



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		GAUHATI COMMERCE COLLEGE
Name of the head of the Institution		DR. HOMESWAR KALITA
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03612410064
Mobile no.		9435356060
Registered Email		gccgolden@gmail.com
Alternate Email		gcciqac1962@gmail.com
Address		R.G. BAROOAH ROAD
City/Town		GUWAHATI
State/UT		Assam
Pincode		781021
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. AMARENDRA KALITA
Phone no/Alternate Phone no.	03612410064
Mobile no.	9435147991
Registered Email	gcciqac1962@gmail.com
Alternate Email	gccgolden@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.gauhaticommercecollege.in/wp-content/uploads/2021/12/AQAR-Report-2018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.gauhaticommercecollege.in/wp-content/uploads/2021/11/ilovepdf_merged.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.79	2012	15-Sep-2012	14-Sep-2017

6. Date of Establishment of IQAC	08-Feb-2003
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Skill and Time Management	05-Mar-2020	100

	1	
150th birth anniversary of the Mahatma Gandhi	26-Sep-2019 1	50
Special camp in adopted village	10-Jun-2019 7	50
Summer internship 2.0,	10-Jul-2019 21	17
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

1

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

IQAC Gauhati Commerce College organized 7 Day FDP on Stock Market Operations in the month of March, 2020

BBA MSME Development Institute, Guwahati organised workshop on MSME Schemes Foreign Trades on 22 and 23 October, 2019

Gauhati Commerce College Centre of Management Studies (MBA Department, Gauhati Commerce College) organized an International seminar on Entrepreneurial Innovation and Regional Development A bridge between North East India and association of South East Asian nations (ASEAN). Number of Participants WERE: 250
Date: 23 and 24 October, 2019

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

Plan of Action	Achievements/Outcomes
Decided to establish one full fledged IT Cell in the College	Decision was taken as per plan.
Decided to make the admission process fully online	Plan was successful.
Decided to continue teaching learning in online mode	Successfully implemented.
Decided to develop the College playground	Developed as per estimates.

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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

No

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Gauhati Commerce College adopts a holistic approach for the effective delivery of the curriculum using a well-planned, transparent and documented process for the same. Being affiliated to Gauhati University, all the departments follow the curriculum strictly as prescribed by the University. All the courses are offered in semester mode. From this session, CBCS system (Honours) has been introduced by Gauhati University and the college too has geared up for the changed pattern of syllabus. Effective curriculum delivery is ensured and documented through a well-planned time table, academic calendar, workload distribution and systematic evaluation. On the basis of a well-planned master time-table, departmental time-tables are prepared. Students' participation is always encouraged by engaging them in the class, guiding them in preparing projects and through assignments. Classroom teaching is done using traditional as well as technology-based methods (especially during discontinuation of offline classes during Covid period) for effective curriculum delivery. Records

of assignments and classes are maintained by the concerned departments. Students' progress is gauged by the departments concerned on the basis of class-tests, assignments and sessional examinations. The Department of Accountancy of B.Com organises practical computer-based 'Tally' training for the first time under CBCS curriculum, to all the students of B.Com. 1st Semester in November, 2019. Due to the outbreak of the COVID pandemic and ensuing lockdown, the entire academic functioning came to a halt from the last week of March 2020 till May 2020. From the month of May 2020 provision of online classes began whereby teachers have resorted to various means of online teaching like conducting live classes on Google Meet, Zoom platform or sharing the links of their educational audios and videos through Whatsapp or Telegram. To the extent possible, students were reached out online. Following the Covid guidelines and SOPs, relaxed provisions have been made for preparation and submission of project reports by students. Teachers have guided the students for projects through online mode during this period and viva-voce for the same was also conducted using Zoom or Google Meet platform. All possible attempts were taken to educate the students properly even during the pandemic.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Honours and General	01/01/2019
BBA	General	01/01/2019
MBA	HR, Marketing, Finance	01/01/2019
MCom	Accounting Finance, HRM	01/01/2019
PGDCA	General	01/01/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Honours and General	615
BBA	General	80
MBA	HR, Marketing, Finance	60
MCom	Accounting & Finance, HRM	120
PGDCA	General	30
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Nil
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback was taken from the students in the class rooms. Parents meets were organised to analyse their opinions.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Honours & General	615	2240	625
BBA	General	80	430	81
MBA	HR, Marketing, Finance	60	662	62
PGDCA	General	30	135	19
MCom	Accounting & Finance, HRM	120	450	120

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2019	2095	416	61	14	Nil
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2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
75	70	8	18	1	15
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentorship has taken totally a radical turn as Covid 19 pandemic has taken its toll affecting both academic and non-academic concerns. As we are aware, the lockdown period has turned out to be a major stumbling block on the path of academic progress and the institution had no other alternative but to rely solely upon the online mode for a couple of months. Fortunately enough, the attitude of transforming the stumbling blocks into opportunities, by not breaking down, rather by breaking away with all situational restrictions was already there the arrangements of mentor-mentee had already been made. What was left was to assign Project Work of such nature which can be accomplished by the mentees without coming into physical contact with too huge a number of people. The way the mentors took much pain while rendering guidance to the mentees, the mentees too showed keen interest in learning through experimentation. First, over the platform of Google Meet or Zoom they came to terms with each other, gradually shaping and sharpening their ideas to form a topic suitable to both the parties. The idea of developing questionnaire via Google Form which was shared online opened up newer avenues of receiving of replies online, analysis of the received replies through Excel Sheet, offering the deduced suggestions in the Report and then submitting the same to the concerned mentor for verification and modification were the steps that followed almost spontaneously. Later the students were prepared for a Viva-Voce, of course to be functional online, and accordingly they were awarded marks for their Project Work. The students were rendered adequate support and guidance in completing their syllabi including class assignments, PDF notes, solving sample or model question papers etc., mostly online and later offline and then the combination of the two. Though it was quite challenging on the part of the mentors to carry out teaching via both online and offline mode, they took no step backward from rendering the lesson in the best possible manner. The mentees too took it seriously to upkeep their mental strength and to develop their cognitive fortitude amidst the pandemic situation. The mentees, on various occasions, sent their queries through class or section based whatsapp groups, some other time even at personal level, thereby maintaining their studies without compromising much of their academic interest, thanks to the long-inherited academic culture of mentorship clothed in the digitalised robe of novelty and nobility, innovation and aspiration. In the institution mentorship has proved itself productive in more than one way and there is no question of looking back in this regard. On the face of new academic scenario, say it for New Education Policy 2020 and for the ever-changing psychological ambience, due to the pandemic, mentorship must also flourish in the required direction about which the college is strong in its attitude and sanguine in its approach. Philosophy is too far from the world commerce, but in the absence of the philosophy of mentorship this world too cannot exist.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2511	76	1 : 33

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
46	38	8	3	25

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr. Rupa Deka Pator, Sate Level	Associate Professor	Asom Sahitya Sava Buduram Pang Ging Sahitya Bota
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
PGDCA	PG	Semester	Nil	Nil
MBA	PG	Semester	16/10/2020	16/12/2020
MCom	PG	Semester	05/10/2020	22/02/2021
BBA	UG	Semester	18/11/2020	07/01/2021
BCom	UG	Semester	15/10/2020	25/11/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

B.Com Course: The 20 marks of Internal Assessment of B.Com course is consist of Three Parameters as per Regulation of Gauhati University. 10 marks are assigned for Sessional Examination, 06 marks for Home Assignment/ GD/ Presentation etc, 04 marks for Class Attendance. (1) Sessional Examinations for all the Semesters of B.Com are centrally arranged by the College Examination Committee. (2) Examination Time Schedule is prepared well in advance in consultation with Principal and HODs. (3) HODs allot setting of Question Papers to their departmental colleagues. (4) Transparent and robust Examination by giving pre-assigned invigilation of all the teachers. (5) Evaluation is done by the teachers as per allotment of HODs. (6) Home Assignments/GD/Presentations for all students are conducted departmentally. (7) Class attendance marks are assigned as : 1 mark for 76 to 80 pc, 2 marks for 80 to 85 pc, 3 marks for 86 to 90 pc and 4 marks for 90pc and above. (8) Final Marks Lists prepared by HODs are uploaded in the Portal of the University by the Examination Committee after due verification. MBA: (1) The Internal evaluation is done by the department for 30 marks. (2) Mid Term Examination is conducted by the department with pre-notified Time schedule. (3) Home Assignments/Projects/Presentations are assigned for evaluation and Class Attendance is calculated for awarding marks. M.Com: (1) The Internal Evaluation of M.Com Department is of 20 marks. (2) Two Sessional Examinations are conducted by the department for 20 marks each. (3) Seminar presentation for the students is arranged in pre-notified schedule. In this programme out of 20 marks 16 marks are kept for Sessional and 4 marks are kept for Seminar Presentation. BBA: BBA Department has Internal Assessment of 20 marks. It conducts two Mid Term Examination of 50 marks each. Paper setting and evaluations are done by the subject teachers of the department transparently.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Committee of Gauhati Commerce College prepares the academic calendar in line with the academic programme and the guidelines given by Gauhati University. Academic calendar of the college streamlines the college activities regarding the conduct of classes, holidays and examinations as per the university guidelines. The academic calendar of the session for the academic year starts from August 2019 to July 2020. It consists of Odd Semester (from August 2019 to December 2019) and Even Semester (from January 2020 to July 2020). For each month of the session working days, teaching days and holidays are demarcated. Apart from this, tentative dates of student union election, college week, sessional examination, semester examination, study leaves, semester evaluation, semester breaks and semester vacation are drawn up. The Head of the Department (HoD) conducts departmental meetings on every Saturday to ensure the follow up of the directions of academic committee and take feedback of all activities of the departments. The HoD of the concerned department allocates subjects to faculty. As part of the best academic practices, faculty prepare course file containing the course objectives, outcomes, lesson plan, assignments and provide references/ text books. NB: But due to Covid emergency even semester extended to October 2020.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.gauhaticommercecollege.in/course-outcome/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
PG	MCom	Accounting & Finance, HRM	111	108	92.9
PG	MBA	HR, Marketing, Finance	47	40	85.1
UG	BBA	General	62	30	48.38
UG	BCom	Honours and General	567	506	89.2

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.gauhaticommercecollege.in/wp-content/uploads/2022/01/GCC_2019_Jan_Feedback.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year

Nil	0	NIL	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Career Counselling with Chandigarh University	BBA Department	12/09/2019
International Webinar on Covid Crisis and Business Resilience	BBA Department	05/02/2020
National Level Online Essay Competition on Global Pandemic : Impact on Indian Industry, Trade and Commerce	BBA Department	20/02/2020
Talk on Mushroom Cultivation	M.Com Department	12/03/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
DG COMMENDATION CARD AWARD	Ms. Subharata Pradip Sarma	Govt. of India	22/12/2019	NCC
ALL INDIA 3RD BEST MASTER OF CEREMONY AWARD	Ms. Subharata Pradip Sarma	Govt. of India	02/11/2019	Republic Day Camp (RDC)
ALL INDIA 2ND BEST MASTER OF CEREMONY AWARD	Ms. Subharata Pradip Sarma	Govt. of India	15/05/2019	Thal Sainik Camp (TSC)
Rovers	Rajya Puraskar	Govt. of India	18/07/2019	Student
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Economics	6	0
International	Management	1	0
National	MBA	3	0
International	Mathematics- Statistics	1	0
International	Accountancy	1	0
National	Commerce	1	0
National	BBA	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Economics	3
MBA	3
BBA	1
Business Management	1
Commerce	3
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nil	0	NA	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	Nil	Nil	NA
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	2	5	2
Presented papers	5	2	Nil	Nil
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Summer internship 2.0, Awareness programmes on the 3R's Sanitation, Organic waste management, plastic waste management	Gauhati Commerce College NSS Unit	1	17
A Yoga Programmes under Fit India initiative	Gauhati Commerce College NSS Unit	2	7
Poshan Maah, awareness on healthy diet and nutrition	Gauhati Commerce College NSS Unit	2	5
A Special camp against the intake of Tobacco, Plantation, Yoga session	Gauhati Commerce College NSS Unit	2	50
Financial Contribution to "Amar Ghor", Old age home. Under the programme "SWAMPARKA- A part of our social responsibility"	Gauhati Commerce College, MBA Deptt	4	60
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachhta Pledge	Gauhati Commerce College NSS Unit	Swachhta Abhijan	4	15
Cleanliness	Gauhati	Cleanliness	5	105

drive at Assam state Zoo	Commerce College NSS Unit, NCC, Students union	awareness		
Spreading awareness about covid -19 and the Do's and Don'ts	Gauhati Commerce College NSS Unit	Awareness about Covid	5	60
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	NA	NA	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nil	Nil	NA
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	NA	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
20000000	17768564

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

Existing	80	2	30	1	0	9	16	50	70
Added	0	0	50	0	0	1	6	50	0
Total	80	2	80	1	0	10	22	100	70

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
DIGITAL AND VIDEO CONFERENCING ROOM NO 4 (DEVELOPED UNDER RUSA PROJECT)	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Nil	Nil	200000	110974

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The procedures and policies adopted by the College for preserving and using physical, academic and support facilities include: up-gradation of the outdated, amenities well-versed with technology and which augment the quality of institutional life, provide contented and ergonomically efficient spaces and environment for optimal output. The maintenance of physical facilities of the college like classrooms, seminar hall, libraries, computers, projectors are done from the Principals Office. To facilitate these, the College seeks and receives requisitions from the faculty based on curricular requirements like library, sports facilities, classrooms etc. The College assesses the equipment and infrastructure on a regular basis. It awards Annual Maintenance Contracts (AMCs) for its sensitive and heavy equipments through a proper process. For the small-scale maintenance works they are entitled to use the office contingency fund. The College has an in-house team for the maintenance of its Systems and Network and minor hardware daily repair. Computers are regularly updated with anti-virus software to protect them from malicious programs. For all major computer related problems, a service provider is hired. The College ensures that the Library purchases current titles of books and journals and empanels such book distributors who can procure new titles and bring them to the notice of the faculty on a continual basis. The college is well equipped with CCTV cameras to prevent pilferage and overall monitoring and surveillance. The College has active student teams for different sports that participate on a continual basis in national sports events.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees

Financial Support from institution	NA	0	0
Financial Support from Other Sources			
a) National	POST MATRIC SCHOLARSHIP (PMS) FOR ST STUDENTS ARUNACHAL PRADESH, ISHAN UDAY SPECIAL SCHOLARSHIP SCHEME FOR NER, CENTRAL SECTOR SCHEME OF SCHOLARSHIPS FOR COLLEGE AND UNIVERSITY,	161	0
b) International	NA	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
International Yoga Day	21/06/2020	30	NSS CELL, GU
A one-day workshop on 'Students' Employability Training Programme	06/03/2020	60	1. Mr. Swadhin Sonowal, co-founder and CTO of Cyrrup Solutions, Hyderabad 9199591 44409 2.Dr. Arupratan Santra, Group Project Manager, Infosys, Hyderabad. 9198490 51427 t-36 Innovations, Hyderabad.
A one-day workshop on 'Negotiation Skills and Time Management'	05/03/2020	60	GCMS Resource person: Ms. Nidhi Agarwal 70023 98502
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NA	Nil	Nil	Nil	Nil

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Federal Bank, Bandhan Bank, ICICI Bank, Flipkart	59	36	Esaf Small Fin AHSEC	14	3

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	32	B.Com, M.Com, BBA,	NA	TU, GU, Vidya Bihar University, Assam Institute of Management, Guwahati, ICAI, ICSI, Assam University, Diphu Campus INIFD, NERIM, Don Bosco University, KKHSOU, Kristu Jayanti College, Sikkim IGNOU University, Tripura University,	M.Com, Mass Com, MBA, CA, CS, Ph.D, Fashion Designing/MBA and Integrated Diploma in Television Film Making

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	13
SLET	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
District Level Debate Competition on Electoral Literacy for Stronger Democracy (Organised By: Kamrup Metropolitan District, Guwahati)	District	2
Inter College Drama Competition, Curtain Call 2019. (Organised By: School of Technology Assam Don Bosco University)	College	1
Debate Competition on International Yoga Day (Organised By: Gauhati University NSS Cell)	University	2
Yoga Competition on International Yoga Day (Organised By: Gauhati University NSS Cell)	University	1
All Assam Sub Junior, Junior and Youth Inter District Boxing Championship 2019 (Organised By: Bongaigaon District Boxing Association)	State	1
Art Competition on Women in North East India. (Organised By: Gauhati University Institute of North East India Studies)	University	1
Dr. Birinchi Kumar Barua Memorial All Assam Inter-Institutional Debating Competition	State	1
All Assam Bhupendra Sangeet Competition	State	45
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Gold Medal	National	1	Nil	NA	Debasish Saikia
2019	First Prize	National	Nil	1	NA	Samujjal Dutta and Ruhul Amin
2019	Second Prize	National	1	Nil	NA	Samujjal Dutta
2019	First Prize	National	Nil	1	NA	Ayanjit Deva Sarma
2019	Second Prize	National	Nil	1	NA	Ayanjit Deva Sarma

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has an active Students' Body elected through an election process following all given norms. The elected representatives head different wings like Debate and Symposia, Major Games, Minor Games, Cultural etc. They work in tandem with their teacher-in-charges. The Girls' Common Room Secretary's help is sought in matters relating not only to the common room facilities of the girls but also any other matter pertaining to them. The elected student body helps in the organization of different events in the college like College Week Competitions, Freshers' Welcome, Saraswati Puja, Inter-college Competitions etc. They help the College administration in maintaining discipline amongst their fraternity. The Boys' hostel has its own body which again assists the hostel warden in the day-to-day running of the hostel and other varied activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The ALCOM in the year 2019, proposed introduction offering of Commerce as an elective subject in high school level during one of its executive meeting held on 27 September, 2019. Subsequently a Memorandum was submitted to then Education Minister, Shri Siddhartha Bhattacharya for introducing Commerce as an elective subject in class IX and X. ALCOM helped in providing accommodation facilities to the Teachers participating in the "5 Days Teachers' Training Programme on Commerce Subject at Secondary Level" conducted by SEBA from 6 to 10 January 2020. The ALCOM presented Best Cadet Awards for Senior Division (SD), Senior Women (SW), Junior Division (JD) and Junior Women (JW) in the Annual Training Camp II of 1 Assam BN NCC at Gauhati Commerce College from 2 to 11 July, 2019. A total number of 450 cadets participated in the camp. Financial assistance provided to Miss Jubilee Baruah, a student of B.Com, an amount of Rs. 5,000/ per month by family of Late Narendra Sarawgi (Alumni), on August 2019 till her B.Com 6th semester. Shri Vedanta Baruah (Alumni) donated 72 of ceiling fans for the G8 Building by donating an amount of Rupees Three Lakhs. ALCOM provided assistance to the college authorities in acquiring Municipality Holding Number for the college from Guwahati Municipal Corporation (GMC) this had been pending since inception of the college. This was done in the year 2019. Financial Aid of Rupees Twenty Five Lakhs (Cheque no. 748424 dated 27-08-2019 of Yes Bank) was donated by M/S Bimal Auto Agency, family of Late

Narendra Sarawgi (Alumni) in 2019 and was designated towards the construction of New G8 storied building of the college. ALCOM played an active role in publicity, transportation and accommodation in organizing the International Seminar on "Entrepreneurial Innovation and Regional Development- a Bridge between North-East India and Association of South East Asian Nation (ASEAN)" on 23rd and 24 October, 2019. 1978 batch and 1996 batch Alumni association are regularly organizing awareness programme on environmental issues like ban of plastic bags. 1978 batch is planning to construct an old age home near Gopinath Bardaloi International Airport. Publication of souvenir from 2018 is an important work of 1978 batch. 1985 Batch managed a statue of founder Principal Dr. Bhagawan Chandra Lahkar at the cost of 2,50,000.

5.4.2 – No. of enrolled Alumni:

1140

5.4.3 – Alumni contribution during the year (in Rupees) :

2500000

5.4.4 – Meetings/activities organized by Alumni Association :

- i. 27/08: Executive meeting ii. August: Bimal's cheque of 25 lacs was received
iii. August: Bimal started monthly aid to a girl student

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college authority is following the practice of decentralization and participative style of management over the years. The decentralized and participative style of decision making in this institution is implemented by the formation of the diverse Committees, Cells and Centres. Two best examples of these practices of decentralization and participative management are: **EXAMPLE 1: Formation of Construction Committee** Infrastructure in the form of administrative office building, classrooms, library building, auditorium, seminar halls, conference rooms, labs, teachers' common room, students' common rooms etc. are the most important elements in case of traditional mode of learning in educational institutions. Hence to fulfill these primary requirements of the faculties and the students of this institution, so that quality education can be imparted to the students fraternity and quality work can be performed both by teaching and non-teaching staff of the college in quality atmosphere, special emphasis is also given on construction related works. To fulfill this objective a Construction Committee is also formed. The President of the Governing Body of the college is appointed as the Chairman of this Committee. He is assisted by the Vice-Chairman and Secretary. Normally the Vice-Principal of the college is appointed as the Vice-Chairman and the Principal is appointed as the Chairman. The other members of this Committee include one representative from the Governing Body, two teachers' representative, one office staff representative and two technical experts. This committee is delegated all the authority and responsibility by the appropriate authority for taking all construction and renovation related issues right from preparation of budget till the completion of the construction project undertaken. **Example 2: Appointment of Coordinator / Director as Heads of the Self Financed Departments** Besides offering the B.COM Honours (CBCS) Course, for the greater interest of the students fraternity in the commerce stream the college is also offering certain other courses, like, BBA, MBA, PGDCA and M. Com. Under Self-finance System. For the smooth functioning of these Departments the authority has appointed Coordinator / Director as Heads of the Self Financed

Departments. In case of BBA, PGDCA and M.Com. Department the Coordinators are functioning as the Heads of the departments and in case of MBA Director is designated as the Head of the department. The appropriate authority has delegated optimum amount of authority to them for managing all the departmental activities and issues like class-management, lesson planning, conduct of internal examinations, contacting with the university, organizing other departmental activities both academic and non-academic etc. The Coordinators /Directors of these self-financed departments are running these departments from their very inception by delegating authority and responsibilities to the other staff members of the departments.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<p>Although all admissions into the College in case of undergraduate courses like B.Com. Honours Course (CBCS), BBA (CBCS) course and PGDCA is governed by the admission rules of the Govt. of Assam and strictly on merit basis, subject to the reservation for caste quota (SC/ST (P)/ST (H)/OBC/MOBC) etc. as per the standing rules of the Govt. of Assam. Still certain strategies are adopted by the college for the smooth conduct of the whole admission process. They are : (1) All admission related information is uploaded in the College website well on time. (2) For the smooth conduct of all admission related tasks an Admission Committee is formed in the college. This committee is headed by the Vice-Principal who acts as the Chairman of the Committee. The other members of the Admission Committee comprises of the Convenor, Asstt. Convenor and other members. The Committee is delegated proper authority for taking all admission related decisions and the decisions of the Admission Committee regarding Admission are final. (3) Admission to the M.Com. and MBA courses are offered by college as per the Merit list declared by the Gauhati University, subsequent to the Entrance tests conducted by the university for this purpose. (4) During the session 2019-20 due to the Covid-19 Pandemic the whole admission process was carried out in online mode.</p>
Industry Interaction / Collaboration	<p>The College does not have any direct collaboration with any industry. But</p>

for the greater interest of the students the college has set up two Placement Cells, one is for H.S., B.Com. BBA, PGDCA M.COM. Department and the other one is for MBA Department. These cells contacts with the industries, companies and other organisations from time to time for campus recruitment.

Human Resource Management

The total number of vacancies and selection and recruitment process of both teaching and non-teaching staff is strictly regulated by the Directorate of Higher Education and the College Governing Body. The faculties are given opportunities to participate in general and specific training programs like induction programs, refresher courses, faculty development programs and workshops etc. They are provided with semester time-tables well in time and accordingly the classes are taken. Conducting Seminars, workshops, talks etc. are also encouraged and held for the students.

Library, ICT and Physical Infrastructure / Instrumentation

The Quality improvement strategies adopted by the institution in case of Library, ITC and Physical infrastructure/Instrumentation are :

- (1) The college Library is using SOUL 2.2 software for library management.
- (2) As on 2019-2020 the total number of books in the library is 27699, Number of Reference books is 6760 and the number of journals subscribed by the library is 18. Moreover, the library also subscribes 50000 E-Books and 03 E-Journals. The availability of RUSA and other grants made it possible to buy new books for the library, enhance its IT related infrastructure, and procure instruments / computers for various departments. (3) During the period 2019-20, to the existing 36 number of normal classrooms 11 new classrooms are added. The total number of SMART classes in the college is also increased to 18 from the existing 11 number of SMART classes. There are 02 Seminar Halls with ICT facility, 01 auditorium with sitting capacity of approx.500 persons, 01 Video Centre and 02 Computer Labs etc. (4) For security issues many new CCTV cameras are also installed in the classrooms and other important locations of the college.

Research and Development

The institution could not do much in

the field of research and development due to certain constraints. But the authority is trying to give the faculties as well as the students of the institutions ample opportunities to undertake research and development activities.

Examination and Evaluation

As per the directions of the Gauhati University, standardized practices in semester examinations are followed in the College. For smooth conduct of the examinations and evaluation related activities the college has adopted the following strategies: (1) An Examination Committee is also formed of which Principal of the college works as the Officer-in -Charge, and the Vice-Principal acts as the Co-ordinator and they are assisted by the other officer -in- Charges. (2) Internal Assessment is done through assignments, class tests, sessional/ terminal examinations, and class presentations etc. (3) The faculties of the institution are also very actively involved in the whole evaluation process as examiner, scrutinisers and Head Examiners of the semester examination answer scripts and students projects/dissertations etc. (4) The faculties of the institutions are also appointed and deputed as the examiners for taking the viva-voca of the undergraduate and post graduate students of other affiliated colleges.

Teaching and Learning

To make the teaching learning process more effective and attractive the college has adopted the following strategies : (1) Gradually ICT enabled student centric teaching methodology has been adopted in the College. (2)Special mentoring is done for advanced learners. (3)The College organizes workshops, lectures, talks and seminars for students and teachers. The teachers are also motivated and deputed to attend various workshops, seminars and orientation courses organised by various institutions and govt. bodies from time to time. (4)The mission of encouraging creative and collaborative engagement in curricular and co/extracurricular activities is fulfilled through activities like Annual College Week, Events and Fests etc. (5)With a view to increasing employability, PG programmes like

	<p>M.Com. , M.B.A. and PGDCA have been introduced (6)During this period due to the lockdown for the Covid-19 pandemic the teachers of the college get an opportunity to experiment in online teaching methods and learn to use many ICT pedagogic tools for better teaching learning experience.</p>
Curriculum Development	<p>Gauhati Commerce College is an affiliated college to Gauhati University, Guwahati-Assam. It is not directly involved in the curriculum development, but the faculties of the institute are selected as member of the Academic Council of Gauhati University and also as members of CCA i.e. Committee of Courses of Study ,Gauhati University . Their ideas and opinions are taken into account in the Curriculum Development of the undergraduate courses run under the Gauhati University.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Examination	<p>All the examinations are also conducted in the conventional mode. Examination Schedules, Seating Arrangements and other details of examinations are displayed on the College notice board.</p>
Planning and Development	<p>An academic calendar is being used for planning the academic year. Public Address system in the form of Notice Board for the students as well as the faculties is installed for communication of information to them. Meeting intimations and other information are circulated through formal Whats app groups in addition to the hard copy.</p>
Finance and Accounts	<p>In the accounts and finance section of the college all the work is done manually through pen and paper and with the use of computers both. Still in this section due to certain constraints there is no implementation of e-governance.</p>
Student Admission and Support	<p>The students' admission was done completely in the conventional mode.</p>

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/	Name of the	Amount of support
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		workshop attended for which financial support provided	professional body for which membership fee is provided	
2020	Pranabjyoti Sarma	AICTE Workshop	AICTE	11040
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	FDP on Stock Market Operation, Gauhati Commerce College	NA	26/02/2020	13/03/2020	12	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Induction course of Research	1	20/03/2020	19/04/2020	30
Online FDP on Examinations in wake of Covid-19	1	08/05/2020	08/05/2020	1
Workshop on "Choosing the right Statistical Tool", Rehoboth academic Services, Bengaluru	1	19/05/2020	19/05/2020	1
FDP on BFSI Sector, Thakur College of Science and Commerce, Mumbai	1	11/05/2020	17/05/2020	7
FDP on Examination in	1	08/05/2020	08/05/2020	1

wake of Covid-19, Patrician college of Arts and Science, Chennai				
Workshop -cum- Training Program on Statistical Data Analysis using SPSS, R and Julia, Gauhati University	1	03/12/2019	07/12/2019	5
" Opportunities and Challanges in post Covid-19 era- Industry Snapshot" Business Process Services	1	15/05/2020	18/05/2020	4
" International Academia Research Development Online Program on Research Insights Publication Stategies"	1	24/05/2020	24/05/2020	1
Faculty Academic Enrichment Programme, NDIM	1	03/05/2019	03/05/2019	1
Faculty Academic Enrichment Programme, NDIM	1	03/05/2019	03/05/2019	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Fully equipped library with Internet facility,	Fully equipped library with Internet facility,	Fully equipped library with Internet facility,

Playground, Canteen facility, Day care centre, College admission to wards, Free medical camp for staff, Maternity benefits, Wi-Fi facility, Adequate pure drinking water, Sanitation: Clean and hygienic wash rooms.	Playground, Canteen facility, Day care centre, College admission to wards, Free medical camp for staff, Maternity benefits, Wi-Fi facility, Adequate pure drinking water.	Playground, Canteen facility, Wi-Fi facility, Adequate pure drinking water.
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6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Our college, being a provincialized HEI, maintained finance and accounts regularly during the period 2019-20 as usual. Our college conducted internal and external financial audits during the period. However, the external audit report which was done by Director of Audit, Government of Assam is still awaited. **INTERNAL AUDIT** The internal audit of the college was conducted by reviewing and cross checking every transactions at multiple points. During the course of the audit, the internal control system was reviewed and its was found that the then existing system was adequate. The audit team also found that existing system has been computerized which ensures proper control over cash. The cash books were also maintained as per Government rules. As per audit report of the year 2019-20, there was no major findings / objections. Minor errors/omissions/commissions when pointed out by the audit team were immediately corrected / rectified and precautionary steps were taken thereafter to avoid recurrence of such errors in future. During the year, the institution maintained bank accounts for each fund with various banks. The transactions of these funds were also recorded properly in separate cash books. The balances of these accounts were duly reconciled with the books of accounts maintained. **EXTERNAL AUDIT** External audit was conducted but report is still awaited.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	0
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	IQAC
Administrative	No	NA	Yes	GB

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

(1) Parent-teacher meets are held regularly. The parents have representatives in the College Governing Body. (2) the parents of the position holders are felicitated in the college functions. (3) The parents are included in the Committees formed in the college.

6.5.3 – Development programmes for support staff (at least three)

(1) The College Staff is given increment every year. (2) There is reservation for the wards of staff members. (3) The office staff is given individual room for performing own duties.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

(1) Improvement of Class Room with ICT facilities. (2) Construction of Gymnasium hall and sports facilities. (3) WiFi facilities in the College campus (4) Water logging problem is solved to great extent. (5) The faculty members are encouraged to do more research works. (6) The Research and Publication Cell has published some important books.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	ICSSR Sponsored International Seminar on Entrepreneurial Innovation Regional Development	23/10/2019	23/10/2019	23/10/2019	300
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Women's Day celebrated with the theme "Women in leadership: Achieving on equal future in a Covid-19 World"	08/03/2020	08/03/2020	150	Nil
A Play on "IMPORTANCE OF GIRL CHILD":	Nil	Nil	150	Nil

performed by
NSS students

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Percentage of power requirement of the University met by the renewable energy sources Percentage of power requirement of the University met by the renewable energy sources 1.The College has taken initiative for facilities of alternate energy as such Solar Energy Panels have been set up to conserve energy 2. Gauhati Commerce College has installed LED bulbs installed in the premises to save energy. Details of LED bulbs installed are: LED Tube light, 200 Watt LED, 80 Watt LED, 75 Watt LED, 50 Watt LED, 45 Watt LED. 3. Restricted entry of automobiles: Gate at the main entrance with gatekeeper 4. Use of bicycles by students, teaching and non-teaching staff of the college 5. Ban on use of plastic in the college premises 6. Landscaping with trees and plants Around 300 varieties of all types of plants in the campus 7. World Environment Day is observed every year in the college campus by planting trees 8. Solid Waste Management: Each and every department of Gauhati Commerce College as well as administrative office create some waste and dumped in small waste bin located in the department. Each building has several dustbins placed from where housekeeping staffs take the wastes. Bio-degradable wastes are effectively converted to fertilizer by composting technology inside the college campus. A vermicomposting unit required some biodegradable waste to convert these as fertilizer. After segregation of biodegradable waste from canteens and Hostel are dumped in the composting unit in the college campus. This fertilizer is used for the plants and trees in the campus. College discourages uses of plastic particularly single use plastics in campus. College produces lot of paper waste. Paper wastes from Academic Blocks, Library, Administrative offices are disposed through vendors. The wastes are properly stacked in designated place and later disposed through vendors for proper waste management. College promotes digital platform to reduce the usage of paper for communication and sharing documents. 9. Waste recycling system: Degradable solid waste collected from canteen and Hostel is dumped in the Vermicompost Unit to make some Organic fertilizer which are used for plants and trees in the campus. 10. Water Conservation facilities available in the institution: Bore well available, Wetland within the campus

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Physical facilities	Yes	2
Provision for lift	Yes	2
Provision for lift	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	1	26/09/2019	1	Observance of	Cleanliness	110

					the 150th Birth Anniversary of Mahatma Gandhi (A Rally and Cleanliness Drive)	Awareness	
2019	Nil	1	26/09/2019	1	Poshan Maah	A Programme on Nutrition	37
2019	Nil	1	02/10/2019	1	Swachta Abhiyan (Cleanliness Drive Public Wall Painting)	Cleanliness Awareness	30
2019	Nil	1	31/10/2019	1	Rashtriya Ekta Divas (Unity Run)	Communal Harmony	80
2020	Nil	1	24/03/2020	31	Spreading Awareness on Covid-19 (Pamphlets distribution, Banners put in the City streets and adopted village, distributed homemade mask among needy people, Made videos to spread awareness, online campaign against spitting)	To spread awareness	90

2019	Nil	1	10/07/2019	21	Summer Internship 2.0	Awareness Campaign on the 3 R's, Sanitation, Organic Waste Management, Plastic Waste Management	18
2019	Nil	1	11/08/2019	7	Swachta Pakhwada (Public Wall Painting)	Cleanliness Awareness	17
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Gauhati Commerce College Students' Conduct and Disciplinary Code	15/08/2019	Gauhati Commerce College has a strict code of conduct and disciplinary code and abides strictly to them. This code of conduct and disciplinary code is practiced everyday year after year

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environment Day	05/06/2019	05/06/2019	102
Independence day	15/08/2019	15/08/2019	200
Rashtriya Ekta Divas	31/10/2019	31/10/2019	80
Republic Day	26/01/2020	26/01/2020	300
International Yoga Day	21/06/2019	21/06/2019	140
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

(1) Ban on consumption of tobacco inside the campus (2) Preservation of Wetland (3) Landscaping with trees and various kind of medicinal plants (4) LED bulbs installed in the college premises (5) Ban on use of plastic inside the college campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Gauhati Commerce College Women's Forum was set up on March 2005. Since then
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it has taken several measures for the welfare of the student community. One of the initiatives taken by the forum is that it gives financial assistance to the meritorious students who are economically not sound. For that purpose a one time financial Assistance is given to meritorious girl students, one from HS 1st year and one from B.Com 1st Semester. The amount contributes is Rs. 3000 and Rs. 4000 respectively. 2. The Department of BBA, GCC had given a financial concession of Rs. 9000 to a student of 3rd Semester whose economic condition was not good. 3. The students of the Department of MBA, GCC visited the SOS children's village Borjhar on 24th February, 2018 and financial contribution along with certain books and stationaries were distributed among the children.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college is distinct because it offers a dedicated course in Commerce alone. Commerce as a discipline is job oriented as it enhances accounting skills, knowledge of business laws and rules, financial systems and institutions. Gauhati Commerce College has a vision to become a leading centre of excellence, imparting quality business education along with moulding students' character and career through a holistic approach. Knowledge liberates man from bondage of ignorance and illusions- The College seeks to present itself as a major centre of learning for the advancement, dissemination and use of knowledge in the region. Starting with the enrolment of a meagre 300 students, in this span of 59 years, the student number at the degree level stands at over 3000. The college has expanded to incorporate post-graduation course in Commerce in 1992-1993. To expand the specialised courses available in commerce stream, BBA course was introduced in the year 2007-2008, MBA course in 2009 and PGDCA course in 2005. The college takes pride in contributing to shaping students' character, to sensitise students to being good human beings and conscious citizens, the college wings of NSS, NCC Coy (Army) and Bharat Scouts and Guides Unit, play an active role. The NSS wing established in 1971 connects the college to rural communities through the various social services undertaken in villages. The NCC Army Wing established in 1984-85, actively participates in the celebration of National events. The Scouts and Guides Activities were introduced in the college from the session 2002-2003. Since inception, it has undertaken various community service project community development projects, besides undertaking Awareness Programme. The success of any educational institution is reflected in producing students exhibiting professional competence in respective work fields. Gauhati Commerce College is stand alone in its alumni forming a pool of well-known entrepreneurs, businessmen of the region. A majority number of Chartered Accountants in North-East India have Gauhati Commerce College as Alma-mater. This is in addition to the absorption in other professional areas, as reflected in college databank statistics. The institution aims not only to identify employment opportunities for the students through its 'Placement Cell' constituted in 2003, but also to be a base for churning out employment creators. The college has a futuristic vision of being an incubator hub for entrepreneurs. With a view to motivating the youths to becoming job creators, the institution has organised number of workshops, talks on entrepreneurship development. It has also tied up with the Government of Assam in Assam's 'start-up' initiative to support to trigger a start-up movement. Entrepreneurial interests are encouraged through the curriculum as well as by the teacher interventions.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

1. Want to make the College a Centre of research. 2. Want to open more job oriented courses in next years. 3. Plan to establish one Centre of Human excellence. 4. Want to publish important books having social values. 5. Want to develop one independent IT Cell. 6. Planning to make more linkage with industrial houses. 7. Will seek more collaborations for academic development.