

CHHAMARIA ANCHALIK COLLEGE

P. O. Chhamaria, District- Kamrup, State- Assam (India), PIN-781136

Email: cac.1994@rediffmail.com website: www.cacollege.ac.in

Phone: 9435607851, 8812979704



FIRST CYCLE NAAC ACCREDITATION 2023

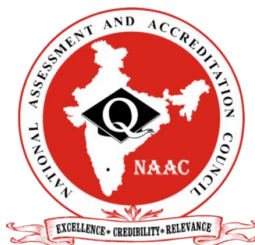
CRITERION 6

Governance, Leadership and Management (100)

Key Indicator - 6.1 Institutional Vision and Leadership (15)

6.2.1. The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

CHHAMARIA ANCHALIK COLLEGE

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Strategic Plans (Year)

Submitted to

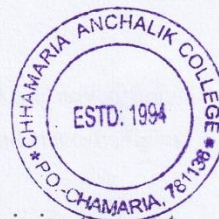


NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

CHHAMARIA ANCHALIK COLLEGE

Action plan

2017-22



Introduction:

Chhamaria Anchalik College opened its portal on the 12th August, 1994, aiming to impart quality and value based higher education amidst the youth of greater Chhamaria and even its beyond. The college is established at Chhamaria under P.O. Chhamaria in the western part of Kamrup in Assam. The institution is affiliated to Gauhati University since its earliest. It is a pleasure that the college is recognized by the UGC under the sections 2(f) & 12 (b) of the UGC Act, 1956. This is only the higher educational institute in the greater Chhamaria. This institution is located in low area which is frequently over flooded during the rainy season each year. Most of the students come from weaker section of the society with expectation of earning under graduate qualification. The college has been providing yeoman services since its establishment. For this, the college Governing Body designed action plan time to time for the period of five years. The college authority has taken another Action Plan for the period of five years with effect from the year 2017 to 2022. The detailed parametres of Action Plan have been described below.

Office Complex:

Office is the main point of business in the institution wherein all kinds of stakeholders come to communicate. Therefore, this office is likely to be in the centre of academic activities. In the Action Plan (2017-2022), office is likely granted to be installed in the central point wherein all stakeholders can communicate earnestly any time as per need. The principal's office, Account Branch, Administrative Branch and IQAC set apart where all users can easily meet their purposes. The college authority proposes to extend RCC building with first floor on ground floor setting staircase which is subject to academic building.

College Campus Security:

To protect college from any outside forces, wall boundary is an urgent need. But due to financial crisis, RCC wall is not possible. Therefore, to protect college campus, bamboo fencing plan is approved for the period until its permanent construction. Besides, from the gate of the college set southern east part of the college building, path way will be improved by paver block.

College Beautification:

The college front side is selected to cultivate gardening to draw attraction.

Signboards and lighting installment:

Since the college campus is possessing 30 bighas land. To guide and help any visitors, signboards are essential and hence, signboards will be made available. Simultaneously, lights are arranged to serve darkness in classrooms or at night.

Night security:

The night guard will serve the college campus to secure every asset of the institution. For this, resting room will reserve for his placement.

Implementation of Learning Management System:

The college has a plan to introduce Learning Management System. For this, IQAC is entrusted to initiate the system with the help of Google Workspace. We have aim to provide paperless learning amidst the students for the next last year of the planning period.

Girls' Hostel Completion and accommodation:

The Girls' Hostel is going to be completed under the UGC Fund. After completion of the building, girls will be permitted to be residential accommodation.

Renovation of class rooms and laboratories:

To do class rooms more attractive, resources in the class rooms will be arranged in order. Each bench and desk will be ordinal numbering from 001 to onwards. All desks and benches will be painted in time of financial availability. The laboratory attached to Education Course will be refurbished with new look and ease facility.

Setting of Canteen:

The college is at present suffering from canteen crisis. All students and teachers have to go outside at the time of tiffin or launch. The college authority values their demand and accordingly, a canteen will be set within the campus of the college. In this regard, we will collaborate with the alumni for better attainment of accountability.

New toilet attachment in the new building:

There is inadequacy of toilet facility in the college campus. So we aim to attach new toilets in the first floor of RCC building.

Improvement of Academic Results:

To improve academic results of the students year by year, we have planned to execute the following parametres-

- i. To facilitate the remedial classes.
- ii. Each paper is likely to be taught by single teacher instead of two or more.
- iii. To collect monthly progress report
- iv. To take frequently class tests in each semester.

Construction of Conference or Seminar Hall:

We have planning to make a construction of Conference Hall and Seminar Hall. The college concerned stakeholders are conducting their programmes in the common class room which is not fit to be performed. For this, it is suggested for new Conference Hall and new Seminar Halls.

Smart Class Rooms:

The teachers of the college are imparting knowledge amidst the students in a traditional class room. We are feeling so need of smart class rooms which can reflect our outlooks and skills. Till date we have no smart class room. In future of the coming days, we have aim to introduce smart class room based on ICT. Within the next five years, we have planned to introduce at least five ICT based smart class room.

Seminars Department wise:

Each Department is directed to organize seminars any levels in the institution.

Alumni Association:

The College authority has a plan to form Alumni Association institutionally as well as departmentally to organize their meets regularly.

Feedback collection:

To make institutional management and academic performances, feedback is expected to collect from stakeholders who are concerned with the institution.

Internal and External Audits:

Within the next five years of this Action Plan, both internal and external audit will be done on academic performances on record by experts.

Promotion of Research Culture:

Research is an important issue to earn knowledge and transparency in teaching learning. The UGC expects that higher education institutions are likely the hubs of knowledge. The faculty members in the institutions have responsibility to create new knowledge for their students and society. For this, research is unavoidable for the faculties. Few of the faculties of our institution have earned Ph. D. and few are pursuing it while major faculties remain waiting. All these waiting faculties will be inspired to earn Ph. D. within the next five years of this Action Plan. Besides, those who have earned Ph. D. will be motivated to take up MRP on state or national levels. Here the Research Advisory Committee needs to strengthen to serve the purpose.

Heritage Museum:

In the next five year, we have planned to set a heritage museum in the college campus with the help of teachers, students and general public. The authority of the college will

entrust a cell to collect such historical antiques and artifacts. To archive these aspects, a museum hall will be allotted in the Academic Block.

Monthly Academic Progress Report:

To strengthen academic activities, progress report system will be taken into action. For this, each teacher will prepare lesson plan month wise and accordingly, each faculty incumbent will submit progress report of monthly teaching to the principal through the head of each department.

Rainwater Harvesting:

Water conservation is the call of present time. We have a large Assam Type building in the campus. Therefore, we have plan to milk rain water from rooftops adding technical system in future.

Organic Farm in the College Campus:

To adjust and accommodate with nature is important in the living style of human beings. Students are unavoidable member of natural life style. Students need to live in natural appropriation. For this, they must go to the nature of life. Vegetation is a manifestation of such life. Hence, we aim to set an organic farm in the college campus so that students get inspiration to love nature and natural life.

Medicinal Plant Garden:

There are many traditional healers around Chhamaria Anchalik College. They use natural plants as medicinal treatment in some diseases. We witness such treatment in rural area. To see their traditional practices, the college authority is inspired to plant some medicinal herbs in the campus of the college. It is proposed to invite some traditional healers in the college to take their suggestion at the time of planting these herbal varieties in the location selected for the purpose there of.

Effective Waste Management System:

Wasting varieties go hand to hand in present society. We want to be a model of wasting forbidden institution for the society. Therefore, we plan to establish a waste management system in the college.

Clean Drinking Water Supply:

Water is most essential liquid for human body. It needs in every step of life. It should be clean and pure to use. Amidst all kinds of uses, drinking water is to be pure. For this purpose of service, we plan to install RO and mineral water supply to every stake holder in the college.

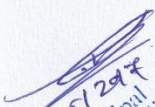
Conclusion:

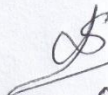
In the preceding years of institution academic period, all kinds of stakeholders mobilize this institution in collaboration, co-operation and communication. In the next five years of action plan, the institution authority expects more participation in every field of institutional activities from its concerned stakeholders. We have expectation to make the institution one of national standard institution.

Prepared and passed by IQAC, and approved by
Governing Body
Chhamaria Anchalik College

Place: Chhamaria

Date:


2/5/2017
Principal
Chhamaria Anchalik College


02-05-2017

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ERP Documents

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

S.S.Technologies

Bora Service Byelane, G.S.Road,
Ulubari,Guwahati-781007.
E-mail: sstechnologiesassam@gmail.com
Website: www.sstechindia.com
Contact: 03613591529

To,

The Principal.
Chhamaria Anchalik College
Chhamaria, Kamrup®.

Ref No.: SST/22-23/QT-067
Date: 06-02-2023

Subject: Quotation for design and development of College Website(Dynamic) and Online Admission Portal.

Respected Sir,

We are one of the reputed system integrators and Software Developers in India. We designed and developed Website and software for different organizations. We have successfully developed and installed the Online College Software in various UGC recognized colleges in Assam.

As per your requirement, we have quoted our best possible price for design and development College Website(Dynamic) and Online Admission Portal.

With warm regard.

For S S Technologies



Sanjib Pathak, B.E. (EE)
8473869266

E-mail: pathaksanjib381@gmail.com
Pathak@sstechindia.com

S.S.Technologies

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Sl.No.	Features and specifications	Price with GST in Rs.
A	1. Dynamic Home page Principal message,dynamic notice section, Animated slide banner and dynamic contact form.	45,000.00
	2. Dynamic Notice Section Admin can upload notice in any format and in any size in category and sub category wise which in display in home page and in notice page.	
	3. Dynamic Gallery Section Admin can upload maximum picture, video In category wise and sub category wise with any size and space.	
	4. Customized Principal Page Principal can upload his gallery, changes his Bio details, upload or changes his messages And change his page content.	
	5. Establishment Module Manages personal information of Teaching and Non-Teaching staff, qualification details, Experience details, Joining date details, Promotion Details, university approvals, staff enrolment, staff profile upload, extracurricular activities etc. Departmental profile, Notices etc.	
	6. Alumini MODULE: Alumini Registration, Alumini Feedback.	

B	Online Admission Portal:: 1. Online Admission System: Online pre admission system with generation of merit list, free/paid admission, partial payment option, online payment collection through payment gateway/bank challan etc.	
	2. Student Panel: Any kind of fees payment, receipt print, all kind of student feedback, student profile, know your studentship(if needed)	
	3. Smart I- Card Module: Smart I card can be generated at the time of admission. I card is integrated with barcode. Student I card and Library I card is unique.	
	4. Reports Generation Modules: All kinds of students reports.	

Terms & Conditions:

1. **The above price is inclusive of GST @ 18% GST.**
2. We will upload the website within 7 days from the date of acceptance of our technically and commercially clear order together with the applicable advance.
3. We will accept the responsibility of safety and confidentiality of the official database. Evidence of leakage/missing/misuse of data will invite legal action against us.
4. 100% payment on execution.
5. Payment against Demand Draft in favor of S.S.Technologies, payable at Guwahati.
6. Warranty is for one year only. Maintenance will be free during warranty period and thereafter; have to renew for maintenance of the software. A.M.C. is 10,000.00 without GST.

For S S Technologies



Sanjib Pathak, B.E. (EE).
8473869266

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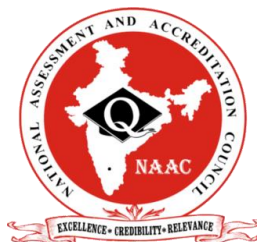
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Installation Certificate and Bill

Submitted to



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Information and Library Network Centre

(An Autonomous Inter-University Centre of UGC)

सूचना एवं पुस्तकालय नेटवर्क केन्द्र

(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

INF/SOUL 3.0/INV-4845/2022
GSTIN: 24AAAT1480J1ZS

23rd May 2022

INVOICE

To,
The Principal,
Chhamaria Anchalik College,
Dist: Kamrup - 781136
Assam

Sr. No	Description	SAC	Qty	Rate (Per item)	Taxable Value
1.	SOUL 3.0 – Limited Edition	–	1	30,000.00	30,000.00
	Sub-Total ₹				30,000.00
	CGST @ 9%				0000.00
	SGST @ 9%				0000.00
	IGST @ 18 %				5,400.00
	Total Invoice Value (In Figure)				35,400.00
	Total Invoice Value (In Words)	Rupees Thirty Five Thousand Four Hundred only			

General Conditions:

1. The payment should be made in advance through Demand Draft drawn on any Nationalized Bank, in favor of "INFLIBNET Centre" payable at Gandhinagar. Please send the full amount without any deduction of Bank Charges from above said amount.
Bank details for online payment;

Bank Name: State Bank of India
SBI Account Number : 10298781250
MICR Code: 380002151

Branch: Infocity Branch, Gandhinagar
IFS Code: SBIN0012700
PAN No.: AAAT1480J

In case of online payment, it is mandatory to intimate the UTR No. through email, for confirmation of the payment and to supply the software

2. Free SOUL Premium Membership for first year.
3. Free One Week SOUL Training for one person with accommodation and local hospitality
4. Free software updates (if any) will be provided
5. Free one onsite visit during first year (if required)
6. Free data transfer from excel to SOUL up to 10000 records only one time for new users. Data should be in standard formats as suggested by the Centre
7. The other terms and conditions applicable as per the soul 3.0 Quotation.

[Signature]
Principal
Chhamaria Anchalik College

[Signature]
(Dr H.G Hosamani)

Scientist- E (LS)

For and on behalf of the
Director INFLIBNET Centre

[Signature]
Librarian
Chhamaria Anchalik College
Date

Infocity, P.B. No. 4, Gandhinagar - 382007, Gujarat, INDIA

इन्फोसीटी, पो.बो. नं. ४, गांधीनगर - ३८२००७, गुजरात (भारत)

Ph.: +91-79-23268000, Fax : +91-79-23268222, <http://www.inflibnet.ac.in>

No.: 73

23

Dated 24-May-23

ICT ACADEMY
Flat No.B308 & 309, 3rd Floor,
Somdutt Chamber-1, 5 Bhikaji Cama Place,
Delhi - 110066

Receipt Voucher

Received with thanks from : **Chhamaria Anchalik College**
Chamaria Satra, Assam 781136

The sum of : **INR Twenty Thousand Six Hundred Fifty Only**

By : Cheque 00634324 24-May-23 **20,650.00**
Remarks : **Being the amount towards Annual Membership fee - New.**

****₹ 20,650.00/-**

****Subject to Realisation**

J. Bala



Authorised Signatory


Principal
Chhamaria Anchalik College

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Screenshot of Various Portals

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Screenshot of Various Portals

- Library Interface

Submitted to



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SOUL 3.0

SOUL (Software for University Library)

Total Members

401

Total Material (Unique Copies)

2,528

Total Material (Multiple Copies)

7,639

Last 5 Entered Accession No

10979, 10980, 10981, 10982, 10983

Pending For Order

0

Pending For Received

0

Pending For Accessioning

0

ILL Issued Books

0

For Technical Support

BIPLAB DAS

8638702831

bdas24640@gmail.com

Technical Person Details

Today

0

New Books

Week

220

Books Issued

Month

0

New Member

For Library Support

NANI GOPAL MANDAL

9101148822

nanigopalmanda201718@gmail.com

Library Person Details

Activate Windows

Go to Settings to activate Windows

Ver. 3.0.0 Limited Edition

Type here to search

Logged in as : circulation3

Library Name : CHHAMARIA ANCHALIJK COLLEGE, GUWAHATI

GPS Map Camera

Google

No.2 Jugipara Pathar, Assam, India

348X+XRQ, No.2 Jugipara Pathar, Assam 781136, India

Lat 26.068276°

Long 91.149208°

30/01/24 11:43 AM GMT +05:30

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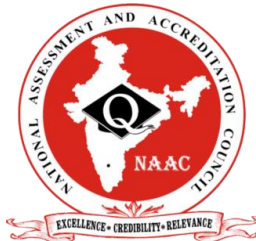
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Screenshot of Various Portals

- Online admission Portal

Submitted to



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Admission Procedure

Admission Procedure

Admission of B.A. First year is online mode. Students who intend to be admitted in this college will have to follow the following processes.

Click on

i. <https://assamadmission.samarth.ac.in>

ii. Select GU

iii. Select Chhamaria Anchalik College

Merit List of Students: After the application form submission in <https://assamadmission.samarth.ac.in> is over , all applicants are tallied and prepared merit list. The merit list is uploaded in time in college website.

All the candidates are required to submit their academic relevant photo copies like the following:

- * Marksheet and Certificate of qualifying examination.
- * HSLC Admit Card to show date of birth.
- * Caste Certificates-SC, ST, OBC, MOBC in reservation quota.
- * Gap Certificate for the students who cross the limit of traditional admission time after their due passing year.
- * Certificate of co-curricular activities, if any.
- * Income Certificate for free admission.
- * Admission form submission Id.
- * Students ABC Account
- * Cash payment for those who are for fee paid admission.
- * Cash will be accepted in cash counter only.
- * Every student will get an Identity Card issued by principal of the college and he/she will must produce the same when necessary.

Reservation of Seats:

Reservation Policy of Government is strictly followed and relaxed the same when the number (SC, OBC, ST) cross the limit. Some seats are also reserved for those who are differently abled, NCC, Scout and Guide, and the candidates who are excellent in co-curricular activities.

N.B. Students who come to be admitted this college will show their original particulars in connection with the above mentioned documents.

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Screenshot of Various Portals

- G.U. Portal

Submitted to



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Managed by

1. Heads/Principals may submit errors detected in the admit cards or any other documents, through the Raise Issue provision.

- COURSE MANAGEMENT**
(USING THIS LINK YOU CAN VIEW & CHECK/EDIT THE LIST OF SUBJECTS OF YOUR COLLEGE/ GU DEPT)
- STUDENT FORM & REGISTRATION APPROVAL**
(USING THIS LINK YOU CAN VIEW/ APPROVE/ EDIT STUDENTS' FORM & REGISTRATION)
- USER MANAGEMENT**
(USING THIS LINK PRINCIPAL/ DIRECTOR/ HEAD OF GU DEPT. CAN CREATE SUB USER)
- DOWNLOAD MODULE**
(USING THIS LINK PRINCIPAL/ DIRECTOR/ HEAD OF GU DEPT. CAN DOWNLOAD APPROVED STUDENT LIST/ REGISTRATION CARD/ ADMIT CARD/ ATTENDANCE SHEET/ RESULT SHEET)
- INTERNAL, PRACTICAL (FINAL EXAM) AND AEC, MOC, VAC, SEC FINAL EXAM MARKS ENTRY**
- EXAMINATION CENTER**
(USING THIS A CENTER CAN DOWNLOAD ATTENDANCE SHEET, MARK AS ABSENT)

- Instructions for Heads/Principals/Directors for approval of forms**
- Every GU Department/Affiliated College has own Login ID.
 - In your Login, you may also create Multiple Sub Users
 - Through your Login ID or Sub User Login ID, by entering a Form Number (Upper Right Corner of the hard copy submitted by the student), you may View, Edit and then Return/Approve the Form
 - After approvals, forms are to be submitted Online to GU, by clicking the button- "Submit approved list to GU". For convenience it is suggested that this may be done in batch (group) of around 100 students, at least 2/3 times daily up to the last date
 - You May keep on submitting forms by creating suitable size (number) batch/ group of already submitted forms to avoid last minute overload

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Various Cells, Bodies in the College

Submitted to



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LIST OF VARIOUS COMMITTEES FOR SMOOTH FUNCTIONING OF THE COLLEGE:

1. Prospectus Committee:

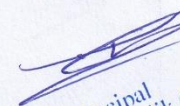
Chairman:	P.K. Dev Nath, Principal
Convener:	Azizul Hoque
Members:	Nurul Islam (HOD of Education) Dr. Jamal Uddin Ahmed (HOD of English) Abdus Salam (HOD of Pol. Science) Dr. Eusub Hussain (HOD History) Jayanta Kumar (HOD of Philosophy) Monowara Khatun (HOD of Arabic) Dhireswar Das (HOD of Assamese) Shah Alom (HOD of Economics)

2. Academic & Routine Committee:

Chairman:	P.K. Dev Nath, Principal
Convener:	Abdus Salam
Members:	Azizul Hoque Sheik Barkat Ullah Jayanta Kumar

3. Anti Ragging Committee:

Chairman:	P.K. Dev Nath, Principal
Convener:	M.A. Rohim Mollah
Members:	Pritam Das (ACS, Circle officer) Juli Das (I/C Chhamaria p.p) Jayanta Kumar (Asst. Prof.) Bires Chandra Tapadar (Asst. Prof.) Hiramon Rabha (Asst. Prof.) Bipul Bayan (Principal, Chhamaria Anchalik Jr. College) Laba Bharali (Social Worker) Amrit Kumar Kalita (UDA) Moidul Islam (UDA) G.S. (Students' Union Body)


Principal
Chhamaria Anchalik College

4. Admission Committee:

Chairman: P.K. Dev Nath, Principal
Convener: Nurul Islam
Members: Shah Alom
Mirza Abdur Rohim Mollah
Apurba Das
Dr. Jamal Uddin Ahmed
Dhireswar Das

5. IQAC (Internal Quality Assessment Cell):

Chairperson: P.K. Dev Nath, Principal
Co-ordinator: Dr. Jamal Uddin Ahmed
Asst. Co-ordinator: Shah Alom
Members: Nurul Islam
Abdus Salam
Dr. Eusub Hussain
Jayanta Kumar
Dr. Lohit Rabha
Azizul Hoque
Gunada Das
Monowara Khatun
Dhireswar Das
Dr. Ranjit Baishya (G.B. Representative)
Circle Officer, Chhamaria Revenue Circle,
M & H.O., Chhamaria State Dispensary
Bipul Khatoniar (Entrepreneur)
Narottam Bharali (Representative of Local Society)
Hitesh Bayan (Alumni Member)
Secretary, Students' Union Body

6. Examination committee:

Chairman: P.K. Dev Nath, Principal
Convener: Sheikh Barkat Ullah.
Members: Heads of each Department.


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7.

Eco Club, Gardening Club and College Campus Beautification Committee:

Chairman: P.K. Dev Nath, Principal
 Convener: Nur Mohammad Al-Aman
 Members: Mirza Abdur Rohim Mollah
 Biresh Chandra Tapadar

8.

NSS Cell

Chairman: P.K. Dev Nath, Principal
 Programme Officer: Abu Shama Ahmed.
 Members (From Teachers): Apurba Das
 Hiramoni Rabha
 Biresh Chandra Tapadar

From Students:

9.

Red Ribbon Club:

Chairperson: P.K. Dev Nath, Principal
 Programme Officer: Dr. Eusub Hussain
 Members: Nurul Islam
 Hiramani Rabha

10.

Red Cross Society:

Chairperson: P.K. Dev Nath, Principal
 Counsellor: Hiramani Rabha
 Members: Teachers
 Students
 Villagers


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11. Yuga Tourism Club

Chairperson: P.K. Dev Nath, Principal
Convener: Azizul Hoque
Members: Nur Mohammad Al Aman
Baser Ali
Ram Mandal

12. Literary Society:

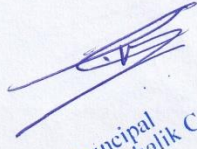
Chairperson: P.K. Dev Nath, Principal
Convener: Dr. Gitika Das
Members: Dr. Lohit Rabha
Kishor Kalita
Sheikh Barkat Ullah

13. Women Empowerment Cell:

Chairperson: P.K. Dev Nath, Principal
Convener: Gunada Das
Members: Monowara Khatun
Hiramoni Rabha
Biresh Chandra Tapadar

14. Bharat Scout and Guide:

Chairperson: P.K. Dev Nath, Principal
Rover: Dr. Lohit Rabha
Ranger: Dr. Gitika Das
Members: Apurba Das
Monowara Khatun
Baser Ali


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15.

Library Society:

Chairperson:	P.K. Dev Nath, Principal
Convener:	Nani Gopal Mandal (Librarian)
Members:	Dr. Jamal Uddin Ahmed Dr. Lohit Rabh Jayanta Kumar Bires Chandra Tapadar Riya Mandal (Student) Mayarani Paul (Student)

16. Canteen Management Committee

Chairperson	P.K. Dev Nath, Principal
Convener	Dr. Eusub Huaasin
Members	Dhireswar Das Brish Chandra Tapadar President/ Secretary, Alumni Association

17. Hostel Management Committee

Chairperson	P.K. Dev Nath, Principal
Convener	Dr. Lohit Rabha
Members	Dr. Gitika Das Apurba Das

18. Grievance and Redressal Cell

Chairperson	P.K. Dev Nath, Principal
Convener	Abdus Salam
Members	Hiramoni Rabha Jayanta Kumar

19. Yoga and Meditation Committee

Chairman	Principal
Convener	Gunada Das
Members	Abu Shama Ahmed Jayanta Kumar

20. Building Construction Committee

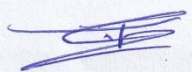
President	Tapan Majumdar,
Secretary	Principal
Member	Mrs. Nandita Das, Local MLA Dr. Ganeswar Saharia, G.B. Nominee Nurul Islam, Asstt. Professor Amrit Kr. Kalita, Senior Assistant
Technical Member	Assistant Executive Engineer, PWD, Mirza
Govt. Employees	Ashan Ali Ahmed, Rtd. Head Master Norodev Mahanta, Rtd L.P.School.

21. Purchasing Committee

Chairman	Principal
Convener	Shah Alom, Asstt. Professor
Members	Nurul Islam, Asstt. Professor, Abdus Salam, Asstt. Professor Azizul Hoque, Asstt. Professor Dr. Jamal Uddin Ahmed, Asstt. Professor Amrit Kr. Kalita, Senior Assistant

22. Governing Body

Chairman	Tapan Majumdar
Secretary	Principal
GU Nominee	Dr. Ganeswar Saharia, Rtd. Principal, Hekra H.S.School Dr. Ranjit Baishya, Associate Prof. J.N.College, Boko


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Local MLA	Mrs. Nandita Das
Teacher's Representative	Dr. Eusub Hussain, Asstt. Prof. Chhamaria Anchalik College Nur Mohammad Al Aman, Asstt. Prof. Chhamaria Anchalik College
Co-opted Members	Nurul Islam, Asstt. Prof. Academic In-charge Dr. Jamal Uddin Ahmed IQAC, Co-ordinator Chhamaria Anchalik College
Guardians Members	Rahmot Ali Ahmed Mrs. Puspa Kalita Dipak Kalita
Non- Teaching Member	Amrit Kr. Kalita

23. Planning Board:

Chairman	Principal
Convener	Shah Alom
Members	Nurul Islam Abdus Salam Jayanta Kumar Dr. Jamal Uddin Ahmed, Dr. Lohit Rabha Amrit Kr. Kalita


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CHHAMARIA ANCHALIK COLLEGE

P. O. Chhamaria, District- Kamrup, State- Assam (India), PIN-781136

Email: cac.1994@rediffmail.com website: www.cacollege.ac.in

Phone: 9435607851, 8812979704



FIRST CYCLE NAAC ACCREDITATION 2023

CRITERION 6

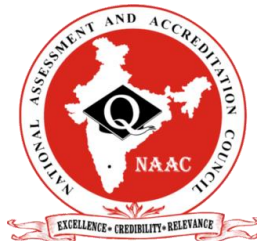
Governance, Leadership and Management (100)

Key Indicator - 6.1 Institutional Vision and Leadership (15)

6.2.1. The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

Performa for promotion and Recruitment

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

PBAS Proforma for Promotion under CAS

Chhamaria Anchalik College

P.O.- Chhamaria, Dist.- Kamrup, Assam, Pin.- 781136

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (In Block Letters) :
2. Father's Name/Mother's Name :
3. Department :
4. Educational Qualification :
5. Current Designation & Grade Pay :
6. Date of last Promotion :
7. Which position and Grade Pay are you an applicant for under CAS?
8. Date of Eligibility for Promotion :
9. Date and place of Birth :
10. Sex :
11. Marital Status :
12. Nationality :
13. Indicate whether belongs to SC/ST/OBC category:
14. Address for correspondence (with pin code):
15. Permanent Address (with pin code) :

Mobile No.

Email:

16. Academic Qualification (HSLC till Post Graduation):

HSLC	Name of the Board/ University	Year of Passing	Division/Class	Subject
Intermediate (10+2)				
B.A./B.Sc./B.Com/Others				
M.A./M.Sc./M.Com.M./others				
Other Examination if any				

Total pages = 8


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17. Research Degrees (s)

Degrees	Title	Date of Award	University
M.Phil			
Ph.D/D.Phil			
D.Sc/D.Litt			

18. Appointments held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining			

19. Post held after appointment at this Institution

Designation	Department	Date of actual Joining		Grade
		From	To	

20. Period of teaching experience:

P.G. Clases (in years) : U.G. Clases (in years)

21. Research Experience excluding years agent M.Phil/Ph.D (In years):

22. Field of Specialization under the subject/Discipline (If Any)

Academic Staff College Orientation/Refresher Courses/Summer School/any other course attended:

Name of the Course	Place	Duration	Sponsoring Agency

PART B : ACADEMIC PERFORMANCE INDICATOR

(Please see detail instruction before filling up this Section)

CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES) (From 01-01-2013 to 31-12-2013)**(i) Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)**

Sl No	Course	Level	Mode of teaching	Hours per week allotted	% of classes taken as per documented record
1					
2					
3					
4					
5					
6					
7					
8					
9					
Total					

Lectures(L), Seminars(S), Tutorial (T), Practical (P), Contact Hours (C)

		API Score
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score can be given)	
(b)	Teaching Load in excess of UGC norm (max score:10)	

(ii) Reading/Instructional materials consulted and additional knowledge resource provided to students.

Sl No	Course/Paper	Consulted	Prescribed	Additional Resource Provided
API score based on Preparation and imparting of knowledge/instruction as per curriculum & syllabus enriched by providing additional resources to students (max score:20)				API Score

(iii) Use of Participatory and innovative Teaching-Learning Methodologies/Audio-visual teaching aid. Updating of subject content, course Improvement etc.

Sl No	Short Description	API Score
Total Score (Max Score 20)		

(iv) Examination Duties Assigned and Performed.

Sl No	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score(Max:25)			

This is to certify that Dr/Mr/Ms.
Professor of Chhamaria Anchalik College attended all the classes. He/She gives regular instructions as per curriculum with the prescribed material, syllabus enrichment by providing additional resources to the student. He/She carried out Semester/Annual Examination work as per duties allotted.

Signature of HOD
Department:.....

CATEGORY: II
CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT
RELATED ACTIVITIES (From to)

Sl.No	Type of Activities	API Score	
	Total (Max: 20)		
	i) Contribution to Corporate and Management of the Institution	Yearly/Semester wise responsibilities	API Score
	Total (Max:15)		
	Total(Max:15)		
	Total Score (i+ii+iii)		

CATEGORY: III
RESEARCH PUBLICATIONS AND ACADEMIC CONTRIBUTIONS
 (From to)

A) Published Papers in Journals

Sl No	Title with page Numbers	Journal	ISSN/ISBN No.	Whether peer reviewed impact Factor, if any	No of co-author	Whether you are the main author	API Score

B) (i) Articles/Chapters published in Books

Sl No	Title with page Numbers	Book Title, Editor & Publisher	ISSN/ISBN No.	Whether peer reviewed	No of co-author	Whether you are the main author	API Score

(ii) Full Papers in Conference Proceedings

Sl No	Title with page Numbers	Details of Conference publications	ISSN/ISBN No.	Whether peer reviewed	No of co-author	Whether you are the main author	API Score
Total							

iii) Book published as single or as editor

Sl No	Title with page Numbers	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No of co-author	Whether you are the main author	API Score
Total							

C) Ongoing and completed Research Projects and Consultancies
c) (i & ii) Ongoing project/Consultancies

Sl No	Title	Agency	Period	Grant/Amount Mobilized (Rs Lakh)	API Score

c) (iii& iv) Completed project/Consultancies

Sl No	Title	Agency	Period	Grant/Amount Mobilized (Rs Lakh)	Whether policy document/patent as resource	API Score

D) Research Guidance

Sl No	No Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil or equivalent				
Ph.D or equivalent				

E) (i) Training Courses, Teaching-Learning-Evaluation technology programmes, Faculty Development Programmes (not less than one week duration)

Sl No	Programme	Duration	Organised by	API Score

(E) (ii) Papers presented in Conference, Seminars, Workshops, Symposia

Sl.No	Title of the Paper Presented	Title of Conference Seminar	Organised by	Whether international/national/regional/college or university	API Score

(E) (iii) Invited lectures and Chairmanships at National or International Conference/Seminar etc.

Sl.No	Title of Lecture/Academic Session	Title of Conference/Seminar etc	Organised by	Whether international/national	API Score

(E) (iv) SUMMARY API SCORES

Sl No	Criteria	Last academic Year	Total API Score for assessment period	Annual Average API Score for Assessment Period
i.	Teaching, Learning and Evaluation related activities			
ii.	Co-curricular, Extension, Professional Development etc.			
	Total i + ii			
iii.	Research and Academic Contribution			

PART C : OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contribution, awards received etc. not mentioned earlier.

Sl No	Details (Mention Year, Value, Etc. where relevant)

List of Enclosures: (Please attach, copies of certificates, sanction orders, papers etc where necessary)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

I certify that the information provided is correct as per records available with the university and or documents enclosed along with the dully filled PBAS proforma.

***Signature of the Faculty with
Designation
Place:
Date:***

All documents submitted by Dr/Mr/Ms/ ,
..... Professor, College are verified and
found authentic. The API Scores mentioned above are correct.

Signature of the Principal
Chhamaria Anchalik College

Convenor, IQAC
Chhamaria Anchalik College

