

# **ANNUAL QUALITY ASSURANCE REPORT**

## **2016-17**

**NAGAON GNDG COMMERCE COLLEGE**

NAGAON, ASSAM

*Prepared by*

**IQAC - NAGAON GNDG COMMERCE COLLEGE**



SUBMITTED TO



**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद**

(An Autonomous Institution of the University Grants Commission)

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**National Assessment and Accreditation Council,  
P. O. Box No. 1075, Nagarbhavi, Bangalore -560072, Karnataka, India .  
Phone. +91-80-23210261**

**The Annual Quality Assurance Report**  
**2016-17**

**NAGAON GNDG COMMERCE COLLEGE**

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2016 to June 30, 2017)*

**Part – A**

**1. Details of the Institution**

1.1 Name of the Institution

NAGAON GNDG COMMERCE COLLEGE

1.2 Address Line 1

JYOTINAGAR , PANIGAON

Address Line 2

P.O. NAGAON

City/Town

NAGAON

State

ASSAM

Pin Code

782001

Institution e-mail address

ngndgcc@gmail.com

Contact Nos.

STD code: 03672 No: 255044

Name of the Head of the Institution:

DR SIBA RANJAN MAHANTA

Tel. No. with STD Code:

**03672 255044**

Mobile:

**94351-80438**

Name of the IQAC Co-ordinator:

**DR SATYENDRA KR. PANDEY  
MR PRASANTA KR. HAZARIKA**

Mobile:

**94351 62483 ; 94357 39053**

IQAC e-mail address:

**iqac14@yahoo.com**

**1.3 NAAC Track ID** (*For ex. MHCOGN 18879*)

**ASCOGN 11948**

**1.4 NAAC Executive Committee No. & Date:**

*(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)*

**NAAC/A&A/outcome-83/2004 dated Nov 4, 2004**

**1.5 Website address:**

**ngndgccollege.edu.in**

**Web-link of the AQAR:**

**//ngndgccollege.edu.in/IQAC.aspx**

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	<b>C+</b>	<b>.61</b>	<b>2004</b>	<b>5 years</b>
2	2 <sup>nd</sup> Cycle	<b>B++</b>	<b>2.81</b>	<b>2016</b>	<b>5 years</b>
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

**1.7 Date of Establishment of IQAC : DD/MM/YYYY**

**April 2005**

**1.8 AQAR for the year** (*for example 2010-11*)

**2016 - 17**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR-----2010-11 submitted on 13/8/12.
- ii. AQAR-----2011-12 submitted on 31/1/14
- iii. AQAR-----2012-13 submitted on 31/1/14
- iv. AQAR-----2013-14 submitted on 30/6/2014
- v. AQAR-----2014-15 submitted on 30/6/2015
- vi. AQAR-----2015-16 submitted on 30/6/2016
- vii. AQAR-----2016-17 submitted on 29/06/2017

1.10 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College ☐ Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

GAUHATI UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

~

University with Potential for Excellence

~

UGC-CPE

~

DST Star Scheme

~

UGC-CE

~

UGC-Special Assistance Programme

~

DST-FIST

~

UGC-Innovative PG programmes

~

Any other (*Specify*)

BBA-1

UGC-COP Programmes

~

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

-

2.4 No. of Management representatives

-

2.5 No. of Alumni

-

2.6 No. of any other stakeholder and

-

Community representatives

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

2

2.9 Total No. of members

2.10 No. of IQAC meetings held 03 Nos.

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

IQAC is an integral part of college functioning. On various activities of the Adopted Village for their development.

2.15 Plan of action chalked out at the beginning of the year.

**Action Plan For Quality Maintenance For the Year 2017-18.**

**ACADEMIC**

- 1) **Acquire e-books and e-journals for the Library.**
- 2) **To open Bachelor of Vocational Course as UGC Sponsored at College.**
- 3) **To start a digital library.**
- 4) **To open Degree courses for Science stream**

## **STUDENT SUPPORT**

- 1) **Organize a Coaching Centre for Students to attend Competitive Examinations.**
- 2) **To start Yoga & Meditation Classes in the College.**
- 3) **To provide hot and cold drinking water facility.**
- 4) **To organise a district level basketball competition.**

## **INFRASTRUCTURE**

- 1) **Take up Plantation work in full swing during rainy season.**
- 2) **To construct a visitors' / Guest Room at Girls' Hostel.**
- 5) **To complete the construction of separate administrative block during this session.**
- 6) **To arrange a separate permanent Parking Place for all students' vehicles.**
- 7) **To complete the construction of Assam Type building on 2<sup>nd</sup> floor of the Main building.**
- 8) **To construct water fountain in front of the administrative block.**

## **ORGANIZATION**

- 1) **To organise at least one Faculty/Staff Development Programme in the College premises.**
- 2) **To organise a national level work-shop relating to GST**

Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

### **ACTION TAKEN REPORT FOR 2016-17**

#### **ACADEMIC**

1. M. Com. Course started from August, 2015.
2. Proposal has been sent to the Government for opening science stream.

#### **STUDENT SUPPORT**

1. Health Care Room constructed and part time physician appointed.
2. Gymnasium is inaugurated and functioning.
3. Basket Ball Ground Renovated.

#### **INFRASTRUCTURE**

1. Plantation work is done in full swing during rainy season.
2. Water harvesting scheme has been implemented for the rainy water of the college
3. Teachers' Common Room is arranged properly
4. A separate permanent Parking Place for the entire Staff's vehicles is provided
5. Administrative Block and 2<sup>nd</sup> floor of the Main building of the College is constructed.
6. Front view of the Academic building has been renovated
7. Room for Medical and Health Check-up is constructed.
8. Renovated the grade – (iv) Quarters.

#### **ORGANIZATION**

1. Successfully organised one Faculty Development Programme sponsored by UGC.

#### **BEST PRACTICES\**

1. Started felicitation program for successful students of H.S.L.C. & H. S.(+2) Examinations from the College neighbourhood in order to encourage and motivate them.
2. All the Major Department inaugurated wall magazine in respective department (Viz. Accountancy, Management, Finance and BBA Department).

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐ Provide the details of the action taken ☐

**The AQAR was placed in the governing body of the college and the body appreciated the Action Plan. They instructed the Principal/Secretary to complete the ongoing works and undertake the new projects as early as possible. They also approved the plan for the next academic year.**

## Criterion – I

### 1. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	2		3	2
Others(DISTANCE)	2			
<b>Total</b>	4		3	2

Interdisciplinary	3		3	3
Innovative				

#### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	<b>6</b>
Trimester	
Annual	-



1.3 Feedback from stakeholders\* Alumni ☐ Parents ☐ Employers ☐ Students ☒

Mode of feedback : Online Manual (v) Co-operating schools (for PEI)

***\*Please provide an analysis of the feedback in the Annexure***

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

The Post Graduate Course for Commerce was introduced in the college during 2015-16 session.

Proposals were sent to State Govt and UGC for Bachelor of vocational courses.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
13	2	11	-	

2.2 No. of permanent faculty with Ph.D.

5

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
3	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

- - 2

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented			
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Class seminars, Project based learning, Group discussions, learning through community service, learning through outdoor participation in college activities, field visits.

2.7 Total No. of actual teaching days during this academic year

**153 DAYS**

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Question banks and Objective type questions provided to students.

Sessional Examinations of each semester are conducted at college level in fair and transparent way. Re-evaluation and rechecking process is followed to give justice to students.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

**1**

2.10 Average percentage of attendance of students

**75%**

2.11 Course/Programme wise Distribution of pass percentage:

Title of the Programme						
<b>BCOM</b>	Total no. of students appeared	(2016)				
		Distinction %	I %	II %	III %	Pass %
1 <sup>ST</sup> SEM	<b>224</b>					<b>26%</b>
3 <sup>RD</sup> SEM	<b>246</b>					<b>82%</b>
5 <sup>TH</sup> SEM	<b>206</b>					<b>94%</b>

Title of the Programme						
<b>BBA</b>	Total no. of students appeared		(2016)			
		Distinction %	I %	II %	III %	Pass %
1 <sup>ST</sup> SEM	<b>14</b>					28%
3 <sup>RD</sup> SEM	<b>10</b>					100%
5 <sup>TH</sup> SEM	<b>04</b>					100%

Title of the Programme						
<b>M. Com.</b>	Total no. of students appeared		(2016)			
		Distinction %	I %	II %	III %	Pass %
1 <sup>ST</sup> SEM	<b>58</b>					94.83%
3rd SEM	<b>50</b>					92%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

**At the start of the academic session the Academic Committee which consists of senior teaching members sort out a programme for the year. The teachers prepare teaching plan for the academic session keeping in view the holidays and examinations so that the course can be completed well in advance. Remedial classes are arranged for the students who need it. This record is maintained and further discussed and monitored by the IQAC.**

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others (short term courses.)	<b>3</b>

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	<b>8</b>	-	-	<b>13</b>
Technical Staff	<b>01</b>	-	-	-

### Criterion – III

## 3. Research, Consultancy and Extension

### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Conducting research methodology classes for 6<sup>th</sup> semester students.

Encouraging teachers to maintain the continuity of class seminars.

Encouraging research culture among teachers by suggesting publication opportunities and providing information about publication guidelines in different journals.

Providing information about seminars and conferences.

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

### 3.3 Details regarding minor project

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other (Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	1	-	-	2
Sponsoring agencies		UGC			INSTITUTION

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this  year

Type of Patent		Number
National	Applied	-
	Granted	
International	Applied	-
	Granted	
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
1	-	√	-	Tezpur University	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides   
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS: University level  State level   
National level  International level

3.24 No. of Awards won in NCC: University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

**1. Cleanliness programme undertaken by the students and teachers of the institution in the nearby village area.**

**2. Tree Plantation, Environmental Awareness programme undertaken by the college in the campus.**

**3. The college has acted as a venue for exams like HS Final examination, CEE examination, APSC examinations etc.**

**4. The college was a venue for various job related examinations like Forester and Accounts Assistant and for Grade 111 posts.**

#### Criterion – IV

#### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3 acres 1 katha, 11lochas.			3 acres 1 katha, 11lochas
Class rooms	10	2		12
Laboratories	1		UGC	1
Seminar Halls	1			1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	3	9	UGC	12
Value of the equipment purchased during the year (Rs. in Lakhs)	751000/-	11,89,724/-	UGC	19,40,724/-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

**Office work is fully computerised.**

**Internet facility in the library, departments, computer lab(browsing centre and computer centre.)**

**SOUL 2.0 software in the library. PAC followed.**

#### 4.3 Library services:

	Existing(2001-2014)		Newly added (2015-16)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	<b>7378</b>	<b>1149996</b>	<b>243</b>	<b>119926</b>	<b>7621</b>	<b>1269922</b>
Reference Books	<b>1888</b>	<b>457567</b>	<b>104</b>	<b>46255</b>	<b>1992</b>	<b>503822</b>
e-Books	-	-	-	-	-	-
Journals	<b>8</b>	<b>72831</b>	-	<b>5770</b>	<b>8</b>	<b>78601</b>
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	<b>1</b>	-	<b>16</b>	-	<b>16</b>	-
Thesis and Dissertations	<b>8</b>	-	<b>1</b>	-	<b>9</b>	-
Newspapers					<b>13209</b>	
Signboard						
Computer					<b>11025</b>	
Materials					<b>54767</b>	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centre	Computer Centre	Office	Departments	Others
<b>Existing</b>	<b>42</b>	<b>9</b>	<b>24</b>	<b>9</b>	<b>9</b>	<b>5</b>	<b>5</b>	<b>22</b>
Added	-	-	-	-	-	-	-	-
<b>Total</b>	<b>42</b>	<b>9</b>	<b>24</b>	<b>9</b>	<b>9</b>	<b>5</b>	<b>5</b>	<b>22</b>



4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

**Office work is fully computerised.**

**Internet facility in the library, departments, computer lab (browsing centre and computer centre.)**

**Student's training as per curriculum. Internet access to students through departments and computer lab.**

**SOUL 2.0 software is in the library. OPAC is running in the Library.**

4.6 Amount spent on maintenance in lakhs :

i) ICT

**Rs. 1,10,736/-**

ii) Campus Infrastructure and facilities

**Rs. 37,80,773/-**

iii) Equipments

**Rs. 11,89,724/-**

iv) Others

**Rs. 5,12,751/-**

**Total**

**Rs. 5593984/-**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Anti ragging measures widely publicized through notice board, campus and prospectus.

Student's Grievance Cell committee displayed in notice board.

Incorporating remedial classes in the timetable.

Prospectus modified and changes included to provide quick information to students.

Value added services like Language Lab and COC classes made easily accessible to students in concessional rates.

Wide publicity through advertisement, banners, local television, prospectus etc.

Counselling students regarding, courses, placements and job opportunities.

Gymnasium facility is available to students .

## 5.2 Efforts made by the institution for tracking the progression

The principal functions with the help of various committees and the progression is tracked in meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	BBA
<b>745</b>	<b>101</b>	<b>-</b>	<b>27</b>

(b) No. of students outside the state

(c) No. of international students

MALE			
UG		PG	
No	%	No	%
<b>638</b>	<b>85</b>	<b>55</b>	<b>54</b>

FEMALE			
UG		PG	
No	%	No	%
<b>107</b>	<b>15</b>	<b>46</b>	<b>46</b>

2015-16						2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>373</b>	<b>80</b>	<b>73</b>	<b>170</b>	<b>nil</b>	<b>696</b>	<b>392</b>	<b>78</b>	<b>83</b>	<b>192</b>	<b>nil</b>	<b>745</b>

**Demand ratio**

**Dropout %**

## 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NIL

No. of students beneficiaries

## 5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

## 5.6 Details of student counselling and career guidance

- 1.Motivational Lecture programme in association with TTG Nagaon for IBPS,SSC and other govt. Jobs.**
- 2.Lecture Programme on ‘Drug Addiction among Adolescents’ Resource person- Dr Ajit Goswami.**
- 3.Workshop on ‘Modern Careers and Tips on Career Planning’ .Resource person-Prof Arindam Garg**
- 4.Career Counselling Programme organised by dept of Management in association with ICFAI**

No. of students benefitted

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0000			

## 5.8 Details of gender sensitization programmes

None.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level 1  
TEAM National level Nil International level Nil

No. of students participated in cultural events

State/ University level Nil National level Nil International level Nil

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level 1 National level Nil International level Nil

Cultural: State/ University level Nil National level Nil International level Nil

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	
Financial support from government	Number Not available	
Financial support from other sources	-	
Number of students who received International/ National recognitions	-	

## 5.11 Student organised / initiatives

Fairs : State/ University level ☒ National level ☒ International ☒  
 Exhibition: State/ University level ☒ National level ☒ International ☒

5.12 No. of social initiatives undertaken by the students

## 5.13 Major grievances of students (if any) redressed:

No written grievances were recorded. Any minor demands are settled amicably through discussions.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**VISION:** To impart education particularly in commerce in three years degree course under Gauhati University.\*To inculcate modern scientific outlook and secular values among students\*To build up a good moral character and discipline among students and provide facilities for extra curricular activities in art, culture, sports, athletics ,social service etc.

**MISSION:**\*To set high standards of excellence in imparting commerce education to produce competent graduates with skill, attitude and knowledge for successful handling of trade and industry and enable them to compete for all types of jobs in commercial, secretarial, administrative as well as teaching fields.\* To work for the transformation of commerce education into business education. with a view to provide greater flexibility and broader perspective to cope with the growing complexities and rapidly changing character of the business environment.\*To interweave commerce, management and information technology into an integrated discipline and to provide students with essential educational and occupational background and technical knowledge so as to make them employment worthy or enable them to get self employed and become effective agents of industrial and economic growth.\*To serve as an effective instrument of development and change for the central Assam region and the state.

6.2 Does the Institution has a management Information System

Yes.

### 6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

Although the college has no scope to develop a curriculum on its own it always encourages the teachers to offer suggestions to the academic council of the university regarding any change, modification anomaly or adequacy of the syllabus which they may have experienced during teaching.

#### 6.3.2 Teaching and Learning

The college tries to provide all teaching learning aids as and when required by the departments to maintain a smooth learning process. Regular departmental meetings are held with the presence of the principal and all academic matters are discussed thoroughly. Class tests and sessional tests are held regularly. Home assignments, project work, field exposure and class seminars are also part of the teaching process. Maintaining transparency in the admission procedure and publication of merit list in advance is strictly maintained. Orientation programme for new students to introduce students to the rules, regulations, examinations etc of the college.

#### 6.3.3 Examination and Evaluation

Tests, assignments, learning projects form a part of the examination process. Prompt evaluation of college tests and examination scripts. Results intimated to parents regularly. Parents meetings are organised by some departments too to discuss about the performance of the students with their guardians. Internal examination system is fully computerised.

The college serves as an evaluation zone for university examinations. The appointed zonal officers take utmost care to complete the evaluation work smoothly and effectively as per directions given from the university.

#### 6.3.4 Research and Development

Implementing the required undergraduate project study programme. Conducting research methodology classes for 6<sup>th</sup> semester students.

Encouraging teachers to take up research work vigorously and publish their writings on different topics related to the society and academics.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

College campus under CC TV surveillance.

Library is automated and OPAC system is enabled. Cataloguing and circulation is computerised. Bar Coding system is also enabled for circulation of books.

### 6.3.6 Human Resource Management

There is a good communication network among the college staff, faculty and administration. The college has provided most of the basic facilities required for effective and quality performance output. The working environment for the staff and faculty is congenial, harmonious and safe. Support services like latest books, internet facility, modern technology in classrooms, good canteen and recreational facilities are available to the staff and faculty and students alike.

### 6.3.7 Faculty and Staff recruitment

The recruitment of faculty and staff is done by the DHE (Directorate of Higher Education) Assam as per directives of the State Government. Contractual appointment by the college are done on a yearly renewal basis. This year three part time teachers were appointed in three departments.

### 6.3.8 Industry Interaction / Collaboration

It was not possible to arrange any placement camp last year. We have plans to collaborate with the Industrial Training Institute of Nagaon to provide skill based courses for our students.

### 6.3.9 Admission of Students

Admission rules are publicized in prospectus and through newspaper and television. Admission purely on basis of merit. To maintain transparency an admission committee is formed with teachers and staff as members. Admission to Major courses done on the basis of marks in the concerned and related subjects and is subject to the availability of seats. After admission the new students are given a short orientation on the rules, regulations and guidelines that are to be followed in the college.

## 6.4 Welfare schemes for

**STUDENTS- subsidised gym, medical facility for inmates of girls' hostel**

**FACULTY AND STAFF-**

**A common room for teaching staff is arranged.**

**A teaching and non teaching staff tour was arranged on 20<sup>th</sup> November 2015.**

**Teaching staff is felicitated for their academic achievements in staff meetings.**

**Loans are facilitated for employees.**

6.5 Total corpus fund generated

Rs.1,05626

6.6 Whether annual financial audit has been done

☒

Yes

☐

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	no			
Administrative	Yes	Audit Firm		

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☒

6.9 What efforts are made by the University/Autonomous College for Examination Reforms?

**He college follows the instructions issued by the university regarding any examination to be held in the college. The college has an examination committee which decides matters related to internal examinations and makes necessary changes and adjustments as and when required.**

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

**Not very significant.**

6.11 Activities and support from the Alumni Association

**The past students of the college working in different fields and occupying key positions in the society are the members of alumni association. Some of the alumni are teaching and nonteaching staff of the college. This year International Yoga Day was observed in the college with assistance from our alumni Shri Dipesh Pal. He along with his team provided demonstrations and offered valuable insight into the basic principles of Yoga and its importance in leading a healthy, stressfree life.**

6.12 Activities and support from the Parent – Teacher Association

**Discussions on the progress of students, suggestions and advice taken in departmental meetings with parents and guardians.**

6.13 Development programmes for support staff

**The support staffs play an important role in the development and activities of the college. Keeping in view the support staff was given proper time table of work as well as their remuneration. More over the authority provides proper residential space for them in campus.**

6.14 Initiatives taken by the institution to make the campus eco-friendly

**Planting trees in the campus on world environment day. Maintaining a beautiful campus by appointing local firm for looking after the garden and campus.**

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

- 1.Steps taken to materialise a teleconferencing set up which will be beneficial for students to attend lectures of teachers from other colleges.**
- 2.Wall magazines from every department are published and these are beneficial for students to showcase their talents in writing and expression.**

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the Beginning of the year

#### ACTION TAKEN REPORT

##### ACADEMIC

- 1. M. Com. Course started from August, 2015.**
- 2. Proposal has been sent to the Government for opening science stream.**

##### STUDENT SUPPORT

- 1. Health Care Room constructed and part time physician appointed.**
- 2. Gymnasium is inaugurated and functioning.**
- 3. Basket Ball Ground Renovated.**

##### INFRASTRUCTURE

- 1. Plantation work is done in full swing during rainy season.**
- 2. Teachers' Common Room is arranged properly**
- 3. A separate permanent Parking Place for the entire Staff's vehicles is provided**
- 4. Administrative Block and 2<sup>nd</sup> floor of the Main building of the College is constructed.**
- 5. Room for Medical and Health Check-up is constructed.**
- 6. Renovated the grade IV Quarters.**
- 7. Water harvesting scheme has been implemented for the rainy water of the college**
- 8. Separate permanent parking place for students has been provided**
- 9. Front view of Academic Building has been renovated.g**

##### ORGANIZATION

- 1. Successfully organised one Faculty Development Programme sponsored by UGC.**

##### BEST PRACTICES\

- 2. Started felicitation program for successful students of H.S.L.C. & H. S.( +2) Examinations from the College neighbourhood in order to encourage and motivate them.**
- 3. All the Major Department inaugurated wall magazine in respective department (Viz. Accountancy, Management, Finance and BBA Department).**
- 4. Installation of Tube well in the Adopted Village for drinking water.**



7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- 1. Felicitation of students from neighbouring area who successfully passed their board exams.**
- 2. Departmental Wall Magazine**

*\*Provide the details in annexure .....ANNEXURE 2*

7.4 Contribution to environmental awareness / protection

- 1.Planting of trees in the college campus to maintain a clean and green surrounding.**
- 2.Entrusting local firms to look after the maintenance of the garden and campus.**
- 3.Observing World Environment Day every year by planting trees in the campus by teachers and students.**

7.5 Whether environmental audit was conducted: NO

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

**Strength: A competent faculty**

**Weakness: Most students are from weak academic and socioeconomic background**

**Opportunity: To capitalise on the growing emphasis on skill development and self entrepreneurial ventures.**

**Threat: Very little scope to offer career and placement prospects to students.**

## **8. Plans of institution for next year**

### **Action Plan For Quality Maintenance For the Year 2016-17.**

#### **ACADEMIC**

- 5) Acquire e-books and e-journals for the Library.**
- 6) To open Bachelor of Vocational Course as UGC Sponsored and also apply for community College.**
- 7) To start E-Commerce Course.**

#### **STUDENT SUPPORT**

- 9) Organize a Coaching Centre for Students to attend Competitive Examinations.**
- 10) To start Yoga & Meditation Classes in the College.**

## INFRASTRUCTURE

1. Construction of Rain water harvesting project.
2. Providing Solar light s and solar panel in the college.
3. Providing computers and internet connection in BBA Department.
4. Computer Lab to be upgraded.
5. Complete the ongoing construction of the administrative block and the M.Com department.

Name DR Satyendra kr, pandey

Mr Prasanta Hazarika

  
  
Co-ordinator  
IQAC  
Nagaon GNDG Commerce College

Signature of the Coordinator, IQAC

Name Dr.Siba Ranjan Mahanta

  
  
Chairman  
IQAC  
Nagaon GNDG Commerce College

Signature of the Chairperson, IQAC

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## **ANNEXURE-1**

### **Part A (2.15)**



**gauhati**  
**University**

#### **Academic Calendar for Undergraduate Courses**

August 2016 - July 2017

<b>Date(s)</b>	<b>Events / Activities</b>
Monday, August 1, 2016	Commencement of 1st, 3rd, and 5th Semester Classes
3rd Week of September, 2016	Sessional Examinations <b><i>Sessional examinations should be conducted during the class period without affecting the normal class routine</i></b>
1 - 31 October, 2016	Field Trip (subject specific), if any, is to be completed during this period <b><i>Normal classes will continue</i></b>
21 November - 3 December, 2016	Odd Semester Examinations (Practical)
5 December - 23 December, 2016	Odd Semester Examinations (Theory)
24 December, 2016 - 17 January, 2017	End Semester Vacation
Wednesday, January 18, 2017	Commencement of Even Semester Classes
Thursday, January 12, 2017	Evaluation of Answer Scripts of Odd Semester Examinations be completed by this date
1 - 7 February, 2017	College Week
3rd Week of March, 2017	Sessional Examinations <b><i>Sessional examinations should be conducted during the class period without affecting the normal class routine</i></b>
22 - 29 April, 2017	6th Semester Examination (Practical)
23 - 30 May, 2017	2nd and 4th Semester Examinations (Practical)
2 - 22 May, 2017	Even Semester Examinations (Theory)
May - June, 2017	Admission process to the 1st Semester of TDC classes should be completed within 12 days of declaration of HS results <b><i>Classes should commence within 5 days of the completion of the admission process</i></b>
Thursday, June 1, 2017	Commencement of 3rd and 5th Semester Classes
Monday, June 12, 2017	Evaluation of Answer Scripts of Even Semester Examinations be completed by this date
1 - 31 July, 2017	Summer Vacation

#### **Notes:**

- Notifications about Fill-up of Examination Forms, commencement of semester examinations, and declaration of results will be issued from the Office of the Controller of Examination, GU.
- Election of Student Union Bodies will be as per UGC notifications (vide Lyngdoh Committee Recommendations)

  
Academic Registrar  
Gauhati University



**gauhati**  
**University**

## Academic Calendar for Postgraduate Courses

August 2016 - July 2017

Date(s)	Events / Activities
Monday, August 1, 2016	Commencement of 3rd Semester Classes
2nd Week of August, 2016	Commencement of 1st Semester Classes <b>See below (Notes) for Academic Session 2017-18</b>
23 - 26 September, 2016	Inter College Youth Festival
1 - 31 October, 2016	Field Trip (subject specific), if any is to be completed during this period
Friday, December 23, 2016	Odd Semester Examinations (both theory and practicals) to be completed by this date
24 December, 2016 - 17 January, 2016	Winter Vacation
Wednesday, January 18, 2017	Commencement of 2nd and 4th Semester Classes
1 - 28 February, 2017	Varsity Week (any seven days)
Friday, June 30, 2017	Even Semester Examinations (both theory and practicals) to be completed by this date
1 - 31 July, 2017	Summer Vacation

### Notes:

- Results of Semester Examinations to be declared within 45 days from the end of the examinations.
- Notifications about Fill-up of Examination Forms, commencement of semester examinations, and declaration of results will be issued from the Office of the Controller of Examination, GU.
- Election of Student Union Bodies will be as per UGC notifications (vide Lyngdoh Committee Recommendations).
- Sessional examinations should be conducted during the class periods without affecting the normal class routine.
- Admission process for Academic Session 2017-18 of PG Classes to be started from June 2017 and to be completed by July 2017. Notification will be issued by the Office of the University Classes, GU.
- 1st Semester Classes for Academic Session 2017-18 to begin by 1st August, 2017

  
Academic Registrar  
Gauhati University

## ANNEXURE-2

### **BEST PRACTICES OF THE COLLEGE**

#### **Part B (7.3)**

##### **1. FELICITATION OF SUCCESSFUL STUDENTS IN BOARD EXAMINATIONS(CLASS 10 &12) FROM THE NEIGHBOURING AREAS.**

**GOAL:** It is one of the quality enhancement measures adopted by IQAC with an intention to motivate and encourage students who do well in their board exams. We would give preference to meritorious students from poor background.

**THE CONTEXT:** The college is surrounded by a number of villages and these are populated by people who are mostly of a poor background. So it was decided that every year we select a group of students who have successfully completed their board exams and felicitate them for their performance. This would encourage them for better results in the future.

**THE PRACTICE:** A group of students is selected. They will be invited to the college and will be felicitated for their performance. IQAC will try to provide them some support for their hard work.

**EVIDENCE OF SUCCESS:** The practice has been started from this year. This year we invited 12 students to our college and felicitated them with a traditional gamocha. It was a get together where the teaching and nonteaching staff along with the students joined together in a lunch.

**PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:** Since this initiative has only been started this year we have not encountered any difficulty. The resource required was contributed by faculty and staff. In the coming years we hope to enlarge its scope and we hope that not much difficulty will arise in this context as it is a novel and encouraging gesture from the college community.

##### **2. DEPARTMENTAL WALL MAGAZINE**

**GOAL:** The IQAC of this college decided to start the process of preparing wall magazines by every department. It would be a forum for students and teachers to contribute their thoughts, ideas and collections on any topic whether academic or otherwise.

**THE CONTEXT:** the college has a magazine published annually and also a college wall magazine. But due to editorial limitations and constraints of space all students are not able to publish their writings. So a departmental wall magazine is of assistance to those who desire to see their writings selected and made available to readers..

**THE PRACTICE:** The practice is to collect writings from students and select them by assessing the standard. The editorial committee which consists of teachers of the department scrutinizes the writings and makes the selection. The final lot is given to the students of the department who prepares and gives the final shape to the wall magazine.

**EVIDENCE OF SUCCESS:** The practice has resulted in considerable success this year with its start because all the three major departments as well as BBA prepared their respective departmental wall magazines. We hope to have another wall magazine next year coming up from the humanities group.

**PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:** The only problem that may come up is to get the materials from students in time because generally they require considerable prodding to come up with fresh ideas.

The wall magazine frame is provided by the college. The other resources required are collected from student contribution.

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