



YEARLY STATUS REPORT - 2023-2024

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. MRIGANKA SAIKIA
• Designation		PRINCIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		03672255044
• Mobile No:		8638027327
• Registered e-mail		ngndgcc@gmail.com
• Alternate e-mail		mrigankasaikia.dhing@gmail.com
• Address		A.T. Road, Jyoti Nagar, p.o. Itachali pin-782003
• City/Town		NAGAON
• State/UT		Assam
• Pin Code		782003
2.Institutional status		
• Affiliated / Constitution Colleges		Affiliated
• 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 KR. PANDEY																												
• Phone No.	03672255044																												
• Alternate phone No.	7002322526																												
• Mobile	9435162483																												
• IQAC e-mail address	gndgcc@gmail.com																												
• Alternate e-mail address	skp.pandey62@gmail.com																												
3.Website address (Web link of the AQAR (Previous Academic Year)	https://ngndgcccollege.edu.in/upload/aqar/1732180236.pdf																												
4.Whether Academic Calendar prepared during the year?	Yes																												
• if yes, whether it is uploaded in the Institutional website Web link:	https://ngndgcccollege.edu.in/upload/a_cal/1715066192.pdf																												
5.Accreditation Details																													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>C+</td> <td>0.61</td> <td>2004</td> <td>04/11/2004</td> <td>03/11/2009</td> </tr> <tr> <td>Cycle 2</td> <td>B++</td> <td>2.81</td> <td>2016</td> <td>05/11/2016</td> <td>04/11/2021</td> </tr> <tr> <td>Cycle 3</td> <td>B</td> <td>2.47</td> <td>2024</td> <td>29/08/2024</td> <td>28/08/2029</td> </tr> </tbody> </table>						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	Cycle 3	B	2.47	2024	29/08/2024	28/08/2029
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Cycle 3	B	2.47	2024	29/08/2024	28/08/2029																								
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 G.N.D.G Commerce College	Free Waiver BPL Students admission fees reimbursement (50% of 2021-22)	Higher Education, Govt. of Assam	2023-2024	2247240
Nagaon G.N.D.G Commerce College	Salary Grant	Govt. of Assam	2023-2024	42647297
Nagaon G.N.D.G Commerce College	NSS Grant	Gauhati University	2023-2024	70700
Nagaon G.N.D.G Commerce College	Red Ribbon Club Grant	AIDS Control Society, Govt. of Assam	2023-2024	10000
Nagaon G.N.D.G Commerce College	Infrastructure Grant to Colleges (New construction of Canteen G+1 Building)	RUSA 2.0, Govt. of Assam	2023-2024	5000000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	6	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	

<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
<ul style="list-style-type: none"> IQAC has made significant contribution in making the teachers acquainted with the values of institutional accreditation and new method of NAAC Accreditation. 	
<ul style="list-style-type: none"> Monitoring and regular follow up has been carried out for implementation of academic calendar and teaching plan. 	
<ul style="list-style-type: none"> Encouragement to the faculty members to undertake various research activities as well as participation in carrier development programs. 	
<ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> successfully completed the 3rd cycle of assessment by NAAC. 	
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				
The SSR preparation for the assessment of 3rd cycle during 2023-24	The SSR is also prepared successfully and submitted to NAAC on 04.10.2023				
Celebration of freshmen Social and Establishment day of the college for the session 2023.	The freshmen Social is organised with the celebration of foundation day of the college on 24th and 25th September, 2023				
Preparation for DVV clarification and to be submitted in due time	DVV clarification is done in due course of the and submitted to NAAC office on 26.10.2023				
Fixation of Tentative date for NAAC peer team visit and making payment to NAAC visit	On the day of submission of 2nd instalment to NAAC office for peer team visit, The tentative date is fixed on 20 and 21 august, 2024				
Upgradation of depart mental work for NAAC inspection.	All the HODs of the department prepare their respective activities and successfully meet the NAAC peer team.				
Upgradation of depart mental work for NAAC inspection.	All the HODs of the department prepare their respective activities and successfully meet the NAAC peer team.				
Proposed to prepare AAA, Green Audit and Energy Audit for the session 2023-24.	It has been done accordingly at the end of the session 2023-24.				
13.Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th><th>Date of meeting(s)</th></tr> </thead> <tbody> <tr> <td>Governing Body, Nagaon GNDG Commerce College</td><td>23/12/2024</td></tr> </tbody> </table>		Name	Date of meeting(s)	Governing Body, Nagaon GNDG Commerce College	23/12/2024
Name	Date of meeting(s)				
Governing Body, Nagaon GNDG Commerce College	23/12/2024				
14.Whether institutional data submitted to AISHE					

Year	Date of Submission
2022-2023	13/03/2024

15. Multidisciplinary / interdisciplinary

The institution understands the importance and fruitfulness of interdisciplinary and multidisciplinary aspects of human existence whether in the research field or the multi-facet dimensions of life and living. Multi-disciplinary approach in the curricula is reflected through careful selection of courses and subjects for the learners within its limited purview at present. Knowledge sharing by experts in various non-academic field is streamlined in order to provide a holistic approach for the learners. Experiential learning model is undertaken extensively by the institutions through various methods like fieldwork, extension works, projects preparation, etc.

16. Academic bank of credits (ABC):

Academic Bank of Credits (ABC) is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. It will enable students to open their accounts and give multiple options for entering and leaving colleges or universities. The institution advocates access, openness, fluidity and flexibility in the education system through already implemented CBCS system. Since the teaching-learning mechanism of the college is operated through a blended mode, student can avail a smooth Academic Bank of Credit process on the courses offered in the college with the implementation of New Education Policy, 2020 as per FYUGP syllabi prescribed by Gauhati University. The existing CBCS system has prepared the learners to complete their programmes within stipulated time in order to enhance smooth transitions to a four year degree course. It will enable the management to tackle dropout rate and poor enrolment ratio among the students of the institution who are mainly from socially and economically underprivileged sections.

17. Skill development:

The college recognizes the importance of vocational and career oriented education for the self-employment of the students. Considering the ever increasing competition for the jobs in the market and based on the availability of expertise within the college, the institution is planning to run the following skill development courses for the students namely;

- i. Digital Marketing
- ii. Modern Farming
- iii. Acting and dramatics
- iv. Skill development courses like soft skills

v. Communication skills etc.
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
Keeping in mind the multi-lingual nature of the state of Assam, we are planning to start online courses on translation for students where they will be given knowledge of translating texts and poems from English to various regional Indian languages. In addition, the college provides infrastructure for learning Xattriya Dance and dramatics in the college campus. Some of faculties of our college further have plans to translate a number of curriculum books in the Indian language i.e. Assamese. The use of Assamese language as a major mode of communication in the classroom enables the native learners to understand the topic clearly. Assamese is a medium of instruction in the examination. The college conducts workshops, add-on courses and lecture series on Yoga.
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
The 3 year degree course BBA which has been already started in the college is based on achieving certain outcomes. The students after completion of the course may go onto become investment brokers, stock brokers, financial planners, risk managers, business analyst etc. The college has started add-on course on physical education and yoga to those students, who are active and enthusiastic. It is a platform and a direction for their upliftment in the field of sound mind and good health.
20.Distance education/online education:
The college has study center of distant education under KK Handique State Open University. The University has already granted approval to open and run several UG & PG courses in the college campus.

Extended Profile

1.Programme

1.1

99

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

File Description	Documents
Data Template	View File

2.Student

2.1 964

Number of students during the year

File Description	Documents
Data Template	View File

2.2 320

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

File Description	Documents
Data Template	View File

2.3 188

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 22

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 14

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	99
Number of courses offered by the institution across all programs during the year	

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Data Template	View File

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Data Template	View File

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File Description	Documents
Data Template	View File

3.Academic

3.1	22
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	14
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	23
Total number of Classrooms and Seminar halls	
4.2	105.95
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	40
Total number of computers on campus for academic purposes	
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	
<p>The institution adheres to the subjective aspects outlined in the syllabus prescribed by the parent university, implementing them through a structured mechanism supported by various tools and processes.</p> <p>Before the commencement of each academic session, a class routine is formulated by a routine committee appointed by the principal. This committee is responsible for allocating classrooms based on the requirements of different subjects and addressing any issues, such as room capacity constraints, that may arise after classes commence.</p> <p>Each faculty member maintains a lesson plan to facilitate the delivery of topics assigned to them across various semesters.</p> <p>The Heads of Departments(HODs) convene Departmental Advisory Committee meetings at regular intervals to assess the syllabus</p>	

completion status of individual faculty members and to plan other academic activities such as student seminars, fieldwork, class tests and assignment allocation.

Internal assessment marks for students are awarded by different departments based on parameters such as class attendance, student seminars and home assignments.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The institution follows the Academic calendar provided by the parent University, making minor adjustments to align with its internal operations. These adjustments are carefully planned to maintain the overall integrity of the academic framework while addressing specific institutional needs.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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

C. Any 2 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)

3

File Description	Documents
Any additional information	View File
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

73

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

73

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 sensitivity, 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 SUSTAINABILITY:** A compulsory paper on Environmental studies is taught at the Undergraduate level which impart knowledge to the students on various environmental issues.
- **SKILL ENHANCEMENT:** A compulsory part of skill enhancement paper forms 50 percent of the Entrepreneurship Course for which students need to submit project report and appear Viva for the same. Subjects like Insurance, Investment in Stocks imparts practical knowledge in acquainting 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	View File
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	View File
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

307

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni		A. All of the above
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)	View File	
Any additional information(Upload)	View File	
1.4.2 - Feedback process of the Institution may be classified as follows		A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents	
Upload any additional information	View File	
URL for feedback report	https://ngndgccollege.edu.in/upload/agar2024/1735028539.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		
1255		
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

320

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

With a view to assist slow learners the institute conducts remedial classes apart from the regular classes. The introduction of remedial classes are aimed to help not only the slow learners but also to give opportunity to all students to clarify their doubts, thus benefiting all our students.

Strategies for slow learners:

- Inclusive and micro classes
- Teaching in bilingual language (English, Assamese)
- Simplified and easy Class Notes
- Moral Boosting

Strategies for advance learners: 1. We encourage our students to enrol themselves in various online courses like SWAYAM. 2. We motivate our students to participate in various seminars, conferences, workshop, quizzes, etc. 3. Advance reading materials are provided to students. 4. Advance learners are given prizes, awards, scholarships, etc. to keep up their motivation level. 5. We arrange programmes with eminent resource persons.

6. In case of advanced learners we have a number of add-on courses in our college.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
964	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

1. Experiential Learning, Project work, Field survey and other value added activities. Students seminars and quizzes, writing for college magazine, editing departmental wall magazines, poster making competition are conducted.

2. Problem solving methodologies, home assignments, Projects writing are encouraged.

3. Participative learning, educational visit to cultural and historic places of interest, Faculty Exchange Programme, Quiz and Debate Competition and Street Play are arranged.

File Description	Documents
Upload any additional information	View File
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

We adopted the following mechanism to make Teaching-Learning process more effective:

- The College has a computer lab running under IT department,
- The College has Wi-Fi facility for all the students and faculties inside the College campus.
- All our staff and faculties are well familiar with the latest ICT tools,
- The college enjoys Broadband facilities with high speed internet connection.

- Online lectures are regularly arranged by our college authority and departments.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

22

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

14

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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****408**

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 to make internal assessment transparent:

- **Internal Examination Committee:** The College is currently following FYUGP (Four Year Under- Graduate Program) system. In the beginning of each academic session, the Principal reconstitute the Internal Examination Committee.
- **The Internal Examination Committee** finalises the dates of internal examinations.
- **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 conducting

of internal examinations. The dates of internal examinations are notified in the central as well as departmental notice board.

- **Notification of Home Assignments:** Notifications in respect of topics and last 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 additional opportunity to re-appear in examinations in a later date.
- **Evaluation:** The answer scripts and home assignments are evaluated within a specified time after completion of examinations. The marks are put up in the departmental and central notice board. The answer scripts and marks allotted are also discussed with the interested students in the departments.

File Description	Documents
Any additional information	View File
Link for additional information	https://ngndgccollege.edu.in/upload/agar2024/1733551740.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 dates 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 of answer scripts. Marks are well displayed in our college central notice board as well as departmental notice board. Answer scripts are shown to the interested students in the departments whenever necessary. The grievances of the students related with the internal assessment such as correction of marks, totalling of marks, if any, are solved immediately. Counselling is done to the slow learners after the examinations. Sometimes guardians are also invited to the college depending on students' performance. All examinations are conducted in the stipulated time conforming to the college and Gauhati University Academic Calendar.

File Description	Documents
Any additional information	View File
Link for additional information	https://ngndgcollege.edu.in/upload/agar2024/1733476982.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 the College, 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, extracurricular activities, class room interactions and expert lectures. Course outcomes are measured by evaluating the performance records in the examination and home assignments.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
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.

Evaluation of Programme Outcome and Course Outcome are done under two systems in our college. There is an Internal Examination Committee which monitors the Sessional Tests and Home Assignment performance of our students. The marks allotted for Internal Examination are as per the Gauhati University norms.

The External Examination is conducted by the Gauhati University. External Examination are conducted as per the time table and dates fixed by the Gauhati University. Nagaon GNDG Commerce College strictly follows the University guidelines in letter and spirit regarding External Examination. Both Internal and External Examination systems help us the evaluation of the Programme Outcome and Course Outcome of our students in an impartial manner.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

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

188

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/agar2024/1735545582.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)

<https://ngndgccollege.edu.in/upload/agar2024/1735289728.pdf>

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)

0

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

0

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

9

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**

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

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**

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

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 organizes Extension activities in the neighbourhood community and in the adopted village of the college promotes the spirit of brotherhood and compassion among students for the different sections of the society. This kind of community activity for all sections of the society sensitizes the students to the concept of give and take. We try to instil in the students awareness towards all kinds of social issues that are rampant in the present times. Some such activities that were taken up by the Extension Activities Cell are programmes on Gender Sensitization and Women Empowerment, teaching village children the basics of numeracy, literacy and art and culture. Some self development courses for the women of the village were also conducted by the extension activities cell of the college. These programmes were

organised with the help of NSS, NCC and some departments of the college.

File Description	Documents
Paste link for additional information	https://ngndgccollege.edu.in/upload/agar2024/1732337649.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

0

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

09

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**

253

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**

3

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

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**

6

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

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 of 135039 sqft. (3 acres 1katha 11 lossa). It has total building area 10430 sqft. Total numbers of classrooms: 14, laboratories: 6 and Computer equipment: 60. College has central library confined with total area 2640 sqft. College has one Indoor Stadium of 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 showroom, Book Stall, Hotel, Hardware Shop) and Girls' Hostel along with warden quarter. College has also separate 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://ngndgcollege.edu.in/upload/aqar2024/1733301043.pdf

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

The Nagaon GNDG Commerce College has the adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium,

yoga centre etc.

1. Basket Ball Court covering the total area: 7290.5 sqft.
2. Indoor Stadium including (2 numbers Badminton Court, 2 numbers Carom Boards) covering total area 3857sqft.
3. One Carom Board at Boys' Common Room.
4. One Volley Ball Court comprising total area 180 sqft.
5. Gymnasium Room with adequate facilities for boys and girls.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ngndgcollege.edu.in/upload/agar2024/1733301230.pdf

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

10

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ngndgcollege.edu.in/upload/agar2024/1735295301.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)

50

File Description	Documents
Upload any additional information	No File Uploaded
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 Central Library which is the heart of the College was established in 1984 with the establishment of the College. Initially it was located in the ground floor of the college building with limited number of books and facilities. Later on it has been shifted to the present location and given the name "Ratna Kanta Bora Library" after the name of founder president of the College late Ratna Kanta Bora. The main objective of the library is to fulfil the knowledge based need of the students, teachers and employees.

The library has a collection of 12992 (till 25th Oct, 2024) numbers of books. Library has a special collection of books named Ratna Kanta Bora collection. Apart from this special collections library has a good collection of Text Books, Research Works of faculties, MRP Reports, Journals etc.

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 Classification 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://ngndgcollege.edu.in/upload/agar2024/1733462351.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

B. Any 3 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)

0.73

File Description	Documents
Any additional information	No File Uploaded
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**2402**

File Description	Documents
Any additional information	No File Uploaded
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**

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.

The Institution has three Broadband internet connection;

1. Jio (Fiber)

2. Airtel (Fiber) and

3. BSNL

Administrative building, Academic buildings, all departments, central Library auditorium and girls hostel have access to internet.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ngndgcollege.edu.in/upload/aqar2024/1733465901.pdf

4.3.2 - Number of Computers**65**

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	No File Uploaded
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)****55.95**

File Description	Documents
Upload any additional information	No File Uploaded
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.

There are established systems and procedures for maintaining physical, academic and support facilities in Nagaon GNDG Commerce College. To maintain smooth functioning we take the following measures for maintaining and utilizing our physical, academic and support facilities. There is a library committee in our college to monitor proper functioning of the library activities regarding purchasing of books, journals and other related issues. In case of

Games and Sports, there is an in charge who maintain and supervise all sports related activities time to time. To maintain and proper utilization of our physical facilities we have Construction Committee and Purchase Committee. There is a Computer faculty in the Department of IT who takes care of Computer Laboratory besides regular classes. There is an Academic Monitoring Council Headed by Vice Principal of the College who prepares class routines and supervises/ monitors all the classes regularly. We have another academic related committee that is Internal Examination Committee. The committee is responsible for smooth functioning of the internal examinations / sessional test and its related activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

671

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 benefitted 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

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	https://ngndgccollege.edu.in/upload/agar2024/1733555315.pdf
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

1

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

1

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	A. All 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	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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**

2

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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**

8

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
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.

1

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

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 annually elected by bonafide students' body of the college. The Union body works hand in hand with college administration, Sports Committee, Cultural Committee, Ant ragging Committee, Magazine Committee, etc. for the betterment of the college. The Union body takes initiatives for the participation in different inter college competitions i.e. Zonal Youth Festival, University Youth Festival organized by the Affiliating University. The Union body of student also offers their assistance by setting up Help Desks in the College Premises during admission time. Every year after admission into the college, interested students are admitted to NCC an NSS unit of the college. Various events were organized by both of the units during the year.

File Description	Documents
Paste link for additional information	https://ngndgcollege.edu.in/upload/agar2024/1733898618.pdf
Upload any additional information	View File

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

49

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.

On 18-12-2023 and 10-03-2024 the Executive Committee Meeting of Alumni Association was held to discuss and plan a series of activities to be carried out in association of alumni at the college.

File Description	Documents
Paste link for additional information	https://ngndgcollege.edu.in/upload/audit/1717759110.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

Nagaon GNDG Commerce College is a premier institution of higher education in commerce in the Central Assam Region. The College with a dedicated teaching faculty and an efficient administrative staff under the guidance of an able principal makes a sincere attempt to prepare the students for a good career in commerce and industry and helps them to build up character and personality required for becoming a responsible citizen. The vision of the college is to serve as an effective instrument of development and change in a globally competitive environment by providing quality education. The College offers ample opportunities to the students to develop their finer faculties in art, culture and literature

and their individual potential in sports through competition and participation in various events throughout the year. The idea behind all these is to help and guide the students in the achievement of knowledge as reflected in the motto "Vidyaya Sadhayet" enshrined in the College emblem.

The College has adopted Four Year Under Graduate Programme (FYUGP) under NEP-2020 as per direction of Gauhati University from the session 2023-24.

File Description	Documents
Paste link for additional information	https://ngndgcollege.edu.in/missionvision.php
Upload any additional information	View File

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

The College follows a participatory mode of governance with all the stakeholders participated actively in its administration. The governing body is the supreme authority in the management who involves in all the important matters and helps principal in formulation and implementation of the policies. The Principal takes decisions on every important matter in consultation with the Vice Principal, HOD of the departments, teaching staff, non-teaching staff and the student union. Nagaon GNDG Commerce College has different committees, sub-committees and Cells to look after the different functional aspects of the college. The College authority delegate appropriate responsibility to all the Committees for effective and timely implementation of the perspective plans of the college. These committees hold meeting at regular intervals and whenever necessary and which is mostly presided over by the Principal of the college.

File Description	Documents
Paste link for additional information	https://ngndgcollege.edu.in/organogram.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has successfully implemented the recommendation of NAAC second cycle of assessment. The College has given special emphasis on the infrastructure development for qualitative improvement of college education and all round development of the students. During the period, academic building, NCC office room, digital class room, ICT classroom, toilets for students are constructed. Moreover, with the help of suggestions from all the stakeholders, the College has prepared a long term strategic plan for next five years. The strategic plan has been divided into year wise and implemented the same accordingly. The strategic plan is prepared and implemented for overall benefits of the students. The Governing Body, Principal, HODs, IQAC, teaching and non-teaching staff of the College review the strategic development plan and take necessary step to execute such plan effectively and efficiently.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://ngndgccollege.edu.in/upload/aqar2024/1733290927.pdf
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.

The College follows transparent strategy for the students' admission which has been executed through online mode. Governmental reservation policy is also followed by the College in the admission process. The College has also very active N.S.S and N.C.C team. With the help of NSS and NCC, the College authority organized different activities for the benefits of the society.

Service rules:

The College strictly follows the service rules and procedures as laid down by the Education department, Government of Assam and University Grant Commission.

Recruitment:

The recruitments of permanent (sanctioned) teaching and library staff are done as per University Grant Commission (UGC) and Director of Higher Education (DHE) guidelines and non-teaching staff as per the norms of Government of Assam.

The College recruits the temporary teaching and non-teaching staff as and when required as per the guidelines laid down by the Governing body of the College.

Promotion:

The College follows the rules and procedures of the Director of Higher Education, Government of Assam and University Grant Commission (UGC) guidelines to promote the sanctioned teaching and non-teaching staff. The promotion of sanctioned non-teaching staff is executed by the Government of Assam.

File Description	Documents
Paste link for additional information	https://ngndgccollege.edu.in/upload/agar2024/1733290927.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

Recognizing wellbeing of the employees, the College administration has undertaken a number of welfare measures for the overall benefits of the employees of the college. Following are some welfare measures undertaken by the college administration.

1. Group Insurance is provided for all teaching and non-teaching staff.
2. Child cares leave is provided to the women employee as per Assam Government Rule.
3. Earn Leave is available to each sanctioned employees as per Assam Government Rule for medical and other emergencies.
4. Annual incremental incentive is provided to all contractual teaching and non-teaching staff of the college.
5. Wi-Fi facility is available across the college campus.
6. Pure drinking water facility is provided to the employees of the college.
7. Canteen facility is available in the college campus for students, teaching and non-teaching staff.
8. The college has an indoor stadium that provides a place for all sort of indoor games.
9. The college has provided gymnasium to all the employees and students of the college.
10. A separate car parking facility is provided to the teaching and non-teaching staff of the college.
11. The college has provided separate departmental common rooms along with a common room for all the teachers.

File Description	Documents
Paste link for additional information	https://ngndgcollege.edu.in/upload/aqar2024/1733373530.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

2

File Description	Documents
Upload any additional information	View File
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

0

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

9

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. The Teaching and non-teaching staff of the college are entitled in the e-samarth portal as measuring tool for performance appraisal. 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://ngndgcollege.edu.in/upload/agar2024/1733374408.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 conducted by the Government of Assam for 2023-24 has been received. Internal audit during the year has been conducted and submitted by Samir and Associates. Objections of the audit are placed before Governing

Body of the College and comply the solutions.

File Description	Documents
Paste link for additional information	https://ngndgcollege.edu.in/upload/audit/1717759110.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)**

0

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://ngndgcollege.edu.in/upload/audit/1717759110.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

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 the functioning. The IQAC has been a proactive player in the over all bench marking process.

The IQAC have:

1. Regularly convened meetings
2. Submitted AQARs to NAAC for four sessions after 2nd cycle of Assessment
3. Organise dvarious activities like workshop, webinar/seminars forthe benefits of the college community.
4. Students mentoring are 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 and tries its best to resolve these as early as possible. Mentors keep in touch with their Mentees to encourage them to excel in their studies and for their all round development.

File Description	Documents
Paste link for additional information	Nil
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 conjunction with the IQAC, the college academic committee reviews the quality of teaching learning process, at periodic intervals. Also keeping in mind the 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://ngndgcollege.edu.in/upload/igac_meetings/1733807939.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 any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://ngndgcollege.edu.in/index.php
Upload e-copies of the accreditations and certifications	View File
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 and it actively promotes the cause of gender equity 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 cocurricular activities that are carried out through out the session 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://ngndgcollege.edu.in/upload/aqar2024/1735019493.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://ngndgcollege.edu.in/upload/aqar2024/1735019692.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

A. 4 or All 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 much as possible and stored in proper places. The college has signed a MoU with Govt. and Private organizations for the proper management of the waste. Throughout the campus dustbins are placed so that students, college staff or any other person can use it. For the

biodegradable wastes a Vermi-compost unit has been set up in the college campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://ngndgcollege.edu.in/upload/agar2024/1735020099.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

A. Any 4 or all 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:

A. Any 4 or All of the above

- 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**

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	A. Any 4 or all of the above										
<table> <tr> <th data-bbox="86 439 539 506">File Description</th><th data-bbox="539 439 1437 506">Documents</th></tr> <tr> <td data-bbox="86 506 539 645">Reports on environment and energy audits submitted by the auditing agency</td><td data-bbox="539 506 1437 645">View File</td></tr> <tr> <td data-bbox="86 645 539 748">Certification by the auditing agency</td><td data-bbox="539 645 1437 748">View File</td></tr> <tr> <td data-bbox="86 748 539 851">Certificates of the awards received</td><td data-bbox="539 748 1437 851">No File Uploaded</td></tr> <tr> <td data-bbox="86 851 539 913">Any other relevant information</td><td data-bbox="539 851 1437 913">View File</td></tr> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	View File	Certification by the auditing agency	View File	Certificates of the awards received	No File Uploaded	Any other relevant information	View File	
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Reports on environment and energy audits submitted by the auditing agency	View File										
Certification by the auditing agency	View File										
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	A. Any 4 or all of the above										
<table> <tr> <th data-bbox="86 1469 539 1536">File Description</th><th data-bbox="539 1469 1437 1536">Documents</th></tr> <tr> <td data-bbox="86 1536 539 1639">Geo tagged photographs / videos of the facilities</td><td data-bbox="539 1536 1437 1639">View File</td></tr> <tr> <td data-bbox="86 1639 539 1778">Policy documents and information brochures on the support to be provided</td><td data-bbox="539 1639 1437 1778">View File</td></tr> <tr> <td data-bbox="86 1778 539 1881">Details of the Software procured for providing the assistance</td><td data-bbox="539 1778 1437 1881">No File Uploaded</td></tr> <tr> <td data-bbox="86 1881 539 1944">Any other relevant information</td><td data-bbox="539 1881 1437 1944">View File</td></tr> </table>	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	
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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 coming from various cultural background representing diversity. Students from different community, religion, culture, region and language equally participate in the college events and thus become a part of different celebration of 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	View File

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 extracurricular activities. The institute hoists the National Flag during national festivals and invites eminent persons to inspire students and staff by highlighting the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens. The college establishes policies that reflect core values. The 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 into responsible citizens	View File
Any other relevant information	View File

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. The Institution organizes

A. All of the above

professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

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.

1. Motivational Awards to Students. 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.

2.Going Green - "Going green" means to pursue knowledge and practices designed to help us live in a more eco-friendly way, that can lead to more environment friendly and ecologically responsible decisions and lifestyles, which can help protect the environment and sustain its natural resources for current and future generations giving a positive impact on the environment.

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 was established in year 1984, the college has thrived to provide a value-based education with greater flexibility to the young generation coming from the various areas, states, region, community and socio-economical classes. 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 the next academic year:

1. Plan to organize annual conference of Alumni meet for select/elect the office bearer of new Executive Committee.
2. Annual NSS camp to be organized for the development of Adopted village of the College during 2024-25.
3. Plan to continue with the Motivational Award to Best Post Graduate and Best Graduate as Best Practice of the College in the coming session also.
4. Plan to perform various activities under different MoUs signed by the Institution.
5. Plan to organise several women centric activities in coming days.
6. Plan to organise National and State level Seminars/Workshop for the benefit of the students and Teachers.