YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	NAGAON G.N.D.G. COMMERCE COLLEGE
• Name of the Head of the institution	DR. SIBA RANJAN MAHANTA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03672255044
• Mobile No:	9435180438
• Registered e-mail	ngndgcc@gmail.com
• Alternate e-mail	mrigankasaikia.dhing@gmail.com
• Address	NAGAON G.N.D.G. COMMERCE COLLEGE, PANIGAON, NAGAON, ASSAM-782003
• City/Town	NAGAON
• State/UT	ASSAM
• Pin Code	782003
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**GAUHATI UNIVERSITY**
• Name of the IQAC Coordinator	**DR. SATYENDRA KUMAR PANDEY**
• Phone No.	**03672255044**
• Alternate phone No.	**7002322526**
• Mobile	**9435162483**
• IQAC e-mail address	**ngndgcc@gmail.com**
• Alternate e-mail address	**skp.pandey62@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://ngndgccollege.edu.in/iqac.php
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://ngndgccollege.edu.in/upload/a_cal/1659420232.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C+**	**0.61**	**2004**	**04/11/2004**	**03/11/2009**
Cycle 2	**B++**	**2.81**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC	**05/04/2005**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NAGAON GNDG COMMERCE COLLEGE	STUDENTS ADMISSION FEES	GOVT. OF ASSAM	2020-21, 1	2841585
NAGAON GNDG COMMERCE COLLEGE	COVID-19	GOVT. OF ASSAM	2020-21, 1	17000
NAGAON GNDG COMMERCE COLLEGE	SALARY GRANT	GOVT. OF ASSAM	2020-21, 1	37610566
NAGAON GNDG COMMERCE COLLEGE	NSS	GAUHATI UNIVERSITY, NSS	2020-21, 1	40050

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

IQAC has made significant contribution in making the teachers acquainted with the values of institutional accreditation and new

method of NAAC Accreditation.

Monitoring and regular follow up has been carried out for implementation of academic calendar and teaching plan.

Encouragement to the faculty members to undertake various research activities as well as participation in career development programs.

Organized regular meeting and discussion relating to various activities among members in order to enhance the academic and non-academic performance of the institution. In this context, IQAC has been trying to draw attention to the area where there is a scope for quality improvement especially in terms of environment protection, cleanliness, plantation, etc. However during the session 2020-21 our initiatives were not successful due to the effect of COVID-19.

Organized one day workshop on online classes by the faculty members by which all the faculty members are able to do online classes during lockdown period through Google Meet, Zoom meeting App, Google Classroom, etc. It helps to minimize the loss of the students in terms of their academic performance. Moreover IQAC in collaboration with other departments has organized few webinars on some important topics during the session.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Plan to fill up the vacant post in the department of Assamese and Management	Interview conducted and appointment was made by DHE, Govt. of Assam.
Plan to open Degree course for Science Stream & proposal has given to the State Govt.	Received permission from the affiliating University and also received infrastructure grant from Govt. and accordingly Science Block and Laboratory have been constructed. But Science Stream has not been provincialised till now.
Plan to put emphasis on the Online mode learning due to Covid-19 pandemic and country wide Lockdown.	Faculty members started taking Online classes through Whatsapp group, Google Meet, etc.
Plan to construct Classroom, conference hall, Canteen	The Construction of Classroom and Conference hall has been

purchase of computers and Books under RUSA 2.0	completed and purchased computers for computer Lab as well as Books for Library. But construction of Canteen was on process.
Plan to train up faculty members in Online mode of Teaching-Learning.	Organized one day workshop for Learning, how to do Online Classes in the College premises.
Plan to organize webinar for the benefit of students and faculties	Organized five National and one international level webinar
Plan to do students centric works like preparation of income tax return, handling of computer and project works preparation from field collection, internship works., etc.	Due to COVID-19 pandemic and SOP of Govt. of Assam no students centric works have been done in off-line mode.
Plan to organise Covid-19 awareness programme among the students as well as in the adjacent areas of the college and also in the adopted villages.	Covid-19 awareness programme has been organized among students, Moreover, free distribution of mask and sanitizers have been carried out in the nearby areas as well as in two adopted villages.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Nagaon GNDG Commerce College	27/12/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	29/03/2022

15.Multidisciplinary / interdisciplinary

College has B.Com. and B.B.A. for under graduate courses and M.Com., for post graduate courses under multidisciplinary.

16.Academic bank of credits (ABC):

Since ABC is a part of NEP-2020, the college has not implemented ABC in its academic curriculum till now..

17.Skill development:

In B.Com. program, income tax law and practice contain the e-filling of income tax return and in the subject financial accounting containing computerised accounting system provides skill development knowledge to the students. Along with this arrangement is made to hire some expertise to provide skill based knowledge to the students. The same skill based knowledge is also provided to the students through B.B.A. courses.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Students are taught in English, Hindi and regional Language Assamese.

The integration of Indian knowledge is reflected through the performance of Dandia dance, Satriya Nritya, Bharat Natyam, Classical dance and Singing, etc. which are performed in varrious cultural programmes at our college. More over students got opportunity to join in the inter college competition also.

Traditional cultures of different parts of Indian are shown in students rally related to college week.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Academic Council analysed the results of under graduate and post graduate level programmes of the college in details. The council resolve some proposals and asked all the HODs to introduce the same for better outcome in the comming session.

20.Distance education/online education:

Krishna Kanta Handique State Open University distance education Study Center has been functioning at the college under the coordinatorship of Prof. J. I. Pathan for UG courses.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	88

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	812

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	137

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	112

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	22

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	16

File Description	Documents
Data Template	[View File](#)

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**23**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**173**
4.3 Total number of computers on campus for academic purposes	**51**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- **The subjective aspects as outlined in the syllabi of the various subjects taught in the institution are delivered through a planned mechanism with the aid of various tools and processes.**
- **A class routine is prepared before the beginning of every academic session by a Routine Committee constituted by the Principal, which is not only responsible for allocation of various classrooms as per necessity of various subjects in the routine but also is responsible for removing any anomalies that might arise after the start of the classes, mostly pertaining to room capacity.**
- **Each of the faculty member maintainsa Lesson Plan, which is used for delivery of the topics allotted against each of them in the various semesters.**
- **Departmental Advisory Committee meetings are convened by the Heads of Departments at regular intervals for taking assessments of syllabus completion status by the individual faculty members, as well as for planning for other academic activities like holding of student seminars, field works, class tests, allotment of assignments, etc.**
- **The internal assessment marks of the students are allotted by**

different departments on the basis of different parameters like class attendance, student seminars, home assignments, etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://ngndgccollege.edu.in/upload/file/1676627625.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Although there was a scheduled academic.calender issued by the college in conformity with the academic calender of the parent university, but due to covid pandemic the classes were adjusted as per the SOP of the state Government from time to time.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://ngndgccollege.edu.in/upload/file/1676627601.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

23

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

23

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The curriculum has relevant multidimensional issues on gender human values environment and sustainability. Humanity subjects like human resource management, customer relationship , marketing management, entrepreneurship, etc. amply represent human values, gender sensivity, environmental and sustainability in the syllabus.

A few examples of the curriculum integrating cross cutting issues are listed below:

GENDER SENSITIVITY :Subjects like entrepreneurship, human resource Management, literature include various aspects of women empowerment and gender equality in every walk of life.

ENVIRONMENT AND SUSTAINIBILITY : A compulsory paper on Envronmental studies is taught at the Undergraduate level which impart knowledge to the students on various environmental issues

SKILL ENHACEMENT: A compulsory part of skill enhancement paper forms 50 percent of the Entrepreneurship for which students need to submit project report and appear Viva for the same . Subjects like Insurance , Investment in Stocks imparts practical knowledge inacquanting students with the skill of handling Share market operations and insurance Sector

PROFESSIONAL ETHICS : The college organises various Career Counselling guidance and programmes to inculcate professional ethical practices.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

160

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	**B. Any 3 of the above**

from the following stakeholders Students Teachers Employers Alumni	

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://ngndgccollege.edu.in/upload/file/1676627582.PDF

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1120

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

241

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

In view to assist slow learners the institute conducts remedial classes apart from the regular classes. The inductions of remedial classes are aimed to help not only the slow learners but also to give opportunity to all students to clarify their queries, thus benefiting all students. Due to the COVID-19 pandemic lockdown and SOP of the Govt. of Assam in the session 2020-21 the faculty members of different departments of our College conducted classes through online mode using Google Meet, Whatsapp Groups, etc. The online classes were conducted on the basis of Routine prepared by the College Authority. During the lockdown period, mainly home assignments were collected from the students. Easy and simplified study materials were provided by the faculty members through online mode and the faculty members stayed reachable through online mode to attend the queries of the students.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
812	22

File Description	Documents
Any additional information	View File

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

Nagaon GNDG Commerce College always tries to make teaching learning a two- way- process by encouraging and motivating the students.

During Covid-19 Pandemic period, due to full lock-down, all the departments of our college formed departmental whatsapp groups that serve as a digital link between the students and the departments. In order to enhance the learning experience, the faculty members mainly took home assignments from the students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Nagaon GNDG Commerce College has adopted the following mechanism to make Teaching-Learning process more effective:

i) The College has Wi-Fi facility for all the students inside the College campus.

ii) The College has a computer lab running under IT department,

iii) All of our staff is well familiar with the latest ICT tools,

iv) During Covid-19 Pendamic, all the teachers of our college has successfully conducted online classes through Google Meet and Zoom,

v) Online lectures are regularly organized by our college authority and departments.

vi) The college enjoys Broadband Leased Line facilities with high speed internet connection.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://ngndgccollege.edu.in/upload/file/1677666565.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

20

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

File Description	Documents
Any additional information	[View File](#)
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

372 Years

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Nagaon GNDG Commerce College has adopted a very transparent policy in respect of internal assessment.

Transparency:

a) Internal Examination Committee: The College is currently following CBCS system. In the beginning of each academic session, the Principal appoints an Internal Examination Committee for smooth conduct of internal examinations. The Internal Examination Committee finalises the dates of internal examinations.

b) Decentralization of examination: The departments are entrusted to prepare question paper for all internal examinations. The Coordinator of the Internal Examination Committee prepares Invigilators list for smooth running of internal examinations. The dates of internal examinations are notified in the central as well as departmental notice board.

c) Evaluation: The answer scripts are evaluated within a specified time after completion of examinations. The marks are noticed in the cental and departmental notified board. The answer scripts and marks alloted are also discussed with the interested students in the departments.

d) Notification of Home Assignments: Notifications in respect of topics and dates of submission of Home Assignments are given in the respective classes by the concerned teachers. Departmental whatsapp groups are also used to circulate such information among concerned students.

Absentees with genuine reasons are given an opportunity to reappear in examinations.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://ngndgccollege.edu.in/upload/file/1676627566.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

All the students are informed well in advance in respect of examination date and timings. The students who failed to appear in the internal examinations are given a second chance to re-appear in the examination in a future date. All the faculty members of our college are engaged for the time bound evaluation answer scripts.

Marksheets are well displayed in our college in central notice board as well as departmental notice board.

Answer scripts are shown to the interested students in the departments.

The grievances of the students related with the internal assessment such as correction of marks, totaling of marks, if any, are solved immediately.

Councelling is done to the slow learners after the examinations. Sometimes guardians are also called to the college, if the students performed very bad.

All examinations are conducted in the stipulated time as per college

as well as Gauhati University Academic Calender.

File Description	Documents
Any additional information	View File
Link for additional information	https://ngndgccollege.edu.in/upload/file/1676627552.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

There are three Programmes in theCollege, namely, B. Com. (Hons.), BBA and M. Com. Very systematically, from the first year of the College life, the academic journey is carried out through central as well as departmental orientation programs, extra curricular activities, class room interactions and expert lectures. Online Classes through Google Meet, Zoom, Home Assignments, etc. are continuousely helping our students to evaluate their learning outcomes during this session. Course outcomes are measured by evaluating the past performance records of the previous examination and home assignments.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://ngndgccollege.edu.in/upload/file/1676627538.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Assessment is done on the basis of the nature of the program. Except the final semester (6th semester), students of all other semester were promoted to the next semesters on the basis of home assignment and their previous performance during the year 2020-21. Only 6th semester (Final Semester) students participated in online examinations conducted by Gauhati University.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://ngndgccollege.edu.in/upload/file/1676627524.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

256

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://ngndgccollege.edu.in/upload/file/1676627508.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[Our college could not undertake student's satisfaction survey during 2020-21 due to Covid-19 pandemic as per NAAC guidelines.](#)

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 year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

8

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

1

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college undertakes different extension activities with in-house support and also by making external collaborations. The women cell, the NSS cell and some of the departments also organise activities in the near by locality and in the adopted villages. These activities covered various aspects of rural livilihood, general development and awareness pertaining to issues related to mental health, education and economic growth, and physical health and hygiene.

File Description	Documents
Paste link for additional information	https://ngndgccollege.edu.in/upload/file/1676627493.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.3.3 - 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 organized in collaboration with industry, community and NGOs) during the year

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

3

File Description	Documents
Reports of the event organized	[View File]()
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File]()

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

230

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

6

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Nagaon GNDG Commerce College has total campus area confined 135039 sqft (3 acres 1 katha 11 lossa). It has total building area 10430 sqft. Total numbers of class rooms are 14, laboritories are: 6 Nos., and total nos. of Computer equipments are: 60 . College has central library confined with total area 2640 sqft. College has one Indoor Stadium confined with area 3857sqft. Further, College has one gymnasium room, girls' common room, teachers' common room, departmental room, confidential room, boys' common room and student union body room, Medical room, generator room, Guest House, grade-iv staff quarter, canteen (under construction), shopping complex (M. Cycle show room, Book Stall, Hotel, Hardware Shop) and Girls' Hostel along with warden quarter.College has also seperate car parking for College staff and students. It has separate toilet facilities for girls and boys and toilet facilities for PWD students. College has pure drinking water facilities for staff and students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://ngndgccollege.edu.in/upload/file/1676627470.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Nagaon GNDG Commerce College has facilities for cultural activities which includes sound system, microphone sysytem, one Harmonium set, Tabla set etc. Cultural activities like dance competition, Folk songs, Modern Songs and Contemporary Songs are performed by the students in various occassions like College Foundation Day, Freshers' Social and annual College Week and other National and Regional festivals held in Indoor Stadium, Seminar Hall and outdoor field. In annual sports and games , it includes Badminton, Volley Ball, Basket Ball, Wrestling and Weight Lifting, Cesto-Ball, Cricket, Yoga and atheletics events are perfomed in our College. Apart from that different cultural competitions like music, dance, modern song etc. are performed by our students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ngndgccollege.edu.in/upload/file/1676627440.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ngndgccollege.edu.in/upload/file/1676627416.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

77

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

```
The Library is fully automated with Integrated Library Management
System ILMS) named SOUL 2.0. It is installed for Automating in house
activities and services of the Library along with barcode facility.
The online public Access Catalogue is made available for the Library
users to know the status of availability of books and documents in
the Library. Library used Dewey Decimal Classification (DDC) system
for Clssification of books.

The Library offers various services like Automated Circulation of
books, OPAC, Reprography, Library Orientation, CCTV Cameras are
installed inside the Library for strict surveillance.

Name of ILMS Software:SOUL

Nature of Automation:Fully Automated.

Version 2.0

Year of Automation 2010.
```

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://ngndgccollege.edu.in/upload/file/1676627397.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

`0.21`

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

`1344`

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Even before the onset of the COVID19 pandemic, the college authority had taken rapid, useful and necessary measures to enhance the IT facilities of the institution. The COVID19 pandemic further propelled the institution in speeding up its IT amenities, for the convenience of students, faculty, parents and other stakeholders of the institution contributing in fast implementation of decisions and measures made by the Head of the Institution and the administration.

IT infrastructure and associated facilities have been augmented periodically as and when there is a requirement and also to introduce new technology to the students and faculty. Computer systems are upgraded with latest configuration as per the need and requirement of office. The desktops have been upgraded and the monitors have been supported with LCDs and LEDs that ensure viewing

comfort especially due to extensive use by students, faculty members and staff members. IT technical support staff monitor and maintain the computer system and networks.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://ngndgccollege.edu.in/upload/file/1676627379.pdf

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

2501426.00

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Nagaon GNDG Commerce College has a predefined system and practice for maintenance and utilization of its infrastructural resources and facilities. Adequate human resources are appointed exclusively for care, maintenance and up keep of the campus area.

Responsibilities are assigned to oversee and supervise the works and activities related to up gradation, maintenance and utilization of the infrastructure facilities. The committees functioning in the institutional organ are:Finance Committee, Library Committee, Purchase Committee, Hostel Committee, Campus Maintenance Committee, Building/Construction Committee, Canteen Monitoring Committee, Planning Committee, Sports Cell, and Advisory Committee of the College.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ngndgccollege.edu.in/upload/file/1676627353.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

244

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

205

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`14`

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`14`

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	`C. Any 2 of the above`

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	`No File Uploaded`
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

20	

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

20	

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

14	

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	[View File](#)

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 year

5.3.1.1 - 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 year.

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	<u>View File</u>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**No File Uploaded**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Nagaon GNDG Commerce College Students' Union body is annualy elected by bonafide students of the college as per Lyngdoh Committee Recommendations. The Union body has been working hand in hand for the betterment of the college with college administration, Sports Committee, Cultural Committee, Anti-ragging Committee, Magazine Committee, etc.

The Union body observed the participation in different inter college competitions i.e. Zonal Youth Festival, University Youth Festival organized by the Affiliating University. The Union bodyof student alsooffers their assistance by setting up Help Desks in the College Premises during admission time.

File Description	Documents
Paste link for additional information	<u>https://ngndgccollege.edu.in/upload/file/1677566952.pdf</u>
Upload any additional information	<u>View File</u>

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

4

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

Nagaon GNDG Commerce College Alumni Association was formed under Society Registration Act 1860. At the very beginning, Association was taken by a small group of 58 Ex-students of the college.

Nagaon GNDG Commerce College did not collect any contribution from Alumni due to Covid-19 Pandemic during financial year 2020-21. Only Bank interest received Rs. 2236/- against the Capital amount of Rs. 81367/-.

File Description	Documents
Paste link for additional information	https://ngndgccollege.edu.in/upload/file/1676627277.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Institution has its own vision and mission which reflects the governance of the Institution.The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The Governing Body delegates authority to the Principal & Secretary who, in turn share it with the different levels of functionaries in the college. The Heads of Departments, Conveners of various committees, along with the staff representatives on higher decision- making bodies play an important role in determining the institutional policies and implementing the same.

File Description	Documents
Paste link for additional information	https://ngndgccollege.edu.in/upload/file/1676627242.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization:

The practice of decentralization in the institution is evident from the fact that the Pricipal always takes decision on every important matter in consultation with the Vice Principal, Teaching Staff, Non-teaching Staff and the Student Union. Nagaon GNDG Commerce College has more than 20 Committees, Sub-committees and cells to look-after the administration of different functional aspects of the college. These Committees hold meeting at regular intervals and whenever necessary under the presidenship of Principal of the College.

Participative Management:

The College ensures participation from teaching and non-teaching staff as well as the students in the administration and smooth functioning of the College. For that, a student union body is formed every year on the basis of an election, who in turn assist the teaching and non-teaching staff in various activities of the College.

File Description	Documents
Paste link for additional information	https://ngndgccollege.edu.in/upload/file/1676627223.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The Governing Body delegates authority to the Principal & Secretary who, in turn share it with the different levels of functionaries in the college. The Heads of Departments, Conveners of various committees, along with the staff representatives on higher decision- making bodies play an important role in determining the institutional policies and implementing the same.

1.Perspective/Strategic Plan:

The institution has a Perspective/Strategic Plan in place in order to help anddevelop it in a systematic, well-thought-out and phased manner.

1. **Applied for grants from government and non-government sources.**
2. **Extension of available area through vertical expansion to accommodate more classrooms, Indoor stadium, auditorium, Canteen, staff rooms etc.**
3. **Renovations and revive the ageing infrastructure of the institution.**
4. **Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT and other innovative means. .**

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

```
Administrative Set Up:

1.The Governing Body provides directions to the administration in
matters related to finance and regulation, purchases and development
and quality assurance of the college.

2.The Secretary/Principal is the final authority in all financial
matters.He discharges his work with the assistance of the
Departmental Heads, the IQAC Coordinator, the Teachers' Unit
Secretary and the Head Clerk.

3.The Vice Principal acts as facilitator in the smooth functioning
of the college by looking into areas such as routine preparation,
admission of students, internal examination, etc.

4. The IQAC team of the college plays a vital role in assessing and
assuring quality in teaching-learning and evaluation process.

The librarian after consultation with the library committee takes
library related decisions like stock refill, enhancement of library
facilities, purchase of books, etc.

Service Rules:

The College follows the service rules and procedures as laid down by
the Education Department, Govt. of Assam.

Recruitment:

College recruits the sanctioned teaching and library staff as per
UGC and DHE Guide lines. Non-teaching staffs are recruited as per
norms of Govt. of Assam.

Promotion

The teaching and non-teaching staffs are Promoted as per UGC and
Govt. of Assam rules and procedures.
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File Description	Documents
Paste link for additional information	https://ngndgccollege.edu.in/upload/file/1676627204.pdf
Link to Organogram of the Institution webpage	https://ngndgccollege.edu.in/organogram.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Nagaon GNDG Commerce College has the following welfare facilities for the teaching and non-teaching staff:

1. Library with internet facility.

2. Wi-Fi enabled campus.

3. Teachers common room.

4. Fully equipped Gym.

5. Canteen

6. Indoor Stadium

```
7. Conference room

8. Water Purifiers

9. Sanitation
```

File Description	Documents
Paste link for additional information	https://ngndgccollege.edu.in/upload/file/1676627178.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

1

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

2

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	[View File](#)
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college follows the guidelines laid down by the Director of Higher Education(DHE),Govt. of Assam for promotion of teaching and non-teaching staff. However, there is no provision for promotion of the non-sanctioned posts but they are provided an annual increment @5%per annum.

File Description	Documents
Paste link for additional information	https://ngndgccollege.edu.in/upload/file/1676627148.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Nagaon GNDG Commerce College conducts both internal and external financial audit on regular intervals. External audit is conducted by Directorate of Audit (Local Fund), Govt. of Assam and internal audit is conducted by an organisation appointed by the Governing body of the college. The report of external audit conductedby the Govt. of Assam is still awaited. Internal audit for the period of 01/04/2020 to 31/03/2021 was conducted and audit report submitted by Samir and Associates.

File Description	Documents
Paste link for additional information	https://ngndgccollege.edu.in/upload/file/1676627102.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

College mainly mobilises funds from the Government of Assam, RUSA and UGC and utilises under various expenditure heads. It also mobilises funds from the self financing courses, namely- BBA, M. Com. Resource mobilisation is also done from students' fees and utilised it in the designated areas. Other sources of resource mobilisation includes rent from shops, contribution of alumni, rent from external bodies for conducting various events in the College Campus.

File Description	Documents
Paste link for additional information	https://ngndgccollege.edu.in/upload/file/1676627080.pdf
Upload any additional information	View File

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

The IQAC of Nagaon GNDG commerce college has consistently striving to institutionalize quality assurance strategies and process at every level of thefunctioning.The IQAC has tirelessly plodded on despite the limitations resulting due to the COVID-19 Pandemic situation.

The IQAC has been a proactive player in the overall bench-marking process. The IQAC have:

1. Regularly convened meetings

2. Submitted AQARs to NAAC for four sessions after 2nd cycle of

Assessment

3. Organised various activities like workshop, webinar/seminars for the benefits of the college.

4. Students mentoring is done to create a congenial and close relationship with students and to find out the problems encountered by the students, especially with regard to the teaching-learning process,with a resolve to solve them. Mentors keep in touch with their Mentees to encourage them to excell in their studies, and for their all round development.

File Description	Documents
Paste link for additional information	https://ngndgccollege.edu.in/upload/file/1676627038.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

In conjuction with the IQAC, the college academic committee reviews the quality of teaching learning process, at periodic intervals. Also keeping in mindthe post accreditation quality initiative, the IQAC looks after the overall aspects of developing, coordinating and monitoring the academic aspects for efficacious implementation of its plans of action, especially the activity that result in improvement of students learning.

File Description	Documents
Paste link for additional information	https://ngndgccollege.edu.in/upload/file/1676627038.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF	C. Any 2 of the above

any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	https://ngndgccollege.edu.in/nirf.php
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 during the year

Nagaon GNDG Commerce College is a co-educational institution that actively promotes the cause of gender equity and women empowerment in order to maintain a congenial atmosphere within the campus. Besides the affiliating University's prescribed curricular activities, and focusing on the Principles of Gender Equity enshrined in the Indian Constitution, the college has been initiating and implementing a number of measures consistently promoting gender equity. The measures are implemented through co-curricular activities and steps taken to tackle the gender concerns to bring about a gender equal society. Seminars, workshops on personality development and expert talks are organized to motivate the girl students in taking up leadership roles, build self love and self care or gear themselves in self defence etc.

File Description	Documents
Annual gender sensitization action plan	https://ngndgccollege.edu.in/upload/file/1676627008.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://ngndgccollege.edu.in/upload/file/1676626989.PDF

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The solid waste generated in the campus is segregated at source by providing separate dustbins for biodegradable and non biodegradable. The waste generated by news papers, megazines, cartons and examinations oriented waste are reused as possible and stored in the proper places.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://ngndgccollege.edu.in/upload/file/1676626970.PDF
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college students are from various cultural backgrounds representing diversity. Students from different community, religion, culture, region and language equally participate in the college events and thus relate to be a part of the occasions and the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. The institute hoists the National Flag during national festivals and invites eminent persons to inspire students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Nagaon G.N.D.G Commerce College has always been instrumental in utilizing the opportunities of celebrating the national and international commemorative days in such a manner that those events could be the source of inspiration, motivation, awareness, commitment, perseverance, pride, and progress for its students and the society in general. All important days are celebrated in its campus in the presence and participation of students and College staffs. The College always offers tribute/homage to great and prominent personalities of national and international figures by commemorating their birth and death anniversary and celebrates all the regional and national festivals.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best Practice 1:

Motivational Awards to Students (MAS);

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

Appreciating and rewarding is a great approach to celebrate hard work and success especially in a student's life. Even the slightest recognition works as a great motivation for the students and encourages them to work even harder and sincerely. Recognizing students with awards and certificates make them and their work stand out which again motivates them and attracts other students to work harder.

Best Practice 2:

Skill and Talent Advancement Programme (STAP)

In the year 2020-21, the College was facing severe problem in conducting offline mode of teaching-learning due to Covid-19 pandemic and SOP of the Govt. of Assam. The College followed the practice of the classes on online mode. It required the workshop to expedite the decision making of e-mode teaching-learning. Faculty members were making ready to take up the online mode of teaching and able to face the classes as well as examination.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Ever since the College established at year 1984, the college thrived to provide a value-based education with greater flexibility to the young generation comming from the various areas, states, region, community and socio-economical class.The college served the purpose as an effective instrument of development and change in a globally competitive environment by providing quality education. The college also emphasizes on building good moral character and discipline among students and helps the students to achieve higher goals by providing excellent opportunities of growth in their career either professionally or as an entrepreneur. The college is aware of its role of social responsibility and inspires the students to follow the same in their lives.

Nagaon GNDG Commerce College is a pioneer commerce institution of higher learning in the central region of Assam, and has played a pivotal role in providing the students a first-degree education in

commerce streams under Gauhati University.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Plan of action for Next Academic Year (2021 - 2022)

1. To provide holistic value based education and incorporate it into the teaching process.
2. The institutation plans to put more emphasis on the ICT initiatives for developing an eco-friendly learning space.
3. To arrange career guidance programmes and conducting student focused academic and skills development activities
4. To conduct programmes to inculcate entrepreneurial abilities in students to face the challenges in their career.
5. To have more industry academic interface so that there is more corporate participation in academics.
6. To conduct activities to polish up the creative skills of students and provide a platform to display their skills.
7. To provide amenities in terms of cultural and sports facilities and opportunities.
8. The institution plans to focus more on research and Development in the next Academic year by increasing the publications of faculty and also motivating students' community to write research papers.
9. The institution also plans to start construction of Mini Auditorium, Science Laboratory, renovation of students Toilet and Classrooms