



YEARLY STATUS REPORT - 2021-2022

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 its own campus? | Yes | |
| • Phone no./Alternate phone no. | 03612410064 | |
| • Mobile No: | 9435356060 | |
| • Registered e-mail | gccgolden@gmail.com | |
| • Alternate e-mail | dr.homeswar.kalita@gmail.com | |
| • Address | R.G. Barooah Road | |
| • City/Town | Guwahati | |
| • State/UT | Assam | |
| • Pin Code | 781021 | |
| 2.Institutional status | | |
| • Type of Institution | Co-education | |
| • Location | Urban | |
| • Financial Status | UGC 2f and 12(B) | |

| | | | | | |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Name of the Affiliating University | Gauhati University | | | | |
| • Name of the IQAC Coordinator | Dr. Kaberi Bezbarua | | | | |
| • Phone No. | 03612416589 | | | | |
| • Alternate phone No. | 03612410064 | | | | |
| • Mobile | 9864032233 | | | | |
| • IQAC e-mail address | gcciqac1962@gmail.com | | | | |
| • Alternate e-mail address | gccgolden@gmail.com | | | | |
| 3.Website address (Web link of the AQAR (Previous Academic Year) | http://www.gauhaticommercecollege.in/wp-content/uploads/2022/02/AQAR-2020-21-New.pdf | | | | |
| 4.Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://www.gauhaticommercecollege.in/wp-content/uploads/2022/08/ACADEMIC-CALENDAR-2022-23.pdf | | | | |
| 5.Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 1 | B | 2.79 | 2012 | 15/09/2012 | 14/09/2017 |
| 6.Date of Establishment of IQAC | | | 08/02/2003 | | |
| 7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc., | | | | | |
| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount | |
| NIL | NIL | NIL | NIL | 0 | |
| 8.Whether composition of IQAC as per latest NAAC guidelines | | | Yes | | |
| • Upload latest notification of formation of IQAC | | | View File | | |
| 9.No. of IQAC meetings held during the year | | | 10 | | |

| | | |
|---|---------------------------|--|
| <ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes | |
| <ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report | View File | |
| 10. Whether IQAC received funding from any of the funding agency to support its activities during the year? | No | |
| <ul style="list-style-type: none"> • If yes, mention the amount | | |
| 11. Significant contributions made by IQAC during the current year (maximum five bullets) | | |
| <p>AAA was Conducted. . Faculty Orientation Programme held on 27th & 28th May 2022. Increasing the number of Journal Publications & Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year. Increasing Collaborative Programme for students. Developing a collaborative mechanism with the administration and various departments.</p> | | |
| 12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year | | |
| | | |

| | |
|--|---|
| Plan of Action | Achievements/Outcomes |
| Holding of Academic and Administrative Audit | AAA was held |
| Faculty Development Programme | Faculty Orientation Programme held on 27th & 28th May 2022 |
| Increasing the number of Journal Publications & Number of books and chapters in edited volumes/books published and papers published in national/international conference proceedings per teacher during the year | 11 Publications in Recognised Journal & 29 Publications as Books, Chapters and Conference Proceedings |
| Increasing Collaborative Programme for students | 1) Industrial Visit to Industrial Growth Centre, Chaygaon, 2nd and 4th Semester MBA Students along with faculty and staff of GCC Centre of Management Studies, 2 Days: 26/03/2022 and 02/04/2022. 2) Industrial Visit to Orient Group of Companies, Lokhra, 98 numbers of 2nd Semester M.com Students along with 05 teachers and 01 bearer 25th March, 2022 |
| Developing a collaborative mechanism with head ministration and various departments. | Meetings with HODs |
| 13. Whether the AQAR was placed before statutory body? | No |
| <ul style="list-style-type: none"> Name of the statutory body | |
| Name | Date of meeting(s) |
| Nil | Nil |
| 14. Whether institutional data submitted to AISHE | |

| | |
|------|--------------------|
| Year | Date of Submission |
| 2022 | 27/02/2022 |

15. Multidisciplinary / interdisciplinary

The College has taken several steps to develop the institution as a centre of excellence in different areas of Human Resource Development and as an epicentre of business education for sustained employment and growth of our youth. In keeping with the objective of the NEP the college will further mobilize its Research & Publication Cell for quality research work both for on campus personnel as well as off campus personnel. The college has an open mind about collaboration with the National Research Foundation and other leading institutes for joint research work. The College has B. Com, BBA, M.Com, MBA and PGDCA courses. In future, the College will take a multidisciplinary approach in order to ensure the unity and integrity of all fields of knowledge. The college has always been dedicated to the spread of commerce education and to achieve the national objective of ATMANIRBHAR BHARAT. So, while incorporating multidisciplinary perspective in the college mainstream, the institute plans to adopt the streams that will make the graduate's future ready in terms of commerce, trade, business, finance, etc by embracing technology in dissemination of courses like BCA, Data Analytics, etc. Commercial activities of any region will be actually fruitful and result oriented with a proper, wholesome understanding of the geography, history, cultural back drop and the sociological framework. Thus, the disciplines of Economics, Geography, History can seamlessly be incorporated in the curriculum structure.

16. Academic bank of credits (ABC):

N/A (as it can be initiated after the affiliating university direction to all colleges)

17. Skill development:

The focus of the college is to inculcate a basic trait of conceptual clarity, critical thinking and pragmatism about the socio-economic environment, among students. The reality that lies ahead of graduates is to be absorbed in employment and to be equipped with employability. The college, in keeping with the goals of NEP, realises that graduates who will be job seekers, need to gradually be replaced by job givers, wealth creators and employers. The goal of 'Atma Nirbhar Bharat' can be realised through incorporation of programmes on Entrepreneurship Development and grooming of

potential entrepreneurs. So, the Entrepreneurship Development Cell of the college will seek to motivate and prepare students to walk the path of entrepreneurship.

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

country's progress cannot be delinked from its past. India is an ancient civilization and the modern world recognises the wholesomeness of Indian Civilization. Gauhati Commerce College is also a participating institution in the nation's past and building strong bridges to the future. Along with the skills of Accountancy, knowledge of Commercial Law and Financial Operations, the college runs healthy continuous activities that seek to develop healthy, harmonious individuals with institutional and social synergy. Some of the activities of Community Service, Practice of Yoga, Cultural and Social Programmes for students and by students, Creative and Performing Arts, Languages Skills Good Citizenship Training through awareness of a clean, green environment, saving water, conservation of the eco-system, Swachh Bharat Abhiyan, NSS, NCC Day, observing the Independence Day and the Republic Day, etc. The college has large collection of medicinal trees and plants which aims to preserve the traditional medicinal knowledge and treatments, Saksham, a newly constituted group is at a nascent stage aimed to develop all- rounded wholesome personalities and good citizens of India. GCC encourages all its students to integrate themselves into the spirit of Indianness with a consciousness of the best of Assamese Tradition.

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

Gauhati Commerce College has charted a trajectory of building student personality in sync with the real world, as the spirit of the NEP 2020 envisages. A balance of preparing students through strict mechanisms of classes, assignments, internal and external exams along with shaping well- rounded individuals fit for employment and good citizenship is the mission of the college. The course content of the papers of the curriculum are all designed to prepare the student for the applied, practical fields of Finance, Accountancy and Management. The Possibilities that are open to a commerce Graduate are immense. Besides, the curriculum grooms the graduate to a fairly equipped with skills and the readiness to learn on the job. Pragmatism, practical skills counter balanced with theoretical knowledge of commerce and Accounting is also given the edge of innovation and analysis through a small but powerful research component in the curriculum.

20.Distance education/online education:

The College adopts ICT system in class rooms and uses other ICT medium or virtual platforms for disseminating knowledge and information to students as well as mentoring them. The faculty members' uses varied technological tools viz. Online Platforms (Zoom Meeting App, GoogleMeet, YouTube,etc), PowerPoint Presentation, Web Links, Audio Lessons and Videos for Teaching Learning Activities. During COVID -19 lockdown, the classes were exclusively taken in Online Mode but thereafter the Faculty Members resorted to blended mode for the benefit of the students. This offers flexible time frame to the students and provide them the ability to learn at their own pace and convenience. WhatsApp groups are created for both the current students as well as Alumni in order to stay in contact and also to maintain quick communication.

Extended Profile**1.Programme**

| | |
|-----|-----|
| 1.1 | 147 |
|-----|-----|

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

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

| | |
|-----|------|
| 2.1 | 2675 |
|-----|------|

| | |
|------------------------------------|--|
| Number of students during the year | |
|------------------------------------|--|

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|-----|-----|
| 2.2 | 412 |
|-----|-----|

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

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|-----|-----|
| 2.3 | 823 |
|-----|-----|

| Number of outgoing/ final year students during the year | | |
|---|---------------------------|--|
| File Description | Documents | |
| Data Template | View File | |
| 3.Academic | | |
| 3.1 | 72 | |
| Number of full time teachers during the year | | |
| File Description | Documents | |
| Data Template | View File | |
| 3.2 | 43 | |
| Number of Sanctioned posts during the year | | |
| File Description | Documents | |
| Data Template | View File | |
| 4.Institution | | |
| 4.1 | 36 | |
| Total number of Classrooms and Seminar halls | | |
| 4.2 | 182.22 | |
| Total expenditure excluding salary during the year (INR in lakhs) | | |
| 4.3 | 95 | |
| Total number of computers on campus for academic purposes | | |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Gauhati Commerce College is affiliated to Gauhati University and so all the departments of the college follow the curriculum as prescribed by the parent University. All the courses are offered in semester mode. Effective curriculum delivery is ensured and

documented through a well-planned time table, teaching plan, academic calendar, workload distribution and systematic evaluation. The time table is planned meticulously giving due weightage to all the subjects and is made available in the college website. Teaching plans are prepared department-wise so as to impart lessons in a planned manner. The record of topics covered in class is maintained by each department. The subjects that require practical training are taught in hybrid mode- online as well as offline. Department of Accountancy of B.Com. imparts practical computer-based 'Tally' training to all the students of B.Com. 1st Semester and 'e-Filing of Income-tax Returns' training to all the students of B.Com. 3rd and 4th Semester.

| File Description | Documents |
|-------------------------------------|------------------|
| Upload relevant supporting document | No File Uploaded |
| Link for Additional information | Nil |

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

The college has an effective and continuous system of internal evaluation. An examination committee is constituted for this purpose. There is a separate arrangement of an Examination Branch Room with the required infrastructure which also has a Strong Room, especially for storing the confidential documents relating to examination. If the students have any exam related query, they can approach the examination committee members who guide them. The internal examinations are conducted by the college in accordance with the academic calendar. The decisions regarding the examinations are taken in a meeting in which the Principal, HODs of all the departments and Examination Committee members are present. The internal evaluation is based on student's attendance, home assignments, seminar presentations and internal examinations, as applicable. Sessional examinations are held for the students and there is a provision for conducting repeat sessional examination for those students who miss the main sessional test on genuine grounds. For Tally and e-filing of Returns training, practical examination is conducted for all the students of B. Com 1st, 3rd and 4th Semester. For project dissertations, marks are allotted on the basis of project work submitted by the students and Viva. Important notices relating to examinations are uploaded in the college website.

| File Description | Documents |
|--------------------------------------|---|
| Upload relevant supporting documents | No File Uploaded |
| Link for Additional information | https://www.gauhaticommercecollege.in/wp-content/uploads/2022/08/ACADEMIC-CALENDAR-2022-23.pdf |

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

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

1.2 - Academic Flexibility

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

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

5

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

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

0

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

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

0

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

00

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

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

In order to promote quality in education and broaden the horizon of learning beyond the curriculum, the faculty members organise various programs with the aim to enhance curricular value for students on issues relevant to professional ethics, gender, human values, environment and sustainability. The undergraduate students are taught 100 marks paper on Environmental Studies under the curriculum of Gauhati University. The students are sent for field work in this paper. The college has an active Women's Forum where all the teaching and non-teaching women employees of the college are active members. Women's Day is celebrated every year where students are

encouraged to participate in plays and dramas on gender equality. Not only the girls students but even the boys participate in the programmes on Women's day. The college has an active NSS and NCC unit that spreads awareness about environment sustainability, importance about health and hygiene, organises blood donation camps, paints the public walls with social messages and has also adopted a village at Chapaidong, Bonda, Guwahati.

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

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

4

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

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

1075

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| URL for feedback report | Nil |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1106

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

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

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

288

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

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

Special attention is paid to slow learners and differential care is given to advanced learners. Need based special classes are conducted for advanced learners and slow learners. There is committee of teachers in the name of "Super 30 Club" which oversees the arrangement and planning of special classes for advanced learners. The Club also facilitates parent-teacher interactions. In the class schedule tutorials are planned for the slow learners.

The college organizes an induction programme under the aegis of Freshers' Social for newcomers in each course separately. During the programme, the Principal of the College instils the ethos of the college in the minds of students, following which, there is a day-long programme where Teachers interact with students to motivate them and give direction on the course of study, smart preparation and potential career options related to commerce education.

In order to recapitulate the completed topics and to provide revision of the topics, mini quiz rounds are conducted in the class-room level for the slow learners. Students are provided with remedial classes on a daily-basis. In certain instances, special Repeat Classes are also organized to enable the learning process of the weak students. Prior to examination, students undertake

presentation of topics with due assistance from the faculty. In addition, students also take up short-assignments.

To enhance the learning process of the advanced learners, there are personality development programmes, workshops on specific topics, online seminars by experts to open further avenues of specializing in commerce subjects.

| File Description | Documents |
|-----------------------------------|---------------------|
| Link for additional Information | NIL |
| Upload any additional information | No File Uploaded |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 2675 | 72 |

| File Description | Documents |
|----------------------------|------------------|
| Any additional information | No File Uploaded |

2.3 - Teaching- Learning Process

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

Instead of individualism, it is socialism that provides for the institutional ideology which the students have to grow as a complete social being. Time-Table is prepared twice in every academic session so as to cater to several needs, both objective and subjective. The prescribed rule of 75% attendance is followed strictly helping the students to benefit the most from college classes while the practice of submitting Home Assignments in each subject extend them orientation to their gamut of knowledge.

The Workshops and Talks, Group Discussions and Brain Storming Sessions held from time to time guide the students in matters of participative learning. Such initiatives not simply help the students learning by experience but they also hone up their problem-solving methodologies, ultimately enhancing the quality and virtue of experiential learning.

While Project Works, IT Sessions and Industrial Visits, MBA Annual

Fest Quasofiesta exemplify participatory learning, Case Studies Inter-college Debate and Music Competition, Regular Quizzes on various occasions, Class Presentation are the instances cueing problem-solving attributes.

| File Description | Documents |
|-----------------------------------|---------------------|
| Upload any additional information | No File Uploaded |
| Link for additional information | NIL |

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

- A well-equipped Computer Lab comprising of 50 Computers in IT and PGDCA Departments.
- A Computer Lab with 30 Computers in the MBA Department.
- Desktop Computers and Laptops in all the departments with sufficient power back up.
- A total of 17 Numbers of Class rooms fitted with Projectors for better learning experience.
- One Smart Class Room-cum-Conference Hall with Video Conferencing and Interactive Board facilities.
- Ample numbers of Printers are available in the College Library, Principal's Office, College Examination Office.
- Photocopier Machines in MBA, BBA, M.Com departments and in College Office, Examination Branch, College Library.
- One Big Auditorium and One Seminar Hall with Projector, mike facilities available.
- Online Classes taken by using Zoom, Google Meet, Google Classroom, You tube etc.
- Such Digital Library resources as N-LIST, NBL, NBL-NECG .
- The entire College Campus is equipped with Wi-Fi connection.

The faculty members, use various ICT methods as per their requirement, namely-

- Computer Lab is used to teach MS Word, MS Excel, MS PowerPoint, SQL to the students of B.Com
- Power Point presentations are used to deliver the course contents in a more effective manner.
- Seminar and Conference rooms are used for conducting, Guest Lectures, Competitions and Talks by Experts for both syllabi-centric and commerce-centric benefits of the students.

- MCQ based assignments are provided for the students by using the link of Google Forms.
- Occasionally Recorded Audio-clips are also used for better and clear understanding of certain complicated topics.
- Online Project presentations are conducted by the different guides.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://www.gauhaticommercecollege.in/# |

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

2.3.3.1 - Number of mentors

72

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

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

35

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. /

D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

35

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

896

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

2.5 - Evaluation Process and Reforms

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

The mechanism of internal assessment in Gauhati Commerce College is based on the prescribed guidelines. As such the College has the provision of transparent Sessional / Internal Examination for every Semester for both UG and PG courses. The college has an established Examination Committee which is responsible for conducting the Internal Examination of 30 Marks (CBCS) of all B.Com students centrally while the Department of MBA, M.Com and BBA conduct examinations of the students respectively.

For centrally conducted Internal Examinations, the college has a provision of initially conducting a meeting of the Principal, the Vice-Principal, all the Head of the Departments and the Examination-

in-Charges for the fixation of dates and other related matters for smooth functioning of the examination. Accordingly the Examination Branch / departments notify the Time Schedule for the examination well in advance for the convenience of the students and faculty members. The Evaluation of the answer sheets are done by the concerned teachers of the departments as per the recommendation of the Head of Departments. Due care is taken for judicious correction of the scripts and the final marks of internal evaluation thereof are awarded as: Sessional Marks converted (10) + Home Assignment / Presentation etc. (06) + Class Attendance (04) = Total (20)

After the submission of the Cumulative Marks by all the departments in a prescribed format, the Examination Committee after proper verification uploads them in the University Portal for further action.

There are provisions for Re-Sessional Examinations for the absentee students having such genuine grounds as severe medical condition and other academic compulsion.

| File Description | Documents |
|---------------------------------|---------------------|
| Any additional information | No File Uploaded |
| Link for additional information | NIL |

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

As practised, after the completion of each stage of Internal Assessment, the examinees are allowed to go through the marks they have scored in the respective subjects and in case of any error, the concerned teacher in consultation with the Head of the department verifies the mark and correct, if the claim holds valid. Only after confirmation from all the departments in this regard the award list is uploaded in the University Portal earlier than the deadline, followed by utmost care undertaken in case of any discrepancy in internal assessment in the uploaded format. Any student who fails to appear his/her Sessional Examination due to ailing condition, the concerned Professors-in-Charge make provision for sick room as well.

If there is any grievance reported by any student on internal assessment marks after the declaration of Final results by the university, the case is immediately forwarded to Examination Office for verification. The Examination Committee, in this regard, checks and verifies the marks in the student's mark sheet and with the

submitted copy of marks by the Head of Departments in no time. In case of any discrepancy occurring in the marks, the student is advised to write an application to the Controller of Examinations, Gauhati University duly forwarded by the Principal of the College and the Original correct mark is resend to the University by the College. Contact is maintained with the student at personal level until the grievance is fully addressed.

| File Description | Documents |
|---------------------------------|---------------------|
| Any additional information | No File Uploaded |
| Link for additional information | NIL |

2.6 - Student Performance and Learning Outcomes

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

All the programmes offered by the college and the outcomes of the stated programs are uploaded in the college website in details. Besides, the students are informed about the details of the program through the college prospectus published at the beginning of every academic session. The objectives of the courses offered by the college are addressed by the Principal of the college on the day of admission to the teachers, students and the parents and accordingly all the stake holders are made aware about the goals of excellence the institution aspires to achieve.

As the first step, various induction and orientation programmes are organised to communicate with the students about the learning outcomes and course outcomes. Special care is taken so that the students are encouraged to delve deep into the course outcome by during classroom teaching. The well-established alumni are invited to the classroom and formal meetings to interact with the students and teachers about the relevance of the course in their academic and professional journey and to suggest for further development of the course. Teachers are motivated to participate in various workshops, seminars, FDPs to enrich their teaching learning and evaluation process and to develop methods of evaluation of learning outcomes. The ways in which the students in their last semester accentuate their point of views in regard to numerous socio-economic issues prove the degree to which both the Course and Programme Outcomes are taken into account for comprehension, appreciation and execution.

| File Description | Documents |
|--|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | http://www.gauhaticommercecollege.in/programme-outcome/ |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

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

The academic performance of the students of the College is measured on the basis of such reliable yardsticks (both qualitative and quantitative) continuous, consistent and compact evaluations as follows:-----

Evaluation Process: Evaluation process of attainment of programme outcomes and course outcomes are primarily based on the direct evaluation as guided by Gauhati University. It consists of end semester examination by university, internal examination (Sessional) by the institution, provision of assignment, presentation on the assignment prepared, quiz etc.

Feedback Evaluation: There is also a student feedback domain in the college website to learn about students' feedback of the CO and PO. The domain without barrier of any sort is expected to receive justified responses from all corners highlighting under-the-surface areas.

Provisions of Placement: Placement cell of the institute provides regular information about successful students employed in various departments. Commerce alumni are generally absorbed in the banking sector, insurance sector and financial institution. They are also serving several government departments and also have established their own enterprises and business. Some of our students progress towards working as registered chartered accounts.

Avenues of Higher Studies: On the face of contemporary multidisciplinary approaches the PO and CO will have to cater to the need of the students meandering through various corporate and government sources. It has been a common practice on the part of the institute to execute the theoretical framework into the academic praxis.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://www.gauhaticommercecollege.in/programme-outcome/ |

2.6.3 - Pass percentage of Students during the year

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

739

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | NIL |

2.7 - Student Satisfaction Survey

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

<https://www.gauhaticommercecollege.in/students-satisfaction-survey/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

3

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

3.2 - Research Publications and Awards

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

the year

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

11

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

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

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

25

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

3.3 - Extension Activities

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

A special camp organised by NSS from 7th to 13th November 2021 in Kharghuligaon and Chapaidang. Various activities were like- Free Medical Check up, street plays on drug and abuse in Bonda, Farmers' Awareness and winter seeds distribution, sapling plantation, vegetable plantation.

A programme on Health and Nutrition by GCC NSS units 1 and 2 and Womens' forum at Kharghuligaon and Chapaidang on 8th January 2022

Blood donation at Apollo hospital and B. Barooah Cancer institute on 23rd March 2022.

Pickle and jam making activity conducted by Womens' forum, Rotary Club Guwahati South and NSS 1 and 2 on 8th March on Kharghuli Gaon and Chapaidang, Bonda.

Incense stick making on flower waste organically imparted by WWF Echo Project team 21-22 organised by GCC NSS unit 1 and 2 at KharguliGaon and Chapaidang on 2nd April.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

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

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

2

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

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

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

11

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

228

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

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

2

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has a well-developed campus in the heart of the city of Guwahati. The Campus has been equipped with modern facilities and learning resources. Categories of infrastructure facilities and learning resources are:

1. Learning Resources encompass resources and infrastructure required for library, laboratories, computer centre and smart classrooms. 2. Support facilities include hostel, canteens, auditorium, seminar halls, case study room, documentation centre, green belt, sports grounds and crèche. 3. Utilities include a drinking water, rest rooms, car parking area, solar power supplies and power generators. 4.

Classes are scheduled for optimal utilization of the available physical infrastructure.

In order to promote a good teaching learning environment the college strives to create and enhance infrastructure both in terms of buildings and other facilities to provide a good teaching- learning environment. Sharing of computer laboratory facilities is encouraged between departments. The departments also have individual departmental libraries that cater to students from other departments. To ensure regular and reliable power supply, the college has invested in multiple solar plants at various locations. The security surveillance protocols is maintained and monitored through CCTV cameras, which helps personnel to respond to situations in time and prevent mishaps. The college has fire fighting system in place in every building and lab.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | https://www.gauhaticommercecollege.in/ |

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

Two new Volleyball courts have been constructed.

One more Badminton court has been developed.

One pavillion was constructed at Prof. Umesh Ch. Sarma playground.

One Cycling club had been formed to make students aware about physical fitness.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | https://www.gauhaticommercecollege.in/infrastructure/facilities/ |

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

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | https://www.gauhaticommercecollege.in/ict-enabled-classroom/ |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

29.75

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

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

Library is automated using Integrated Library Management System (ILMS) and has digitisation facility . Name of the ILMS Software - SOUL 2.0 . Nature of Automation (fully or partially) - Partially . Version - 2.0 . Year of Automation - 2008

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | Nil |

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

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

5.91

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

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

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

15

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

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

The IT facilities of the College are regularly updated under the guidance of Information & Technology department. The campus is equipped with Wi-Fi facilities for the benefit of the students and the faculties. The college has a subscription of 50 mbps 1:1 dedicated (unlimited data) lease line service. The department of MBA (GCMS) has an additional 100 mbps broadband connection. These services are adequate to meet the requirements of the college. The college is equipped with a central computer lab with 50 desktops, which serve as the backbone of IT facilities. Besides, there is a computer lab in MBA department with 35 computers. Including the computers (desktops & laptops) in various departments, the total computer count goes to 95. The desktops computers are also connected via high-speed LAN network. All these available facilities are properly and regularly maintained for smooth functioning of the IT

services in the college campus. The website of the College is also developed regularly and maintained properly.

| File Description | Documents |
|---------------------------------------|---------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | NIL |

4.3.2 - Number of Computers

95

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded |
| Student – computer ratio | View File |

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

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure

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

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

42.57

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

The maintenance of physical facilities of the college are done at from the Principals Office by seeking requisitions from the stakeholders based on curricular requirements like library, sports facilities, classrooms etc. The College assesses the equipment and infrastructure on 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 has a caretaker as the nodal person to receive and redress complaints. His team comprises electrician, plumber and handyman to resolve routine problems. During the Covid-19 Pandemic and Lockdown, the University facilitated Online Teaching and Learning by providing access to different Online Platforms. The College further facilitated Online Teaching and Learning and several academic activities. 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 and Electronic Article Surveillance (EAS) system 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.

| File Description | Documents |
|---------------------------------------|---------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | NIL |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

18

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

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

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

0

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

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

A. All of the above

| File Description | Documents |
|---|---------------------------|
| Link to institutional website | Nil |
| Any additional information | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

55

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

55

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

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

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

36

| File Description | Documents |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | No File Uploaded |

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

5.2.2.1 - Number of outgoing student progression to higher education

140

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

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

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

examinations) during the year

03

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

01

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

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

1. Students' Union Election 21-22:

Date - 24/02/22

2. National Youth Parliament Festival 2022: (District Level)

Date- 22/02/22

- Trishita Roy - First in Kamrup Metro
- Chandani Jain- M.Com 2nd Sem was selected for " Khelo

India"University Games2022.

An active students' Union is in place elected through an election process following the laid down norms. Different wings Debating and Symposium, Games, Culture etc are headed by these elected representatives. They help in organising different programmes like College Week Competitions, Saraswati Puja Celebrations, Cultural Competitions. They also help in students' participation in events organized by Gauhati University and other colleges/ government bodies. The GCC hostel boarders also engage actively in the college programmes. They help the administration in ensuring discipline amongst the student community.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.gauhaticommercecollege.in/studentunion/ |
| Upload any additional information | No File Uploaded |

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

4

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

5.4 - Alumni Engagement

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

The alumni of Gauhati Commerce College lend active support to the college through class-room engagements, talks on career opportunities soft skill development programmes. They are also actively engaged in social activities like cleanliness and plantation drives. They have also offered financial help to students, ex-teachers and the college at large during moments of need. Whenever the occasion demands, the alumni association is there to help out. They have played a leading role during the Golden Jubilee celebrations of the college and the boys' hostel.

Registration number is RS/KAM(M)-02/263/364 of 2022-2023

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.gauhaticommercecollege.in/wp-content/uploads/2022/07/Brief-History-of-ALCOM.pdf |
| Upload any additional information | No File Uploaded |

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

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VIISION :To become one of India's leading centre of excellence imparting business education of the highest standard

.

MISSION :To serve the people of the North-East by striving for the spread of business education and academic excellence.

Response: From its inception in the year 1962 the College is presenting itself as a major centre of learning for the advancement,

preservation, dissemination and use of knowledge in the north eastern region of the country. It also aims to mould students into ideal citizens with commendable human values. It encourages enrollment of students from different cross-sections of the society by providing them with the best of infrastructure and learning resources. The college tries to mould in its students into a rounded personality of professional competence, self confidence and positive attitude that would help in the development and growth of Assam in particular, and the North-East region and the country as a whole in general. The college has attempted to fulfill its vision and mission by adopting various perspective plans from time to time as per the need of the hour and implements them through the process of delegation of authority and participative management style and for that from time to time various Committees, Cells, Centres and Bodies are formed. Proper authority and responsibility is also delegated to them by the appropriate authority for effective and timely implementation of the perspective plans of the college.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.gauhaticommercecollege.in/mission-vision/#top |
| Upload any additional information | No File Uploaded |

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

Case study: Effective leadership is visible in the Governing Body of the college. It is following the practices of participative management style and delegation of authority. For that the governing body of the college has been formed in such a way that different stakeholders are included in it. The head of the governing body is appointed as the President and he is appointed by the Government of Assam. He is subordinated by the Secretary, Ex-officio i.e. the Principal of the College followed by the Member Ex-officio i.e. vice-principal of the college. The other members of the governing body includes Guardians' representatives, teachers' representatives, members from non-teaching staff, librarian, member donor and the member nominated by the Gauhati University.

The college also forms various Committees, Cells, Centres and Bodies from time to time for effective and timely implementation of the perspective plans of the college. Proper authority and responsibility is also delegated to them by the appropriate

authority. Moreover, the college authority also includes students' representatives in the various Committees and Cells formed from time to time and as per the necessity they are delegated with the required authority and responsibility. Some such committees are:

- Committee for Preparation and Amendments to the Constitution of GauhatiCommerce College Students' Union.
- Ragging Vigilance Committee
- GCC Mountaineering Club

Grievances Redressal Cell etc.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.gauhaticommercecollege.in/governing-body-gcc/ |
| Upload any additional information | No File Uploaded |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The extensive goals of the strategic plan associated with the Gauhati Commerce College are primarily committed to provide quality higher education and research facility to the students and the teaching fraternity. The perspective plan also aims at developing the infrastructure corresponding with the anticipated aim of providing academic and support facilities to the students and thereby creating a roadmap for students overall growth and achievement and paving the way for the all-round growth and development of the institute.

Some of the specific objectives and goals of perspective plan are: to achieve Academic Excellence; strive for better results; to offer best infrastructure facilities; to strive to offer specialized courses in commerce; to plan full employment for its Alumni through service and entrepreneurship and to mould students into ideal citizens with High human values.

One activity that is successfully implemented based on Strategic/perspective plan: Sugandh- An initiative for Greener future

The college has given special emphasis in moulding students community into ideal citizens with high human values and to develop

entrepreneurial skills among them. For this purpose the WWF Echo team of GCC started their Green Project Sugandha under the WWF Echo Project 2021-22. Under this initiative 100% organic incense sticks are produced from waste flowers collected from various temples and floral shops. It is a 100% eco-friendly product starting from the raw-materials to the final packaging. Sugandh is a small step by the students of Gauhati Commerce College towards bigger climate action and sustainability.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | https://www.gauhaticommercecollege.in/governing-body-gcc/ |
| Upload any additional information | View File |

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

Gauhati Commerce College is permanently affiliated to Gauhati University, Guwahati, Assam. The college is having three-tier system for its governance.

Administrative set up: The Administrative set up consists of the Principal, followed by Vice-Principal, HOD's and Faculty in charges, Supervisory Assistants, Clerks and so on.

The organisation structure of the Library consists of The Librarian, Assistant Librarian, Library Assistant and bookman.

The organisation structure of the various Self-financed courses consists of the Director/Co-ordinator followed by Assistant Professor.

Service Rules: For the service conditions and rules, the college follows rules and regulations laid down by the Education Department, Govt. of Assam.

Procedure for recruitment: The recruitment procedure is carried out in two ways:

Recruitment :The permanent posts are recruited by DPI according to the norms of the Govt. of Assam and UGC. While the recruitment for

temporary posts are done by management of the college following all norms.

Grievance redressal mechanism: The College has Anti Ragging Committee, Internal Complain Committee and Grievance Redressal Committee for timely redressal of the student and the faculty grievances.

College Committees: Different committees, Cells, Centres and Bodies are formed in the college from time to time to carry out different duties and responsibilities.

The Alumni Association: The College has an Alumni Association too, which is very active but still not registered.

Courses & Study Centres: Besides B.Com., BBA, MBA, PGDCA and M. Com. and Study centre of K.K. Handique State Open University

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Link to Organogram of the Institution webpage | http://www.gauhaticommercecollege.in/wp-content/uploads/2022/04/Organogram.pdf |
| Upload any additional information | No File Uploaded |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The following are the welfare measures practiced in the institution for teaching staff:

Fully equipped library with Internet facility

Wi-Fi enabled campus

A co operative society

Playground for playing football, cricket, volleyball, badminton etc.

Hygienic Canteen facility

Adequate pure drinking water

Sanitation: Clean and hygienic washrooms

Day care centre

College admission towards

Free medical camp for staff

Maternity benefits

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.gauhaticommercecollege.in/infrastucturalfacilities/ |
| Upload any additional information | No File Uploaded |

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

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

0

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

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

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

1

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

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

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

3

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

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

The performance appraisal system constitutes the following two approaches:

Academic and Administrative Audit (AAA)

Prof Mrinmoy Sarma (Tezpur University) and Prof Jogen Kalita (Gauhati University) were invited to the college on 04-01-2022 for an Academic and Administrative Audit (AAA). The two-member committee monitored various academic and administrative activities the college is following and various recommendations were suggested which are being implemented.

Feedback System

The college has a properly designed feedback system in which Teaching staff, Non-teaching staff, Students, Parents and Alumni are involved. Data collection was performed using Google Forms and hard copy (to non-teaching staff). The findings were analysed and it was uploaded in the college website.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.gauhaticommercecollege.in/wp-content/uploads/2022/12/AAA-Report.pdf |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

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

INTERNAL AUDIT

The institution conducted both the internal and external audit during 2021-22.

The institution conducted internal audit in 23 heads like BBA fund, UGC fund, hostel fund, MBA fund, BSG fund, NCC fund, PG fund, general fund, student welfare fund, festival fund, student tunion fund, library fund, uniform fund, development fund, examination fund, government fund, research and publication fund etc. As per the latest audit report there was no major findings/objections. Minor errors/omissions/commissions when pointed out by the audit team were immediately corrected and precautionary steps were taken as we usually to dear after to avoid for the recurrence of such errors. The balance soft he accounts have been duly reconciled with the books of accounts maintained.

EXTERNAL AUDIT

External audit on construction and other financial grants as well as income and expenditure of internally generated funds have also been done. The report of the same is awaited.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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

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

0

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

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

The College mobilized its funds mainly from Government of Assam and RUSA on various heads of expenditure. Funds received had been spent on payment of salary. Each and every amount received is at par with the budget allocation. The resource mobilization policy of the college focuses on achieving the goals and target of the institution ensuring accountability and transparency. The college mobilized its resources from the self financing and professional courses namely MBA, BBA, M.Com, PGDCA. Resource mobilization was also carried out by Students fees, etc. Funds generated were used for maintenance and development of the college. The College gets some amount by conducting external examinations. The Centre of KKH State Open University contributes in fund generation. The CA Examination centre is another source of income. The auditorium is given on rent for public uses. Optimal utilisation of resources was ensured through-

1. Allocation of adequate funds for effective teaching learning practices. 2. Utilisation of budget to meet day-to-day operational and administrative expenses and maintenance of fixed assets. 3. Enhancement of library facilities. 4. Funds were also utilised for development and maintenance of infrastructure of the college. 5. Some funds were allocated for NCC and NSS as part of social responsibilities. Main motto of resource mobilization and optimal utilisation of resources is to put Gauhati Commerce College on benchmark and quality teaching and unique growth of the students.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Practice-1: Developing a collaborative mechanism with head ministration and various departments-

Internal Quality Assurance Cell has developed a collaborative mechanism to build and ensure a quality culture at the institutional level. With a view to make college administration more dynamic, IQAC has been conducting administrative audit from time to time. Besides, workshops and special talks are being organized by IQAC in collaboration with the different departments. These programmes focus on imparting knowledge to students on various emerging areas of trade, commerce and business and enhancing skill and efficiency of the faculties in dealing with classroom programmes.

Practice2: Regular interaction among different stakeholders-

The college does not have any form alparent-teacher association. However, the college conducts several practices and activities such as "Induction programme" before the academic session begins. The college also organizes "Parents Teacher Meet" from time to time to appraise the parents/guardians about the academic progress made by the students and also together feedback from the parents about the academic and non-academic problems encountered by the student. Additionally, the college establishes contacts with the parents of the students under special circumstances.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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

Initiatives for ICT enabled teaching- learning programme

The teaching-learning environment in the college is becoming more and more digitalized with the installation of ICT in a good number of classrooms. A larger section of young students are now able to use technology proficiently, which helps them to achieve better learning outcomes. In order to enhance the skill and efficiency of

the faculty members in teaching in a highly digitalized environment, orientation programmes are being organized by IQAC in collaboration with the IT department of the college. The quality of teachers and their continuing professional education and training remain central to these orientation programmes.

Example-2: Administering Feedback Process

Feedback is collected from all stakeholders-from Students through Feedback Proforma, Mentee Feedback, from parents through Parents-Teacher Meetings, from Alumnithrough-Alumni Meet & Interactions. Feedback is also obtained from the Teachers and office staff. The feedback is then analysed and the insights obtained are implemented and shared with the stakeholders.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equity and Sensitization

The Gauhati Commerce College Women's Forum was set up in March 2005, since then, it has taken several measures for promoting gender equity.

The annual gender sensitization action plan includes:

2022 International Women's Day 2022 was celebrated by GCCWF on 08/03/22 with the theme "Gender Equality Today for a Sustainable Tomorrow".

Specific facilities provided for women in terms of:

a) Safety and Security

- Two sanitary napkin disposal machines in the washroom of GCC Girls Common Room.
- Cell for prevention of harassment to women staff and girls students
- Students mental wellness centre
- Grievances Redressal Cell
- Ragging vigilance committee

b) Counseling

- Counseling of students in BBA department, in M. Com department and of MBA students by GCM.
- Information and career guidance cell since 2002-2003
- Skill development cell
- Students' capacity building center

c) Common Rooms

Common rooms are there for both boys and girls with hygienic washrooms, recreational facilities, and drinking water facilities. In the girls common room there is also a facility for a sanitary napkin disposal system.

e) Any other relevant information

- An Interactive Talk Session on Understanding Youth Mental Health- An Emphasis on Managing their Stress' was organized by the Department of Mathematics and Statistics on 14th May, 2022.

Resource Person: MsMridusmitaBagchi

Participants 32

- A talk on understanding Mental Health: A step towards Wellness was organized by NSS, Gauhati Commerce College on 30th April, 2022

Resource Person: Dr. Jayanta Das

Participants: 83 students, 2 Pos

<https://www.gauhaticommercecollege.in/cell-committees-clubs/>

| File Description | Documents |
|--|-----------|
| Annual gender sensitization action plan | Nil |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Nil |

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

C. Any 2 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | No File Uploaded |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system
Hazardous chemicals and radioactive waste management

1. Solid Waste Management

Pollution from waste is aesthetically displeasing and results in large amounts of litter in our communities which can cause health problems. Each and every department of Gauhati Commerce College as well as administrative offices creates some waste and dumps it in a small waste bin located in the department. Each building has several dustbins placed from where housekeeping staff take the wastes. Biodegradable 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 a lot of paper waste. Paper wastes from Academic Blocks, Library, Administrative offices are disposed of through vendors. The wastes are properly stacked in designated places and later disposed through vendors for proper waste management. College promotes digital platforms to reduce the usage of paper for communication and sharing documents.

2. Waste recycling system

Degradable solid waste collected from canteen and Hostel are dumped in the Vermicompost Unit to make some Organic fertilizer which are used for plants and trees in the campus.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | https://www.gauhaticommercecollege.in/wp-content/uploads/2021/06/20.jpg |
| Any other relevant information | View File |

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance A. Any 4 or all of the above

of water bodies and distribution system in the campus

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | No File Uploaded |

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | No File Uploaded |

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

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

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

B. Any 3 of the above

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

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

- The institution celebrates the festival of Assam, 'Bhogal Bihu' with all the faculty members, staff members and students.
- The institution also takes initiatives to celebrate Bhogali Bihu to enjoy the local delicacies which are eaten at the time of Bihu along with the regional dance and music performed and participated by all the members of the college.
- The institution has committed towards the promotion of tolerance and harmony towards other cultures, region, language and other diversities.
- The institution also celebrates Saraswati Puja with its stakeholders.
- To inculcate tolerance and harmony amongst various groups inside and outside the institution, Unity Day and Peace Day is celebrated.
- The auditorium of the institution is also used for conducting various cultural, regional functions. It is also let out to various other organizations for the same.

| File Description | Documents |
|--|------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

- To adhere to the Constitutional obligation of our country, Independence Day, Constitution day is celebrated every year with participation of all the stakeholders of the college.
- To keep up with the Swachh Bharat Abhiyan of the Government, the institution regularly cleans its campus and has implemented strict rules for the faculty members, staff members and the students to keep the campus clean and environment friendly. Also, many programmes are held in the college with active participation from the students to spread awareness of the Swachh Bharat initiative.
- As part of our Constitutional obligation, the college also conducts voting awareness programmes for students above 18 years of age.
- As part of our Constitutional obligation and duty to serve the nation, the faculty and staff members of the college perform the election duties as Presiding Officers, Polling Officers and impart training to various other institutions on election duties.
- The institution has also constituted various committees for sensitization of students and employees. The committees as such are:
 - Students Disciplinary Action Committee (Refer page 51 of prospectus 2022-23)
 - Ragging Vigilance Committee (Refer page 51 of prospectus 2022-23)
 - Students Welfare Committee (Refer page 52 of prospectus 2022-23)
 - Grievance Redressal Cell for students and employees (Refer page 53 of prospectus 2022-23)
 - Cell for the prevention of harassment to women, staff and girls' students. (Refer page 54 of prospectus 2022-23)
 - Students' mental wellness center. (Refer page 54 of prospectus 2022-23)

| File Description | Documents |
|--|------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

A. All of the above

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

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

The institution regularly celebrates/organizes various national and international commemorative days, events and festivals.

The list of events celebrated is as follows:

- Independence Day
- Swachh Bharat
- Azadi ka Amrit Mahotsav

- Constitution Day
- Peace Day
- Unity Day
- International Yoga Day
- Republic Day
- World Environment Day
- International Women's Day
- NSS Day
- NCC Day
- Teachers Day
- The International Day against Drug Abuse and Illicit Trafficking

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

7.2 - Best Practices

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

1) Academic and Administrative Audit (AAA)

Prof Mrinmoy Sarma (Tezpur University) and Prof Jogen Kalita (Gauhati University) were invited to the college on 04-01-2022 for an Academic and Administrative Audit (AAA). The two-member committee monitored various academic and administrative activities the college is following and various recommendations were suggested which are being implemented.

2) Two day Faculty Orientation Programme on 27th and 28th May. 2022

| File Description | Documents |
|--|---------------------------|
| Best practices in the Institutional web site | View File |
| Any other relevant information | No File Uploaded |

7.3 - Institutional Distinctiveness

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

The college is distinct because it offers a dedicated course in Commerce alone. 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. In the span of 60 years, the student number at the degree level stands at over 3000. The college expanded to incorporate post-graduation course in Commerce in 1992-1993. To expand the specialised courses, BBA course was introduced in the year 2007-2008, MBA course in 2009 and PGDCA course in 2005.

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. 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. 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. 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.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Gauhati Commerce College is affiliated to Gauhati University and so all the departments of the college follow the curriculum as prescribed by the parent University. All the courses are offered in semester mode. Effective curriculum delivery is ensured and documented through a well-planned time table, teaching plan, academic calendar, workload distribution and systematic evaluation. The time table is planned meticulously giving due weightage to all the subjects and is made available in the college website. Teaching plans are prepared department-wise so as to impart lessons in a planned manner. The record of topics covered in class is maintained by each department. The subjects that require practical training are taught in hybrid mode- online as well as offline. Department of Accountancy of B.Com. imparts practical computer-based 'Tally' training to all the students of B.Com. 1st Semester and 'e-Filing of Income-tax Returns' training to all the students of B.Com. 3rd and 4th Semester.

| File Description | Documents |
|-------------------------------------|------------------|
| Upload relevant supporting document | No File Uploaded |
| Link for Additional information | Nil |

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

The college has an effective and continuous system of internal evaluation. An examination committee is constituted for this purpose. There is a separate arrangement of an Examination Branch Room with the required infrastructure which also has a Strong Room, especially for storing the confidential documents relating to examination. If the students have any exam related query, they can approach the examination committee members who guide them. The internal examinations are conducted by the college in accordance with the academic calendar. The decisions regarding the examinations are taken in a meeting in which the Principal, HODs of all the departments and Examination Committee members are

present. The internal evaluation is based on student's attendance, home assignments, seminar presentations and internal examinations, as applicable. Sessional examinations are held for the students and there is a provision for conducting repeat sessional examination for those students who miss the main sessional test on genuine grounds. For Tally and e-filing of Returns training, practical examination is conducted for all the students of B. Com 1st, 3rd and 4th Semester. For project dissertations, marks are allotted on the basis of project work submitted by the students and Viva. Important notices relating to examinations are uploaded in the college website.

| File Description | Documents |
|--------------------------------------|---|
| Upload relevant supporting documents | No File Uploaded |
| Link for Additional information | https://www.gauhaticommercecollege.in/wp-content/uploads/2022/08/ACADEMIC-CALENDAR-2022-23.pdf |

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

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

1.2 - Academic Flexibility

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

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

| 5 | |
|---|---------------------------|
| File Description | Documents |
| Any additional information | No File Uploaded |
| Minutes of relevant Academic Council/ BOS meetings | No File Uploaded |
| Institutional data in prescribed format (Data Template) | View File |
| 1.2.2 - Number of Add on /Certificate programs offered during the year | |
| 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template) | |
| 0 | |
| File Description | Documents |
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded |
| List of Add on /Certificate programs (Data Template) | View File |
| 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year | |
| 0 | |
| 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year | |
| 00 | |
| File Description | Documents |
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |
| 1.3 - Curriculum Enrichment | |
| 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | |

In order to promote quality in education and broaden the horizon of learning beyond the curriculum, the faculty members organise various programs with the aim to enhance curricular value for students on issues relevant to professional ethics, gender, human values, environment and sustainability. The undergraduate students are taught 100 marks paper on Environmental Studies under the curriculum of Gauhati University. The students are sent for field work in this paper. The college has an active Women's Forum where all the teaching and non-teaching women employees of the college are active members. Women's Day is celebrated every year where students are encouraged to participate in plays and dramas on gender equality. Not only the girls students but even the boys participate in the programmes on Women's day. The college has an active NSS and NCC unit that spreads awareness about environment sustainability, importance about health and hygiene, organises blood donation camps, paints the public walls with social messages and has also adopted a village at Chapaidong, Bonda, Guwahati.

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

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

4

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

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

1075

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

1.4 - Feedback System

| | |
|--|---------------------|
| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | A. All of the above |
|--|---------------------|

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

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| URL for feedback report | Nil |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1106

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

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

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

288

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

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

Special attention is paid to slow learners and differential care is given to advanced learners. Need based special classes are conducted for advanced learners and slow learners. There is committee of teachers in the name of "Super 30 Club" which oversees the arrangement and planning of special classes for advanced learners. The Club also facilitates parent-teacher interactions. In the class schedule tutorials are planned for the slow learners.

The college organizes an induction programme under the aegis of Freshers' Social for newcomers in each course separately. During the programme, the Principal of the College instils the ethos of the college in the minds of students, following which, there is a day-long programme where Teachers interact with students to motivate them and give direction on the course of study, smart preparation and potential career options related to commerce education.

In order to recapitulate the completed topics and to provide revision of the topics, mini quiz rounds are conducted in the class-room level for the slow learners. Students are provided with remedial classes on a daily-basis. In certain instances, special Repeat Classes are also organized to enable the learning process of the weak students. Prior to examination, students undertake presentation of topics with due assistance from the faculty. In addition, students also take up short-assignments.

To enhance the learning process of the advanced learners, there are personality development programmes, workshops on specific topics, online seminars by experts to open further avenues of specializing in commerce subjects.

| File Description | Documents |
|-----------------------------------|---------------------|
| Link for additional Information | NIL |
| Upload any additional information | No File Uploaded |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 2675 | 72 |

| File Description | Documents |
|----------------------------|------------------|
| Any additional information | No File Uploaded |

2.3 - Teaching- Learning Process

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

Instead of individualism, it is socialism that provides for the institutional ideology which the students have to grow as a complete social being. Time-Table is prepared twice in every academic session so as to cater to several needs, both objective and subjective. The prescribed rule of 75% attendance is followed strictly helping the students to benefit the most from college classes while the practice of submitting Home Assignments in each subject extend them orientation to their gamut of knowledge.

The Workshops and Talks, Group Discussions and Brain Storming Sessions held from time to time guide the students in matters of participative learning. Such initiatives not simply help the students learning by experience but they also hone up their problem-solving methodologies, ultimately enhancing the quality and virtue of experiential learning.

While Project Works, IT Sessions and Industrial Visits, MBA Annual Fest Quasofiesta exemplify participatory learning, Case Studies Inter-college Debate and Music Competition, Regular Quizzes on various occasions, Class Presentation are the instances cueing problem-solving attributes.

| File Description | Documents |
|-----------------------------------|---------------------|
| Upload any additional information | No File Uploaded |
| Link for additional information | NIL |

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

- A well-equipped Computer Lab comprising of 50 Computers in IT and PGDCA Departments.
- A Computer Lab with 30 Computers in the MBA Department.
- Desktop Computers and Laptops in all the departments with sufficient power back up.
- A total of 17 Numbers of Class rooms fitted with Projectors for better learning experience.
- One Smart Class Room-cum-Conference Hall with Video Conferencing and Interactive Board facilities.
- Ample numbers of Printers are available in the College Library, Principal's Office, College Examination Office.
- Photocopier Machines in MBA, BBA, M.Com departments and in College Office, Examination Branch, College Library.
- One Big Auditorium and One Seminar Hall with Projector, mike facilities available.
- Online Classes taken by using Zoom, Google Meet, Google Classroom, You tube etc.
- Such Digital Library resources as N-LIST, NBL, NBL-NECG .
- The entire College Campus is equipped with Wi-Fi connection.

The faculty members, use various ICT methods as per their requirement, namely-

- Computer Lab is used to teach MS Word, MS Excel, MS PowerPoint, SQL to the students of B.Com
- Power Point presentations are used to deliver the course contents in a more effective manner.
- Seminar and Conference rooms are used for conducting, Guest Lectures, Competitions and Talks by Experts for both syllabi-centric and commerce-centric benefits of the students.
- MCQ based assignments are provided for the students by using the link of Google Forms.
- Occasionally Recorded Audio-clips are also used for better

and clear understanding of certain complicated topics.

- Online Project presentations are conducted by the different guides.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://www.gauhaticommercecollege.in/# |

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

2.3.3.1 - Number of mentors

72

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

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

35

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

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

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

35

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

896

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

2.5 - Evaluation Process and Reforms

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

The mechanism of internal assessment in Gauhati Commerce College is based on the prescribed guidelines. As such the College has the provision of transparent Sessional / Internal Examination for every Semester for both UG and PG courses. The college has an established Examination Committee which is responsible for conducting the Internal Examination of 30 Marks (CBCS) of all B.Com students centrally while the Department of MBA, M.Com and BBA conduct examinations of the students respectively.

For centrally conducted Internal Examinations, the college has a provision of initially conducting a meeting of the Principal, the Vice-Principal, all the Head of the Departments and the Examination-in-Charges for the fixation of dates and other

related matters for smooth functioning of the examination. Accordingly the Examination Branch / departments notify the Time Schedule for the examination well in advance for the convenience of the students and faculty members. The Evaluation of the answer sheets are done by the concerned teachers of the departments as per the recommendation of the Head of Departments. Due care is taken for judicious correction of the scripts and the final marks of internal evaluation thereof are awarded as: Sessional Marks converted (10) + Home Assignment / Presentation etc. (06) + Class Attendance (04) = Total (20)

After the submission of the Cumulative Marks by all the departments in a prescribed format, the Examination Committee after proper verification uploads them in the University Portal for further action.

There are provisions for Re-Sessional Examinations for the absentee students having such genuine grounds as severe medical condition and other academic compulsion.

| File Description | Documents |
|---------------------------------|---------------------|
| Any additional information | No File Uploaded |
| Link for additional information | NIL |

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

As practised, after the completion of each stage of Internal Assessment, the examinees are allowed to go through the marks they have scored in the respective subjects and in case of any error, the concerned teacher in consultation with the Head of the department verifies the mark and correct, if the claim holds valid. Only after confirmation from all the departments in this regard the award list is uploaded in the University Portal earlier than the deadline, followed by utmost care undertaken in case of any discrepancy in internal assessment in the uploaded format. Any student who fails to appear his/her Sessional Examination due to ailing condition, the concerned Professors-in-Charge make provision for sick room as well.

If there is any grievance reported by any student on internal assessment marks after the declaration of Final results by the university, the case is immediately forwarded to Examination Office for verification. The Examination Committee, in this

regard, checks and verifies the marks in the student's mark sheet and with the submitted copy of marks by the Head of Departments in no time. In case of any discrepancy occurring in the marks, the student is advised to write an application to the Controller of Examinations, Gauhati University duly forwarded by the Principal of the College and the Original correct mark is resend to the University by the College. Contact is maintained with the student at personal level until the grievance is fully addressed.

| File Description | Documents |
|---------------------------------|---------------------|
| Any additional information | No File Uploaded |
| Link for additional information | NIL |

2.6 - Student Performance and Learning Outcomes

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

All the programmes offered by the college and the outcomes of the stated programs are uploaded in the college website in details. Besides, the students are informed about the details of the program through the college prospectus published at the beginning of every academic session. The objectives of the courses offered by the college are addressed by the Principal of the college on the day of admission to the teachers, students and the parents and accordingly all the stake holders are made aware about the goals of excellence the institution aspires to achieve.

As the first step, various induction and orientation programmes are organised to communicate with the students about the learning outcomes and course outcomes. Special care is taken so that the students are encouraged to delve deep into the course outcome by during classroom teaching. The well-established alumni are invited to the classroom and formal meetings to interact with the students and teachers about the relevance of the course in their academic and professional journey and to suggest for further development of the course. Teachers are motivated to participate in various workshops, seminars, FDPs to enrich their teaching learning and evaluation process and to develop methods of evaluation of learning outcomes. The ways in which the students in their last semester accentuate their point of views in regard to numerous socio-economic issues prove the degree to which both the Course and Programme Outcomes are taken into account for comprehension, appreciation and execution.

| File Description | Documents |
|--|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | http://www.gauhaticommercecollege.in/programme-outcome/ |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

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

The academic performance of the students of the College is measured on the basis of such reliable yardsticks (both qualitative and quantitative) continuous, consistent and compact evaluations as follows:-----

Evaluation Process: Evaluation process of attainment of programme outcomes and course outcomes are primarily based on the direct evaluation as guided by Gauhati University. It consists of end semester examination by university, internal examination (Sessional) by the institution, provision of assignment, presentation on the assignment prepared, quiz etc.

Feedback Evaluation: There is also a student feedback domain in the college website to learn about students' feedback of the CO and PO. The domain without barrier of any sort is expected to receive justified responses from all corners highlighting under-the-surface areas.

Provisions of Placement: Placement cell of the institute provides regular information about successful students employed in various departments. Commerce alumni are generally absorbed in the banking sector, insurance sector and financial institution. They are also serving several government departments and also have established their own enterprises and business. Some of our students progress towards working as registered chartered accounts.

Avenues of Higher Studies: On the face of contemporary multidisciplinary approaches the PO and CO will have to cater to the need of the students meandering through various corporate and government sources. It has been a common practice on the part of the institute to execute the theoretical framework into the academic praxis.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://www.gauhaticommercecollege.in/programme-outcome/ |

2.6.3 - Pass percentage of Students during the year

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

739

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | NIL |

2.7 - Student Satisfaction Survey

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

<https://www.gauhaticommercecollege.in/students-satisfaction-survey/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

3

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

11

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

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

25

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

3.3 - Extension Activities

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

A special camp organised by NSS from 7th to 13th November 2021 in Kharghuligaon and Chapaidang. Various activities were like- Free Medical Check up, street plays on drug and abuse in Bonda, Farmers' Awareness and winter seeds distribution, sapling plantation, vegetable plantation.

A programme on Health and Nutrition by GCC NSS units 1 and 2 and Womens' forum at Kharguligaon and Chapaidang on 8th January 2022

Blood donation at Apollo hospital and B. Barooah Cancer institute on 23rd March 2022.

Pickle and jam making activity conducted by Womens' forum, Rotary Club Guwahati South and NSS 1 and 2 on 8th March on Kharghuli Gaon and Chapaidang, Bonda.

Incense stick making on flower waste organically imparted by WWF Echo Project team 21-22 organised by GCC NSS unit 1 and 2 at Kharghuli Gaon and Chapaidang on 2nd April.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | NIL |
| Upload any additional information | View File |

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

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

2

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

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

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

11

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

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

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

228

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

3.4 - Collaboration

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

2

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

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The college has a well-developed campus in the heart of the city of Guwahati. The Campus has been equipped with modern facilities and learning resources. Categories of infrastructure facilities and learning resources are:

1. Learning Resources encompass resources and infrastructure required for library, laboratories, computer centre and smart classrooms. 2. Support facilities include hostel, canteens, auditorium, seminar halls, case study room, documentation centre, green belt, sports grounds and crèche. 3. Utilities include a drinking water, rest rooms, car parking area, solar power supplies and power generators. 4. Classes are scheduled for optimal utilization of the available physical infrastructure.

In order to promote a good teaching learning environment the college strives to create and enhance infrastructure both in terms of buildings and other facilities to provide a good teaching- learning environment. Sharing of computer laboratory facilities is encouraged between departments. The departments also have individual departmental libraries that cater to students from other departments. To ensure regular and reliable power supply, the college has invested in multiple solar plants at various locations. The security surveillance protocols is

maintained and monitored through CCTV cameras, which helps personnel to respond to situations in time and prevent mishaps. The college has fire fighting system in place in every building and lab.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | https://www.gauhaticommercecollege.in/ |

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

Two new Volleyball courts have been constructed.

One more Badminton court has been developed.

One pavillion was constructed at Prof. Umesh Ch. Sarma playground.

One Cycling club had been formed to make students aware about physical fitness.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | https://www.gauhaticommercecollege.in/infrastucturalfacilities/ |

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

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | https://www.gauhaticommercecollege.in/ict-enabled-classroom/ |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

29.75

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

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

Library is automated using Integrated Library Management System (ILMS) and has digitisation facility · Name of the ILMS Software - SOUL 2.0 · Nature of Automation (fully or partially) - Partially · Version - 2.0 · Year of Automation - 2008

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | Nil |

4.2.2 - The institution has subscription for

A. Any 4 or more of the above

| the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | |
|--|---------------------------|
| File Description | Documents |
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |
| 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs) | |
| 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs) | |
| 5.91 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |
| 4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year) | |
| 4.2.4.1 - Number of teachers and students using library per day over last one year | |
| 15 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| Details of library usage by teachers and students | View File |
| 4.3 - IT Infrastructure | |
| 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi | |

The IT facilities of the College are regularly updated under the guidance of Information & Technology department. The campus is equipped with Wi-Fi facilities for the benefit of the students and the faculties. The college has a subscription of 50 mbps 1:1 dedicated (unlimited data) lease line service. The department of MBA (GCMS) has an additional 100 mbps broadband connection. These services are adequate to meet the requirements of the college. The college is equipped with a central computer lab with 50 desktops, which serve as the backbone of IT facilities. Besides, there is a computer lab in MBA department with 35 computers. Including the computers (desktops & laptops) in various departments, the total computer count goes to 95. The desktops computers are also connected via high-speed LAN network. All these available facilities are properly and regularly maintained for smooth functioning of the IT services in the college campus. The website of the College is also developed regularly and maintained properly.

| File Description | Documents |
|---------------------------------------|---------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | NIL |

4.3.2 - Number of Computers

95

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded |
| Student – computer ratio | View File |

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

42.57

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

The maintenance of physical facilities of the college are done at from the Principals Office by seeking requisitions from the stakeholders based on curricular requirements like library, sports facilities, classrooms etc. The College assesses the equipment and infrastructure on 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 has a caretaker as the nodal person to receive and redress complaints. His team comprises electrician, plumber and handyman to resolve routine problems. During the Covid-19 Pandemic and Lockdown, the University facilitated Online Teaching and Learning by providing access to different Online Platforms. The College further facilitated Online Teaching and Learning and several academic activities. 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 and Electronic Article Surveillance

(EAS) system 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.

| File Description | Documents |
|---------------------------------------|---------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | NIL |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

18

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

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

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

0

| File Description | Documents |
|---|----------------------------|
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |
| 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills | A. All of the above |
| File Description | Documents |
| Link to institutional website | Nil |
| Any additional information | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |
| 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year | |
| 55 | |
| 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year | |
| 55 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |
| 5.1.5 - The Institution has a transparent mechanism for timely redressal of student | A. All of the above |

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

| File Description | Documents |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

36

| File Description | Documents |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | No File Uploaded |

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

5.2.2.1 - Number of outgoing student progression to higher education

140

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

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

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

03

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

01

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

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

1. Students' Union Election 21-22:

Date - 24/02/22

2. National Youth Parliament Festival 2022: (District Level)

Date- 22/02/22

- Trishita Roy - First in Kamrup Metro
- Chandani Jain- M.Com 2nd Sem was selected for " Khelo India"University Games2022.

An active students' Union is in place elected through an election process following the laid down norms. Different wings Debating and Symposium, Games, Culture etc are headed by these elected representatives. They help in organising different programmes like College Week Competitions, Saraswati Puja Celebrations, Cultural Competitions. They also help in students' participation in events organized by Gauhati University and other colleges/ government bodies. The GCC hostel boarders also engage actively in the college programmes. They help the administration in ensuring discipline amongst the student community.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.gauhaticommercecollege.in/studentsunion/ |
| Upload any additional information | No File Uploaded |

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

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

4

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

5.4 - Alumni Engagement

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

The alumni of Gauhati Commerce College lend active support to the college through class-room engagements, talks on career opportunities soft skill development programmes. They are also actively engaged in social activities like cleanliness and plantation drives. They have also offered financial help to students, ex-teachers and the college at large during moments of need. Whenever the occasion demands, the alumni association is there to help out. They have played a leading role during the Golden Jubilee celebrations of the college and the boys' hostel.

Registration number is RS/KAM(M)-02/263/364 of 2022-2023

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.gauhaticommercecollege.in/wp-content/uploads/2022/07/Brief-History-of-ALCOM.pdf |
| Upload any additional information | No File Uploaded |

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VIISION :To become one of India's leading centre of excellence imparting business education of the highest standard

MISSION :To serve the people of the North-East by striving for the spread of business education and academic excellence.

Response: From its inception in the year 1962 the College is presenting itself as a major centre of learning for the advancement, preservation, dissemination and use of knowledge in the north eastern region of the country. It also aims to mould students into ideal citizens with commendable human values. It encourages enrollment of students from different cross-sections of the society by providing them with the best of infrastructure and learning resources. The college tries to mould in its students into a rounded personality of professional competence, self confidence and positive attitude that would help in the development and growth of Assam in particular, and the North-East region and the country as a whole in general. The college has attempted to fulfill its vision and mission by adopting various perspective plans from time to time as per the need of the hour and implements them through the process of delegation of authority and participative management style and for that from time to time various Committees, Cells, Centres and Bodies are formed. Proper authority and responsibility is also delegated to them by the appropriate authority for effective and timely implementation of the perspective plans of the college.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.gauhaticommercecollege.in/mission-vision/#top |
| Upload any additional information | No File Uploaded |

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

Case study: Effective leadership is visible in the Governing Body of the college. It is following the practices of participative management style and delegation of authority. For that the governing body of the college has been formed in such a way that different stakeholders are included in it. The head of the governing body is appointed as the President and he is appointed by the Government of Assam. He is subordinated by the Secretary, Ex-officio i.e. the Principal of the College followed by the Member Ex-officio i.e. vice -principal of the college. The other members of the governing body includes Guardians' representatives, teachers' representatives, members from non-teaching staff, librarian, member donor and the member nominated by the Gauhati University.

The college also forms various Committees, Cells, Centres and Bodies from time to time for effective and timely implementation of the perspective plans of the college. Proper authority and responsibility is also delegated to them by the appropriate authority. Moreover, the college authority also includes students' representatives in the various Committees and Cells formed from time to time and as per the necessity they are delegated with the required authority and responsibility. Some such committees are:

- Committee for Preparation and Amendments to the Constitution of Gauhati Commerce College Students' Union.
- Ragging Vigilance Committee
- GCC Mountaineering Club

Grievances Redressal Cell etc.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.gauhaticommercecollege.in/governing-body-gcc/ |
| Upload any additional information | No File Uploaded |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The extensive goals of the strategic plan associated with the Gauhati Commerce College are primarily committed to provide quality higher education and research facility to the students

and the teaching fraternity. The perspective plan also aims at developing the infrastructure corresponding with the anticipated aim of providing academic and support facilities to the students and thereby creating a roadmap for students overall growth and achievement and paving the way for the all-round growth and development of the institute.

Some of the specific objectives and goals of perspective plan are: to achieve Academic Excellence; strive for better results; to offer best infrastructure facilities; to strive to offer specialized courses in commerce; to plan full employment for its Alumni through service and entrepreneurship and to mould students into ideal citizens with High human values.

One activity that is successfully implemented based on Strategic/perspective plan: Sugandh- An initiative for Greener future

The college has given special emphasis in moulding students community into ideal citizens with high human values and to develop entrepreneurial skills among them. For this purpose the WWF Echo team of GCC started their Green Project Sugandha under the WWF Echo Project 2021-22. Under this initiative 100% organic incense sticks are produced from waste flowers collected from various temples and floral shops. It is a 100% eco-friendly product starting from the raw-materials to the final packaging. Sugandh is a small step by the students of Gauhati Commerce College towards bigger climate action and sustainability.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | https://www.gauhaticommercecollege.in/governance-body-gcc/ |
| Upload any additional information | View File |

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

Gauhati Commerce College is permanently affiliated to Gauhati University, Guwahati, Assam. The college is having three-tier system for its governance.

Administrative set up: The Administrative set up consists of the Principal, followed by Vice-Principal, HOD's and Faculty in charges, Supervisory Assistants, Clerks and so on.

The organisation structure of the Library consists of The Librarian, Assistant Librarian, Library Assistant and bookman.

The organisation structure of the various Self-financed courses consists of the Director/Co-ordinator followed by Assistant Professor.

Service Rules: For the service conditions and rules, the college follows rules and regulations laid down by the Education Department, Govt. of Assam.

Procedure for recruitment: The recruitment procedure is carried out in two ways:

Recruitment :The permanent posts are recruited by DPI according to the norms of the Govt. of Assam and UGC. While the recruitment for temporary posts are done by management of the college following all norms.

Grievance redressal mechanism: The College has Anti Ragging Committee, Internal Complain Committee and Grievance Redressal Committee for timely redressal of the student and the faculty grievances.

College Committees: Different committees, Cells, Centres and Bodies are formed in the college from time to time to carry out different duties and responsibilities.

The Alumni Association: The College has an Alumni Association too, which is very active but still not registered.

Courses & Study Centres: Besides B.Com., BBA, MBA, PGDCA and M. Com. and Study centre of K.K. Handique State Open University

| File Description | Documents |
|---|---|
| Paste link for additional information | NIL |
| Link to Organogram of the Institution webpage | http://www.gauhaticommercecollege.in/wp-content/uploads/2022/04/Organogram.pdf |
| Upload any additional information | No File Uploaded |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The following are the welfare measures practiced in the institution for teaching staff:

Fully equipped library with Internet facility

Wi-Fi enabled campus

A co operative society

Playground for playing football, cricket, volleyball, badminton etc.

Hygienic Canteen facility

Adequate pure drinking water

Sanitation: Clean and hygienic washrooms

Day care centre

College admission towards

Free medical camp for staff

Maternity benefits

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.gauhaticommercecollege.in/infrastucturalfacilities/ |
| Upload any additional information | No File Uploaded |

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

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

0

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

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

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

1

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

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

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

3

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

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

The performance appraisal system constitutes the following two approaches:

Academic and Administrative Audit (AAA)

Prof Mrinmoy Sarma (Tezpur University) and Prof Jogen Kalita (Gauhati University) were invited to the college on 04-01-2022 for an Academic and Administrative Audit (AAA). The two-member committee monitored various academic and administrative activities the college is following and various recommendations were suggested which are being implemented.

Feedback System

The college has a properly designed feedback system in which Teaching staff, Non-teaching staff, Students, Parents and Alumni are involved. Data collection was performed using Google Forms and hard copy (to non-teaching staff). The findings were analysed and it was uploaded in the college website.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.gauhaticommercecollege.in/wp-content/uploads/2022/12/AAA-Report.pdf |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

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

INTERNAL AUDIT

The institution conducted both the internal and external audit during 2021-22.

The institution conducted internal audit in 23 heads like BBA fund, UGC fund, hostel fund, MBA fund, BSG fund, NCC fund, PG fund, general fund, student welfare fund, festival fund, student tunion fund, library fund, uniform fund, development fund, examination fund, government fund, research and publication fund etc. As per the latest audit report there was no major findings/objections. Minor errors/omissions/commissions when pointed out by the audit team were immediately corrected and precautionary steps were taken as we usually to dear after to avoid for the recurrence of such errors. The balance soft he accounts have been duly reconciled with the books of accounts maintained.

EXTERNAL AUDIT

External audit on construction and other financial grants as well as income and expenditure of internally generated funds have also been done. The report of the same is awaited.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

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

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

The College mobilized its funds mainly from Government of Assam and RUSA on various heads of expenditure. Funds received had been spent on payment of salary. Each and every amount received is at par with the budget allocation. The resource mobilization policy of the college focuses on achieving the goals and target of the institution ensuring accountability and transparency. The college mobilized its resources from the self financing and professional courses namely MBA, BBA, M.Com, PGDCA. Resource mobilization was also carried out by Students fees, etc. Funds generated were used for maintenance and development of the college. The College gets some amount by conducting external examinations. The Centre of KKH State Open University contributes in fund generation. The CA Examination centre is another source of income. The auditorium is given on rent for public uses. Optimal utilisation of resources

was ensured through-

1. Allocation of adequate funds for effective teaching learning practices. 2. Utilisation of budget to meet day-to-day operational and administrative expenses and maintenance of fixed assets. 3. Enhancement of library facilities. 4. Funds were also utilised for development and maintenance of infrastructure of the college. 5. Some funds were allocated for NCC and NSS as part of social responsibilities. Main motto of resource mobilization and optimal utilisation of resources is to put Gauhati Commerce College on benchmark and quality teaching and unique growth of the students.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Practice-1: Developing a collaborative mechanism with head ministration and various departments-

Internal Quality Assurance Cell has developed a collaborative mechanism to build and ensure a quality culture at the institutional level. With a view to make college administration more dynamic, IQAC has been conducting administrative audit from time to time. Besides, workshops and special talks are being organized by IQAC in collaboration with the different departments. These programmes focus on imparting know ledge to students on various emerging areas of trade, commerce and business and enhancing skill and efficiency of the faculties in dealing with classroom programmes.

Practice2: Regular interaction among different stakeholders-

The college does not have any form alparent-teacher association. However, the college conducts several practices and activities such as "Induction programme" before the academic session begins. The college also organizes "Parents Teacher Meet" from time to time to appraise the parents/guardians about the academic progress made by the students and also together feedback from the

parents about the academic and non-academic problems encountered by the student. Additionally, the college establishes contacts with the parents of the students under special circumstances.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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

Initiatives for ICT enabled teaching- learning programme

The teaching-learning environment in the college is becoming more and more digitalized with the installation of ICT in a good number of classrooms. A larger section of young students are now able to use technology proficiently, which helps them to achieve better learning outcomes. In order to enhance the skill and efficiency of the faculty members in teaching in a highly digitalized environment, orientation programmes are being organized by IQAC in collaboration with the IT department of the college. The quality of teachers and their continuing professional education and training remain central to these orientation programmes.

Example-2: Administering Feedback Process

Feedback is collected from all stakeholders-from Students through Feedback Proforma, Mentee Feedback, from parents through Parents-Teacher Meetings, from Alumnithrough-Alumni Meet & Interactions. Feedback is also obtained from the Teachers and office staff. The feedback is then analysed and the insights obtained are implemented and shared with the stakeholders.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

| | |
|--|-------------------------------------|
| <p>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</p> | <p>B. Any 3 of the above</p> |
|--|-------------------------------------|

| File Description | Documents |
|--|---------------------------|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equity and Sensitization

The Gauhati Commerce College Women's Forum was set up in March 2005, since then, it has taken several measures for promoting gender equity.

The annual gender sensitization action plan includes:

2022 International Women's Day 2022 was celebrated by GCCWF on 08/03/22 with the theme "Gender Equality Today for a Sustainable Tomorrow".

Specific facilities provided for women in terms of:

a) Safety and Security

- Two sanitary napkin disposal machines in the washroom of

GCC Girls Common Room.

- Cell for prevention of harassment to women staff and girls students
- Students mental wellness centre
- Grievances Redressal Cell
- Ragging vigilance committee

b) Counseling

- Counseling of students in BBA department, in M. Com department and of MBA students by GCM.
- Information and career guidance cell since 2002-2003
- Skill development cell
- Students' capacity building center

c) Common Rooms

Common rooms are there for both boys and girls with hygienic washrooms, recreational facilities, and drinking water facilities. In the girls common room there is also a facility for a sanitary napkin disposal system.

e) Any other relevant information

- An Interactive Talk Session on Understanding Youth Mental Health- An Emphasis on Managing their Stress' was organized by the Department of Mathematics and Statistics on 14th May, 2022.

Resource Person: MsMridusmitaBagchi

Participants 32

- A talk on understanding Mental Health: A step towards Wellness was organized by NSS, Gauhati Commerce College on 30th April, 2022

Resource Person: Dr. Jayanta Das

Participants: 83 students, 2 Pos

<https://www.gauhaticommercecollege.in/cell-committees-clubs/>

| File Description | Documents |
|--|-----------|
| Annual gender sensitization action plan | Nil |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Nil |

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

C. Any 2 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | No File Uploaded |

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

1. Solid Waste Management

Pollution from waste is aesthetically unpleasing and results in large amounts of litter in our communities which can cause health problems. Each and every department of Gauhati Commerce College as well as administrative offices creates some waste and dumps it in a small waste bin located in the department. Each building has several dustbins placed from where housekeeping staff take the wastes. Biodegradable 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 a lot of paper waste. Paper wastes from Academic Blocks, Library, Administrative offices are disposed of through vendors. The wastes are properly

stacked in designated places and later disposed through vendors for proper waste management. College promotes digital platforms to reduce the usage of paper for communication and sharing documents.

2. Waste recycling system

Degradable solid waste collected from canteen and Hostel are dumped in the Vermicompost Unit to make some Organic fertilizer which are used for plants and trees in the campus.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | https://www.gauhaticommercecollege.in/wp-content/uploads/2021/06/20.jpg |
| Any other relevant information | View File |

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

A. Any 4 or all of the above

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | No File Uploaded |

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | No File Uploaded |

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

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

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

B. Any 3 of the above

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

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

- The institution celebrates the festival of Assam, 'Bohag Bihu' with all the faculty members, staff members and students.
- The institution also takes initiatives to celebrate Bhogali Bihu to enjoy the local delicacies which are eaten at the time of Bihu along with the regional dance and music performed and participated by all the members of the college.
- The institution has committed towards the promotion of tolerance and harmony towards other cultures, region, language and other diversities.
- The institution also celebrates Saraswati Puja with its stakeholders.
- To inculcate tolerance and harmony amongst various groups inside and outside the institution, Unity Day and Peace Day is celebrated.
- The auditorium of the institution is also used for conducting various cultural, regional functions. It is also let out to various other organizations for the same.

| File Description | Documents |
|--|------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

- To adhere to the Constitutional obligation of our country, Independence Day, Constitution day is celebrated every year with participation of all the stakeholders of the college.
- To keep up with the Swachh Bharat Abhiyan of the Government, the institution regularly cleans its campus and has implemented strict rules for the faculty members, staff members and the students to keep the campus clean and environment friendly. Also, many programmes are held in the college with active participation from the students to spread awareness of the Swachh Bharat initiative.
- As part of our Constitutional obligation, the college also conducts voting awareness programmes for students above 18 years of age.
- As part of our Constitutional obligation and duty to serve the nation, the faculty and staff members of the college perform the election duties as Presiding Officers, Polling Officers and impart training to various other institutions on election duties.
- The institution has also constituted various committees for sensitization of students and employees. The committees as such are:
 - Students Disciplinary Action Committee (Refer page 51 of prospectus 2022-23)
 - Ragging Vigilance Committee (Refer page 51 of prospectus 2022-23)
 - Students Welfare Committee (Refer page 52 of prospectus 2022-23)
 - Grievance Redressal Cell for students and employees (Refer page 53 of prospectus 2022-23)
 - Cell for the prevention of harassment to women, staff and girls' students. (Refer page 54 of prospectus 2022-23)
 - Students' mental wellness center. (Refer page 54 of prospectus 2022-23)

| File Description | Documents |
|--|------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

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

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

The institution regularly celebrates/organizes various national and international commemorative days, events and festivals.

The list of events celebrated is as follows:

- Independence Day
- Swachh Bharat
- Azadi ka Amrit Mahotsav

- Constitution Day
- Peace Day
- Unity Day
- International Yoga Day
- Republic Day
- World Environment Day
- International Women's Day
- NSS Day
- NCC Day
- Teachers Day
- The International Day against Drug Abuse and Illicit Trafficking

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

7.2 - Best Practices

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

1) Academic and Administrative Audit (AAA)

Prof Mrinmoy Sarma (Tezpur University) and Prof Jogen Kalita (Gauhati University) were invited to the college on 04-01-2022 for an Academic and Administrative Audit (AAA). The two-member committee monitored various academic and administrative activities the college is following and various recommendations were suggested which are being implemented.

2) Two day Faculty Orientation Programme on 27th and 28th May. 2022

| File Description | Documents |
|--|---------------------------|
| Best practices in the Institutional web site | View File |
| Any other relevant information | No File Uploaded |

7.3 - Institutional Distinctiveness

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

The college is distinct because it offers a dedicated course in Commerce alone. 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. In the span of 60 years, the student number at the degree level stands at over 3000. The college expanded to incorporate post-graduation course in Commerce in 1992-1993. To expand the specialised courses, BBA course was introduced in the year 2007-2008, MBA course in 2009 and PGDCA course in 2005.

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. 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. 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. 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.

| File Description | Documents |
|--|------------------|
| Appropriate web in the Institutional website | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

1. Holding of National and International Seminars and Workshops on important topics. 2. Publications of Books in Commerce, Management and Economics. 3. Developing linkages of the departments with the society and the different offices of the government, business houses, etc . 4. The IQAC plans to conduct the Energy and Environment Audit . 5. Development of Library facilities. 6. To Motivate the Faculty members to increase of research publications in UGC Care journals, Scopus and other leading journals . 7. Development of classrooms with ICT facilities and the number of computers for students. 9. Opening of Humanities and other streams

10) Holding of Motivational Programs for the Faculty and the Students.