



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

WEST GUWAHATI COMMERCE COLLEGE

PANDAV NAGAR, MALIGAON, BARIPARA

781012

wgccguwahati.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The origin of West Guwahati Commerce College dates back to the year 1992 when prominent academician and a visionary Dr. Binoy Kr. Tamuli propounded the idea of establishing an ideal commerce college in the Maligaon locality to cater to the vital need of commerce education in the greater West Guwahati area. Accordingly, on 17th May, 1992 a public meeting was held at Gotanagar Nambari High School premises under the Presidentship of Late Dr. Minadhar Borthakur, Secretary Dulal Ch. Das and Treasurer Sri Tarun Ch. Baruah. It was resolved in the same meeting that an ideal commerce college needs to be established in the West Guwahati locality with the active participation and co-operation of the concerned citizen of the locality.

Within a brief period of time, an institute emerged as West Guwahati Commerce College with the unified effort, devotion and sacrifice of the founders with Late N.C Das as the founder Principal and the team of devoted faculty members which soon flourished into a full fledged commerce college.

The college is situated on the northern side of Maligaon Over Bridge and it is away from the cacophony of city. The site is ideal for both teaching and learning because of the peaceful surrounding. From the point of view of communication, the college is just two minutes away from the Bus Stand, with a stoppage at Baripara. It is only about 2 kilometers away from Gauhati University.

At present, West Guwahati Commerce College is the third Government Provincialised commerce college in Guwahati Metro.

Vision

West Guwahati Commerce College is committed to highest level of integrity in terms of academics and beyond. Adaptability in terms of improvement of present conventional higher education system to face the challenges of management of industries and business is also our vision. The college has initiated a major programme for the next five years to ensure that the graduates who come out after successful completion of these courses would have knowledge, skills and aptitude for gaining employment in all sectors.

From the academic year 2008-2009, the college has introduced remedial classes for slow learners as well as tutorial classes for students from underprivileged section of the society for their upliftment.

Mission

- To impart need based quality education to the students.
- To help gaining acquisition of practical skill, attitudes relating to professions in various organized and unorganized sectors.
- To prepare professionally qualified commerce graduates with sound knowledge of their core discipline and values of sustainability.
- To provide more relevant and career oriented courses focusing on quality and excellence.
- To produce work forces having self-determination and the ability to explore opportunities.

- To enhance self-confidence and leadership qualities of the students to face present day challenges and risks.
- To promote independent thinking, creativity, innovation and decision making capability.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Students enrolment as well as academic result is quite satisfactory.
- The library is equipped with good number of books and journals.
- Grievance redressal system, student's support systems, student mentoring programme, counselling and guidance are well maintained.
- Instant medical assistance in collaboration with Pandu FRU.
- The academic environment is quite peaceful and conducive to the students.
- Activities that contributes towards social development are greatly encouraged
- A well defined organizational structure that comprises statutory bodies, cells and committees.

Institutional Weakness

- Communication with alumni is not adequate.
- Hostel facilities is not available for students.
- Lack of residential facilities for teachers within the campus.
- Absence of daycare facility for children of teaching and non teaching staff.
- Teacher student ratio is not satisfactory.

Institutional Opportunity

- The college is well equipped to introduce PG courses along with other skill based and vocational courses so as to adapt to NEP 2020.
- The college may initiate collaborative programs in collaboration with other colleges and universities in the field of teaching and learning.
- The college has the unique opportunity of contributing effectively towards the development of the region through research, development and extension activities.
- The college may collaborate with the government of India by providing expertise for different national missions such as Digital India, Zero Effect Zero Defect, Swacch Bharat, Beti Bachau Beti Podhau, Fit India Movement etc.
- The college can introduce solar power plant, rainwater harvesting.

Institutional Challenge

The following factors will pose as the challenges in achieving the desired

- The college will have to challenge the scarcity of permanent teaching and non-teaching posts until the Govt. of Assam sanctions additional posts.
- The college will have to challenge the problem of creating linkage with industries/companies/govt. organizations in order to provide placement services to the graduates.
- The college will have to challenge the land crisis for providing hostel facility for Boys and Girls.
- The college will have to challenge the fund crisis in order to establish gymnasium as well as to provide adequate sports facilities to the students due to lack of necessary land and infrastructure facilities.

- To strive to work towards providing quality education to students and to build core values of services.
- To introduce innovations in teaching-learning to keep pace with the latest information.
- The college seeks to inculcate entrepreneurial and skill based knowledge amongst the students.
- To improve the habit of attending classes regularly amongst the students.
- To give more stress and drive for attracting meritorious students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Institution (West Guwahati Commerce College) ensures effective curriculum delivery through a well planned and documented process. Response- The College is affiliated to the university of Gauahati and follows its curriculum. The Principal holds meetings at different time period with the heads of the departments and discuss different strategies to improve the delivery of the curriculum through innovative technique methods like presentation, seminars etc. apart from traditional black board teaching technique. During the time of change in curriculum the university intimated the colleges and the same is communicated to the respective departments for immediate implementation. The institution directs the staff members to prepare the lesson plan for each subject and execute it effectively for immediate and effective implementation of the curriculum. The head of departments monitors the matter of completion and execution of syllabus under the supervision of the Principal. In this regard, student's feedback is also obtained for the effectiveness of the delivery and completion of the portions.

In our college the lectures are delivered through bilingual process because student has been accustomed to the medium of instruction. Various types of seminars, workshops, discussion and other initiatives are carried out to increase the learning capabilities of the students. Assignments are given based on their syllabus to increase their knowledge level. One sessional test in every semester system is conducted by the college to assess the level of their understanding. The system helps the respective departments to take necessary initiative and changes to be made for better outcome from the students in future.

West Guwahati Commerce College has encourages the faculty members to update their knowledge by developing/updating higher qualification by participating in FIPs, workshops, seminars, conferences and other courses. All the departments of the college organize special lectures in addition to regular classes, also arrange seminars by experts in the field for better performance of the students and to make capable for the current trends in various field. College provides international journals, books by which teachers can deliver their curriculum. Some remedial classes are conducted by the faculties for the weak and slow learners.

Teaching-learning and Evaluation

The Admission Committee of the college looks after the admission procedures. Applications for admission are invited by advertising in local and regional news papers, declaring the date of issue of admission form, last date of submission and date of admission. Admission forms are issued along with college prospectus.

- Subject-wise Remedial Coaching is offered to those students who fail in an examination.
- Tutorial classes are arranged after the normal class hours.
- The faculty members prepare their Lesson plans.
- Besides the traditional lecture mode of teaching, teachers supplement their teaching with seminars, group discussion etc.
- The college authority encourages the teachers to participate in different OCs/RCs/STCs, Seminars, Workshops, Training programmes etc. so that their knowledge can be kept updated.
- The college strictly follows the evaluation system adopted by the affiliating university. For assessing a student, the college holds sessional examinations, group discussions, seminars, etc. as per university rules. Besides, a student is also assessed on the basis of holistic behaviour of the student.
- Departments organize seminar and group discussion at their convenient time without hampering the holding of other regular classes.

Research, Innovations and Extension

The college has a Research Committee named as Research Council Committee headed by Dr. Iva Devi, department of Management. The committee encourages and ensures faculty members to undergo for Ph.D. Presently 6(Six) Assistant Professors have already been awarded with Ph. D. & 3(Three), have M. Phil Degrees from different universities. Teachers participate in workshops, seminars, conferences organized by other organizations and present research papers in their relevant subjects which enhance their competence level.

The college has a tradition of providing guidance and counseling not only as a whole but also individually. Counseling is given how to develop professionalism, smart personalities, good health and communicative skills. Eminent personalities are invited for interaction with the students and necessary guidance. Students are constantly made aware of employment opportunities in diverse areas and they are encouraged for self employment and entrepreneurship.

Under the banner of Extension Activities and Community service, the college has been rendering extension work and community service in surrounding rural areas. The committee adopted “Senduri Ghopa” Village for its all round socio-cultural and economic growth and development.

Infrastructure and Learning Resources

The college possesses the following limited infrastructure which enables the institute in effective teaching process. The campus of the college runs in an academic cum administrative block. There are 16 (Sixteen) numbers of class room. All class rooms and examination halls UG and secondary sections under CCTV surveillance. The Administrative block has got a strong room. Two security guards have been working for safe and secure maintenance of the college compound. There is one night security guard in the college. In order to meet the requirements of the academic growth, the college has already constructed & completed the following infrastructure. 1) College Main Gate with RCC Boundary Wall 2) College Canteen 3) Boys' Common Room 4) Girls' Common Room with attached toilet 5) Staff room 6) Conference Hall. The college has developed its infrastructure and learning resources up to a considerable extent with the college fund. Despite having the

above stated resources, the institute still lacks a lot of things to meet up the present needs. Of course the college has submitted a master plan of Multi-Storied RCC building proposal for opening B.B.A (Bachelor of Business Administration) course so as to turn the institute into a multi disciplinary centre of education.

Student Support and Progression

West Guwahati Commerce College maintains a partnership rapport between students and teachers which are reflected in the co- curricular and extra-curricular activities and in all academic spheres as well. The college publishes its prospectus annually. The prospectus contains information on fees structure, college profile, academic calendar, subjects offered, rules and regulations of the college library, code of conducts of the college, scholastic and non-scholastic activities and also the information on faculty members of the college etc.

- Students from SC/ST, OBC and economically weaker sections categories are given due weight at the time of admission as per the existing rules of the government.
- Scholarships from Government are availed by the students of SC, ST and OBC communities.
- For physically challenged Students the college has constructed a ramp at the ground floor of the building.
- The college provides various intra and inter-college platforms to the students to showcase their creative and potential zeal.
- Communicative skill classes is conducted by English department of the college in order to develop the communicative skill of the students.
- The slow learners are provided extra classes/remedial classes as per the requirement.
- The College publishes a magazine where articles on different aspects by the students as well as by teachers and by non teaching staff are published. The magazine serves as a platform for the young writers.
- WiFi Internet facility is available for teachers as well as students.
- Annual Sports and Cultural events are organized to find out students' talents.
- Book are provided to some poor students from the Library for the entire session.
- The college has the provision of offering remedial classes to the students who are at risk of failure or dropout. Moreover, the faculty members render personal assistance to the academically weaker students if they seek for.
- The College stands at the heart of the town and the government hospital is in a very short distance. The college keeps very good relation with the government doctors who participate in Health Awareness programs conducted at the college.
- One Rupee Admission securing above 85% marks in Higher Secondary.

Governance, Leadership and Management

The Governing Body of the college looks into the internal control mechanism of the institution as per rules and guidelines of the government issued from time to time. It meets at regular intervals to review the implementation of its resolutions and take necessary steps of the progress to be made. The Principal i/c of the College is the Ex-officio Secretary of the governing body who keeps in touch with the members. The Principal i/c usually holds meeting with all departmental heads and the members of different committees of the institution to short out scholastic and non scholastic problems of the college and their consequent remedies. As the GB (Governing Body) of the college is the parental body of the institution, therefore, it participates and consults while preparing annual action plan. Financial matters are also constantly monitored by Construction

Committee, Purchase Committee, Planning Board, Library Purchased Committee etc. The GB, the Principal, Staff Council and IQAC work in a concerted manner to ensure effective implementation of policies and programmes so that desired academic standards are achieved and maintained in the college. The institute constitutes different committees/sub-committees/cells for holding different scholastic and non-scholastic programmes like seminars, workshops, annual college-week, NSS activities, departmental (Educational) programmes etc. The management of the college encourages faculty members to attend FTP/FDP programmes. Duty leave is given to faculty members to attend these programmes. The managerial authority of the college entrust members from teaching faculty with different co-curricular and extra-curricular activities with substantive functional autonomy. Programmes are also organized so as to facilitate students working hand in hand with faculty members. Such programme includes- Plantation, Career Counseling, Blood Donation Camp, Freshmen Social Day, Cleanliness Drive, Swatcha Bharat Abhiyan etc.

Institutional Values and Best Practices

The college pays primary importance in generating students' interest in learning and in achieving excellence in teaching learning process. The Internal Semester Monitoring Committee sees to it that classes are held regularly and examinations are conducted in time. In a nut shell, the best practices being adopted in our college are listed below:

- Celebration of important Days.
- The college publication.
- Alumni meet.
- Preparation of departmental course plan.
- Feedback on students and teachers.

- So far research, consultancy and extension activity are concerned, separate committees are formed.
- The college is keen to keep the campus clean and green and to look after that part; an Environment/Campus Development Committee has been constituted.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	WEST GUWAHATI COMMERCE COLLEGE
Address	PANDAV NAGAR, MALIGAON, BARIPARA
City	GUWAHATI
State	Assam
Pin	781012
Website	wgccguwahati.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Bhabananda Dutta	0361-3514592	9954203448	-	wgcc1992@gmail.com
IQAC / CIQA coordinator	Iva Devi	0091-9954203448	8638155387	-	ivadevi29@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Assam	Gauhati University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	PANDAV NAGAR, MALIGAON, BARIPARA	Urban	1.11	2448.53

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Bcom Honours	36	Higher Secondary	English,Assamese	1200	908

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				11			
Recruited	0	0	0	0	0	0	0	0	5	6	0	11
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				5
Recruited	4	1	0	5
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	5	1	0	6
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	5	0	6
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	0	0	0	0	0	0	10	11	0	21
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	1	0	1
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	602	0	0	0	602
	Female	306	0	0	0	306
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	73	81	83	93
	Female	35	38	38	50
	Others	0	0	0	0
ST	Male	13	13	18	30
	Female	13	16	9	9
	Others	0	0	0	0
OBC	Male	153	130	115	169
	Female	53	53	57	73
	Others	0	0	0	0
General	Male	363	375	398	387
	Female	205	185	185	188
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		908	891	903	999

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	In order to provide the holistic academic growth among students, Inter-disciplinary curriculum has been proposed which gives freedom to the student to choose their preferred options from the range of program offered by the institution. Due to less availability of infrastructure and staff, proposed interdisciplinary curriculum may be the obstacle and thus create hurdles in implementing this freedom to students. This institution has already proposed and started creating enough infrastructures to allow such facilities.
2. Academic bank of credits (ABC):	The institution preparedness in implementation of Academic Bank of Credits depends upon the

	<p>guidelines of the affiliated university and Higher Education Department, Govt of Assam India. For this purpose, a centralized database along with the database of the college is to be established to digitally store the academic credits earned by the student from various courses so that the credit earned by student previously could be forwarded when the student enters into the program again. For monitoring ABC, proper technical support system is to be created.</p>
3. Skill development:	<p>The Institution is already Plan and takes initiative to introduce the skill courses as designed by affiliating university from Semester 1 to 6 in various programs. Also, under the employability of student in skill courses, the college has already been running Skill enhance courses (SEC) courses such as Entrepreneurship, Event management, Communication etc. Proper synergy is the need between skill development and industry and to vocationalise education with mainstream education with earned credits in phased manner. For this, proper labs should be set up in the college and the said work has already started creating such lab structures in the college itself.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>In order to promote /integrate the local language, art and culture, compulsory activities in the curriculum has to be added like literary activities etc. and through discussions/interactions/symposiums etc in local languages which will fetch extra credit to the student. These changes will also increase the employability opportunities for the teachers and subject matter experts of these languages. Frequent field trips to local heritage sites/museum shall value their culture and traditions. This will boost tourism sector in Assam and Create awareness amongst students. Institution needs to identify foreign university and sign MOU for exchange of credits between foreign university and colleges, to be counted for the award of degree in appropriation. Our institution works seriously on these issues.</p>
5. Focus on Outcome based education (OBE):	<p>LOCF (Learning Outcome based Curriculum) aims to bring about uniformity in syllabus for all programs in all, the affiliated colleges of Gauhati University. Variety of approaches in teaching Learning process like lectures, seminars, tutorials/workshop/practical and project based learning field work, technology enabled learning internship and apprenticeship and</p>

	research work is suggested. The student learning outcome should be defined in terms of knowledge skills understanding values employability. This institution, being affiliated with concerned university follows the guidelines as and when directed.
6. Distance education/online education:	This institution is already prepared, especially during COVID-19 pandemic situations and teaching learning process through different online modes likewise app , whatsapp etc. The whole college campus is wifi enabled with digitally interactive panels installed in classrooms and hence no hindrance /obstacle in online education. Even slight relaxation in COVID-19 pandemic situation and accordingly visit of students and faculty members to college from different distant areas, helping them to study Econtent for all subjects in all semesters. This institution is preparing to make available all such type of e-content material prepared by faculty members to all students through online mode to meet the future challenges.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	NO
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	NO
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	NO
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content,	NO

<p>publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>NO</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
908	891	903	999	983

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 34

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
22	27	25	27	26

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
18.88	19.58	114.06	69.20	81.46

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The Institution ensures effective curriculum delivery through a documented process. West Guwahati Commerce College is affiliated under Guwahati university in the year 2005 -06 and follows the curriculum pattern designed by the university .(Reference no. 2008/8(5)/102(28) dated:02/06/2008). The process of syllabus preparation is vested upon the corresponding university. Before the beginning of the new session, the time plans are prepared that incorporate the academic sessions, tutorial classes, moral value classes and other curricular as well as co- curricular activities. According at the commencement of each academic session every faculty members acquaints the students with the concerned time plans by displaying it in Notice Board. These time plans prove to be very effective because the student get a vivid picture of what portion of the curriculum will be delivered with in the scheduled time frame. Internal assessment is done through sessional examinations, group discussions, and seminars.

Academic calendar as notified by the University is followed strictly. Teaching plan is made such that each unit of the given course is completed successfully in the allocated time, taking semester break and other holidays into account. Question papers of previous years are discussed and are given as part of assignments and tests for practice.

- **Centralized Continuous Internal Evaluation System:** Continuous Internal Evaluation is a part of teaching-learning process. As a part of sound educational strategy, West Guwahati Commerce College adopts Centralized Continuous Internal Evaluation (CIE) system to assess all aspects of student's development on a continuous basis throughout the year.
- **Orientation on Evaluation Process:** The institution makes the students aware of the evaluation process through the following initiatives –

1. Teaching plan containing evaluation procedures.
2. Academic calendar with examination dates.
3. Display in the college notice board.

• **Result analysis and review meetings:** Result analysis is done by the teachers after each sessional exam. Pass percentage of each course is calculated by dividing the total number of students appeared and passed in each course. The performance of the students is monitored by the Principal and the necessary feedback is given to the concerned faculty members. The Principal conducts department wise review meetings to give necessary feedback for the improvement of student's performance.

- **Progress reports and parents meetings:** Our College is very much keen on monitoring the performance of the students and reports the same to the Parents.
- **Remedial classes:** Most often, remedial classes are conducted for slow learners, absentees and the students who participate in sports, NSS activities etc.

The entire process of examination and evaluation is guided by the affiliating university. The college conducts the end-semester examinations according to the schedule of the affiliating university. For continuous evaluation of the students, the college conducts one sessional examinations per semester.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 0

File Description	Document
Institutional data in the prescribed format	View Document

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 0

1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Response:

Environment and sustainability related courses are integrated in B.Com 2nd semester, which helps the

student to improve awareness, and sensitivity towards the environment. From time to time, resource persons are invited to give lectures on environmental and biodiversity related issues that are faced or being faced at the Local and National levels. Moreover, Environment Day' is observed , 'tree plantation' and 'Clean India- Swachh Bharat Campaign' are the popular drives which also provides a chance to the students to interact with the local people, to understand the local structure and environment . It also creates awareness among the students, common people to protect environment and ecological balance. The College has a Women Cell to bring about awareness on Gender issues. The Campus Development Committee and NSS unit along with Students union look after Environmental conservation in the campus. Any Gender related issues are taken care of by the Women Cell. The institute believes in creating a space where each individual is treated equally and with respect. The institute holds seminars on gender issues which not only makes the students aware of the atrocities against women in the society but also helps them understand gender issues in the light of gender spectrum. Institute has about 33.70% of girl students in overall student population. Faculty/Staff population is also well balanced with both genders. The college provides a gender friendly environment.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 1.87

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 17

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 78.07

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
908	891	903	999	983

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1200	1200	1200	1200	1200

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 56.74

2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
290	293	283	303	295

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
516	516	516	516	516

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

Response: 41.27

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools

Response:

Various departments of the institution are undertaking the following methods for effective participative learning and using ICT tools.

1. Field study and survey: As per the curriculum of the university; finance, accounts and management departments conduct project work for the major students to get first hand experiences of survey regarding data collection from different institutions and business houses. It will help to increase their communication skills and improve relationships in every aspect of their lives.
2. Group discussion and seminar: Most of the departments organize in house departmental seminars for the students wherein students are given specific topics and are asked to give presentations on it. The presentations help students to get new perspectives on various topics of concern. It encourages their confidence level about public presentations and to face interviews.
3. Project work and assignment: As per the requirement of the curricular of the university, different departments give assignment to students on particular topics. It enhances the writing skills of the students as well as increases knowledge about the topic.
4. Presentation with the help of PPT: IT department and other departments conduct their seminars with the help of PPT for the students also present it with the help of projector.

At various point of time different activities like cleanliness programs, blood donation camps, tree plantation etc are conducted to induce the social responsibility among students. The students participate in various inter college competitions in various universities. Extra curricular activities of students are enhanced with the help of conducting college week, motivational classes, and various competitions such as debate, art, cultural programmes etc every year. Participation in various extension, co- curricular and

college activities both within and outside the campus enhances the student's capability in a holistic way. Students take the lead in organizing various events like Saraswati Puja, Freshman Social, Teacher's Day, Environment Day, Women Day etc. NSS unit is actively involved in various youth and Nation building programs.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 97.69

2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
22	27	27	27	27

File Description	Document
Upload supporting document	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 23.62

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
6	6	6	6	6

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The Semester examinations are conducted as per the rules provided by the Affilating University (Gauhati University). But for regular evaluation of students, various unit tests, Class tests, Assignment and Sessional exams are conducted at short intervals of time. For internal Assessment following methods are adopted:

1. One sessional examinations are conducted in each semester
2. Class test and Unit test.
3. Seminars and group discussions among the students are organised in the class room.
4. Assignment are allotted and evaluated.

All the major grievances related to students are mainly dealt by the discipline committee and the grievance redressal cell and administrative unit of the college. Mentoring groups of 30 students each are also made and a teacher is appointed against each group as a mentor to tackle with the small problems and to create a friendly environment among the teachers and students and try to help the students in every possible manner. In case of any grievance related to the university examination, the office staff and the examination committee try to solve the problem as soon as possible and if needed they accompany the students to university administrative branch.

File Description	Document
Upload Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

All program offered by the institution are stated and displayed on Website and communicated to

teachers and students. The College has clearly stated learning outcomes and courses and the following mechanism is followed by the institution to communicate the learning outcomes to the teachers and the students.

1. Hard copy of syllabi and learning outcomes are available in the departments.
2. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and as well as College Committee Meeting.

Effective communication program outcomes and course outcomes, through robust and innovative approaches are of innate importance.

Regarding the methods of measuring the level of attainment of POs and COs the institution undertakes the following mechanisms –

1. Performance of the students in the classroom is observed through their level of engagement in classroom activities like their ability to answer questions asked by the teachers regarding any topics contained in the course.
2. A feedback mechanism is placed to review the interaction with the students about their observations on the program course.
3. Teaching Plans: At the outset, teaching plans are prepared by individual teachers and are submitted to the teacher in charge of the respective department for his/her feedback. The same are also reviewed by the IQAC.
4. Surprise Tests: Every department takes surprise tests for the students to know the level of progress about the programme course.
5. University examination: At the end of each semester student performance is evaluated based on the university examination along with internal assessment.

The institution is running undergraduate Program B.com courses for the students. There are ten departments, they are Accountancy, Management, Finance, Mathematics and Statistics, Economics, IT & Environmental Studies, English, Modern Indian Language (Hindi, Assamese, Bengali). The basic structure and syllabus of all programs offered by college are given in the college websites.

File Description	Document
Upload Additional information	View Document

2.6.2 Pass percentage of Students during last five years

Response: 56.2

2.6.2.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
121	254	103	86	102

2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
251	254	249	219	212

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 2.94

File Description	Document
Upload database of all students on roll	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The Institution provides a conducive environment for promotion of Innovation. It appreciates the need and importance of promoting an eco system for innovation among the students and the faculty members. All required facilities are provided and guidance is extended to the students.

Awareness meets, workshops, seminars and guest lectures on Entrepreneurship are organized by the college. Students are provided opportunities to directly interact with outstanding entrepreneurs excelling in their field. The main objective is to encourage the students for emerging innovations to develop ideas leading to entrepreneurship and their overall academic development.

The institution undertakes plantation programmes on various occasions. Plantation of saplings is done in place like school campus and in the adopted village. The NSS unit of the college organizes World Environment Day every year with plantation drive within and outside the campus and apart from plantation drives, frequent cleanliness drive within the college campus is organized.

File Description

Document

Upload Additional information

[View Document](#)

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual

Property Rights (IPR) and entrepreneurship conducted during the last five years**Response:** 8**3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
8	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards***3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years*****Response:** 0.03**3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 0.35**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
9	1	1	1	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Extension activities are carried out in the neighborhood community and beyond, sensitizing and mobilizing students to social issues, so that that they can uphold social values along with integrity, competence and professionalism. This has been a transformative experience for them. The extension activities undertaken are as follows:

- Tree Plantation in nearby areas and neighbouring school campuses.
- Visit to adopted village and holding awareness programme.
- In accordance to the “Swachh Bharat Mission” the students are encouraged to participate in campus cleaning and neighborhood clearing programmes.
- The NSS Unit of the college takes initiative in various activities related to humanitarian causes like holding blood donation camp, free health check up, tree plantation, providing service at the time the great Ambubachi Mela at holy Kamakhya temple, flood donation drive etc. The students along with the teachers collaborate for these social commitments.
- The various departments of the college and the Women Cell are involved in extension activities through seminars and workshops on gender empowerment, environmental protection, human rights, awareness through art and culture.
- The NSS unit have also actively participated in the covid management programmes during the pandemic situation. The college provided vaccination centre in collaboration with the nearby FRU.

File Description	Document
Upload Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Awards and appreciation and recognition are powerful motivators leading to an increase in performance, productivity which boosts the morale and leads to overall satisfaction which is very essential for future excellences.

1. Our College has received Certificate of Appreciation from Federation Internationals de Football Association in the year 2017
2. Received Teachers Award from University of Engineering and Management in the year 2018
3. Our College has received Assam State NSS Award from Assam State NSS Cell in the year 2018
4. Received NSS award from G.U NSS Cell I the year 2021
5. The College received Second National Yogasana Sports Championship by National Yogasana Sports Federation in the year 2021
6. Received Certificate of Achievement from Northeast Frontier Railway in 2021
7. We received Honorary Appreciation from Indian Society for Training and Development in 2021
8. Received Certificate of Appreciation from Assam University in the year 2021
9. The College has received Awards of Excellence from ICA Edu Skills Pvt. Ltd. in the year 2022
10. Again the College has received Awards of Excellence from ICA Edu Skills Pvt. Ltd. in the year 2022
11. Received Certificate of Appreciation for participating as a Delegate from International Model United Nations

File Description	Document
Upload Additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years

Response: 17

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
8	3	6	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 04

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

Response:

The College has adequate infrastructure facilities with spacious classrooms which can accommodate maximum of 120 students in each class room. The main block has 12(excluding the under construction classrooms) class rooms, old block has 6 classrooms and one class rooms with digital projector facility.

The college have developed good infrastructure facilities over the last 5 years. Additional classroom are started to construct keeping in view the growing needs of the students.

The college authority installed CCTV in almost every classrooms for monitoring their behavior.

Details of augmentation in infrastructure facilities during the year:

Partuclars	Existing	Newly added	Documen
Campus Area	4478.01 sq metre		
Class Room	18 (old and new building)		
Seminar Halls	01		
Classrooms with digital facilities	02		
Classroom with Wi-Fi/LAN	Nil		
Seminar halls with ICT facilities	01		
Video Centre	Nil		
No. of important equipments purchased(>1-0lakh) during the current year	01		
Value of the equipment purchased during the year (Rs. In lakhs)	0.53 lakhs		
Others	Nil		

There is a well maintained playground of Tarun Sangha Puthi Bharal near College, which is used by the college for playing cricket, volleyball, badminton etc. The college has an auditorium with all facilities and it has already completed construction of an open stage where students can exhibit their cultural activities.

File Description

Document

Upload Additional information

[View Document](#)

Provide Link for Additional information

[View Document](#)

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five

years (INR in Lakhs)

Response: 77.79

4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
11.39	3.72	87.16	63.45	70.13

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

The college has tried its level best to improve the college library. The College has a Library Advisory Committee for monitoring the performance and functioning of the library. The committee puts forward recommendations for the upgradation of the library. The college authority is planning to make the library a fully computerized one having modern equipments and IT facilities. At present the college library has strength of 8307 books, 635 reference books, 13 magazines and 4 journal book. College Library has also kept different language novels include (Assamese 125, English 105, Bengali 37, Hindi 10). The library has 6 numbers of National and Local Dailies, 2 Weekly, 11 monthly periodicals along with a number of printed Regional Language Magazines.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

The College frequently updates its IT facilities and provides sufficient bandwidth for internet connection. The college has one server, seven computers, 6 printers and two LCD projector. The college administrative office is equipped with 4 desktops which are connected through LAN and used for different activities related to accounts, admissions, examination form fill-up, registration of students, IQAC work etc. The college Examination Branch is equipped with 1 desktop which are connected through LAN and used for examination purpose. One desktop is installed in the Vice Principal Room which is connected through LAN is used by the Vice-Principal I/C. One desktop is installed in the IQAC Cell which is connected through LAN is used by the IQAC Coordinator and the IQAC members. The College has one Photostate Machine used for Official purpose.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 30.27

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 30

File Description	Document
Upload supporting document	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)**

Response: 14.82

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
7.49	9.40	16.37	2.245463	9.42

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 5.47

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
236	20	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: C. 2 of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 0

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: C. Any 2 of the above

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 10.96

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3	13	36	8	13

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
121	254	103	86	102

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 100

5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	1	0	0

5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	1	0	0

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 5

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	0	2	1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 2.6

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
5	4	1	1	2

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The Alumni Association of West Guwahati Commerce College was established on 20th March 2016. The main purpose of the Alumni Association is to connect and bridge the gap between the Institute and its alumni. Another key objective is to ensure that networking opportunities are provided, which can connect recent graduates with established professionals and help students make a career transition. In addition to career service, it also aims at providing resources for overall development of the college. Many of our students have joined the Indian Defence Forces and as such are working for the larger interest of the Nation. Some of our students have joined the college as Faculty members and Non teaching staff. It is a great pride for our institution. Many of our students have manifested their talents at state and national level platforms of games and sports. Our students are also engaged in various social service and political

activities and there by contribute towards the betterment of the entirement society.

Alumini Association has been formed in order to maintain an active communication with the Alumini. It is actively working for the promotion and betterment of the institution. they actively take part in various ceremonies and events of the college. Some material donation have also been received from alumini at various points of time.

File Description	Document
Upload Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

Institutional Governance mechanism and policies.

- The college is established with a vision to provide quality education to the students to transform their lives. We are continuously tried to provide value education and to transform the campus into a center of excellence.
 - Our college aims to provide a holistic and enabling environment of study to everyone irrespective of caste and creed.
 - The college is endeavoring in developing commitment of the faculty and staff for all round development of the students.
 - It is committed to maintain green and supportive environment throughout the college and to improve satisfaction level of the stakeholders.

1. Nature of Governance:

The mechanism of governance tune with the mission and vision of the college.

- The Governing body is the supreme body in respect of framing the policies.
- The president is always a renowned educationalist who is been assisted by the principal as the ex-officio secretary of the governing body.
- It is constituted by various stakeholders like principal, office assistant, IQAC coordinator alumni etc.
- The governing body gives required direction to the principal to execute the plan according to the mission and vision of the college.
- To develop sense of collective responsibility and team spirit, the decision are adopted in democratic style.

Effective leadership is visible in institution practices decentralization and participative management

Response:

Since the establishment of the institution, the administration performed with decentralized manner. The inclusive and participatory approach creates a work environment of trust and solidarity that ensuring the smooth functioning and development of the institution.

Committees and cells:

For maintaining effective administration in the campus the principle of subsidiary maintenance is applied in different areas. It intends to give authority from top to grass root level. The committees and cells are working in the college to execute different plans.

Functional autonomy:

All the units are given functional autonomy in the college. With a view to all round development in the college a participative culture is evolved on the institution. The Governing Body and teachers are cooperating with each other for effective implementation of the perspective plan at each level and sphere of activities. The non teaching staffs are also extending their hand which makes our institution a congenial place for work. We work as a family and which motivates us to move forward.

The college organizes extracurricular activities such as college week festival, freshmen social, magazines, publications etc these are actively monitored by the coordinators of respective cells and departmental teachers.

Besides, celebration of commemorative days and cultural events are conducted by the faculties and non teaching staffs also.

At regular interval staff meeting, teacher unit meeting, alumni meeting IQAC meeting are conducted and suggestions and opinion are taken.

Case study: In IQAC meeting decision was taken to celebrate Mahaveer Lachit's 400 birthday anniversary celebration on 25.11.2022. The principal entrusted coordinator of IQAC Dr. Iva Devi to make the arrangement of the program including active participation of the entire stakeholder.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

The IQAC in consult with the Governing Body of the college develop a strategic plan for the period 2021-2022. With a view to modify the college campus with infrastructural development, the institution

develops a strategic plan.

- The college has planned to develop digital library, and already develop 2 ICT room.
- Various extension activities are promoted.
- Women empowerment through self defence training.
- Green campus and tobacco free zone.

Case study

- The college has constructed a well spacious room in the academic building for smart class.
- The college has projector to enable students getting proper teaching learning experience with ICT facility.
- The smart class room equipped with digital audio system.
- The class room has been connected with high speed internet facility and wi-fi access has been provided to the teachers and students.

The College is affiliated with GU and all activities, rules and regulations are done by following rules and regulations of UGC and state Govt. The Governing body guides the principal and monitors the college through him.

Governing Body:

The college has an effective and well functioning organizational structure and the prime administrative authority is the Governing Body. The body is consisting of renowned educationalist from the locality, principal, a few staff member, guardian member, and affiliating university representative. The higher authority is the president of the governing body, who is selected from among the renowned educationalist of the area and is appointed by the Director of Higher Education, Assam.

Principal:

The principal of the college is the key person having executing authority of each and every affairs of the institute. He is entrusted to implement the directives of governing body and is the communicating agent between Governing body, government and the university.

The staff unit:

The units takes adequate measure in implementing of the strategic plan and sometimes also take decision in view of various affairs of the college. It offers suggestions in development of different aspects of the institute.

Committees and cells:

In order to smooth functioning of the institute the administration of the college is supported by the member committees and cells like IQAC, purchase committee, NSS, library advisory committee, grievance redressal committee etc.

Recruitment:

The initial appointment to the institute was made by the college governing body. Later on services have been provincialised in 2021 by the government of Assam. The number of vacancies in different strata are submitted to DHE time to time.

Promotion:

Promotion proposal submitted to DHE, Assam by following the statutory guidelines of UGC career advancement scheme. Beside, Guwahati university has also notified the basic qualifications for the promotion of teachers.

Service rule:

All the employees are strictly adheres to the rules and regulation by the Gauhati University and Finance Department Government of Assam. Besides the employees are bound to follow the instruction framed by the GU in respect of the examination,evaluation etc.

Grievance redressal mechanism:

There is a grievance redressal mechanism in the institute led by the principal of the college. The coordinator of the women cell also involved in the cell.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Response:

Response:

West Guwahati Commerce College itself doesnot provide any specific welfare schemes for the teaching and non teaching staff of the college. The management of the institution always looks after the needs of the teaching and non-teaching staff. Financial Assistant is provided to non teaching and part -time contractual employees on the occasions of festivals and in the time of thier need. However the teaching and non teaching staff working in the permanent post enjoys all the benefits of the UGC and the State Government designed and revised from time to time. The welfare measures for teaching and non-teaching staff includes develops a pro- active environment in the campus to provide job satisfaction to the employees of the institute. Some of the welfare schemes for the benefit of the employees are as follows:

- Recogonised Provident Fund
- National Pension Scheme
- Canteen facility is provided to the employees at subsidized price. The quality of the food stuff is ensured through strict monitoring from time to time

Other welfare scheme:

There is a Welfare Fund maintained by the Teachers Unit of the college that takes care of Financial needs of the Teachers in times of emergency. The institution has a saving account in **Union Bank of India, Branch-Adabari** in the name of "**West Guwahati Commerce College Welare Fund**". At the time of urgency the college authority helps the needy to overcome their problems.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 18.9

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
18	6	0	0	0

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Internal Audit:

- Internal audit is a continuous process which ensues after each and every financial transaction, whereby the college itself carries out the initial stage of the internal audit.
- In the initial stage, the officer in-charge scrutinizes and verifies the financial data. This is again scrutinized by the Administrative Officer and the Principal for clarity, authenticity, transparency and financial accuracy.
- Income/Expenditure is closely monitored by the Principal and the Section Officer (Accounts).
- The Institution is liberal, yet follows the strategy of restraint as far as the expenditure is concerned. Proper procedure for purchases is adopted. Quotations are called for and prices are compared. The Institution has formed a Purchase Committee for the purpose.

External Audit:

- The external audit takes place annually after the completion of every financial year.
- The Chartered Accountant, who works as an auditor is appointed by the College.
- The bills and vouchers of the revenue expenditure are checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified.
- The audit objections/compliance, if any, is handled by the Accounts Department.

File Description	Document
Upload Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC is effectively performing various functions bestowed upon it since its inception. The IQAC cell chalks out a plan of action in the beginning of the year towards the quality enhancement and outcome is achieved by the end of the year.

Alumni meet are also organized by the IQAC periodically where suggestions are invited periodically and are acted upon to ensure the teachers are involved in professional development, IQAC collects annual Self Appraisal report of faculty members for transformation to higher authorities.

The initiatives which have contributed significantly for quality improvements in the institution are furnished below:

1. The institution envisages progressive development
2. The institution intends to be a learning organization
3. The institution through its IQAC makes rigorous and continuous efforts to study, analyze and improvise every strategy, activity, process and procedure in all the domains of the institutional activity with a view to achieve, sustain and enhance quality with a aim to achieve excellence.
4. The quality is maintained at every stage be it academics, administration etc.

Upload two examples of Good practices institutionalized as a result of IQAC initiatives

Two good practices institutionalized as a result of IQAC initiatives, West Guwahati Commerce College.

Example 1

One day orientation program on E-governance.

Outcome: Helps the students and staffs to know the value of E-governance and its usefulness in greater extent.

Example 2

Organizing Pre Bihu festival in the college.

Outcome:

This Practice helps students and staffs to get in touch with the flavor of Assamese Culture which contribute in the preservation of culture for future.

It has been one of the primary concerns of IQAC to adopt practices, which will provide quality education to the students through an effective and meaningful teaching-learning process. This plays an instrumental role in enhancing the quality of the academic and co-curricular endeavors of the College in keeping with its vision and mission.

IQAC achieves this through mainly two practices

1. Conducting Academic Audits annually.
2. Collecting feedback from stakeholders like students, staff and alumni to facilitate teaching-learning reforms.

Based on the information received due to implementation of the above two practices, IQAC has been able to develop a system for conscious, consistent and catalytic action to bring about reforms in teaching-learning process, structure, methodologies and learning outcomes.

Two broad areas where these reforms are reflected are as follows:

Attainment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes:

IQAC suggests innovative pedagogical methodologies like Power Point Presentations, Projects, and Field Trips etc.

Many Industry-Academia collaborations are planned wherein students get the opportunity to keep themselves abreast of the latest trends in the various sectors.

Departments are encouraged to organize Conferences and Seminars on themes relevant to the educational needs and futuristic growth of the students.

Effective Use of ICT in Teaching and Learning:

IQAC has ensured that all classrooms and labs are fully equipped with ICT facilities.

Teachers are encouraged to use ICT tools to prepare and deliver their lectures through audios, videos and PPTs.

File Description	Document
Upload Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)/ membership of international networks
3. Participation in NIRF
4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc

Response: D. Any 1 of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

Focusing on primary aim to ensure a safe, promote healthy environment the women cell of WGCC conducts a series of talks on gender related issues, workplace behavior etc. time to time.

One of the important ways to achieve gender equality is to have a safe space that will represent justice and non-violence to women. To achieve this Women Cell is doing at look. Gender sensitization program is planned to encourage talks on gender equality.

Women Cell also conducted programmes on international women's day inviting guest of repute to deliver valuable speech on economical dependency, self security, gender sensitivity and equality. Theme was "Gender equality today for a sustainable tomorrow".

The cell aims to build a trust amongst women employees & student members on campus where they can freely discuss their issues & ensure a healthy work culture.

Facilities available:

1. CCTV
2. Girls common room
3. Sanitary napkins

Upcoming action plan:

1. In the upcoming session the Women Cell, West Guwahati Commerce College is going to organize a self-defense workshop basically for 1st year undergraduate students followed by other staff members on campus.
2. Considering student's indulgence in social media & challenges they face, WC plans to organize a seminar to create awareness about dangers associated with use of social media and cyber crime. This activity will be for 1st year UG students.

To inculcate values and sense of nationalism in the minds of young students, following are the events and festivals celebrated in the college during the last five years:

- **Republic Day (26th January) and Independence Day (15th August)** have been celebrated to imbibe a sense of pride, integrity and responsibility among the students. The National flag is hoisted by the Principal and the National Anthem is sung; NSS Students offer Guard of Honor and salute to the tricolor followed by a speech on the significance of the day by the Principal.

- **Teacher's Day (5th September):** Teachers' Day has been celebrated elaborately every year. Students and Alumnus of the college offer respect to teachers.
- **Foundation Day of the College(10th August):** The Foundation Day of the college is celebrated on 10th August every year. After the ceremonial flaghoisting and *Smriti Tarpan* a general meeting is held.
- **Gandhi Jayanti (2nd October)** was celebrated on 2nd October every year with commemorative speech on the Father of the Nation.
- **International Women's Day (8th March)** has been celebrated by organizing awareness programmes on women health and hygiene.
- **World Environment Day (5th June)** is celebrated with awareness talks and plantation in the area.
- **International Yoga day (21st June)** is celebrated every year organizing Yoga for the student and teachers in the college campus.
- **Birth and Death Anniversary of Dr. Bhupen Hazarika, Bishnu Rabha Divas and Silpi Divas:** are celebrated to make the students aware of the rich local cultural heritage and to imbibe a sense of pride among them.
- **Saraswati Puja** is celebrated with full festivity among the Students, teachers, office staff, alumni and local people.

File Description	Document
Upload Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: D.1 of the above

File Description	Document
Upload supporting document	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives

4. Beyond the campus environmental promotion activities

Response: C. Any 2 of the above

File Description	Document
Upload supporting document	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

From its very inception, West Guwahati Commerce College has relentlessly been trying to provide its students an inclusive atmosphere that speaks in favour of socio-communal harmony, and promotes cultural, linguistic and socio-economic diversities. As part and parcel of the efforts to create an all inclusive atmosphere as mentioned above the college authority stresses through its ethical guidelines that every teaching, non-teaching employees and the students of West Guwahati Commerce College shall respect human rights and shall not discriminate against persons for reasons based on caste, creed, sex language, social status, age or physical/mental disability. At the commencement of each session freshers have been oriented with this ethical guideline. Therefore, from its admission policy to celebration of different programs inside the college campus West Guwahati Commerce College is always guided to achieve the aim of communal harmony. By celebrating many National and International days, events and festivals like Yoga Day, Shaid Divas, Sankar Dev Tithis, World Health Day, Environment Day, Milad-e-Mehfil, Saraswati Puja, Women's Day, Ethnic Cultural Meet etc. the institution aims at bringing tolerance and harmony among the students, staff and other stakeholders. So our college celebrates programs On different occasions, the college authorities and its various departments have organized awareness programs in relation to gender issues, socio-cultural diversities and environment among students and in the adopted villages. Training Programs of folk songs and dance along with essay competition have been also conducted as part of this concerted attempt.

File Description	Document
Upload Additional information	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

1. Health Check up and life style management program
2. Maintain greenery environment within the college campus

Best practices:1 Health Check up and life style management program

Health checkups are designed not only to detect medical issues but also to identify risk factors and illness before they start to cause problems. Health checkups can prevent a person from illness and can save them from possible complications as well as make them aware to make changes in their lifestyle habits for longer lifespan. Our college gives emphasis on timely checkups of health for its staff members as well as for its students. West Guwahati Commerce College organized some of health and life style management programs for its staff members and students.

1. **Health checkup camp:** West Guwahati Commerce College had organised health checkup camp for our students, college staff, college neighbours and parents of students. In health checkup primary blood test like hemoglobin, sugar test, Blood Pressure, weight measurements etc. were done. Moreover proper initial medical treatment was given and also distributed free medicines to all as per requirement.
2. **Eye checkup camp:** Eye checkup is also a part of primary health checkup. Students are not aware of their eye issues in initial stage. The college has organised eye checkup camp for our college students, teaching and non-teaching staff, parents and also for college neighbours and has given proper medical suggestions and treatment.
3. **Blood donation camp:** In our college blood donation camp was also organised in the year 2018 where more than 30 participants donated blood under proper supervision of medical team and as per norms. After donating of blood the participants were offered necessary fruits, health and energy drinks and also precautions and care suggestions were given to take at home. During the pandemic period it was not possible to conduct such camp but in the upcoming session our college has planned for such camp for the benefit of the society. After all, “a drop of blood can bring smile on the face of someone’s family”.
4. **Lifestyle management program:** Here, our medical team guides the participants to live a proper healthy life like giving advice on proper sleeping, balanced nutritional food, yoga and meditation, easy and simple exercises, as well as life style management techniques. Our college has already organized yoga and meditation camps in college premises in the international yoga day. In the upcoming session our college has planned for organizing a camp on nutrition management. Nutritional imbalance causes serious health issues among people which is always ignored as less importance. As it is said that ‘prevention is better than cure’.

Moreover college staff, students also participated in an awareness programme conducted by Pandu FRU (First Referral Unit) in the Karmashree Hiteswar Saikia Auditorium. The programme was on protection from dengue mosquitoes and govt. initiative for dengue sufferers. The doctors basically discussed and advised on taking precautions and curative measures that can be adapted at home.

Best Practice: 2: Maintain greenery environment within the college campus:

West Guwahati Commerce College gives emphasis on eco-friendly campus. This year some major initiatives are planned like plantation of some medicinal plants, spicy plants, ayurvedic plants etc.

Objectives of the Practice: It has been observed by the people that nature has been changing itself very tremendously as we are responsible for this change because of building and constructive more and more

cities and town. So, the nature has unbalanced and disturbed that is why the combination of oxygen has ruined. Therefore, now we have to maintain this balance by following the given points :

- To ensure more plantation of different fruits and other useful plants trees.
- Plantation programme can become more popular. So, it is the duty of ours to promote more and more students to come forward.
- To enhance the values of plants environment among the students. The Context The very noble objective of “Plantation programme is to save, protect the environment by plantation work” with under given points:
- To rising up the level of the student thinking regarding plantation work. To ensure the sincerity of the students regarding the values of trees plants.
- To inculcate the programme of plantation can change the heart hobbies of students to produce more and more oxygen.

It is very important to plant more and more trees, herbs and climbers because these are the carriers of rain and cloud. Only the nature has capacity to turn up the balance of nature to produce more and more oxygen, but it is only possible when our surroundings are full of trees and plants. Such type of programme is only possible when our new generation become more more sincere and active towards plantation programme. If our programme of plantation makes the points of success, it is sure and certain that our nature will be in balance and the life of the people can be happy prosperous. So, we should plant more more trees and protect them for the future of new generation. Evidence of Success Our efforts of plantation work provoke the heart of the students and inspired them to go quickly on the path of plantation for the balance of the nature up-gradation of environment. It is the result of the programme that many student participated in the programme of the plantation started by college administration in the college campus. Now we hoping that after this raining season, these planted trees will provide us feelings of true natural. Problems Encountered and Resources Required some students were too naughty that they avoid the programme and deny such types of activities, but our learned scholars faculties convinced them and ultimately they agreed for the plantation work and realized the value and importance of the nature and environment. Not enough, but they also planted more more plants and take an oath for the protection of the plants for the balance of nature

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Recognition award for achievement:

A person who is appreciated will always do more than is expected. Appreciating and rewarding is

great approach to celebrate hard work and success especially in student's life. It might be a certificate or an award for everyone else, but the ones who are appreciated look upon it as an honor. Like punishing and correcting a student's fault, recognizing a student's success is also necessary. Even a slightest recognition works as a great motivation for the students and encourages them to work even harder and sincerely. Recognising students with awards and certificates make them and their work stand out which again motivates them and attracts other students to work harder.

In the year 2019 two of our students Sangeeta Parial and Moon Moon Nag has secured 1st class 2nd and 1st class 3rd position respectively in B.Com course under Gauhati University(Dept. of finance) for which they have been awarded cash prize of Rs. 10000/- each from our college. Along with them to encourage the faculty members in their hard work for their students the Department of Finance was also given cash prize of Rs. 10000/-. WGCC has a trend of giving cash price of Rs. 5000/- to every department which performs well in any academic sessions and those departments used to distribute that amount of money amongst those students who secure Grade point 10 in their subject/subjects as a departmental recognition award for achievement to them.

Again, WGCC gives admission to meritorious students getting above 85% marks in State Board (SEBA/AHSEC) and above 95% in Central Board (CBSE) only at 1 rupee.

Action Plan:

- Resolution has been taken by management of the college that in the upcoming session 'Best readers award' will be given for maximum utilization of college library.
- Student getting highest marks in college in any semester i.e. College topper will be rewarded cash price of Rs.5000/- in each semester.
- Students getting subject highest under Gauhati University in any semester would be rewarded cash price of Rs.5000/- in each semester.
- Students holding position under Gauhati University in final semester exam i.e. in 6th semester final examination would be rewarded cash price of Rs.10000/-, Rs. 7000/- and Rs.5000/- respectively for 1st, 2nd and 3rd position.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

West Guwahati Commerce College is to proceed in a positive way towards improvement of present conventional higher education system to face the challenges of management of industries and business. The college has initiated a major program for the next five-years keeping in mind the requirement of New Educational Policy (2020) to ensure that the graduates who come out after successful completion of these courses would have knowledge, skills and aptitude for gaining employment in the wage sector in general and self employment in particular. The college has taken up a few extension activities through NSS units. We are committed to imparting quality education in the field of basic and professional courses to create empowered, socially responsible youth to face the changing needs of the society and times. The quality policy is developed by the top management in consultation with the stakeholders. It is deployed across all the sections and is reviewed once in five years while framing the strategic plan for the Institution.

Concluding Remarks :

The College is bracing itself to meet the need of the hour by introducing new innovative ideas through new courses. It is encouraging that the college would be assessed and accredited by NAAC for Cycle 1 very soon. The Self-Study Report of the college has been prepared by a dedicated team of teaching and non-teaching staff of the college headed by Dr. Iva Devi, HoD of Management Department and Co-ordinator of IQAC of the college. I take this privilege to express my sincere gratitude to the members of the Internal Quality Assurance Cell (IQAC) for rendering their noble services in preparing this Self-Study Report. Further, I also express my thankfulness to the members of the Governing Body, Teaching and Non-Teaching Staff, Students' Union Body and Alumni Association of the college for their active co-operation in preparing this report.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.3.2	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</p> <p>1.3.2.1. Number of students undertaking project work/field work / internships Answer before DVV Verification : 277 Answer after DVV Verification: 17</p> <p>Remark : nly 17 certificates have been provided by HEI</p>																																								
2.1.2	<p>Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)</p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year - wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>340</td> <td>331</td> <td>320</td> <td>424</td> <td>325</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>290</td> <td>293</td> <td>283</td> <td>303</td> <td>295</td> </tr> </tbody> </table> <p>2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>516</td> <td>516</td> <td>516</td> <td>516</td> <td>516</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>516</td> <td>516</td> <td>516</td> <td>516</td> <td>516</td> </tr> </tbody> </table> <p>Remark : The number of seats filled not to be exceed than emarked one input is edited according to it.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	340	331	320	424	325	2021-22	2020-21	2019-20	2018-19	2017-18	290	293	283	303	295	2021-22	2020-21	2019-20	2018-19	2017-18	516	516	516	516	516	2021-22	2020-21	2019-20	2018-19	2017-18	516	516	516	516	516
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2.4.2	<p>Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)</p>																																								

2.4.2.1. Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
7	8	10	7	7

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
6	6	6	6	6

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

3.3.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
21	2	1	1	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
9	1	1	1	0

Remark : Input is edited as per supporting documents.

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
7.49	15.86	26.90	5.75	11.33

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
7.49	9.40	16.37	2.245463	9.42

Remark : excluding electrical expenses.

5.1.1	<p>Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years</p> <p>5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years Answer before DVV Verification:</p> <table border="1" data-bbox="306 389 1046 524"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>370</td> <td>5</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 602 1046 736"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>236</td> <td>20</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	370	5	0	0	0	2021-22	2020-21	2019-20	2018-19	2017-18	236	20	0	0	0
2021-22	2020-21	2019-20	2018-19	2017-18																	
370	5	0	0	0																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
236	20	0	0	0																	
5.1.2	<p>Capacity building and skills enhancement initiatives taken by the institution include the following</p> <ol style="list-style-type: none"> 1. <i>Soft skills</i> 2. <i>Language and communication skills</i> 3. <i>Life skills (Yoga, physical fitness, health and hygiene)</i> 4. <i>ICT/computing skills</i> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above Remark : report on yoga is not provided and initiative on skill enhancement by HEI is not provided.</p>																				
5.3.1	<p>Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years</p> <p>5.3.1.1. <i>Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years</i></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 1574 1046 1709"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>0</td> <td>0</td> <td>2</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1787 1046 1921"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>0</td> <td>0</td> <td>2</td> <td>1</td> </tr> </tbody> </table> <p>Remark : Input edited as district level certificates will not be considered here.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	6	0	0	2	1	2021-22	2020-21	2019-20	2018-19	2017-18	2	0	0	2	1
2021-22	2020-21	2019-20	2018-19	2017-18																	
6	0	0	2	1																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
2	0	0	2	1																	
7.1.2	<p>The Institution has facilities and initiatives for</p>																				

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: D.1 of the above

Remark : only a green campus initiative facility is provided.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of teaching staff / full time teachers during the last five years (Without repeat count): Answer before DVV Verification : 22 Answer after DVV Verification : 34</p>																				
1.2	<p>Number of teaching staff / full time teachers year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>22</td> <td>27</td> <td>25</td> <td>28</td> <td>26</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>22</td> <td>27</td> <td>25</td> <td>27</td> <td>26</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	22	27	25	28	26	2021-22	2020-21	2019-20	2018-19	2017-18	22	27	25	27	26
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