

CHHAMARIA ANCHALIK COLLEGE

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

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FIRST CYCLE NAAC ACCREDITATION 2023

CRITERION 6

Governance, Leadership and Management

6.1.1. The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

NEP implementation, sustained growth

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Executive Meeting

NEP Task Force, CAC/2022

Time: 2 P.M.

Venue: Education Department.

Date: 12-07-2022

Agenda:

- 1) President's taking Chair.
- 2) Purpose of the meeting.
- 3) Discuss about the preparation and submission of Institutional Development Plan (IDP) with mail reference, dated - 6th July.
- 4) President's Speech.
- 5) Vote of Thanks.
- 6) End of the meeting.

Signatures:

1) 

2) Dr. Jamal Uddin Ahmed

3) Hiramani Rabha

4) Nurul Islam.

* Enclosure with:

- 1) DHE Mail
- 2) IDP Criteria.
- 3) Way forward.

Proceeding: An important executive meeting of the NEP Task Force, CAC was convened under the Presidentship of P.K. Dev Nath, Principal of this college at 2 P.M. on the dated - 12/07/2022. The purpose of the meeting was declared by the Co-ordinator of Hiramani Rabha. The Co-ordinator stated about the preparation and submission IDP to DHE on or before 27-07-2022 following the criteria given in Govt. notification. The House made a significant discussion on it and took the following decision.

Proposal No. 1: The House was decided to organise a meeting along with all teaching & Non-Teaching staff and G.B. of this college within very short time.

Proposal No. 2: The House took an other important decision for all teacher members to study well all the Criteria of the IDP & NEP before the commencement of this meeting.

There after, Hon'ble President of this meeting delivered his valuable speech to take preparation properly with the greater interest for the welfare of this College.

Hence, the Co-ordinator wished the vote of thanks to all for their solicited presence in the meeting. And, at the end, this meeting was come to end declared by the Chairperson of this meeting.

Approved

12/7/2022
Principal
Chhamaria Anchalik College

Thanking You
Hiramani Rabha
Co-ordinator, NEPTF, CAC

General Meeting

NEP Task Force, CAE/2022

Time: 1:30 P.M. Venue: Teachers' Common Room.

Date: 16/07/22.

Meeting Agenda:

- 1) Chair taken by the president.
- 2) Purpose of the meeting.
- 3) Explanation of the EDP, NEP & NAC linkage:
Speech by Co-ordinator, IQAC.
Dr. Jamal Uddin Ahmed.
4. Suggestive points from faculty members.
5. Others.
6. President's speech.
7. Vote of thank
8. Dismiss of the meeting.

Signatures:

- 1) Pankrishna D. Nair
- 2) Dr. Jamal Uddin Ahmed
- 3) Nurul Islam.
- 4) Dr. Enayath Hussain
- 5) Binn Choudhury Jeyaraj
- 6) Ram Mandal.
- 7) Muhammad Al Aman
- 8) Abdus Salam.
- 9) Sofia Uddin Ahmed,
- 10) Jayanta Kumar
- 11) Dhingsar Das
- 12) Ram Gopal Mandal.
- 13) Sheikh Barnatullah.

- 14) Abu Shama Ahmad
- 15) Mirza Abdur Rahim Mollah
- 16) Baber Ali
- 17) Hiramani Rabha
- 18) ~~Amir Karam Khatun~~
- 19) Shah Alam
- 20) Dr. Lohit Rabha

Proceeding:

An important general meeting organised by the NEP Task Force, CAC, was convened under the Presidentship of Nurul Islam, HOD, Education of this college, at 1:30 P.M. on the dated- 16-07-22.

The purpose of the meeting was declared by the co-ordinator Hiramani Rabha. The purpose of the meeting stated about the IDP preparation and discussion with teaching & non-teaching staff. That was decided by the executive meeting which held on dated- 12-07-22.

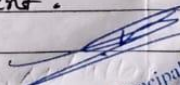
The IBAC, Co-ordinator Dr. Jamal Uddin Ahmed speech about the IDP and linked with NEP and NAC surrounding with college development.

The proposals and suggestions of IDP preparation by the different faculty members were recorded and pasted opposite side of this page.

Others problems also discussed by this meeting which directly related with the college.

After that the Hon'ble president delivered his valuable speech and hence the co-ordinator wished ^{vote of thanks} to all of the faculty members for their solicit presence in the meeting. At last end of the meeting announced by the President.

Approved by-


Principal
Chhamaia Anchalik College

Thanking You

Hiramani Rabha
Co-ordinator, NEP, TF.



OFFICE OF THE
CHHAMARIA ANCHALIK COLLEGE STUDENTS' UNION
CHHAMARIA

P.O. - P. CHHAMARIA, Dist. Kamrup (Assam), PIN- 781136

Ref. No.....

Date 28/10/22

To

Sri

Sir/Madam

I have the honour to inform you that a G.B. meeting of Chhamaria Anchalik College is convened on 03/11/, 2022 at 11 AM in the Principal room to execute the following agenda.

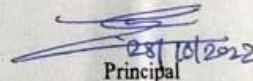
You are therefore requested to attend the meeting without fail.

Thanking You

Yours Sincerely

Agenda

1. President taking Chair
2. Purpose of the meeting
3. Confirmation of last meeting proceeding.
4. To approve IDP
5. To approve RCC building construction expenditure
6. To appoint Institutional Academic In-Charge
7. (A). Authorization to principal for taking additional policies for the betterment of the college.
(B) To approve the inclusion of IQAC Coordinator as co-opted member of GB
8. To appoint an Asst. Librarian.
9. To appoint a LDA on contractual Basis (to expedite the work of NAAC)
10. To approve DDO.
11. Discussion to rejuvenate solar plant
12. To approve college gate drawing
13. Other
14. President's Speech.
15. End of meeting


Principal

3/11/2022 ~~23/10/2022~~

Signature of the members present in meeting

① Tapan Majumdar.

② Ganeswar Saha

③ Anami Gopal Kundu

④ Nurul Islam.

⑤ P. K. Anwar Nain 3/11/2022

⑥ Anisul Karim Khatun

⑦ Sheikh Barkat Ullah

⑧

⑨

⑩

A meeting of the Governing Body of Chhannar Anchalik College was held on 3/11/2022 under the Chairmanship of Tapan Majumdar, the honorable president of the Governing Body of the college.

As soon as the president took chair, the meeting ~~start~~ started functioning. All together 7 members present in the meeting

As per the decorum of the meeting, Principal cum Secretary of the college read out-

date → 31/11/2022

the proceeding of the last meeting. As all the matters discussed in the earlier meeting included, the G.B. has approved the proceeding without making any changes.

Regarding agenda no 4:- The principal of the college has informed the house that, Director of Higher Education has directed the colleges of Assam to prepare Institutional Development plan (IDP) as per NEP 2020 and submit the same to its office within a specific period of time. Accordingly the NEP 2020 task force of the college make all arrangement to prepare the IDP for the college. The coordinator of the IQAC of the college has played a major role in preparing the IDP. Then the members of the Governing Body has directed Dr. Jamal Uddin Ahmed, the coordinator of IQAC to read out the IDP. After a prolong and threadbare discussion, the G.B. has approved suggested to include some more information in the IDP and to later approved it and asked principal to submit it to higher authority (DHE)

~~Regarding~~ Agenda no 5:- Initiating discussion regarding agenda NO 5, the principal of the college informed the house that the Director of Higher Education, Assam, has released 2nd instalment for Infrastructure development of the college vide letter no PE/HE/SOPD/7/2022/22 date 2/7/2022. The Construction Committee of the college has discussed the matter in several


Principal
Anchalik College

times, examine the progress progress of the works and expenditure related matters of the project. The ~~co~~ Construction Committee has also selected two members - one from college teacher and another from construction Committee member to examine the expenditure materials like vouchers, cash book, bank statement etc. After checking out all relevant documents, the internal auditor submitted the audit report. After a prolong discussion, the Construction Committee approved the audit report vide its meeting held on 17/9/2022. Then the member of the G.B. has directed principal to read out the audit report prepared by internal auditors and Certified Chartered Accountant. After a meaningful discussion the G.B. has approved the audit reports and directed principal to submit the required documents to DHE for further necessary action.

Regarding agenda no 6 - The Principal of the college has informed the house that for smooth functioning of the college the need to appoint an institutional academic in-charge is very essential. So he requested all members of the G.B. to give their views for appointment an academic incharge. After a prolong discussion the G.B. has selected the name of Niswant Golan, the Senior most Asst. Professor as the Academic Incharge of the college.

Agenda no, 7 (A) - The house of the meeting has resolved that principal is likely to take any additional steps for execution of Policy documents.

Agenda No 7B - The Governing Body has approved the selection of IQAC co-coordinator to the Co-opted member of the Governing Body of the College.

Regarding agenda No 8 - The Governing Body of the college has decided to appoint an Assistant Librarian on contractual basis to expedite the NAAC preparation work and authorize President, Principal, Academic in-charge, Librarian to do needful action for it. The G.B. also has decided to pay Rs 10000 (Ten thousand) only per month as salary per month.

Agenda No 9 - To expedite the NAAC preparation work, the Governing Body of the college has decided to appoint a Junior Assistant on contractual basis. A selection Committee has been consisting of President, principal, Academic in-charge, Coordinator IQAC and Dr. Ganeswar Sahas has been formed to select the right candidates. It has also decided to publish a local advertisement to invite more candidates for the post.

Regarding agenda No-10. The governing body of the college has approved the DDO extension from May/2022 to July/2022, August/2022 to October/2022 and November/2022 to January/2023.

Regarding agenda No 11 - The principal of the college has informed the house that the solar

plant project of the college has been lying inactive since 2014. All batteries and inverter set of the plant were gradually getting damaged. The power consumption efficiency of the solar panels were also dwindling year by year. So the principal of the college has requested all members of G.B. to give their views whether the project will be continued/further or to discontinue/reinstate or to revive or to discontinue. After a probing discussion, the Governing Body has formed a committee to look into the matter. To examine the matter, a committee has been formed consisting of President, Principal, DDO, Co-ordinator IQAC, Dr. Ganeswar Sahas, Abdul Salam and Anamik UDA Anamik Kalita.

Regarding agenda No 12, the principal of the college has informed before the house that a plan & estimate for construction of college gate of design and estimate of college gate and requested all members to check the design carefully. After a moderate modification, the governing body has approved the design and estimate of college gate.

Regarding agenda No 13. The following resolutions were taken.

(A) The Governing Body has approved the application submitted by Mr. Divyanshu Das for one month earned leave (from 21/11/2022 to 20/12/2022) to complete his PhD thesis.

B. The Governing Body of the college has approved opening of a study centre of Assam State open schooling programme under Council to our college campus.

C. The Governing Body of the college has taken a resolution to open an NCC unit in the college campus and directed principal to take necessary action for it.

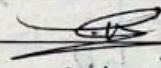
D. The Governing Body of the college has also taken a resolution to open a Rover and Ranger unit in the college campus.

E. After a prolonged discussion, the governing body of the college has resolved to open P.G. course under KKHSCOU.

After that the president of the college has delivered his speech. In his speech he thanked all member present in the meeting for their cooperation, suggestions and positive approach for the overall development of the college. He also directed principal to execute the resolutions taken in the meeting. ☞

Approved

21/12/22
President, G.B.
Chhamaria Anchalik College
Date


Principal

Principal
Chhamaria Anchalik College

Executive Meeting

NEP Task Force, Chhamaria Anchalik College,

Venue: Principal Room.

Dated: 8th August Time: 3 PM

Agenda:

- 1) Chaired by the President.
- 2) Meeting Purpose.
- 3) IDP preparation & Submission.
- 4) President Speech.
- 5) Meeting End.

Signature:

- 1) Pankaj Kumar
- 2) Dr. Jamal Uddin Ahmed
- 3) Hiramani Ratha
- 4) Nurul Islam.

Proceeding:

The meeting was chaired by the Chairperson P.K. Dev Nath, based on the agendas. The purpose of the meeting shared by the Co-ordinator Hiramani Ratha.

Proposal No. 3: The House decided and discuss about the IDP preparation & Submission.

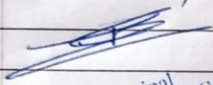
3.1: The House decided and handed over the responsibility of IDP preparation to Dr. Jamal Uddin Ahmed, Coordinator, IQAC, as he is interested.

3.2: The House decided the proposal of teaching & Non-teaching staff. of which recorded from the last general meeting on 16/07/2022, included with IDP as possible as.

3.3. The House decided to consultation of final DDP with Governing Body of Chhamaria Anchalik College.

At last the Hon'ble President delivered his valuable speech and meeting was over.

Approved by



Principal
Chhamaria Anchalik College

Thanking You
Himamoni Rasha,
Co-Ordinator, NEP, TF.

One Day Workshop Date - 15-06-2023
on

Topics: 1. NEP-2020 Implementation in HEI of India:
Issue and Challenges

2. FYUGP syllabi in HEI: Issue and
Challenges

Signature of Participants

Resource persons:

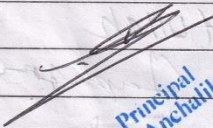
1. Dr. Ganeswar Salari, H.O. Principal, Hakra H.S. school.
2. Dr. Oshin Das, J.N. College, Boko, 15-06-2023.
3. Monica Das, J.N. College, Boko, 15-06-2023
- 4.

Signature of Participants

1. Jagan Majumdar.
2. P.K. Das Nath
3. Abhis Salari.
4. Nur Mohammad Alom
5. Dr. Gultika Das.
6. Shah Alom
7. Dr. Lokit Das
8. Monowara Khatun
9. Basem Ali
10. Jyanta Kumar
11. Sofia Uddin Ahmed
12. Rumi Mondal.
13. Maimul Haque Chowdhury
14. Sheikh Barkat Ullah
15. Birin Chandra Jyanta
16. Abu Shamma Ahmed.

17. Shivajit Kalita
18. Dr. Eusab Kumar, CAE
19. Nurul Islam.
20. Mirza Abdul Rohim Mollah
21. Masin Gopal Mandal
22. Azizul Hoque
23. Rupak Kumar Das
24. Chandrama Chakraborty
25. Ciptomazula Pas.
26. Abdul Mannan
27. Abul Hashem.
28. Abanul Khasem Chaudhury
29. Dr. Samir Ali.
30. Deep Jyoti Kalita
31. Avijit Karmokar
32. Bitopan Mozumder
33. Hiranmani Ratha (Asst. Prof. CAE)
34. Kellim Uddin
35. Md. Shohidul Islam
36. Faizur Rahman (JERA)

Today on the programme, resource persons are three in number. Total teaching and non-teaching including students of this college are 26. Respected RPs delivers oral and power point speech in front of the audience. The programme is successfully ending with a vote of thank.


Principal
Chhamaria Anchalik College

Signature of Members present in the meeting
Held on 28/7/2023

- ① Tapan Majumdar.
- ② Ganeswar Sarker
- ③ Puspamajumdar.
- ④ Pratiksha D. Das
- ⑤ Dr. Jamal Uddin Ahmed
- ⑥ Dr. Enayeb Hossain
- ⑦ Sepak Kalita
- ⑧ Arami Gopal Nandak.
- ⑨ Anisur Khan Kalita
- ⑩ Nurul Islam.

A Governing Body meeting of Chhamaic Anchalik College was held on 28/7/2023 under the chairmanship of Sri Tapan Majumdar, honorable president of this college. As soon as President took chair, the meeting started functioning.

As per agenda no 2. The principal of this college read out the last meeting proceeding. As all matters discussed in earlier meeting included in the proceeding, the house has approved it without making any changes.

Regarding agenda No 3:- Initiating discussion regarding agenda no 3, the members of G.B. has directed the Coordinator of IGAC of this college to give a brief account about the progress of NAAC preparation work. Dr. Jamal Uddin Ahmed Bangirane, the Co-ordinator of IGAC of this college has given vivid and lucid account about the progress of NAAC preparation work. He said almost 50% work of SSR has been completed and effort has been made to complete the rest portion within a very short period. After a probing discussion, the Governing Body has directed all the teaching and non-teaching of this college to cooperate with IGAC to complete the rest work within a very short period. Then the G.B. has discussed regarding submission HQA and after a threadbare discussion it is decided to submit within the month of September 2023 if Govt does not insist of.

Regarding agenda No 4:- The principal of the college has disclosed before the house about the donation given by Mrs. Kanika Pathak, wife of renowned social worker Late Dalim Pathak of Gausahat (Dhanbazar) for the construction of college gate. The members of the G.B. are highly appreciated of the noble task and has prayed God for their well being. The Governing Body has also decided unanimously to dedicate the college gate in the name of Kanika Pathak as donate of the college gate. There after, the G.B. has discussed the drawing, plan and estimate of the college gate prepared

by the engineer. After a threadbare discussion, the G.B. has approved the drawing, plan and estimate of the college gate. The Governing Body has also decided to start the construction work of the college gate on from 10th August 2023.

Agenda No-5:- Regarding agenda no 5, the principal of the college has informed the house that with due consultation with the G.B. President an ICT Room has been constructed for the students as well as faculty members. All required furniture and computer sets have been purchased. One set of computer set costs Rs 21,500/- (Twenty One thousand Five hundred only). All together 11 computer set for ICT Room have been purchased. Three & more computer sets with high resolution have been purchased for library media only. After a threadbare discussion and the G.B. has approved all relevant expenditure related to ICT Room. However, the Governing Body has some suggestion for proper Utilization of the ICT room.

Agenda No 6:- Regarding agenda no 6, the principal of the college Chhannarain Anchalik In College, Chhannarain has submitted an application for getting 100% of the Fixed Deposit for their Infrastructural Development. An amount of 2 Lacs 20,000/- (Two lakh) are available to the fixed deposit. The members of the G.B. has deeply discussed the matter and resolved to donate 50% of the total fixed deposit and directed the principal to intimate the matter with Mr. College and with related bank.

Regarding agenda no-7 :- Principal of the college has disclosed before the house that keeping the NAAC perspective ^{in mind}, the old website of the college has been renewed and modernised ^{with} the help of a new firm, S.S. Technology. Now the college website is more friendly, convenient and comprehensive for NAAC purpose. An amount of Rs 45,000/- (Forty five thousand) and annual renewable fees of Rs 10,000/- (Ten thousand) will be cost for the new website development. After a comprehensive discussion, the G.B. has decided to approved the cost involved in redesigning and developing of new website of the college.

Regarding agenda no 8 :- Regarding agenda no 8 Principal of the college has informed the house that Annual Audit Report ~~has been prepared~~ of the college has been prepared for the year 2017 to 2022. All the audit report has been prepared by a Chartered Accountant. So, principal of the college has requested all members of the G.B. to discuss the matter ~~is~~ minutely. After a prolong discussion, G.B. has approved the Annual Audit Report. However, the G.B. has suggested to depute three internal auditors to check the account. The three auditors are

- ① Dr. Ensub Srivastava, Asst. Prof. History
- ② Nur Mohammad Al Aman, Asst. prof. Pol. Science
- ③ Champa Kalita, social workers.

Regarding agenda no 9 :- Regarding agenda no 9, the Governing Body has approved the tentative budget for proper utilization of Govt.

Fund sanctioned for Infrastructure Development of the college. It is also mentioned here that this tentative budget has been approved by the construction Committee of the college.

Agenda no 10:- The Governing Body of the college has ~~approved~~ decided to extend for another three months e.g. from 1st August to October 2023 to dr.

Agenda no 10:- The Governing Body of the college has decided to extend the Drawing and Disbursing power of DDO, Md. Nurul Ghalam Senior most Asst. prof. of the college to another three months e.g. from August to October 2023 to draw and disburse of salary of the qualified employees of this college only.

Agenda No 11:- Regarding agenda No 11, the Principal of the college has informed the hon. the Director of Higher Education, Govt. of Assam sent letter to the colleges of Assam on 3rd May/2023 for directing the college authority to sign an MOU with AMTRON in partnership with Team Lease Edtech for improving graduate employability. After reading the DHE letter ~~thoroughly~~ thoroughly, the committee has approved unanimously to sign MOU with AMTRON for better graduate employability and authorized principal to take all necessary action for it.

Agenda no-12:- After a threaded discussion, the Governing Body has approved to increase the

intake capacity of political Science Department from 30 seats to 40 seats.

Regarding Agenda No-13 - Regarding Agenda No-13, that is related to other matter, Hon'ble G.B. member, Dr. Ganeswar Saha has advised to gradually introduce Science Stream in the college as Multidiscipline Stream is the most important as per NEP-2020.

Dr. Jamal Uddin Ahmed has suggested to introduce English as Regular or Minor subject from the next academic session. As the matter is very important, a board discussion will be needed. So, the Hon'ble Governing Body of the college has decided to discuss the matter in next G.B. meeting.

Principal of the college has informed the house that attendance rate of the 5 nos. of teachers whose services are not yet been provincialised by the Govt. of Assam is very poor. He then showed the attendance rate of 5 teachers in the house. After examining their attendance sheet, the members of the house have deeply concerned with the poor attendance and directed principal to bring this matter into their notice and adhere to regular attendance in the classes.

Then Principal of the college has informed the house regarding introduction of PM-USHA by the Hon'ble Prime Minister of India. The Director of RUSA, Assam has given a manual for filling a form enclosed with the manual. After a threebare discussion

the Governing Body has authorised it to take all possible measures for filling up PM-USHA format so that the college can get better result from it.

Then the Hon'ble president of the G.B. has delivered his speech. In his speech he thanked all the members present in the meeting for their valuable suggestion and cooperation to make the meeting a grand success.

Accepted
29.12.23
President, G.B.
Chhamaia Ancharik College
Date

Principal
Chhamaia Ancharik College

FYUGP Progression

GU-FYUGP

