end examinations (December/January) scheduled by the affiliating University. For weak and needy students special care is taken by teachers of concerned subjects and departments.

Internal Examination The institution holds the two internal examinations for every semester, odd or even. There is provision for debarring absent or failed students in the internal examinations from appearing in the Term-end examination. To curb unfair means in the examination and for all matters of examinations, the institution strictly follows and applies relevant Rules/ Regulations/ Guidelines of the affiliating university. The internal examinations for Morning-shift and Day-shift students (Pass Course, Degree Arts and Commerce) are held in the same sitting. The internal marks are uploaded in the web portal of the affiliating university as per directives of the university. Under the present TDC (CBCS) System, the university promptly sends the information regarding the marks obtained to the student. The student may inform the college if any discrepancy is noticed in his/her marks; the college looks into the case immediately and takes up steps, if required, for the redress.

Attendance Attendance is vital for every student and the institution follows rules as set by the affiliating university. In the Term-end practical examinations there is provision for awarding some marks according to the percentage of attendance in the practical class.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://cacharcollege.ac.in/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

19

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

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

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

0

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

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

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	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Though syllabi of degree curriculum prescribed by the affiliating university and taught in the institution change from time to time, the issues and topics concerning gender equity, environment and sustainability, human values, ethics in professions etc., have always been included directly or indirectly in the various courses of different subjects. Many of the poems, prose, short stories, dramas etc., in literature subjects of Arabic, Bengali, English, Hindi, Manipuri and Sanskrit deal in Gender, Environment and Sustainability, Human Values and Professional Ethics etc., which are of utmost importance in the society. For example, in Sanskrit, Ancient Indian Texts- Kiratajuniyam, Canto I and Raghuvamsam, Canto II deal with Professional ethics and Human values; Sukanaso-upadesa deals in Human values; five chapters of Srimad Bhagawad Gita deal Human values; Caraka Samhita and Ayurveda on Environment and Sustainability; Sanskrit Literature deals with Environment Awareness with special emphasis on the Prithvi Sukta of Atharvaveda.

Similarly, in Philosophy, there are topics on Environmental ethics, Animal ethics, Gender ethics, Medical ethics, Business ethics and Professional ethics, Anthropocentrism and Ecocentrism, Ethics and Politics, Amniocentesis, Euthanasia, Gender justice and feminist ethics etc., in various papers of both Honours and General courses. Business ethics is also an important topic dealt in commerce. In political Science, human value is dealt under the head 'Human rights in a comparative Perspective', 'Human rights: Universalism vs. cultural relativism' etc., environment and sustainability under 'Ecological approach (Fred Riggs) in perspectives on public administration', 'ecological issues in global politics- historical overview of International Environmental Agreements and Climate Change' and gender under 'Gender and Violence: India and Pakistan' etc. A compulsory subject entitled 'Environmental studies' for all UG students deals with various aspects of environment, environmental degradation, pollution and human health, climate change and other environmental issues and sustainable development. Botany, Zoology, Industrial fish and fisheries and Chemistry devote chapters and units on environment, environmental pollution and issues. The institution also promotes the core values of gender equity, environment, sustainable development, human values, ethics in professions etc., in many of its co-curricular and extra-curricular activities. Girls and women are provided with a wide range of activity and program choices relevant to their needs and interests. Some activities are the same as those offered to boys and men while some are altered, and some are altogether different. All, irrespective of gender, get chances to represent the college in various events. As an initiative of empowering women, the institution has a Women's Cell: SUCHETA constituted by the women faculty members. This cell highlights actions and programmes related to gender equity in the allocation of resources and decision making. Besides these, SUCHETA focuses on self-defense and certain health issues, especially for girls and women. Human Values have always been an integral part of our education system. Respecting teachers, students and human beings as individuals adds to the Human values. The institution maintains a campus environment where high ethical values are preserved at all levels. All the employees of the institution follow their respective Professional Ethics in letter and spirit

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

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

7

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

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

96

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	**B. Any 3 of the above**

from the following stakeholders Students Teachers Employers Alumni

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

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.cacharcollege.ac.in/curriculum2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

950

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

1164

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Assessment of Learning levels: The learning levels of the students are usually assessed through Conduction of Unit Test, Class Tests, Project Works, Assignments, Group Discussions, Surprise Tests, Student Seminar etc. Moreover, classroom interactions with students also give sufficient evidences with respect to learning levels of student

Programmes for Advanced & Slow learners: Remedial measures are taken departmentally by the Teachers to address the problem of 'slow learners'. The Teachers of the concerned Department arrange special classes as and when required by the students. Study materials are provided to the needy students on specific Subject/Paper to help them their arrear papers. Further, initiation of Mentor-Mentee system in the College is also going to supplement this effort. The slow learners are specially guided regarding the tactics of writing in the examination to obtain pass marks in their concerned subjects.

Similarly, advanced learners are also motivated to excel in their academic career. In addition, for 'Advanced learners' familiarization with related advanced fields of studies through IT has also been resorted in some special cases. Learners interested in Advanced Studies and Training in particular area of specialization/subject are encouraged as well as arranged by the Teachers to participate in such Programmes/Courses in Advanced Laboratories/Institute National repute. Moreover, the desirous students are guided to take the various competitive examinations like GATE, JAM, CAT, APSC, UPSC, NET, SLET, BANK-PO etc. The Best Graduates and Semester-Toppers in all the streams are Awarded with Certificates and Cash Prize to encourage them to carry on their academic endeavour in Annual Award Ceremony.

File Description	Documents
Link for additional Information	https://cacharcollege.ac.in/
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
2525	**47**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

Tamaso Ma Jyotirgamaya (Let there be light of wisdom, removing the darkness of ignorance) is the motto of our college. In the course of enlightening we focus on the overall development of the learners. Allthe learners from various section of community get equal opportunity and attention is given to each and every student for his/her overall development.

Experimental Learning: In the science subjects like Physics, Chemistry, Mathematics, Zoology, Botany, Industrial Fish & Fisheries & Statistics, various experiments are conducted as per Practical curriculum which help the students to realize the concepts in their respective subjects. Besides science subjects, there are Practical Papers in Computer in Commerce & Economics.

Participative Learning: There is scope for participation of learners in various co-curricular activities like intra and inter-college quiz, debate, sports and cultural events. Besides, the affiliating university also organizes such programs annually and our students participated there. These impinge the development of personality and leadership quality of the students and also motivated them to achieve goals in their future life in the actual field of competition. As a part of Participative Learning students participates in the Workshops, Training, Seminars, Exhibitions etc., organized by the College, University and other institutions which help themselves to accelerate their depth of knowledge of their

concerned subject as well as these provide a scope to acquaint themselves with new ideas and inventions. There also given chance to share their knowledge and skills in such programs. Field study and excursions are also integral part of the learning methodology of our institution. Every year groups of students under supervision of teachers of the respective departments are being allowed for excursion and field study within the state and different parts of the country as well. Such tours give them exposures and their development of purviews. The extension activities like NSS and NCC are also part of learning which enhance the skills of the students who volunteered there. The NSS activities like the Health Camps, Cleanliness Drive, Blood Donation Camps help in the development of student's management skills and sense of respect to others, whereas the NCC activities teaches the discipline and develop a character within themselves. In addition to that, the college has a women cell, 'Sucheta' which carry out various programmes related to gender sensitization and gender issues.

Problem Solving methodologies: Project works are assigned to the students as part of Problem Solving Methodology comprising project works, Assignments, Group Discussions, Seminar etc. on Environmental issues, biodiversity, instrumentation, Accountancy, Statistics, Mathematics etc. Especially, the Department of Zoology is having Project Work in Honours Papers where students are assigned Project works, preparation of Power Point Presentations, Assignments etc. These actually trained up the students at their UG level and guide themselves in PG and post PG courses of studies. The students are provided opportunities to interact with potential local Entrepreneurs to develop their skills and solve various issues and problems of their own.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://cacharcollege.ac.in/

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

- The use of multimedia teaching aids like, LCD projectors with internet are usually used in the smart classroom.
- Information & Communications Technology (ICT) enabled teaching

- methodologies using PPTs and advanced technologies are being followed by the faculty members in class rooms.
- USB Hard disk and other Digital Resources like You Tube channels containing subject-related videos , Bioinformatics Databases, e-Pathsala, Open Educational Resources, Online and Offline Softwares like SageMath, SciLab, ChemDraw, Origin, MatLab, SPSS, R-Programming, Tally, C, C++ etc. for advance learning experience.
- Through e-Library facility, the College subscribes a good number of e-journals and e-books under N-List Programme of INFLIBNET, which are frequently accessed. The research journals are available online and facility for accessing these journals is provided to the students and faculty members.
- Teachers used TCSion Digital Learning Platform, Whatsapp Group, Google Meet, Google Classroom, ZOOM etc. during Lockdown period and shared Study materials through this platforms for providing students an uninterrupted learning opportunity.
- Digital Classrooms equipped with Smart Boards, facilities for simultaneous Overhead Projections are used for conducting classes and online Training Courses, Webinar etc.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://cacharcollege.ac.in/

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

2.3.3.1 - Number of mentors

34

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

2.4 - Teacher Profile and Quality

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

47

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

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

30

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

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

2.4.3.1 - Total experience of full-time teachers

18.8

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

2.5 - Evaluation Process and Reforms

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

Continuous Comprehensive Assessment (CCA): As per the new CBCS guideline of Affiliating University effective from 2018-19 session, the internal assessment is an integral part of Continuous Internal Evaluation process in TDC semesters of all streams, which comprises of Internal Assessment Tests and Attendance in Classes. Thus, under CCA, total marks are assigned to the students on the basis ofMarks obtained in the Unit Test (s) and on the basis of percentage of attendance in particular class as per CBCS-guideline. This helps to understand the progress and lacking areas of students. The internal assessments are conducted twice in a semester, the periods of which are notified in due time by the affiliating University. The second phase of the internal begins by the end of the course. The first phase is crucial because it gives the clear idea about the progress and lacking of a student.

Prior to 2018-19, Internal Examination and Class Tests etc. were conducted regularly to assess the performance of the students as per Non-CBCS Regulation of Affiliating University to sent-up them for Final Examinations of the University.

Strategies for conducting Unit Test: The process of internal assessment is done thorough unit tests which is now compulsory for all the students and a student need to get at least the passing marks. If any student fails to secure passing marks in the first phase of internal assessment, he/she would get a chance in the second phase. An examination committee is constituted by the Principal of the college comprising of senior teachers who are responsible for the preparation of examination routine and conducting the entire examination process. The respective departments are given responsibility to set question papers and they are handed over to the examination committee constituted by the Principal. Invigilation Duty Charts involving all the teachers of the College, are prepared by the examination Committee for smooth conduction of the Tests Centrally as per routine.

CCA through Online Assignment: Due to COVID-19 Pandemic, Assessment of students was conducted through Assignments as per instructions of Affiliating University by online mode.

Evaluation and Uploading of marks in the Portal of Affiliating University: The answer scripts are distributed by the examination committee well ahead of the examination scheduled. The departments individually evaluate the answer scripts and provide mark foils to

the committee. These marks are uploaded in the web portal of affiliating university which a mandatory to allow students in the Term End Examination.

Strategies for making Internal Assessment transparent: The Answer Scripts are shown to the students Departmentally by the Teacher concerned after evaluation process is over. The Marks Foils of Internal Assessment are walled-up as soon as the evaluation process is completed. These pave the way for students to report their grievances, if any.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://cacharcollege.ac.in/

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

Internal Examination consists of Unit Tests and evaluation of Class Attendance in compliance with the Non-CBCS and CBCS regulations of the Affiliating University. Depending on the total score in Unit Tests and attendance in class, students are sent up to apply and appear in the final/term-end examination for which 'FORM' is required to be filled in and submitted to the affiliating university within a specified date as fixed by the university. This score is also a constituent of the final score of the Term-end examination. Thus, internal examination-related grievances mostly concern evaluation and mark entry. These may necessitate re-scrutiny, re-evaluation and re-entry. Therefore, all of the processes are designed to be transparent, time bound and efficient. Internal examinations are conducted as per schedules mentioned in the academic calendar given in the Annual Prospectus of the college. Detail routine and code of conduct of the examination (Affiliating University) are notified well in advance to the students. Examinations are conducted, following all relevant rules and regulations, through an Examination Committee, constituted for the purpose. Unfair-means in examinations are never compromised. Answer scripts are evaluated within a stipulated time.Lists of marks secured by students are submitted to the Examination Committee. Copies of the lists of marks are walled up. Students can lodge their grievances if they notice any of their marks not written or wrongly written in the lists. Assessed answer sheets are shown to the respective students in their class room by the concerned teacher/evaluator. Any discrepancy noticed and reported by the

student is addressed then and there. If required, re-evaluation is done by another teacher; then scrutinized and finalized. Efforts are generally made to resolve the grievances by the teachers at departmental level. After addressing the grievances, marks obtained in internal examination are submitted online to the affiliating university using the Login Id of the college by a designated person of the college. Grievances concerning post-uploading anomalies of Marks are resolved with the initiative of concerned Departmental Heads, concerned Staff of Principal's Office in consultation with Examination branch of the university in time-bound manner.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://cacharcollege.ac.in/

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 three academic programmes viz., Bachelor of Arts, Bachelor of Science and Bachelor ofCommerce to wide group of students coming from diverse background.

The students of the institution are made aware of the, programmes specific and course outcomes through following mode:

1. Prospectus: The brief details of various Programmes and Courses are generally published in the Prospectus at the beginning of every Academic Session, which is also uploaded in the College Website.

2. Orientation programme: Induction Programme is organised in college for First Semester Degree students in which the broad programme objective of courses/programmes, mode of internal assessment and college facilities are explained.

3. During Classes: During the dissemination of Courses in classes, the faculties communicate the learning objectives and expected outcomes after finishing each unit of a particular course to the students.

4. Fresher's Programme: Through lectures held on occasions like General and Departmental Fresher's Social Meet.

5. Institutional website: The Institution has stated learning outcomes (Programme- & Course-specific) and graduate attributes as per the provisions of the affiliated University which are communicated to the students and teachers through the Official website of the university/ college.

Moreover, the Teachers of the institution become aware of the programmes specific and course outcomes offered by the college in the following ways:

Teachers of various Departments, who are members of Board of Undergraduate Studies (BUGS) of Affiliating University, attend the meeting of BUGS at the start of the Session. These Teachers on returning to College take necessary initiative Departmentally to make aware the other teachers about alterations/modifications if any, made in the Curriculum along with Programme and Course outcomes. The revised syllabi are also uploaded in the University Website, which are usually downloaded by the Teachers of concerned Departments.

Further, Teachers also take part in various Refresher Course, Orientation Programme, Short Term Course etc. time to time through which they are enriched with additional information regarding Programme and Course outcomes in their concerned subjects.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://cacharcollege.ac.in/
Upload COs for all courses (exemplars from Glossary)	View File

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

The college adopts tests and examinations to measure the attainment of programme specific outcomes and course outcomes. Unit tests and end semester theory/practical examinations are conducted according to the schedule set by the affiliated university. Other than the above methods, college also facilitates accessibility of teachers, organising seminars, assignments, and class participation to enhance the progress of the students.

The class room lectures, assignments, and library facility also help the students to clarify their doubts and to perform well in

examinations. In order to make the students aware of their short comings while writing their answers, the examinations and tests copies are shown to them. If any shortcomings are noticed after careful scrutiny, these are addressed through specific action plans in a scientific manner to augment the learning outcome of each and every student. Apart from academics, some students also perform well in co-curricular and extra-curricular activities both intra and inter college level for which certificates of appreciation are given to them. The overall performance reflects the level of attainment of the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://cacharcollege.ac.in/

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

1049

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

2.7 - Student Satisfaction Survey

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

https://www.cacharcollege.ac.in/curriculum2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects /

endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

1

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://cacharcollege.ac.in/

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

5

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

14

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

4

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Cachar College is well aware of its responsibility and commitment to the society. And so the college organises a good number of extension activities beyond curriculum in and outside the campus during

different times of the academic sessions. The extension activities and outreach programmes are mainly carried out through the following cells/ units of the college:

1.National Service Scheme (NSS)

2.National Cadet Corps (NCC)

3.Sucheta , Cachar College Women's Cell

Some significant activities held during the year:

Fit India Movement: The Fit India Movement inaugurated by the Hon'ble Prime Minister of India was celebrated by the cadets of Cachar College. They performed running and other physical exercises in the college campus and in and around their home involving other community members. The cadets also pledged to become healthy by making physical exercise a habit.

Vigilance Awareness Week: The vigilance awareness week is observed by the cadets of Cachar College Silchar in accordance with the instruction from 3 Assam Bn NCC. The cadets took the integrity pledge of Vigilance awareness and committed to aware the public in their neighborhood.

72nd Raising Day Blood Donation Camp: The 72nd Raising Day of NCC is celebrated on 22 November throughout India. The cadets of Cachar College Silchar participated in a Blood Donation Camp organized in the SM Dev Civil Hospital on this occasion. Altogether 10 cadets of our college donated blood and inspired others in the camp.

Awareness Campaign on Fundamental Duties and Women & Girl Child: The cadets of Cachar College Silchar hold an awareness campaign on Fundamental Duties and Women & Girl Child in a LP School in Tea Garden area. In the campaign the cadets made the children aware of the fundamental duties by poster making and playing different games. In the campaign the condition of the girl child was also highlighted.

Swacha Bharat Campaign: On this day cadets of Cachar College Silchar organized a Swacha Bharat Campaign. A seminar was held where the importance of cleanliness was highlighted. A cleanliness drive was made in the campus of the college. The cadets also performed cleanliness drive in the premises of monumental statues of great men in different localities of Silchar town area.

5 Day Special Summer Camp: A five day Special Summer Camp was held from 23rd to 27th of September 2020 under the banner of NSS Unit, Cachar College, Silchar. On the first day an Orientation was taken by Dr. Sudip Kumar Das, Associate Professor, Dept. of Bengali, on the objectives of the Special Camp. On the NSS Day, the volunteers attended the online interaction program 'Fit in India Movement'. The 3rd and 4th day continued the on campus cleanliness drive. The camp was concluded on 5th day i.e, 27th of September.

File Description	Documents
Paste link for additional information	https://cacharcollege.ac.in/
Upload any additional information	**No File Uploaded**

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	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	**No File Uploaded**

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

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

19

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

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

522

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

3.4 - Collaboration

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

8

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

All the departments of the college are being supported by various infrastructural scaffolds. The institution possesses equipments, apparatus, Books, Teaching- aids, ICT facilities etc. The details of the available infrastructural resources are as follows:

1. **General Classrooms: The College has 20 classrooms (5 Large with seating capacity of 160-200; 6 Medium with seating capacity of 120-150; 9 Small with seating capacity of 40-100) with electricity and green/white boards.**
2. **Departmental Classrooms: Most of the science Departments have 1 or 2 department-specific classrooms viz., 2 for Zoology, Botany, Physics and 1 for Chemistry, Industrial Fish & Fisheries, Mathematics & Statistics.**
3. **Departmental Libraries: Many Departments especially Commerce, Hindi, Zoology, Chemistry, Bengali, English, Botany, Physics etc. have their own Departmental Book Shelves and books from there are frequently consulted by both Teachers and students of the Department as and when required.**
4. **Laboratories: All the 7 Science departments has seven laboratories viz., Physics, Chemistry, Mathematics, Statistics, Zoology, Botany and Industrial Fish and Fisheries - they are well equipped with adequate facilities to facilitate the enhanced teaching and learning process.**
5. **Smart Classrooms: The College has two smart classrooms equipped with ICT facilities and overhead projection which are used as Classroom as and when required by the Teachers for enhanced learning. Moreover, these are frequently used for**

       conducting Training, Workshop, Seminar, Webinar, Meetings etc

6. **Computer Lab:** There are three computer laboratories with internet facilities. A Central Computer Laboratory with 36 Computers and two Departmental Computer Laboratories in Physics and Mathematics with 5 and 3 Computers respectively. The Central Computer Laboratory is open to all students and Teachers which is under disposal of Department of Commerce. However, the Computer laboratories of Physics and Mathematics are mainly utilized for conducting routine Practical classes of these departments.

7. **Biotech Hub:** The College has an Institutional Level Biotech Hub funded by DBT, Govt. of India to popularize the discipline of Biotechnology, conduction of training and workshops etc. as per mandate of DBT. Further it serves as an additional laboratory for Degree students of Zoology, Botany and Chemistry in carrying out Project works as well as Practicals. The infrastructure facilities of the Hub are also being utilized by Research Scholars.

8. **Auditorium & Conference Hall:** The College has an auditorium with seating capacity of 100, which also serves as a classroom and/or Examination Hall as and when required. The conference hall with seating capacity of 20 is primarily used for Meetings and conducting Seminars/Webinars etc.

9. **Campus Wi-Fi:** The entire campus is enabled with free Wi-Fi facility for students and staff

10. **E-Library:** The Central Library has a browsing center having 10 computers with internet and access to various e-journals and e-books.

11. **CCTV surveillance:** The entire college is under the 24 hours CCTV surveillance installed in various positions including the classrooms which is helpful in maintaining internal discipline as well as ensuring a peaceful learning environment

12. **Uninterrupted power supply:** There is a generator with 62.5 KVA capacity for supplying power uninterruptedly during power cuts to the entire college.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://cacharcollege.ac.in/

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

Sports and cultural activities are organized on and off on various occasions. However, these activities culminate in the Social Week. However, Social Week is organized with full participation of teachers and students. Various sports like Races, Long Jump, High jump, Shot put, Javelin throw, Half-marathon, Kabaddi, Tug-of-war, Cricket, Badminton, Table tennis, Chess, Carom, Arm wrestling, Chinese checker, Musical chair, Ludo etc., and various cultural programmes and competitions are held in the sports week and also on other occasions and in leisure hours. As far as practicable, the College team participates in the inter-college sports and cultural competitions of university and state level events and bring glory to the college.

Sports facilities: The Institution does not possess a standard-sized playground of its own for outdoor games. The open space at the front side and a wide and long lawn inside the main campus of the college are used for minor games and even some outdoor games as well. However, an initiative to develop a playground is under process in the Women's Hostel campus of the College

Gymnasium: This facility has been utilised by the students under the supervision of Gym-instructor or Teacher-in-charge. However, currently, it is not being fully utilized due to lack of a Physical Instructor and as most of the students hail from remote villages and return to their homes every day after the class.

Facilities for Cultural activities: Generally cultural events are held in one of the three big halls/rooms which can accommodate nearly 250 people. Besides, a mini auditorium with 100 seating capacity also serves the purpose. In the occasions of large cultural events, make-shift stage/platform and hall are temporarily made on the lawn inside the campus.

Yoga Centre: Although the college does not have a permanent Yoga Centre, but Yoga training is imparted almost every year; one Ex-principal of the college, namely Dr Sukhamoy Bhattacharjee being a renowned Yoga Teacher of the Valley, the college serving as a Yoga Centre since last 40 years with his initiatives though it is not in black and white.

Other Sports facilities utilised by the College: Due to insufficiency in facilities of training and organizing sports and cultural activities, the institution enjoys easy accessibility, in times of need, to the various sports gears, playground and other facilities available in the following establishments:

1. **Stadium and Sports Complex and Swimming Pool of District Sports Association, Cachar, Silchar to which Cachar College is affiliated as a member,**
2. **Silchar Town Club playground, Silchar**
3. **India Club, Silchar play-ground, Indoor games sports complex and Gymnastic Hall**
4. **Narsing H.S & M.P. School Play-ground, Silchar**
5. **Police Parade Ground, Silchar**
6. **Silchar Football Academy and its playground at Silchar**
7. **District Library Hall, Cachar, Silchar**
8. **Baidya Nath Yogavigyan Mahavidyalaya, Rangpur, Silchar**

All of these lie within a distance of 0 to 800 metre from the college. Utilization of facilities therein more than compensates the deficiency of the institution relating to infrastructure for the promotion of sports, yoga etc., and cultural activities in the college.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://cacharcollege.ac.in/

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

8467601

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

4.2 - Library as a Learning Resource

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

Library services require a series of works like acquiring, preparing and organizing documents of different types and available in many formats. In a traditional library system all these are managed manually consuming lots of time. With the introduction of Information and communication technology (ICT), Libraries all over the world of any type or size, started automation ofsome of these activities for minimizing human clerical routines and thereby optimizing productivity and creativity of library staff.

Central Library, Cachar College Silchar started this venture in 2008, when the then Principal, requested the then Librarian for installation of SOUL Software in the Central Library. 2009 marked the inception of Library automation (partial) in Cachar College Silchar. Integrated Library Management System (ILMS) named Software for University Libraries (SOUL) was taken into consideration for Central Library. It is state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre, Ahmedabad, Gujrat, based on requirements of college and university libraries. It is user-friendly software developed to work under client-server environment. The software is compliant to international standards for bibliographic formats, networking and circulation protocols. SOUL 1.0 Version was installed with 1 Server and 2 clients PC. Local Area Network (or Intranet) was done in the Library with 7 point including Server.

Library automation process can adopt three routes – i) a piecemeal approach, converting individual operations one at a time (for

example installation of Cataloguing module alone to offer OPAC); ii) the process can work towards the integrated system progressively, using a 'planned installation' approach (for example installation of Member management module and Circulation modules after the Cataloguing module); and iii) it can go directly for a fully integrated system to cover operations of all subsystems in the library. In automation process, the functions that may be automated are any or all of the followings: acquisition, cataloging, member management, circulation, serials control, inter library lending, and access to online public access catalogue.

However, Cachar College Central Library started automation with one module of SOUL 1.0 Software that is Cataloguing Module only, entering all the details of books for creating book database. Around 18817 books have been entered in the cataloguing module by the Library staffs over the period. Hence, access to OPAC (online public access catalogue) was available for user community of the college.

In 2020, the college approached for the more update version of the SOUL Software that is SOUL2.0 so that we can extend the Library automation process to a step further by including Membership Module and Circulation Module which were previously done manually. For this updated version new server has been procured and 3 clients PC have been made ready via Local Area Network (or Intranet). So now the new students, who are enrolled in the Cachar College, can have the automation facility of Membership and Circulation which will save time both of library staff and students as all will be done though SOUL 2.0.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://cacharcollege.ac.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1.66

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

8

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

4.3 - IT Infrastructure

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

The institution has been frequently updating the IT facilities in the campus area and providing IT facilities to its users having the following facilities:

- **Every department, library and office of the college has**

- Computers, software and equipments as per their requirements.
- The college has web administrator who maintains and monitor the college website and in regular interaction with the Coordinator IQAC.
- All the computers in the Administrative Section/AcademicSection are installed with necessary peripherals like printer and scanner etc. All the computers are also connected with Ethernet facilities.
- Entire college campus is enabled with Wi-Fi facilities.
- The college has three computer labs to provide IT facilities to students and Teachers
- The college has two smart classrooms with LCD Projectors and Ethernet facilities, used as digitalclassrooms for better learning process.
- The college is upgraded with computerized student management system.
- Frequent updation of WiFi facilities is done to ensure uninterrupted internet.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://cacharcollege.ac.in/

4.3.2 - Number of Computers

44

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

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

3239427

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

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

Strategies for maintaining & Utilizing Physical facilities:

- **Adequate in-house staff employed to meticulously maintain hygiene, cleanliness and Various infrastructure in the campus**
- **Wash rooms and sitting rooms are well maintained. Dustbins are placed at the suitable places in every floor.**
- **Electrician appointed to look after generator and electrical installations.**
- **The campus maintenance is monitored through CCTV surveillance.**
- **College Engineer appointed to monitor repair and maintenance work undertaken by Construction Committee**
- **Generator (62.5 KVA Kirloskar) is operated and maintained by appointed Generator Operator.**

Strategies for maintaining & Utilizing Academic facilities:

- **Personals appointed for maintaining cleanliness in Classrooms, Staffrooms, Seminar halls and Laboratories etc.**
- **Science departments maintain a stock register for the available equipments, reagents and other consumables.**
- **New lab equipments, reagents, consumables etc. for each department of science stream are bought by seeking quotation from different firms as per requirements submitted by HoDs to the Principal.**

Laboratory:

- Laboratories are well maintained by concerned lab bearer and supervised by HODs of the concerned departments.
- The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of concerned supplier and firms.

Library:

- Central Library avail the facility of grant from ICPR, DHE and CIIL for purchasing books from time to time.
- Books are purchased in consultation with HoDs.
- Students are motivated to register themselves in library to use INFLIBNET.
- There are separate reading room for students and teachers.
- Attendance registrar is maintained for visitors, teachers and students on daily basis separately
- To ensure return of books, clearance certificate issued from the library for students before issue of Marksheet and Certificate.
- Soul 2.0 software is used for maintaining data.
- Open access journals facilities are available.

Computers:

- One centralized computer laboratory with intake 36 computers established by DST and UGC funds under Community College Scheme.
- One browsing centre in the Library equipped with 11 computers
- Computers in the Departmental Labs of Mathematics & Physics are maintained by Head and Teachers of concerned Department.
- Each Department having computer with internet facility
- College office is also equipped with required numbers of computers, software along with internet facility.
- Entire Campus is WIFI Enabled

Strategies for maintaining & Utilizing Support facilities:

- Maintenance of Drinking water facility, Canteen, Library, Toilets etc. are supervised by Committees formed from time to time for that purpose.
- The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities.

Sports:

- **Sports committee looks after regarding the maintenance of sports equipments the college.**
- **Separate Convenors for boys and girls look after sports events like cricket, badminton, volley ball, kabadi etc. during Social week as well as in the Inter college cricket, football, badminton tournament organized by Assam University, Silchar.**

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File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://cacharcollege.ac.in/

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

2502

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

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

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the

institution / non- government agencies during the year

3

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

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	https://cacharcollege.ac.in/
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

20

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

0

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

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

The institution was established to serve the students and is functioning serving them. Naturally all of its various administrative, curricular, co-curricular and extracurricular activities centre on the students.

The College management always encourages co-curricular talents in the students. The Cachar College Students' Union (CCSU) has music and dramatic club and a debating club. Students having interest and penchant in debating, quizzing, recitation, singing and acting in drama have enough scope to perform during the annual social week and also on various occasions. The College has wings for NCC and NSS. These bring laurels for this college on many occasions.

CCSU has a multi-lingual annually published mouthpiece- Charaibeti. Students having flair in creative writing can contribute to this house magazine. Some well-edited magazines and wall magazines also forma part of the Cachar College creative world. Spectrum (English Dept.), Mayookh (Bengali Dept.), Meira (Manipuri Dept.), Darpan (Hindi Dept.), Surabharati (Sanskrit Dept.), Qutifa (Arabic Dept.), Educhem (Cachar College Chemical Society/ Chemistry Department) and Scientia (Science wing) are in regular publication.

The College has an Extension Activities Cell with two teachers at the helm of affairs. Though the activities are yet to pick up and gain expected momentum, already some health awareness camps, blood donation camps by National Service Scheme funded by Ministry of Youth Affairs and Sports, Govt. of India and environment camps from the College have been organized in far-flung areas. Students having zeal and commitment to serve the community and reach out to those in need will find excellent environment in this College. The institution carried out awareness drives for the protection of the Ganges River Dolphin and other wildlife in the Barak Valley.

The college adopted one village named 'Masughat' under Greater Dudhpatil Area of Cachar District in 2017 with a view to promote socio-economic-cultural & educational development of the village as part of the commitment of Institutional Social responsibility. In order to achieve the objective, the college has organized Free Medical (Health-Check up) Camps at Masughat High School and Daspara with active participation of NSS Unit and distributed free medicines to more than 500 patients of the village. In another endeavor, clothes of various age groups were distributed to more than 300

beneficiaries. Further, 60 households of the village were selected and plantation initiatives were undertaken to plant valuable fruit plants in association with NSS Unit of the College.

File Description	Documents
Paste link for additional information	https://cacharcollege.ac.in/
Upload any additional information	**No File Uploaded**

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

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

220

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

5.4 - Alumni Engagement

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

Alumni Association formed by ex-students of Cachar College is known by the name and style 'Praktanee'. The primary aim of this association is to bring about better co-ordination between college administration and past students of the college and to facilitate the college in its infra-structure development. The association assists the college in educational, social-cultural and games & sports activities.

Some of the remarkable contributions of the Praktanee towards the college include construction of a much needed connecting culvert between the main college campus and the Trunk Road near Gate No. 2

of the main building and in the creation and maintenance of a garden in front of Principal's room sometime back. One of the alumnus, Mr. Aminul Haque Laskar, the then Dy. Speaker of Assam Assembly contributed a sum Rs. five lakh on 17 February 2021 as donation to the college for the infra-structural development and particularly for upgrading the sitting arrangement in class rooms. The necessary initiative has already been taken by the college authority in that line and will be completed shortly. Members of the Praktanee play an important role during the days of Social Week by acting as Jury, Judges, and Referees. They also instruct the players and students on do's and don'ts as sportsmen in sports and games. The Praktanees on some occasions organise and participate in debates and different cultural programmes in the college and thus boost up the spirits of the students for their active involvement in co-curricular and extra-curricular activities.

The alumni association remains yet to get registered. However, their concern and love for their alma mater and contribution, small or big, cash or kind (like designer Lamp for use in Inauguration functions) are always invaluable and act as Elixir of Life for the institution. Necessary steps have already been initiated by the association for the registration with the concerned office.

File Description	Documents
Paste link for additional information	https://cacharcollege.ac.in/
Upload any additional information	View File

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

A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

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

Institutional Motto:

"Tomoso Ma Jyotirgomoyo"; (Meaning: Let there be light of Wisdom, removing the darkness of Ignorance)

Deeply influenced and inspired by this institutional motto, Cachar College has completed 60 years of its glorious journey and fulfilled the aspirations of people of Cachar district in particular and Southern Assam in general. However, with changing structures and policies of higher education in India, this institution has been striving continuously

- To impart quality education to its aspirants of all disciplines and to sustain its past glory.
- To develop enlightened and intellectually competent human resource through its endeavour to imbibe moral, ethical and spiritual values and discipline
- To ensure enough flexibility in order to accommodate newer learning opportunities in a rapidly changing world
- To recruit potential human resources and engage all of them towards institutional growth & development to achieve higher goals
- To earn recognition as Potential Centre of Higher Learning in India through its academic pursuits
- To devote all its resources in the development of skill-empowered and socially dedicated younger generations in the service of mankind

Cachar College was established in 1960 with a defined socio-economic objective. It was the time when the victims of the unfortunate partition from across East Pakistan were yet to come to terms with the loss of leaving home and hearth. These families in a huge number had been evicted from their own land and they found it difficult to financially settle in the first generation. Cachar College was conceptualized as a destination of higher education for the students from these refugee families. Right from the beginning, therefore, the builders of this institution resolved that Cachar College would never run after elitist identity. The College management down the years has always strived to reach out to the most deprived sections of the society in imparting higher education. High-end clientele has never been a goal post for the College. Catering to the demand for higher education from the socially and economically disadvantaged strata of the society located over a large and diverse geographical jurisdiction has been always high on agenda for the College.

Over the six decades of its existence, however, there has been regular change in the attitude in order to cope with the changing

scenario of higher education in the country. Improvement of infrastructure is a continuous process and this College is making relentless efforts to augment its infrastructure with an eyetowards the present needs and future demand. The College has constantly kept up its mission to aspire and strive for excellence in education by developing and sharpening the intellectual and human potential of the learners for the good of society and of the stake holders. The ideal upheld has been to prepare good graduates who can play effective role in the bigger field of life as good human beings.

File Description	Documents
Paste link for additional information	https://cacharcollege.ac.in/
Upload any additional information	**No File Uploaded**

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

Being a provincialised college Cachar College has an in-built three-tier system of academic administration and leadership. At the apex of the system, there are the affiliating university and the Government of Assam. Principal of College being the head of the institution is the overall head of both the academic and administrative affairs of the college at the institutional level.

The Governing Body

For the purpose of ensuring participation of stake holders in academic and administrative decisions and effective management of the institution, the College has a Governing Body with adequate representation of faculty members, ministerial staffs and guardians of the students. Further, to ensure maintenance of academic standard and follow-up of Government and UGC guidelines, the Governing Body has also representatives from the affiliating university. The very structure and composition of the Governing Body exhibits the principle and practice of participatory management in the organization.

IQAC

The Internal Quality Assurance Cell (IQAC) is constituted as per guideline of NAAC to ascertain overall quality in teaching-learning, administrative and Co-curricular activities. The IQAC coordinates

with all the stakeholders associated with Administration, Academic affairs and Extension Activities which include, Academic coordinators, Head of the Departments, Librarian, Convenors of various Committees and Cells, Head Assistant and other office bearers of the College. The IQAC under the guidance of the Principal and GB has evolved a well developed method to ensure quality yardsticks of academic and administrative activities.

Academic Coordinators

For the purpose of coordinating the academic affairs of different disciplines, academic coordinators are appointed from amongst the senior faculty members of each discipline, who is entrusted with the job of coordinating and monitoring the routine, classes and support system of each discipline. Necessary reporting system is also in practice to review the success and failure of the system and to take remedial measures.

Convenor, Students Welfare

The college has two Convenors for Students Welfare (Boysand Girls). The Covenors are responsible for taking care of issues related to the students welfare.

Head of the Departments

Each of the 18 departments spread across Arts, Science and Commerce wings is headed by a senior teacher of the department for three years on rotation. Periodic meetings are convened from time to time with the head of departments and faculty members to review the progress of courses, practical classes and holding internal examinations.

Committees and Cells

Committees comprising teachers from different streams are constituted for smooth functioning of academic, extension and administrative works of the institution. Some of the key committees/Cells that are visibly functioning throughout the academic session are:

- Admission Committee
- Discipline Committee
- Grievance Redress Cell
- Anti- Ragging Committee
- National Social Service (NSS) Cell

- NCC Unit
- Construction Committee
- Planning Committee
- Students' Welfare Committee
- Library Committee
- Digital Library Committee
- Examination Cell
- Women's Cell
- Committee for SC/ST Minority Cell
- OBC Cell

In addition to the above Committee/cells, Result analysis Committee, Committee for holding elections to students' bodies, Sports and Games Committee, Career Counseling Committee, Seminar and workshop Committee also function so as to encourage participatory management in the institution.

File Description	Documents
Paste link for additional information	https://cacharcollege.ac.in/
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Cachar College had implemented successfully the Online Admission System since the session 2017-18.

The primary objective behind introduction of the online admission in the College was putting in place a sense of confidence among the stakeholders about the process of selection. The change-over to the new system was installed with a defined target of bringing in transparency, economy and efficiency in the ecosystem. It was intended to be a step further in the direction of paperless administration in the institution.

Storage of students' data in the retrievable digital archive, as it was aimed, would help reduce consumption of paper to a great extent. As a symbolic message the online admission was formally launched on 5 June, Environment Day, in 2017.

Cachar College has always been among the prime choices for the students seeking enrollment in the undergraduate programmes in

Science, Arts and Commerce in Barak Valley. With burgeoning aspirants vying for this prestigious institution as their campus-destination and the limited intake capacity of the College it becomes very difficult to please all quarters. The resulting demand-supply mismatch is bound to generate tremendous external pressure during the time of admission.

Not to speak of the local political interference, which mostly went unreported, various students 'organizations, ostensibly under their own compulsion, used to put demand for accommodation of the applicants rejected on merit. Closure of College gates in the name of students' stir was a regular feature during the admission seasons. The traditional offline admission mechanism, then in place, gave the agitating stakeholders an opportunity to raise false and fabricated allegations against the College management.

To get over this perennial problem the College management decided to switch to online mode as a forerunner in the State higher education institutes. This also helped the College authority to comply with the Uniform Admission Policy of the State Government w.e.f. 2019-20.

In earlier manual system of admission usually involved huge labour as well as there was some inadvertent and unavoidable mismatch due to human error. The introduction of online system makes the process efficient and transparent. Further, the rush and crowd created by aspirants within the campus could be avoided successfully. The cashless online transaction is another positive side of the introduction of online system of admission. Moreover, since implementation of the Online Admission System, the data management related to the admittance has also become more convenient.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://cacharcollege.ac.in/
Upload any additional information	No File Uploaded

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.

Cachar College is a provincialized college under Govt. of Assam and

affiliated to Assam University, Silchar. The Governing Body (GB), headed by President is the highest decision making body and play major role in guiding and planning the various strategies in relation to management of the college. The Principal being Secretary of the GB executes all functioning as per decision and approval of the GB.

File Description	Documents
Paste link for additional information	https://cacharcollege.ac.in/
Link to Organogram of the Institution webpage	https://www.cacharcollege.ac.in/iqac_Organogram.pdf
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

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

- **College has welfare cooperative society in the name of "Cachar College Employees' Thrift and Amenities Cooperative Ltd." vide registered under Societies Act, Govt. of Assam having Reg. No. S-7 of 1965-66. The Teaching and non-teaching Staffs are**

members of this welfare society with an ulterior motive for benefit of all the stakeholders. All members contribute an amount on monthly basis to its fund. There is provision for availing short-term and long-term loans at a nominal rate of interest. During the period of exigency of a member, there is special provision for availing loan.

- There is also provision to join Group Insurance Scheme like GIS, GIP etc.
- First Aid facility is available to the staff and students.
- The college has a Research Cell to encourage and assist teachers in research activities. Teachers can use the Laboratory /instrument/computer lab/library facilities/internet and Wi-Fi facilities for their research work.
- E-Library facility and subscription of e-journals/e-books etc., provide ample opportunities to the teaching staff for their personal and professional growth.
- Faculty is encouraged to register for Ph.D and avail leave under scheme of UGC
- Faculty is provided necessary support to participate in Refresher course, Orientation Programme, FDP, Workshops for their upgradation.
- The college adheres to the state government rule policy and the staff can avail different types of leave like Casual Leave, Half Pay Leave, Earned Leave, Maternity and Child Care Leave for female staff, On-Duty Leave etc.
- The College ensures smooth processing of in service promotion of teachers.
- Canteen facility is available in the institute to serve snacks, tea, coffee and meals at a subsidized rate.
- Children's Admission quota can be availed by teaching as well as the non-teaching staff as per Govt. rule.
- The College has a Women's Cell to address issues related to women employees/Girl students and to ensure a congenial working atmosphere. The cell also organizes various health awareness programmes for female teachers and students.
- Safety and security is provided in the campus. Institute is under CCTV surveillance for monitoring the safety and security of all staff and students in the premises
- Residential facility for some of the grade IV staff is provided by the authority within college campus. The allotted residential area is provided for non-teaching staff with facilities like electricity/Water supply etc.
- Widow/Son/Daughter of non-teaching staff is temporarily engaged in the college as per need in case of death in service.

- **Augmentation and improvement of office infrastructure provided the non-teaching staff a healthy, safe and comfortable working environment.**
- **Improvement of departmental infrastructure and seating arrangements for faculty members especially of Arts and Commerce provided better teaching-learning environment.**
- **Internet/Wi-Fi facility is free for all teaching and non-teaching staffs.**

File Description	Documents
Paste link for additional information	https://cacharcollege.ac.in/
Upload any additional information	**No File Uploaded**

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	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

0

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

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

21

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

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

- **Annual Appraisal Report is mandatory to be submitted by the Principal to the competent authority for promotion of teachers under Career Advancement Scheme (CAS).**
- **Faculty members are regularly motivated and also being awarded for most number of publications in a year.**
- **Salaries of non-teaching staff working in non-sanctioned posts**

are usually hiked on the basis of their satisfactory performances.

- Significant contributions of the stakeholders for institutional growth or providing innovative ideas for quality assurance are always being encouraged and applauded.
- Pivotal role in fund mobilization of any member are being always recognized by the institution. Academic excellence viz. a viz. performances are being recognized by the institution to motivate others in that line.
- Teacher's performance as Co-ordinator or convenor of National seminar, workshops etc are appreciated and being rewarded by certificates of appreciation.

File Description	Documents
Paste link for additional information	https://cacharcollege.ac.in/
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Financial Audit, both internal and external has very much been in practice in the college since 1966-1967.

Internal audit of financial accounts are done by practicing Chartered Accountant appointed by the Governing Body of the college. The internal audit report of the College is placed before the Governing Body of the College periodically, normally at the end of each financial year for approval. At present the financial audit of the College for the year 2016-17 is already completed and the same has been approved by the Governing body of the College.

External audit of the accounts, popularly known as 'government audit', however, is taken up by the Directorate of Local Audit of the Government of Assam at periodic intervals. The Financial Statements and accounts of the College are computerized. The College has its own customized CMS software to maintain accounts on a regular basis.

Principal is the drawing and disbursing official of the college authorized by the Governing body and the State Government.

Presently a senior faculty with accounting background from the Department of Commerce is designated as 'Coordinator-Finance & Accounts' to look after day to day financial affairs of the college.

Annual budgets are prepared in accordance with the annual plan and based on previous year's financial statements. Strict adherence to the budgetary provisions and priorities of expenses are taken care of while sanctioning fund.

Financial grants and aids received from external sources are utilized as per the standard financial norms and guidelines. Audited utilization reports are furnished to the granting agencies within the stipulated time.

In exceptional situation, when financial grants cannot be uitilised within the stipulated period, the sanctioned funds are refunded to the sanctioning/granting agencies.

The financial practices and its examination are the key areas of its strength and the institution tries its best to maintain it consistently in a transparent manner.

File Description	Documents
Paste link for additional information	https://cacharcollege.ac.in/
Upload any additional information	No File Uploaded

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)

5

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

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

- Cachar College being a provincialized institution of Government of Assam, has limited flexibility in raising fund from the students to create internal sources of funds.
- Further, being an institution for general degree courses we have very little scope of raising fund from other sources. In the absence of accreditation by NAAC the college has not been getting funds from Government sources under its schemes like RUSA and also from UGC since 2013-2014.
- Under the above backdrops, strategies and plans are mooted to raise funds from local MLA and MP under specific schemes and projects. Local industrial houses, mainly Government Enterprises are approached for extending financial support to the institution under their CSR schemes and it is expected that with their support a good number infrastructural support system will build up in a college in a short period of time.
- As a long term plan of creating internal resources to institution, the College signed an MOU with Krishna Kanta Handiqui State Open University to operate a recognized study centre of the university. This has added a handsome financial support to the College in the form of surplus of income from their share of revenue. Management of the college is exploring the possibility in the information technology farming, creative writing and tax consultancy with the approval of the concerned authority. Creating internal source of resources by opening some self financing courses are also under consideration.
- For the purpose of optimal utilization of resources periodical meeting are held with the planning committee and construction committee. Projects and schemes are undertaken in a cost effective way in consultation with qualified engineers.
- Senior faculty members of the college volunteer to supervise and monitor the progress of works undertaken by the college so as to ensure optimal use of resources. Besides, funds of the college earmarked for specific jobs are utilized in phase manner, so as to minimize cost involve a maximize the benefit in the long run.

File Description	Documents
Paste link for additional information	https://cacharcollege.ac.in/
Upload any additional information	No File Uploaded

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

Cachar College attempts to shape the total quality through a persistent focus on imparting quality education. The Internal Quality Assurance Cell (IQAC) of the college carries out activities that include all the aspects of functioning of the institute. The IQAC was constituted on 9th of January 2006 and since then it has been performing the following tasks on a regular basis:

1. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.

2. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.

3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak. The IQAC hold meetings on regular basis to discuss the various measures for improve the quality of education in the college/institute.

The Institute IQAC prepares, evaluates and recommends the following for approval by the relevant Institute and Govt. statutory authorities:

(a) Annual Quality Assurance Report (AQAR)

(b) Self-Study Reports of various accreditation bodies (ISO 9001, UGC 12b, NAAC, NIRF, NBA)

(c) Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS)

(d) Action Taken Reports

The two examples of practices institutionalized as a result of IQAC initiatives are as follows:

(a) The Institute IQAC planned, organized and executed the online admission process since 2017-18 successfully and curbs the malpractices during the admission process.

(b) The IQAC has been organizing inviting lectures, workshops,

trainings and various such activities with involvement students and teachers for the enhancement of knowledge and outlook.

File Description	Documents
Paste link for additional information	https://cacharcollege.ac.in/
Upload any additional information	No File Uploaded

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

As an affiliated government college Cachar College has no authority to autonomously adopt and put into action any new structure as measures towards reforms particularly in the teaching learning area. Yet, IQAC of Cachar College significantly strives towards augmenting the standard of the teaching-learning process in the college. It has been monitoring the quality of the prevalent teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals during its meetings.

- The Principal as Chairman of IQAC conducts periodic meetings with the Coordinator IQAC, Academic Coordinators, Head of the Departments, faculty members, throughout the academic year. Important issues related to these are discussed in such meetings in presence of Academic Coordinators and Departmental Heads. In accordance with the resolutions and suggestions, different reform measures in the field of teaching learning were initiated by IQAC.
- College has separate academic coordinators for Arts, Commerce and Science streams. The three Coordinators conduct an academic review of all departments collecting information on academic activities, such as completion of study programmmes, unit tests, assignments, and other activities.
- The Principal meets the coordinators regularly and the faculty members to assess academic and administrative issues.
- The Academic Calendar of the affiliated university is displayed and circulated in the Institute and strictly followed.
- Students are apprised of the Time-Table, Programme structure, syllabi of the courses as the semester commences.
- Attendance and conduct of classes are monitored by the head of all departments. Students' attendance registers are maintained.

- **Examining students by conducting internal tests.**
- **Holding extra classes for course completion on time.**
- **Appointment of guest faculty against teaching posts lying vacant in the departments is a regular feature of the College with an eye on full and satisfactory coverage of syllabus.**
- **Feedback from students and parents is collected on curricular aspects, teaching learning methods. Steps are taken to improve overall performance of the college by analyzing the feedback from the students.**

As a response to the initiative detailed above, the whole setup has evolved into a successful review methodology for improvement in teaching and learning process.

File Description	Documents
Paste link for additional information	https://cacharcollege.ac.in/
Upload any additional information	**No File Uploaded**

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)	**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://cacharcollege.ac.in/iqac.html
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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, being a co-educational one, gives special emphasis on gender equity in all matters. Girls and women are provided with a wide range of activities and program choices relevant to their needs and interests. Some activities are the same as those offered to boys and men while some are altered, and some are altogether different. All, irrespective of gender, get chances to represent the college in various events. The staff members strive to preserve the dignity of a girl or woman. For the safety and security, the main college campus and the hostel campus are concrete walled and the gates are closely guarded. Three male and a female security guards are posted at the gate of the main campus. All of the premises, corridors, library, examination halls and other strategic points of the college are kept under CCTV surveillance. During college hours, the principal, teachers and security staff roam about the premises regularly to look for any unlawful activities in the campus. There is a 'Discipline Committee' in the college which is vigilant during the college hours to maintain discipline and safety and security of all stakeholders in general and girls and women stakeholders in particular. To facilitate students, there are "Girls' Welfare Cell" and "Boys' Welfare Cell" under the care of one female teacher and one male teacher respectively. These cells concern amenities for boys and girls within the campus. Girls' Common Room has attached Wash Room and Dressing Room. A female attendant cum nurse under the care of a teacher-in-charge looks after the girls' common room and girls at their times of need. For the convenience of the lady teachers, the institution provides a 'Day care center for young children' in the premises of Girls Hostel Campus which is within 200 m distance from the main campus. It is safe, homely, and spacious for kid's playing and well-guarded within the four walls of the hostel campus. For the empowerment of girl students and women and to take care for gender equity in different aspects in the institution, there is a Women's Cell under the name and style "Sucheta' which was constituted by the women faculty of the college in December, 2014. "Sucheta" aims to sensitize the student and teaching community of the college on issues relating to gender discrimination, women's welfare, rights and empowerment. This cell highlights actions and programmes related to gender equity in the allocation of resources, decision making without any discrimination on the basis of gender and for removing any imbalances in the benefits available to males, females and transgender. Besides these, SUCHETA focuses on self-defense and certain health issues, especially related to girls and women. During the last five years the cell has successfully

organised various awareness programmes on various issues related to gender, sexual harassment, women's health (both physical and mental) and career prospects for the sensitization of students and surrounding communities. Exhibitions have also been organized by Sucheta for displaying latent talents of students in other fields.

File Description	Documents
Annual gender sensitization action plan	https://cacharcollege.ac.in/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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 institution accords paramount importance on keeping the campus clean and green. However, with around 3000 students and 100 teaching and non-teaching staff, some wastes are invariably generated specially during working days. Major parts of the wastes are solids. Old newspaper and old answer papers are usually sold out. For the collection and management of non-degradable solid wastes, altogether about 30 dustbins are kept in front of classrooms and other places. The collected wastes from the dustbins along with other garbages are stored in a RCC constructed garbage tank at the back side of the college, from where these are being handed over to garbage collectors of the municipality and occassionally incinerated . Biodegradable and organic solid wastes including those from canteen,

meeting halls etc., are collected separately from other wastes, as and when generated, and are promptly disposed off accordingly or dumped into pits for composting at remote corners within the campus. The institution being a general college produces almost no biomedical waste. The little waste produced from the departments of Botany, Zoology and Industrial Fish & Fishery are the same as any other bio-degradable waste and are disposed of in that way. For the management of liquid wastes, there is a network of PVC pipes, Hume pipes and concrete drains which ultimately join to the municipality drains. The drains are cleaned regularly. The road-side concrete drain and public pavement that lie attached to campus wall in between the two main gates of the institution were constructed by the college. The amount of e-waste, generated in the institution is insignificant as compared to other wastes. Some of the non-working electronic and electrical equipments and goods, computers, monitors, printers, discs, phones, wires and cables and batteries etc. are sold as scrap materials which will be recycled and used by the end collectors. Some of the wastes associated with e-materials like corrugated boxes, thermocol cartons and boxes for packing etc., and often considered as e-wastes are given to scrap collectors freely. When printer cartridges, computer parts, phone sets etc., are replaced, these are handed over to the technician who might find some use in whole or in parts of these. Science laboratories are expected to generate some hazardous chemicals waste. The staff in the laboratories practices ways and means to maximize safety and minimize environmental impact, and considers these objectives from the time of purchase. If alternative and safer material is available, that is bought and used. Use of any procedure or experiment that may generate a form of chemical, radioactive or biological waste that the institution is not prepared to deal with is simply discouraged in the institution. Any chemical in concentrated form may pose problems after it leaves the laboratory. Hence, before disposing any chemical, into the sink are first diluted and then disposed off. As far as practicable, green and/or semi-micro method is employed to reduce chemical wastes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://cacharcollege.ac.in/
Any other relevant information	**No File Uploaded**

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

`E. None of the above`

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

7.1.5 - Green campus initiatives include

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

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

`A. Any 4 or All of the above`

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	**No File Uploaded**

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

`A. Any 4 or all of the above`

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	<u>View File</u>
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

E. None of the above

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

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).

All are equal in the eyes of the college and this is manifested clearly by the presence of a peaceful environment throughout the

year in the college. Hardly any voice which raises the alarm that a particular segment or a section of students and people is dissatisfied on certain points in the college is heard of. The institution from its inception encompassed all, irrespective of caste, creed, religion, state, region, language, community, culture and socioeconomic status. The college welcomes all, accepts all and treats all equally. The Geographical location of Silchar makes it an academic ecotone with four North Eastern states namely Manipur, Mizoram, Tripura and Meghalaya within its 60 km radius and Cachar College being in the heart of Silchar, naturally students from all the four states seek and get admission in the college. Students from these states and from Barak Valley of Assam in which this college is situated come from regions and places of diverse cultures, traditions, religions, languages and dialects, food habits and economic backgrounds. All of these students mingle intimately taking the same colour, same hue and shade of the college 'uniform'. Students in BPL (Below Poverty Line) or whose father's yearly income is equal to or below Rs. two lakh get admitted under Fee Waiver Scheme. No difference is recognizable between these students and other students in the college.

Students from various linguistic communities sit and study together without any differences among them. The beauty of their diversities is vividly seen in the spectrum of varieties of colourful cultural items presented by them in their cultural functions during social week and on other occasions in the college. The spectral details of the diversified but harmonious nature of the overall environment are also reflected in the annual magazine of the college (Charaibeti), departmental magazines of Bengali (Pratham Aalo), Manipuri (Meira), Sanskrit (Sur Bharati), Chemistry (Educhem) and in the Wall Magazines of some departments. The college facilitates students in applying and getting government funded scholarships like- National (Ishaan Uday), SUHIRD (MLA Scholarship), SC, ST, OBC, Minority etc., and college funded scholarships like Poor Students' Aid Fund Scholarship and other yearly awards to the deserving ones. The college upholds and respects the sentiments of all. Equal impetus is given to all observations like Bhasha Sahid Diwas (19th May) and celebrations like Saradiya Utsav, Milad-E-Mehfil, Rabindra Jayanti, Saraswati Puja etc. In similar way Martyr's Day (13th August) of Vir Tikendrajit is observed with no less importance than any other observation in the college. The college puts up efforts to inculcate the spirit of tolerance to all and harmony with all. This has helped the institution to knit all concerned with the yarns of love and brotherhood.

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

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

The college, apart from imparting education for developing students to higher levels of knowledge and understanding under different programmes, also sensitise and inculcate values, rights, duties and responsibilities of citizens for the shaping of a democratic, civilised, inclusive society of India through various activities in the college. The Preamble of Indian Constitution is displayed on the college wall prominently. The college functions ensuring justice, liberty, equality to all students and employees and promoting fraternity to maintain unity and integrity of the college as indicated in the preamble for the nation. 'Constitution Day' is observed in the modest way every year on 26th November. Teachers of the Department of Political Science spend about ten minutes in various classes deliberating on the Constitution and significance of the day. Similar exercise for encouraging students to take part in the political process is also undertaken every year on 25th January, National Voters Day. In the functions of the unfurling of the national flag as part of the celebrations on 26th January, the Republic Day and on 15th August, the Independence Day every year, the principal, members of governing body, guests, teachers and students always deliberate on points touching freedom movement, sacrifices of national heroes, national flag, rights, duties and responsibilities of citizens. Patriot's Day of Vir Tikendrajit Singh is observed every year on the 13th of August. The observation creates awareness about the sacrifices made by Tikendrajit and his countrymen of Manipur in 1891 for the cause of protection of freedom by standing against the mighty imperialist British and sensitises students and employees of the college to work and sacrifice at the time of need for the nation. Every-year National Science Day is observed on 28th February to spread the message about the importance of science and technology and scientific temperament in the day to day life. A special issue of Scientia, the wall magazine of Cachar College Science Society is usually published on this day. Some teachers of Science stream enter into different classes and talk on the theme of the particular year of National Science Day and

significance of the day. Special Clean Campus Drive, tree planting and discussions on responsibilities for good environment are held every year on 5th June, the World Environment Day. Popular talk and lecture programmes on women rights, duties and responsibilities are organised every year on 8th March, International Women's Day by Sucheta, Women's Cell of the college. Meditation, Yoga and Pranayam for health, harmony and peace are performed by students, teaching staff and non-teaching staff on 21st June, International Yoga Day. Appreciating the role of teachers and teacher-student relationship in shaping the present and future generations, students organise Teachers' Day every year on 5th September in different departments and also centrally for the whole college. To honour soldiers, airmen and sailors of India who fought on the borders to safeguard the country, fund is raised from individuals of the institute and dedicated for the welfare of the Armed Forces personnel on 7th December, Flag-Day.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

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

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

The institution organises and celebrates some remarkable national and international commemorative days, events and festivals mainly for two objectives- the first is to focus and appreciate the values for which the particular days are remembered and to stand in solidarity with the people of the nation and the world and the second, to embrace all sections of people around by paying due respect and importance to different cultures of students coming from various ethnic groups and tribal communities of the states of Manipur, Mizoram, Meghalaya and Tripura that surround the region of southern Assam of north-east India wherein the college is situated. The efforts put up for the second objective is manifested in the diverse cultural items exhibited by the students in functions organised in connection with the celebrations of national and international commemorative days and also in some other occasional functions in the college. However, due to COVID-19 restrictions most of these programmes were not conducted in the college. Some of the national and international commemorative days, events and festivals organised in the institution are given below:

- **Independence Day is celebrated every year on 15th August. The day's programme starts with the hoisting of the national flag followed by singing of our National Anthem 'Jan Gana Mana'. The Principal, teachers, non-teaching staff and students deliberate on matters related to Independence Day, history, significance etc.**
- **The college celebrates Republic Day on 26th January every year. The Principal unfurl the national flag. This is followed by singing of our National Anthem and ends with distribution of sweets and other snacks. The Principal, teaching and non-teaching staff and students address the gathering on points related to the day's celebration.**

- **Gandhi Jayanti is observed on 2nd October every year. Cleaning of college campus in connection with Swachh Bharat Abhiyan is conducted by NSS unit.**
- **Rabindra Jayanti is observed in the modest way under the initiative and supervision of Bengali department of the college.**
- **National Teachers' Day is celebrated every year on 5th September in different departments and also centrally for the whole college. Students offer respects to their teachers and present cultural programmes on this day.**
- **National Science Day is celebrated to mark the discovery of Raman Effect. Faculties from various departments of science stream conduct science exhibitions, popular talk and awareness programme related to the theme of National Science Day of the year.**
- **International Mathematics Day, National Mathematics Day, World Environment Day.**
- **Sucheta, women's cell of the college organises popular talk and lecture programmes to celebrate International Women's Day on 8th March every year.**
- **One day lecture programme was organised by the department of philosophy on 4th September 2018 to celebrate Indian Philosopher's Day. The Day is celebrated to commemorate the birth anniversary of Adi Sankaracharya. The programme was sponsored by the Indian Council of Philosophical Research.**
- **Swami Vivekananda's birth anniversary is observed on 12th January by paying floral tribute to the image of Swamiji.**

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

7.2 - Best Practices

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

Best Practice: 1

Title of the Practice: Institutionally funded 'Best Graduate Award'

The key objectives

- o **To provide formal recognition of students' achievements and motivation for further progress their own and others.**

The Context

Studentsof the College securing highest marks in their stream or in their respective Honours subject or aggregate highest in Pass subjects in the TDC Final Examination are awarded every year.

The Practice:

As a part of the practice

1. the 'Certificate of Merit"and cash award of Rs.2500/- is given annually to the best performer in each Stream viz., Arts , Science& Commerce in the TDC CBCS final Examination.
2. The 'Certificate of Achievement" comprising cash award of Rs 2000/- is given to the student who secures the highest marks in their Honours subjects.
3. As per the tradition of the college these awards are given formally by the Principal in an annual Award Ceremony. The Award Committee of the college and the IQAC selects the best performers based on Final year Result Analysis.

Evidence of Success:

The Practice of 'Best Graduate Award" introduced by the college has

1. Proved to be an effective strategy for the quality enhancement in teaching learning process.
2. Acted as a motivating force for the students to strive for academic excellence. The students feel inspired and encouraged in their academic pursuits in an environment of healthy competitiveness among them.
3. Resulted in much improvement in the performance& academic progression of the studentsover the last few years.

Best Practice: 2

Title of the Practice: Appointment of Academic Coordinators in each stream

Key Objectives

- ○ To decentralize responsibility of managing all academic affairs in an effective way through stream-wise monitoring of curriculum progression

The Context

Academic Coordinators are senior faculty members who oversee academic programs and departmental activities in each stream.

The Practice

1. The Academic Coordinators conduct regular meetings with the teachers for the purpose of advancing academics and research directives.
2. They keep tract of important faculty deadlines and send regular reminders.
3. Student queries regarding various aspects of the college are very efficiently handled in consultation with Head and other faculty members of all Departments.

Evidence of Success:

Appointment of Academic Coordinatorsin Arts, Science, and Commerce stream facilitated

1. Decentralization of Academic responsibilities of Head of the Institution
2. Smooth and effective communication between Principal and Heads of the Departments.
3. Monitoring of progression of curriculum in various departments, fixation of schedule and mode of periodic student evaluation etc.
4. Collective solutions to students' academic grievances.
5. Effective engagement of guest faculties in a particular stream in consultation with Heads of the Departments

File Description	Documents
Best practices in the Institutional web site	[View File]()
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

Cachar College was set up in 1960 with a defined socio-economic objective. It was the time when the victims of the unfortunate partition from across East Pakistan were yet to come to terms with the loss of leaving home and hearth. These families in a huge number had been evicted from their own land and they found it difficult to financially settle in the first generation. Cachar College was conceptualized as a destination of higher education for the students from these refugee families.

Hence due to the phenomenal growth of population in the town of Silchar and its vicinity, partly because of large scale inflow of migrants from the East Pakistan, now Bangladesh, there was a tremendous rush of students seeking higher education.

Right from the beginning, the builders of this institution resolved that Cachar College would never run after elitist identity. The College management down the years has always strived to reach out to the most deprived sections of the society in imparting higher education. Catering to the demand for higher education from the socially and economically disadvantaged strata of the society located over a large and diverse geographical jurisdiction has been always high on agenda for the College

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Post-Accreditation Initiatives:

1. **Short-term:**

1. Preparation of 'DPR' for infrastructureaugmentation utilising'RUSA' fund
2. Focussing on 'Student-centric' learning by engaging the learners in 'Participative Learning'
3. Construction of College Auditorium

1. **Medium-term:**

1. Planning & Construction of Boys' Hostel, Gymnasium-cum Recreation Centre, New Academic Building, Fish & Fishery Pond, Laboratory & Demonstration Units, Herbal Garden in extended campus.
2. Introduction of Add on, Certificate, Diploma & B.Sc. B.Ed integrated courses
3. Engagement of Alumni in various academic, co-curricular and Extra-curricular Programmes & Initiatives
4. Conducting Academic, Administrative &Green Audit by external agencies.
5. Organising Professional Development Programmes, Workshops, Seminars& Career Orientation Programme for students.
6. Signing of 'MoU' with Industries and Institutions for Faculty Exchange, Student Exchange, Research& Training collaborations.
7. Adoption of more villages through NSS Programmes

1. **Long term:**

1. Introduction of Post Graduate Courses in all subjects initiating with Departments of Zoology, Botany, English, Bengali, Economics etc. in the first phase.
2. Transformation of Traditional Classrooms toSmart Interactive classrooms for enhanced learning experiences.
3. To establish the College as a 'Centre of Potential for Excellence'& to achieve 'Autonomous' status