

# **Annual Quality Assurance Report (AQAR)**

## **2017-18**



**CACHAR COLLEGE**  
SILCHAR, ASSAM

*Submitted to*

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**The Annual Quality Assurance Report (AQAR) of the IQAC**

## Part – A

### I. Details of the Institution

1.1 Name of the Institution	CACHAR COLLEGE
1.2 Address Line 1	TRUNK ROAD
Address Line 2	--
City/Town	SILCHAR
State	ASSAM
Pin Code	788001
Institution e-mail address	cacharcollege60@gmail.com
Contact Nos.	03842-246953/247077
Name of the Head of the Institution:	DR. ANITYA BENODE DEB
Tel. No. with STD Code:	03842-246953/247077
Mobile:	9435074269
Name of the IQAC Co-ordinator:	DR. APURBA CHAKRABORTY
Mobile:	9435574284/9435730741

IQAC e-mail address:

iqaccacharcollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN 11991

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

NOT AVAILABLE IN THE CERTIFICATE OF  
NAAC, 2004

1.5 Website address:

<http://www.cacharcollege.ac.in/>

Web-link of the AQAR:

<http://www.cacharcollege.ac.in/iqac.html#aqr>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	75.80*	2004	05 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

\*Institutional Score

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

09/01/2006

1.8 AQAR for the year (for example 2010-11)

2017-2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. **AQAR 2012-2013** submitted to NAAC on **25.05.2018**
- ii. **AQAR 2013-2014** submitted to NAAC on **25.05.2018**
- iii. **AQAR 2014-2015** submitted to NAAC on **25.05.2018**
- iv. **AQAR 2015-2016** submitted to NAAC on **25.05.2018**
- v. **AQAR 2016-2017** submitted to NAAC on **25.05.2018**

#### 1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

#### 1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

ASSAM UNIVERSITY, SILCHAR

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

Nil

University with Potential for Excellence

Nil

UGC-CPE

Nil

DST Star Scheme

Nil

UGC-CE

Nil

UGC-Special Assistance Programme

Nil

DST-FIST

Nil

UGC-Innovative PG programmes

Nil

Any other (*Specify*)

Nil

UGC-COP Programmes

Nil

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

09

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

-

2.4 No. of Management representatives

-

2.5 No. of Alumni

-

2.6 No. of any other stakeholder and  
community representatives

-

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

02

2.9 Total No. of members

12

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

One Day Seminar on  
"An Introduction to Parameterized Complexity", January 03, 2018

2.14 Significant Activities and contributions made by IQAC

- i. Necessary development of a green lawn within the college campus
- ii. Improvement in sanitation facilities & Swachhata Drive within the College campus
- iii. Facilities for Departmental Chambers for Arts Faculty
- iv. Renovation of Teachers' Common Room
- v. Renovation of Principal's Office & construction of new building for the same
- vi. Construction of new office building for KKHSOU study centre of Cachar College
- vii. Renovation of Gymnasium

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year **towards quality enhancement** and the outcome achieved by the end of the year \*

Plan of Action	Achievements
- Class Tests	- Held in respective departments
- Unit Test	- Held on due date
- Election of Students' Union	- Could not be materialised for some unavoidable reasons
-College Social Week	- Held in due time
- Observation Days	- Observed successfully
- Academic Programmes	- Routine programmes held in time
-Development of Infrastructural facilities	-Major part has been achieved

\* *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  No Any other body  No

Provide the details of the action taken

Management i.e., Governing Body of the college, in its special meeting on NAAC A & A held on 24.11.2017 took note of the progress made by IQAC & endorsed onward transmission of AQAR in time by IQAC.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	Nil
PG	Nil	Nil	Nil	Nil
UG	19	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others (HS programmes: Arts, Sc, Com)	03	Nil	Nil	Nil
<b>Total</b>	22	Nil	Nil	Nil
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core (Hons)✓/ Elective option ✓/ Open options

(Flexibility as per curriculum of affiliating university)

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06 (TDC)
Trimester	-
Annual	02 (HS)

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No scope; the college follows Syllabus prescribed by Assam University No revision of syllabi in 2017-18 by Affiliating University & AHSEC
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1.5 Any new Department/Centre introduced during the year. If yes, give details.

Necessary proposals were sent to Affiliating University for opening Dept. of Computer Science & Biotechnology and is under process
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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
52	19	33	Nil	Nil

2.2 No. of permanent faculty with Ph.D

31
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
02	15	Nil	Nil	Nil	Nil	-	-	02	15



2.4 No. of Guest and Visiting faculty and Temporary faculty Nil Nil 24

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	12	Nil
Presented papers	01	07	Nil
Resource Persons	Nil	01	03

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Teaching through state of the art Audio-visual technology using Smart Class Rooms & one to one contact specially in case of Honours students

2.7 Total No. of actual teaching days during this academic year 251

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) No scope for Affiliated College under AUS

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/ Curriculum Development workshop ... 18 18

2.10 Average percentage of attendance of students: 75%

2.11 Course/Programme wise distribution of pass percentage

Title of the Programme	Total Number of Students Appeared	Division/Class				
		Distinction %	I (%)	II (%)	III (%)	Total Pass (%)
B.A. English Hons.	19		0.00%	10.53%	47.36%	57.89%
B.A. Bengali Hons.	14		14.28%	35.71%	21.42%	71.43%
B.A. Manipuri Hons.	05		0.00%	0.00%	0.00%	0.00%
B.A. Arabic Hons.	10		50.00%	0.00%	0.00%	50.00%
B.A. Economics Hons.	10		20.00%	40.00%	30.00%	90.00%
B.A. Political Science Hons.	09		11.11%	33.33%	22.22%	66.66%
B.A. History Hons.	03		0.00%	0.00%	33.33%	33.33%
B.A. Philosophy Hons.	01		0.00%	0.00%	0.00%	0.00%
B.A. Sanskrit Hons.	00		0.00%	0.00%	0.00%	0.00%
B.A. Pass	125		2.4%	8.00%	12.00%	22.4%
B.Com Accounting & Finance Hons.	36		27.78%	30.56%	0.00%	58.34%
B.Com Business Management Hons.	16		0.00%	0.00%	6.25%	6.25%
B.Com Pass	139		0.72%	8.63%	8.63%	17.98%
B.Sc. Mathematics Hons.	10		50.00%	20.00%	0.00%	70.00%
B.Sc. Zoology Hons.	14		35.71%	21.43%	7.14%	64.28%
B.Sc. Botany Hons.	31		0.00%	29.03%	16.13	45.16%
B.Sc. Chemistry Hons.	13		30.77%	15.38%	0.00%	46.15%
B.Sc. Physics Hons.	23		43.48%	4.35%	0.00%	47.83%
B.Sc. Pass	71		4.23%	18.31%	2.82%	25.36%

## 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC contributes in preparation of Class Routine, scheduling of Unit tests, making necessary arrangements for facilitating power point presentation etc. in the class, in maintaining academic atmosphere and transparency in day to day affairs of the college and issues related to Teachers' progression and students' welfare.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	01
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university (affiliated AUS & others)	05
Staff training conducted by other institutions (like IIT, NIT etc.)	02
Summer / Winter schools, Workshops, etc.	05
Others	07

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff (Office Staff)	21	05	Nil	19
Technical Staff	Nil	Nil	Nil	01

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC has taken necessary initiatives in preparing proposals for Seminars and project (MRP) by the faculty and transmission of these to funding agencies

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs				

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	01	Nil
Outlay in Rs. Lakhs			Rs. 1.5 Lakhs	

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	Nil	Nil
Non-Peer Review Journals	Nil	11	Nil
e-Journals	04	Nil	Nil
Conference proceedings	Nil	Nil	Nil

### 3.5 Details on Impact factor of publications:

Range	4.19-5.47	Average	4.62
h-index	Nil	Nos. in SCOPUS	Nil

### 3.6 Research funds sanctioned & received from various funding agencies, industry & other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects (01)	2016-18	ICPR	1.5 Lakhs	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	1.5 Lakhs	Nil

3.7 No. of books published i) With ISBN No. Nil Chapters in Edited Books 07

ii) Without ISBN No. Nil

### 3.8 No. of University Departments receiving funds from

UGC-SAP	Nil	CAS	Nil	DST-FIST	Nil
DPE	Nil			DBT Scheme/funds	Nil



3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events: College level  State level   
National level  International level

3.22 No. of students participated in NCC events: College level  State level   
National level  International level

3.23 No. of Awards won in NSS: University level  State level   
National level  International level

3.24 No. of Awards (B-Cert. & A-Cert.) won in NCC: University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility: Initiation of the process for adoption of a village by Cachar College

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.33 acres including college Hostel	Nil	-	5.33 acres
Class rooms	24	02	-	26
Laboratories	15	-	-	15
Seminar Halls	01	-	-	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Nil	-	-	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	-	2.31696	College Fund	-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

Computerization of administration and library was done in 2004-05. Presently, the Office is run with computer systems at each desk. Office staff was given necessary IT training. Data management of students is done through administrative software.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23695	NA	269	Rs.128703	23964	NA
Reference Books	2719	NA	62		2781	
e-Books	-	-	-	-	-	-
Journals	-	-	1	Rs.4500	NA	NA
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	70	32	Available	10	-	13	07	08
Added	03	-	-	-	-	01	-	02
Total	73	32	Available	10	-	14	07	10

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology Upgradation (Networking, e-Governance etc.)

Groups of teachers, students and others get training, as and when required, from the Computer Instructor cum Operator of the college for using WORD OFFICE, Internet access, e-governance etc.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	--
ii) Campus Infrastructure and facilities	6.16353
iii) Equipments	2.84481
iv) Others	36.70585
<b>Total :</b>	<b>45.71419</b>

### Criterion – V

#### 5. Student Support and Progression

##### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- In preparing prospectus in every academic session covering required information as well as guidelines for student support services with a view to welfare of the students.
- In monitoring the functioning of various support services initiated in the college like Anti-Ragging cell, Career counselling & guidance cell, Grievance Redressal cell, Women cell, NSS and NCC wing etc.
- The college provides scope of remedial and tutorial classes for additional academic assistance to the students with active involvement of IQAC.

##### 5.2 Efforts made by the institution for tracking the progression

Track records of students like attendance, performance in Class tests, Unit Tests, Test examinations etc., are maintained by the departments. Alumni associations and faculties of departments keep track of the students' progress after passing out of the institution.



5.3 (a) Total Number of students

UG (Degree)	PG	Ph. D.	Others
2470	NIL	NIL	....

(b) No. of students outside the state  
(Enrolled students of 1<sup>st</sup> Sem.Only)

15

(c) No. of international students

Nil

Men (UG,1<sup>st</sup> Sem.Only)

No	%
473	58.90

Women (UG, 1<sup>st</sup> Sem.Only)

No	%
330	41.10

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC /MOBC	Physically Challenged	Total	General	SC	ST	OBC /MOBC	Physically Challenged	Total
566	189	93	253	Nil	1101	353	142	57	251	Nil	803

(Enrolled students of 1<sup>st</sup> Sem. Only)

Demand ratio 950: 2216

Dropout % = 24.43%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Students are informed and motivated from time to time to go for various competitive examinations.

No. of students beneficiaries

--

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	--

5.6 Details of student counselling and career guidance

Students are counselled departmentally making core groups, necessary guidance are provided for their future course of study taking care of their future career.

No. of students benefitted

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### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	---	---	--

### 5.8 Details of gender sensitization programmes

The Women's Cell of the college (SUCHETA) upholds the issues of gender insensitivity through meetings and discussions. For general students, awareness on gender issues is made through various college programs and group discussions. Special care is taken to ensure representation of girls in all forums in the college.

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

#### No. of students participated in cultural events

State/ University level  National level  International level

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	678	Rs. 16,90,840/- (Subsidy for TDC students; Fee Waiver Scheme)
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

VISION : तमसो मा ज्योतिर्गमय (Tomoso Ma Jyotirgamaya)  
Let there be light of wisdom, removing the darkness of ignorance.

MISSION : Daring to dream, raring to realise.  
(The ideal upheld has been to prepare good graduates who can play effective role in the bigger field of life as good human beings)

6.2 Does the Institution has a management Information System

6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

For Degree Courses, the College follows the syllabus prescribed by Assam University, Silchar. Thus, Curriculum Development is solely prerogative of the affiliating university (AUS). However some faculty members of the college as Members of Academic Council and Board of Undergraduate Studies of the university participate in the revision and restructure of curriculum.

#### 6.3.2 Teaching and Learning

Teaching and Learning process is carried out through Recapitulation, Case Study - Generalisation, **learning by doing** (projects, solving assigned problems inside and outside classrooms), use of **Teaching aids** (power points and audio-visual means), Group Discussions and field visits. **Extra classes** are taken after the completion of the course. **Previous Years' University Question Papers** are also discussed in the classes.

#### 6.3.3 Examination and Evaluation

Rules, regulations, procedures and instructions of Government, University and Assam Higher Secondary Education Council are thoroughly followed. At the institutional level, transparent examination procedures are followed. Periodic class tests by respective departments and Unit tests for all the students are conducted by the college. The evaluation reports are displayed and checked answer scripts are shown to the students.

#### 6.3.4 Research and Development

A significant number of teachers pursue research activities with or without fund provided by funding agencies and publish their articles in various reputed journals. The college publishes altogether five magazines/ journals, one of which (PRAJNABHARATI, ISSN 2395-4701) is approved by UGC.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The college Library is centralized and decent-sized with more than 26000 books besides important journals, newspapers and magazines. The library uses the software “Soul 1.0” for maintaining Accession Register. Infrastructural works for Digital Library has been completed. Open shelves method is practised for displaying the library collections with the purpose of removing barriers imposed to readers and providing free access to shelves where readers can choose by themselves the books they are interested in. Books, except those in Reference Section, are allowed to be borrowed by students and teachers. Facilities for online search are available in the Central Library, Departmental Libraries and Teachers’ Common Room. Besides Central Library, there are some Departmental Libraries and Remedial Coaching Cell Library.

#### 6.3.6 Human Resource Management

The HR of the college is strictly managed as per UGC Regulations, 2010 and directives of Govt. of Assam. The college Governing Body (GB) and Principal as Secretary of the G.B. have direct access and surveillance over the centralised HR management. In spite of a demand – supply mismatch in respect to recruitment of HR, the college authority regularly arranged necessary training to its HR for speedy discharge of responsibilities in regard to maintenance of corporate life of the college. The authority always motivates its HR to undergo training as prerequisite for promotion /career development. With a view to managing myriad affairs of corporate life of the college all the faculty members as well as non academic members are entrusted with additional assignments time to time besides their normal duties.

#### 6.3.7 Faculty and Staff recruitment

The recruitment of faculty and staff is done on the basis of procedures approved by DHE, Assam on UGC rules and regulations. The recruitment of non-teaching staff is also done in accordance with State Govt. directives. However, in order to make up shortfall of staff for specific duty and for specific period, some Part-time teachers and non-teaching staff are recruited from time to time by the college authority.

#### 6.3.8 Industry Interaction / Collaboration

The college provides opportunities to students for interacting with visiting industrialists to the campus. Students of many departments, in general and Industrial Fish and Fishery, in particular are taken to various industries, both inside and outside Assam, under the supervision of teachers and given scope for familiarization with different industrial centres.

#### 6.3.9 Admission of Students

Admissions are made purely on merit basis as per decisions taken by Admission Committee and maintaining Government rules and regulations.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>• Cachar College Employees' Thrift and Amenities Co-operative Ltd.</li> <li>• Group Insurances Scheme,</li> <li>• Gratuity</li> <li>• P.F. Facilities,</li> <li>• Maternity leave,</li> <li>• Child Care leave</li> <li>• NPS facilities</li> </ul>
Non teaching	- Do -
Students	<ol style="list-style-type: none"> <li>1. Poor Students' Aid Fund ( Institutional Financial Assistance)</li> <li>2. Ishan Uday Scholarship</li> <li>3. Govt. Scholarship for SC, ST, OBC</li> <li>4. Minority Students' Scholarship</li> <li>5. Railway concession</li> <li>6. Medical camp</li> <li>7. Girls' Hostel</li> <li>8. Gymnasium Centre</li> </ol>

6.5 Total corpus fund generated

Rs. 17.15698 Lakh

6.6 Whether annual financial audit has been done    Yes     No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	HODs & Principal.
Administrative	Yes (Financial)	Govt. appointed	Yes	CA appointed by College authority

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes    Yes     No

For PG Programmes    Yes     No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

CGPA system for examination results by the affiliating university, AUS

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

The Association has maintained a garden in the college campus and presently taking a few steps for keeping the campus clean.

6.12 Activities and support from the Parent – Teacher Association

Parent- Teacher Meet is convened from time to time and issues on students' attendance, discipline, performance in the examination, overall development of students and the society at large are addressed.

6.13 Development programmes for support staff

Basic computer skill was provided to general office staff and especially to new incumbents. Special computer skill was imparted to the staff in the Account Section. Bearers of science departments were provided necessary training for operation of sophisticated instruments and handling of reagents and necessary adoption of safety measures.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Lights, fans and other electric appliances are switched off when they are not in use. Local authority was approached to declare the street in front of the college as "No Horn Zone". The college, from its own resources constructed drain walls and public footpath adjoining the college campus. Besides ornamental trees within the campus, plantation has been done to create green cover at the front side of the college. Attempts are made to make the campus completely plastic free. 'Swachhata Abhiyan' is carried out frequently both inside and outside the campus by students, different student bodies and groups, NGOs, teachers, and other staff of the college.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Practical Papers and their Examinations are included in Even Semester (Jan- June). However, Practical Classes have been started from the Odd Semester (July-Dec.) to facilitate coverage of the whole syllabus, effective practice and Project Works.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Recruitment of Part-time Teachers for some departments having acute shortage of teachers
- Active participation of students in Programmes like *Swachhata Abhiyan*.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

**I. Plastic free campus:**

- To disseminate the importance of plastic free environment through students to society.
- Discourage the use of plastic cups, synthetic food wrappers in the canteen & use of polythene carry bags inside the college campus.
- Motivation for use of tea cups made of paper and ceramics.

**II. Hygiene and Swacchata Drive**

- Regular organisation of programmes and drives on the theme
- Creation and maintenance of Green Cover in the college campus

7.4 Contribution to environmental awareness / protection

Monitoring dolphin presence and mortality in dolphin congregation spots near Silchar  
Keeping watchful eye for protection of a heronry of Lesser Adjutant Stork near Silchar

7.5 Whether environmental audit was conducted?      Yes       No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

**STRENGTHS:**

- Strategically located in the heart of the town
- More than 59.6% of present faculty members are with Ph.D. qualification
- Uninterrupted power supply
- Scholarships and financial assistance (Govt. sponsored & institutional) to students
- Eco-friendly and amicable working atmosphere
- Excellent public transport facility is available to the students and the staff for commuting from various parts of the town and neighboring areas.
- Adoption of Bloom's taxonomy for question paper setting
- Study Centre of K. K. Handiqui State Open University
- Community College sponsored by UGC
- Institutional Biotech Hub sponsored by Dept. of Biotechnology (DBT), New Delhi

**WEAKNESS**

- Inadequacy of Class Rooms
- Insufficient number of teaching and non-teaching staff
- Absence of Boys' Hostel
- Lack of Play Ground with sufficient space for Football, Cricket etc
- Lack of Industry and Firms for placement of students.
- Lack of funds and facilities for research
- Inadequate facility in Gymnastic Hall
- Inadequate Library facility
- Lack of adequate departmental rooms
- Lack of separate Museums in the department of Botany and Zoology
- Lack of adequate fund for educational tour for all students.

## OPPORTUNITIES

- To develop the vacant area (approx. 50% land) of the college for infrastructure and other purposes
- To publish departmental Magazines
- Innovation in teaching – learning process
- Scope for opening of PG courses
- Nurturing sportsman taking advantage of lying in the vicinity of District Sport's Association Ground & Stadium, Swimming Pool, Gymnasium and Silchar Football Academy

## CHALLENGES

- Better result of the students
- Meeting the growing pressure of students' demands for more and more seats against limited resources, infrastructure and man-power
- To cope up with day by day changing and updating curriculum and system of teaching and examination patterns
- Efforts for the Outcome Based Education
- Regularly scheduled simultaneous classes of TDC and Higher Secondary level (presently made compulsory by Assam Govt.)

## 8. Plans of institution for next year

- Continuation of online admission process
- NAAC Assessment for Accreditation (Cycle 2)
- Introduction of Mentor-Mentee System
- Collection of feedback from various stakeholders and analysis for necessary redresses
- Organising Seminars, Symposia, workshops etc.

Name Dr. Apurba Chakraborty

*Apurba Chakraborty*  
Signature of the Co-ordinator, IQAC

Name Dr. Anitya Benode Deb

*Anitya Benode Deb* 22.12.2018  
Signature of the Chairman, IQAC  
Principal-in-Charge  
Cachar College, Silchar-1



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