

**Report of the Academic and Administrative Audit (AAA)**  
Chhaygaon College, Chhaygaon, Kamrup, Assam

**Dated: 12-7-2023**

The Academic and Administrative Audit (AAA) Team from Gauhati University, Guwahati Assam lead by **Prof Ashok Kumar Borah**, Department of Geography, Gauhati University and **Prof Sanjay Kumar Singh**, Professor and Head, Department of Library and Information Science, Gauhati University visited **Chhaygaon College**, Chhaygaon, Kamrup, Assam for conducting the AAA on 12<sup>th</sup> July 2023.

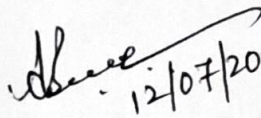
The Peer team members were given a warm welcome by Principal of the college Dr Naba Kumar Kalita, Vice Principal Kamal Thakuria and IQAC Coordinator Dr Banamali Nath of Chhaygaon College. The team along with principal and IQAC members visited the following departments including the central library and interacted with the Heads and faculty members of the respective departments including the in-charge of the library and Senior Assistant cum Accountant of the college office.

<b>Academic and Administrative Audit for last 5 Years</b> (from 2018-19 to 2022-23)			
<b>Sl. No.</b>	<b>Department</b>	<b>Time</b>	<b>Purpose</b>
1.	Commerce	10.00 am	Interactions with the teaching and non-teaching staff.
2.	English	10.30 am	Interactions with the teaching and non-teaching staff.
3.	Education	11.00 am	Interactions with the teaching and non-teaching staff.
4.	Assamese	11.30 am	Interactions with the teaching and non-teaching staff.
5.	Hindi	12.00 noon	Interactions with the teaching and non-teaching staff.
6.	Philosophy	12.30 pm	Interactions with the teaching and non-teaching staff.
7.	Economics	1.00 pm	Interactions with the teaching and non-teaching staff.
8.	History	1.30 pm	Interactions with the teaching and non-teaching staff.
9.	Political Sc.	2.00 pm	Interactions with the teaching and non-teaching staff.
10.	College office	2.30 pm	Interactions with the staff for Official Assessment.
11.	Library visit	3.00 pm	Interactions with library staff for Library Assessment.
12.	IQAC visit	3.30 pm	Interactions with the IQAC Coordinator, Assistant Coordinator and other staff engaged for the purpose for Internal Quality Assessment at IQAC Office.
13.	Open Meeting	4.00 pm	Peer team members interacted with all the staff (teaching and non-teaching) of the college.

The team discussed pros and cons of the departments and suggested some measures to be taken before the upcoming NAAC visit to the college.


The AAA team witnessed all the works done by the respective departments in the proper way which are going on the right perspective and very much encouraging. The following suggestions may be useful for the further development of the college.

1. The FYUGP as per NEP 2020 under Gauhati University may be implemented from the academic session 2023 - 24
2. The academic and infrastructure facilities for the differently able students need to be improved.
3. The entire college campus may be transformed into "No Plastic Zone".
4. Publications of the faculties should be updated regularly and made easily available. The faculties should be encouraged to publish their research papers in the UGC-Care listed journals, Scopus indexed journals, Web of Science indexed journals etc.
5. Seminar, conference, workshop, webinar, etc. related documents of the faculties should be compiled and made available for the purpose.
6. Faculty's individual extracurricular activities should be reflected properly.
7. Faculties' achievements, students' achievements, college achievements should be highlighted properly.
8. Handwritten magazines, if any, along with the original copyright free documents of the college should be uploaded in the IR (Institutional Repositories) of the college. The digital library of the college must be updated regularly.
9. The College web page must be updated regularly.
10. The link of Digital Library should be highlighted on the college web page also, and it should be updated regularly.
11. The college may think of making a documentary of two to three minutes reflecting the establishment, history, achievements and any other information related to the students, teachers and staff of the college in audio and video form.

  
12/07/2023

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