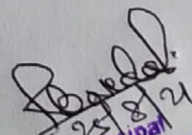


4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities- Laboratory, Library, Sports complex, Computers, classrooms etc.

The procedures and policies for utilizing various facilities are varying in different departments. The classrooms are divided into two categories, i.e. departmental and common. The departmental classrooms are meant for holding respective classes of the department. The common classrooms are shared by many departments as per the central class routine. These rooms are also used exclusively during the examination time. However, for outside examinations that is normally held during Sundays, the college obtains centre fees that vary great extents. It is worth mentioning that the P.G Department in Assamese has their exclusive classrooms for conducting P.G. classes. The policies for using the college library are outlined in detail in the college prospectus as well as in the college website. The computers in different departments are used by the academic staff for different purposes. The college has its own computer Laboratory which is being utilized for professional courses like PGDCA. The Lab is supervised by the faculties of IT departments. The college canteen is monitored by a Canteen monitoring committee, which looks into the overall quality. The college earns a revenue on monthly basis by giving the Canteen on lease to private partners. The Laboratories in Education and IT departments functions under the strict control of the respective departmental Heads of the College. The Language Lab of the College is coordinated by the department of English. The Chhaygaon College has a Research and Publication Cell functions under a Committee appointed by the Principal. There is a sports Committee for maintaining the sports Infrastructural facilities like indoor Stadium, Playground and Gymnasium. The Girls hostel of the college is under the supervision of college authority. A Lady Warden is appointed in the Girls, Hostel to look after the day-to-day affairs of the Hostel. The Gymnasium is under the supervision of a Gymnasium Instructor. The day-to-day cleanliness of the class rooms, toilets and campus are assigned to Grade-IV employees as well as contractual Safai-karmis under the supervision of the office Head Assistant. A temporary electrician employed by the college for maintenance of all electrical problems and also for running the diesel generator during electrical load shedding.

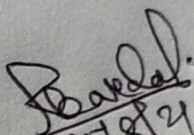

25/8/21
Principal
Chhaygaon College, Chhaygaon
Kamrup, Assam
Date

Chhaygaon college Class room facilities

The college has been divided into two blocks: Arts Block and Commerce Block.

There are 27 (twenty seven) class rooms and 3 (three) digital class rooms in the Arts block. The Commerce block comprises of 11 (eleven) class rooms and 1 (one) digital class room.

All the class rooms including the smart class rooms have been maintained by a well trained staff of the college


25/8/21
Principal
Chhaygaon College, Chhaygaon
Kamrup, Assam
Date

College Auditorium :

The '*Champakjyoti Prekshagriho*', a well-planned, well-equipped, well-ventilated, soundproof and eco-friendly auditorium with a capacity to accommodate about one thousand students provides facilities for students' activities, meetings, conference etc. This beautifully decorated auditorium is considered as one of the most ideal and attractive auditoriums in the state. This auditorium has been used by different august institutions and organizations of the state from time to time and it helps to generate extra income for the greater benefit of the institution.



College Guest House

In the eastern part of the campus and adjacent to the auditorium, the college has a comfortable, air-conditioned Guest House with all modern amenities.



Sports facilities & Gym

The College has facilities for both outdoor and indoor games. Keeping the welfare of the students' physical and mental health in view, an Indoor Stadium has been constructed in the south-west corner of the college premises. This ideally prepared stadium, covering an area of 40×30 sq.mtrs., extends to the sportsmen an ideal practising ground and accommodates 2 (two) badminton courts, 2 (two) table-tennis boards and also a multi-gym having 16-station complete set. The gym is operated by an efficient and well-trained instructor. Besides, the young learners are stimulated in the sphere of athletics, yoga and sports. Moreover, active process is in operation for rennovating the existing playground with additional facility of flood-lights.

Laboratories and Teaching Aids

The College facilitates the students with improved, well-equipped laboratories for smooth and smart conduct of experiments in the departments of Education and Computer Science.

In addition, students are provided with opportunity to harness effective classroom teaching using modern facilities like over-head projector, sound amplifier and so on.

Signature
25/8/21

Broad Band System :

The college is entirely connected with the broad band system along with Computer Facility to each department.

Hostel Facilities

Hostel accommodation for the students within the College campus is offered by the college. The existing three-storeyed hostel is well equipped with all accommodation facilities. The boarders are under the care and tutelage of the Superintendent who supervises them staying in the same building. Amid indoor and outdoor sports facilities the boarders enjoy a pleasant stay in the hostel.



The College Cycle-Stand

The newly-constructed cycle-stand can afford around 500 cycles at a time. This beautifully roofed cycle-stand adds extra colour to the facilities for the students.



Innovated Block-System for the Departments

Each department of the college has been designed in an innovative way where the departments are arranged in blocks. The departments are performing teaching in the classrooms within their respective blocks.



The English Dept. Block



Assamese & Hindi Dept. Block

The College Canteens

Keeping in view the need of the increasing numbers of students, the college authority has facilitated the students with two canteens. The cosy College canteens supply fresh food at reasonable rate. Teaching and Non-teaching staff members share the canteens with the students.



Sanitation System

The college has been facilitated with a hygienic sanitation system along with a central drainage system for maintaining utmost cleanliness in the College environment.

Pure Drinking Water with Central Cooler System

The College provides pure drinking water for the students in each floor of the college building with a central cooler system.



The College Magazine

The College issues its magazine, "KOLOHI" every year and, it comprises of three sections- English, Assamese and Hindi. It includes contributions from the students and the staff members. In addition to that, a central wall magazine as well as departmental wall magazines published periodically encourage the students for literary achievements and exposure.



An Organic Garden

The college authority keeps constant eye to maintain a green look in the college premises. The blooming flowers around the college gives a colourful look. The college also maintains a organic garden with banana plantation just opposite the girls hostel near the girls common room. The college now gives a very soothing, cool and refreshing look.

Handwritten signature and date: 25/8/24

Students' Union

Chhaygaon College Students' Union is constituted annually as per rules provided in the constitution of the Union. The Union plays an important role in the College by organising different students' activities, competitions, functions and festivals in co-operation with the College authority. The membership to the Union is compulsory for every student.



Travel Concession

The College makes provision for travel concession for the students in respect of the college-related, academic and co-curricular programmes.

Scholarship

Students are awarded the following scholarships as prescribed by the government of Assam—

(a) Merit Scholarship (b) SC/ST/OBC/MOBC scholarship

UGC Network Resource Centre

Chhaygaon College has installed UGC Network Resource Centre with UGC grants in order to provide internet facility to the students. The official website of the College can now be accessed at : www.chhaygaoncollege.com

College Resources Under Construction

College Indoor Stadium

Work is in full progress for completing the construction of the indoor stadium in the college premises. This asset will provide our students with opportunity to harness practicing in indoor sports-events like table tennis, badminton, carrom, gymnasium, martial arts and so on.



Active NSS Volunteers from the college are sent to National Level and State Level NSS Camps from time to time. The NSS Unit of our college has earned National Reputation by extending voluntary services in different events and occasions.



Construction of a concrete culvert by College Authority in collaboration with NSS Unit at village Rihabari as a part of community service.

Bharat Scouts and Guides

The College has introduced 'Bharat Scouts and Guides' to inculcate the spirit of discipline, physical fitness & character-building in the students.

Career Counselling & Information Guidance

Chhaygaon College provides career counselling and information guidance to create awareness about career prospects, employment etc. for the greater benefit of the student community.

Academic Society & Students Activities

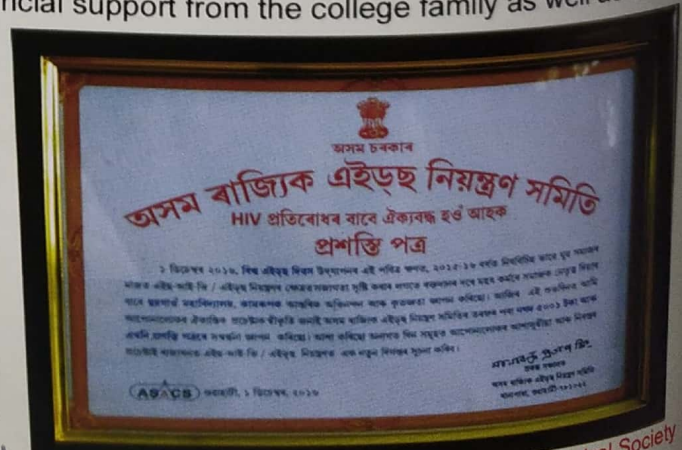
A few Associations in the College like 'Social Science Study Forum', 'Sahitya Chora' undertake and carry out academic/co-curricular activities like seminar, extension, lecture, field study, survey etc. with the involvement of the teachers and the students with a view to creating an academic cultural atmosphere of general nature. All these nurture the students' emerging personalities to become full-faceted.

Students' Aid Fund

The College has one Students' Aid Fund extending financial help to the poor but meritorious and physically handicapped students. The fund is being run with financial support from the college family as well as the well wishers.

Red Ribbon Club

Assam State AIDS Control Society, in collaboration with Chhaygaon College, has opened the Red Ribbon Club at Chhaygaon College premises to carry out different AIDS related programmes with a view to promoting AIDS awareness among the students. Moreover, the Society lauded the effort of the college in creating awareness among public on AIDS and donating blood.



Felicitation Certificate from Assam State AIDS Control Society

KKHSOU (Krishna Kanta Handique State Open University) Study & Examination Centre

A KKHSOU Study Centre has been smoothly functioning in the college which offers courses like B.P.P., B.A., B.Com. & M.A. in different subjects in distant mode. A good number of students from different categories are pursuing courses through this centre. Moreover, the students can appear in their respective examinations in the college campus itself. This opportunity is open for those persons willing to improve academic achievement and to get engaged in jobs or other works.

IDOL Study & Examination Centre

An IDOL Study Centre has been smoothly functioning in the college which offers M.A. courses in various subjects in distant mode. A good number of students from different categories are pursuing courses through out this centre. Moreover, the students can appear in their respective examinations in the college campus itself. This opportunity is open for those persons willing to improve academic achievement and to get engaged in jobs or other works.

The Institute of Distance and Open Learning (IDOL) formerly known as Post Graduate Correspondence School (PGCS) was established In May 1998 with the objective to ensure the opportunity to pursuance quality higher education to the large number of students who could not pursue higher Education through conventional mode of education. IDOL strives to accommodate the students who can not enroll in the conventional system of higher education due to various factors like limited number of seats in Post Graduate Classes, livelihood compulsion etc. and aims to impart quality education in an intellectual challenging learning environment.

The IDOL centre started at Chhaygaon college in 2015 with provisional permission by Gauhati University. The centre tries to build quality education in higher level of education system. Some information of study centre given below :

1. Course structure :

Name of Course	Duration of Course	Subject
M.A.	2 years (Four semester)	Assamese (Presently)
		English
		Economics
		History
Mass Communication	2 years (Two semester)	

2. Fee Structure : The admission process held in two terms. The amount of admission fee in every term is 7000/-

3. Enrollment of students : a. Session 2015-2016 = 50
b. Session 2016-2017 = 85
c. Session 2017-18 = 19

New Academic Initiatives/Courses

Every effort has been invested by the College to open Diploma course in Hotel Management and Hospitality, Tourism, along with Undergraduate courses like BCA, TTM, Biotechnology, Mass Communication, Pisciculture & traditional Science stream from H.S. level. Moreover, initiative has been taken to introduce new courses like B.Ed., L.L.B.

IQAC

The College has formally constituted an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure as per revised guidelines of the NAAC.

[Signature]
25/8/21

RUSA

A monitoring committee is being constituted to monitor the developmental work in support of a sum of Rs. 100 crores from RUSA and this monitoring committee has been approved by G.B. in its meeting held on 30-04-2016.

Distance Courses

Spoken English are available in the college.

Certificate Courses
Certificate Courses in Computer Application & Spoken English are available in the college.

Remedial Courses
The College provides U.G.C.-sponsored Remedial Courses for all subjects to the weaker students.

Internal Co-ordinating and Monitoring Mechanism

The College tries its best to ensure intellectual as well as physical health of the students and it adopts certain innovative and unique practices to add to the conducive environment in the campus. For smooth running of the academic affairs and the administration, the College maintains an internal co-ordinating and monitoring mechanism by constituting different committees for different purposes. The teaching departments and the office of the College are governed on the principles of participation and transparency.

Campus Recruitment

Red Ribbon Club, Chhaygaon College initiated active step of welfare by organizing a Blood Donation Camp in the College premises in which part of our students, teaching and non-teaching staffs and also some local youths willfully donated blood for someone in great need. Keeping the tradition alive, this year too, the college organized a blood donation camp in which around 80 donors donated blood.

Chhaygaon College Alumni Association is formally organised with elected office bearers pledging to work for the progress of the college. The purpose of the association is to bring together the various alumni on a common platform to give an impetus to the all round development of the College. We believe that keeping in touch with the alumni of the college we can change in the most fulfilling and rewarding way and claim a better future and to convey our feelings to the society.

The recently formed Association of the parents and teachers of Chhaygaon College is expected to play a vital role in maintaining a conducive atmosphere for the greater interest of the students to the institution by co-ordination and exchange of views in different aspects of development of the College.

[Signature]
25/8/21

Examination Script Evaluation Zone

The college is smoothly functioning Examination Script Evaluation Zones under G.U. and AHSEC.



INNOVATION THROUGH MOTIVATION AND EXPEDITION

INSTITUTIONAL

Department of Information Technology, Chaygaon College is Established in the year 2004. The course first introduced in Graduate level in Commerce Stream (General) and 3 months' Diploma in Computer Application from the session 2004-05. In Arts stream Computer Application (General) course started from the session 2005-06. Major courses were introduced in Commerce Stream (i.e. E-Commerce) from the session 20010-11. Post Graduate courses (P.G.D.C.A.) under Gauhati University were introduced from the session 2014-15. The Department is keen to advancing knowledge and educating students in the field of Computer Application and Information and Communication Technology.

MISSION AND VISION

The main mission of the Information Technology Department is to provide higher & technical education in a nominal costs for every group of society of urban and rural areas, specially for greater chhaygaon area and get success in Computer Revolution throughout the world. The primary mission of the Department is to inspire the students to fulfill the main motto of the Chhaygaon College, "We are someone here at Chhaygaon". The Department pledges to train students with heart and soul to make them intelligent, honest, co-operative and better citizens. Our mission and vision includes ...

- ☒ Making innovators and creators in order to enrich technology by giving the students proper knowledge of information technology.
- ☒ Making students more productive in order to grab different opportunities available in different areas of information technology.
- ☒ Building a healthy and friendly environment for contiguous learning of information technology and also to implement the knowledge in an efficient manner in order to serve the society and mankind.
- ☒ Making awareness about the importance of information technology as well as the global knowledge of the developments and implementations of information technology.
- ☒ Making the department a well equipped development cell of information technology tools like website development, application development by giving the students systematic training.
- ☒ Making trained software developers and web designers.

[Signature]
25/8/24

the vision of the Department is to be a model of excellence in Information and Communication Technology for Under Graduate and Post Graduate education in greater Chhaygaon area.
To make Department a well equipped teaching and learning centre for better higher and technical education.
The vision of the department is to prepare our students to begin a lifetime of Professional Creativity and Leadership.

FUTURE PLAN

- ☒ To Introduce different graduate and post graduate level professional and job oriented courses like BCA, MCA, BSC IT, MSC IT etc.
- ☒ To introduce career counseling cell along with a website to take care about the placements of students along with different job related issues.
- ☒ To make workshops and camps related to information technology by specialists and professionals.
- ☒ To make a E-learning site, portal and e-library.
- ☒ To make the department of the college as research centre, information and communication centre for socio, economic, cultural and many more aspects.
- ☒ To start a book bank system where students of the department would be given a full set of text books for the respective session which is in addition to the regular library system.
- ☒ To draw the attention of students towards diverse fields such as Artificial Intelligence, Robotics, Wireless Networking etc.
- ☒ The department is planning to establish a Wi-fi enabled College campus in near future.

DEPARTMENTAL INFRASTRUCTURES AND FACILITIES

Besides, B.A., B. Com and Post Graduate courses, A Well equipped Computer Laboratory with several computers, 5 KV online UPS, Air-conditioner with Internet facility is available for the students. Besides this a smart classroom and departmental Library facilities are currently available for the students. The department undertakes continuous evaluation system for proper assessment of the students. The Department organizes regularly Practical classes, field trip, educational excursion, seminar, workshop and symposia. Deptt also publishes wall magazine, departmental bulletin regularly.

COURSES OFFERED

- ☒ **PGDCA (POST GRADUATE DIPLOMA IN COMPUTER APPLICATION)**
- ☒ **MAJOR SUBJECT IN COMMERCE STREAM (E-COMMERCE, WEB DESIGNING ETC.)**
- ☒ **CAP (FOR B.A. STUDENTS)**
- ☒ **SUMMER TRAINING SESSION (FOR HIGHER SECONDARY STUDENTS)**
- ☒ **SOFTWARE ENGINEERING COURSE (ONLY FOR MARRITIOUS STUDENTS)**
- ☒ **GROUP DISCUSSION AND SEMINARS (COMMUNICATION SKILL DEVELOPMENT PROGRAM)**



Signature
25/8/21