Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**GOLAGHAT COMMERCE COLLEGE**
Name of the head of the Institution	**MR. ANUP KUMAR DAS**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03774284468**
Mobile no.	**9101175456**
Registered Email	**pcomm_glt@bsnl.in**
Alternate Email	**principalgcc1972@gmail.com**
Address	**Jyoti Nagar, Golaghat**
City/Town	**Golaghat**
State/UT	**Assam**
Pincode	**785621**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Jiban Jyoti Kakoti**
Phone no/Alternate Phone no.	**03774284468**
Mobile no.	**7002525260**
Registered Email	**iqacgcc2015@gmail.com**
Alternate Email	**principalgcc1972@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.golaghatcommercecollege.org/AQAR

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.golaghatcommercecollege.org/pdf/Academic-calender-2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	**B+**	**75.25**	**2004**	**08-Jan-2004**	**07-Jan-2009**
2	**B**	**2.80**	**2012**	**10-Mar-2012**	**09-Mar-2017**

6. Date of Establishment of IQAC	**28-Nov-2004**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on Building Positive Emotion Among	**04-Oct-2018** **1**	**150**

Youth		
Campus recruitment drive JOB MELA	23-Sep-2018 1	169
Celebration of International Yoga Day	21-Jun-2019 1	76
Awareness programme on Women Health and Hygeine	29-Jun-2019 1	60
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Infrastructure Grants to Colleges	RUSA	2019 365	148989
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. As a part of the community engagement initiative, the college adopted the Marangi village of Golaghat District. 2. Introduction of Mentoring system to establish better and effective studentteacher relationship and guide the students in academic matters. 3. A talk on Promotion of Trade and Culture between Southeast Asia and Northeast India" by Guest Speaker Dr.Ishani Naskar

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

Plan of Action	Achivements/Outcomes
Renovation and upgradation of Indoor stadium and Gymnasium	New sets of badminton courts and table tennis courts were set up. The gymnasium became fully functional
Publication of the Annual Journal of the college	New issue of Research Promoter was released
Enhancement of employability and competitive skills	Three students were placed in retail sector through campus recruitment drive 'Job Mela'
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body	05-Jan-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2019**

Date of Submission	**20-Mar-2019**

17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**1. Golaghat Commerce College has partnered with Adroit Digisoft Solutions Pvt. Ltd. which provides IT consultancy and support relating to: • Online module to support New Admissions, renewal of admission including service and support (2 instances for every course/ stream/ year. • Preparation and upload students data to Directorate of Higher Education website. 2. The college also has attendance tracking system through biometrics for teaching and nonteaching staff. 3. The college library has a sophisticated library management software SOUL:2.0, through which it can**

perform right starting from circulation, cataloguing, serial control, works as a central operating system of the library and OPAC Module as well. The college is in a process to implement a complete MIS, through which one can access each and every data, whenever there is a requirement of transparency.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college has been working on a very well-planned curriculum delivery system. The college prospectus is the threshold for the students to have a glimpse of the vision, mission and objectives of the college. The college website is another source through which the students can acquaint themselves with the curriculum and other relevant information. At the beginning of each academic session, the curriculum concerning the departments is discussed among the faculty members. The total curriculum is thereafter divided and allotted to the concerned teachers. On the basis of the allotted portion of the curriculum, concerned teachers chalk out teaching plans. Teaching plans are drawn out in such a way so that sufficient time for revision can be spared, besides completing the entire volume of the course. For the slow learners and other students desirous of clearing their doubts, provision for remedial and tutorial classes are also made in the class routine. As an affiliated college, it basically follows the Academic Calendar prepared by the affiliating University both for scholastic as well as non-scholastic activities. At the beginning of the academic session, every department conducts meeting and plans out proper implementation of the curriculum. Every department prepares the teaching plan for proper implementation of the curriculum and is also reviewed. The time-table too is designed in such a way so that it incorporates tutorial classes, self-financed courses and co-curricular classes like NCC, NSS besides the compulsory set of courses. Apart from the academic activities, departments also undertake activities like seminars, talks, field works, projects, and others that are relevant to the curriculum and in alignment with the core values of the institution. Emphasis is also laid on the use of ICT enabled classes and hence it has been ensured that all the classrooms are equipped with modern teaching aids and utilized completely both by the faculty as well as the students. A proper routine with time and class allotment for the teachers have been following both in odd and even semesters during each academic session. The respective teachers specialized in their disciplines follow the syllabus formed by the university. Some important dates like World Environment Day, International Yoga Day, International Youth Day, International Women's day, etc. are observed and celebrated to familiar the students with the values and importance of such important days. The authority also tries to ensure that the curriculum is executed effectively and remains watchful on the probable shortage of infrastructure and teaching faculty. If any such issue arises, the authority resolves it with utmost care. Feedback of the students is collected in each academic session to find out the positive and negative aspects regarding the effectiveness of the curriculum delivery by the teachers as well as of the institution as a whole. Parents- teachers meets are also conducted for more effective curriculum delivery by taking suggestions and other aspects

to develop a better environment for curriculum delivery. Apart from these, feedback from the Alumnus is also collected for development of the institution.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	0	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MCom	Finance	01/08/2018
MCom	Marketing	01/08/2018

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

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

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Education	13
BCom	Business Management	20
BA	Assamese	55
[View File]()		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The College maintains the system of collecting structured feedback from various groups of stakeholders. Feedback is collected from the students, Teachers and parents. Separate set of questions are asked to each group of stakeholders through printed feedback Questionnaire. Students feedback is collected from major/ Specialty students and nonmajor students before the end of their final semester. Feedback is received on all the seven criteria of the NAAC. Usually, questions are asked keeping in mind the category of stakeholders although some of them are common to all of them. Feedback from the parent/guardians and alumni are mostly objective, whereas, the ones takes from the students are a combination of both objective and subjective. After the feedback Questionnaires are collected, responses of the respondents are classified and tabulated. Simple statistical tools are used to analyze and interpret the findings from the feedback Questionnaires returned by the respondents after filling it duly. Graphic representation of the findings is arranged in order to provide with an easily understandable and immediate impression of the totality of facts. The outcomes of the feedback collection, analysis and interpretation process is intimated to different authority centers associated with the administration, management and development of the institution. Such authorities include The Governing Body, The Principal, The IQAC, The Teachers Unit, The Librarian etc. The feedbacks are summarized and the findings are reported to the authority for implementation. The authority tries to resolve the issues after discussing with both the HoDs and the Governing Body depending upon the weightage of the issue. Feedback is also collected from the parents during Parent Teacher Meetings that are organized from time to time or as per requirement. Feedback is also collected from the Alumni on the Alumni meet held. Suggestions and comments given by the Parents/Guardians and alumni are taken into account for the all-round development of the college. The introduction of the regular M. Com courses under Dibrugarh University and UG and PG courses under Directorate of Distance and Open Learning, Dibrugarh University and Self-financed Certificate/Diploma Courses like Post Graduate Diploma in Tea Plantation Management, Vermicompost are an outcome of such feedbacks. Online Feedback system would also be available in the college website as well, through which the Alumni and other stake holder can also give feedback directly in the website itself and along with that, the college is also planning to provide feedback form online to keep and rack the records in a more systematic manner.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Marketing	20	12	3
MCom	Finance	20	24	11
BCom	Major	200	228	200
BA	Major	300	597	281
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2.2 – Catering to Student Diversity

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

Year	Number of	Number of	Number of	Number of	Number of

	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2018	1129	14	37	Nill	14

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
60	51	12	4	3	2
View File of ICT Tools and resources					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The IQAC has introduced a three tier student mentoring system in the institution following the suggestions made by the UGC. Each department assigns a teacher-mentor to a group of students who would take various initiatives to understand the strength and weaknesses of individual students and bring out their highest potential. The groups are created on the basis of the student strength of the departments. The teacher-mentors are expected to give regular updates and feedback regarding their mentees to the Heads of the Departments. The IQAC then discusses the mentoring related issues during its meetings with the heads of the departments and takes measures to organize remedial classes or seminars for the students. A mentoring format with guidelines is prepared by the IQAC to ensure uniformity in the system. The IQAC reviews the proper implementation of the Mentoring System and also revises/upgrades it if necessary. Role of the mentors: • Regular meetings are held between the teacher- mentors and their group of students. Students approach their mentors for both personal and academic matters. • It is imperative for the mentors to establish a close rapport with the mentees. • The mentors help first semester students cope with the challenges and opportunities present in the college and develop a smooth transition to college life. • The mentors keep track of the academic progression of the mentees in tests and examinations, discipline and their overall development. • Teacher-mentors continuously monitor, counsel, guide and motivate the students to excel in curricular and extra-curricular activities. • Mentors take initiative to identify and help troubled students cope with academic, extra-academic and personal problems. • The mentors create awareness among the students about higher studies and competitive examinations and also motivate them to enroll in online courses offered by different platforms. • The mentees are encouraged to use the resources available in the library. • The mentors also contact and meet the parents of his / her mentees to discuss their progress or any other matter, as and when required. • The mentors identify the students who require financial assistance and make arrangements to provide free text books and other study materials to such mentees.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1129	37	1:31

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
48	37	11	1	10

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

Year of Award	Name of full time teachers	Designation	Name of the award,

	receiving awards from state level, national level, international level		fellowship, received from Government or recognized bodies
Nill	Nil	Nill	Nil

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
BA	UG	5TH	30/11/2018	13/02/2019
BA	UG	3RD	30/11/2018	13/02/2019
BA	UG	1ST	30/11/2018	13/02/2019
BCom	UG	5TH	30/11/2018	13/02/2019
BCom	UG	3RD	30/11/2018	13/02/2019
BCom	UG	1ST	30/11/2018	13/02/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Golaghat Commerce College is a Affiliated college of Dibrugarh university. In respect to syllabi, examination and evaluation, the college is guided by the regulations formulated by the university. The College strictly follows all the evaluation norms framed by Dibrugarh University. University guidelines determine the different aspects of evaluation process such as nature of the assessment, weights for the different components. The college follows a continuous internal assessment system in which each paper of 100 marks has a component of 20 marks as internal assessment and remaining 80 marks are allotted for the end-semester examination. The university has bifurcated the 20 marks of internal assessment in the following manner: (a) Sessional Examination I (Written): 25 of the marks allotted for internal assessment. (b) Sessional Examination II (Written): 25 of the marks allotted for internal assessment. (c) Seminar/ Group Discussion: 25 of the marks allotted for internal assessment (d) Attendance: 25 of the marks allotted for internal assessment. The above design and division of internal assessment ensures that a continuous evaluation of students takes place throughout the semester.Information regarding evaluative processes is communicated to the students through the following means: 1. During the introductory lectures by the concerned subject teachers – During this interaction students are communicated, among other things, course structures, assessment mechanisms, attendance rules etc. Orientation programs related to subjects and library are also conducted. 2. All the College notice boards and its website – College notice boards are used to communicate specific information such as dates of conduct of sessional exam, submission dates for assignments etc. 3. Internal assessment outcomes are displayed in the college notice boards and website. This data is sent to the University after student acknowledgement.

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

The Academic Calendar contains the important dates to guide the teachers, students and other stakeholders about the whole year. Our academic calendar

provides clarification about number of teaching days, schedule for internal assessments, dates for extra- co-curricular activities and about the dates for end semester examination. The Academic Calendar is prepared by Dibrugarh University well in advance before the commencement of academic year. The college strictly follows the calendar prepared by the University. Immediately after receiving the calendar from University, the Principal conducts meetings with IQAC, HODs and Coordinators, Examination Committee to prepare the class routine for all the classes at the beginning of semester. Class routine prepared by the concerned departments is then allotted to individual teachers. Since Dibrugarh University conducts the semester end examinations for all the courses, the College is obliged to follow the examination schedule prepared by the University. Internal assessments are completed as per the dates fixed by the University. Fixing of these dates in advance enable the departments to plan for their own department programmes and events. It also helps the students to plan their academic and extra-curricular activities. The academic calendar prepared by the college with reference to guidelines of the university is displayed on the college website well before the commencement of the semester.

2.6 – Student Performance and Learning Outcomes

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

http://www.golaghatcommercecollege.org/pdf/Course_Outcomes_BA_B.Com.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BCom	MAJOR	194	128	65.98
UG	BA	MAJOR	192	111	57.81
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2.7 – Student Satisfaction Survey

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

http://www.golaghatcommercecollege.org/pdf/Student_Satisfaction_Survey_2018-19.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	0	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
0	0	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Nill	0
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nill
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	Nill

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Accountancy	1	5.86
International	Mathematics and Statistics	1	0.53
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Assamese	5
Hindi	1
Business Management	1
History	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

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

Title of the	Name of	Title of journal	Year of	h-index	Number of	Institutional

Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
0	0	0	Nill	Nill	Nill	0

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	7	Nill	Nill
Presented papers	7	13	Nill	Nill
Resource persons	Nill	1	Nill	Nill

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Plastic Pollution Awareness Rally	12ASSAM(I)COY, Golaghat	1	16
Plastic Pollution Awareness Rally	74 Assam Girls(I)Coy, Golaghat	1	20

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	Nill

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swacch Bharat	NCC-Boys	Plastic Pollution Awareness Rally	1	16
Swacch Bharat	NCC-Girls	Plastic Pollution Awareness Rally	1	20

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
0	0	0	Nill	Nill	0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
0	Nill	0	Nill

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
8601011	8601011

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Fully	2.0	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12621	2332253	2198	697548	14819	3029801
Reference Books	3868	828641	630	277452	4498	1106093
Journals	9	23300	Nill	Nill	9	23300
e-Journals	Nill	Nill	25	73575	25	73575
Others(specify)	1	75000	Nill	Nill	1	75000
Library Automation	1	Nill	Nill	Nill	1	Nill

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 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	108	60	0	0	8	5	16	50	19
Added	0	0	0	0	0	0	0	0	0
Total	108	60	0	0	8	5	16	50	19

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Computer Lab, Video Camera, Language Lab, Video Centre	http://www.golaghatcommercecollege.org/

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
1040000	1040000	7400000	7400000

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

The College has a proper mechanism for development and maintenance of infrastructure and other facilities. Under the direction of the Governing Body, the College Administration utilizes the funds received from RUSA and other agencies to initiate any developmental works and upkeep of the college infrastructure. An active Planning Body is operating in the college to monitors and evaluates the infrastructural, curricular, co-curricular and extracurricular areas. The planning body of the college comprises of Governing Body, Purchase Committee, Construction Committee, and Library Monitoring Committee, Canteen Supervising Committee, Hostel Management Committee, Research Committee, Campus Beautification Committee, Anti Ragging Committee, Grievance and Redressal Cell, ECGC, Sexual Harassment against Women and Media Cell. The college has facilities such as Auditorium, Video Conferencing Hall, Smart classrooms, Language Laboratory, Classrooms and Computer laboratory etc. which are fully functional with all necessary equipment. The physical facilities are maintained and monitored by administration and respected committees. All classrooms are laid out with adequate infrastructure befitting teaching and learning. Classrooms with furniture, teaching aids are maintained by the attendants and supervised by the respective Head of the Department. The Construction Committee is responsible for monitoring the construction of new buildings. Appointed site engineer oversees the ongoing construction and civil maintenance works. The college library "Chinta Taranga Sora" has a collection of 15021(fifteen thousand one hundred twenty-one) textbooks, a large number of reference books, journals, periodicals, newspapers and other academic publications is the biggest resource to the academic community in the campus. Periodic upgradation of books and journals are done according to the needs of the students and faculties of various departments. A good number of staff is employed to ensure the smooth and student friendly functioning of libraries. The library staff is responsible for the care and management of library documents, particularly during processing, shelving and conveyance of rare books. The library is well maintained in tune with the changing academic needs. It is fully automated using SOUL. All books are marked, classified and advantageously placed on the racks. The Library Stock Verification Process and weeding out of old/unused/damaged books/journals/magazines is carried out annually and newspapers are disposed periodically. Disposal of stocks are done after the approval of the Library Committee, and Purchase Committee. Regular cleanliness and maintenance of books and bookshelves is carried out by the Library Multi-Tasking Staff. The institution has adequate facilities for sports such as Indoor stadium, Outdoor stadium, gymnasium, Yoga centre.are supervised and maintained by the Physical Instructor. The college has a multi gym with all the state-of-the-art exercise equipment like tread mill, Standing and sitting twister, weight plate stand, dumbbells weight lifting bars etc. Sports and games are effectively trained and coordinated under the guidance of the physical Education teacher. Grants have been received from RUSA for purchase of new sports goods and for the maintenance of existing facilities

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarship to Meritorious Student by Assam College Teachers Association, Golaghat Commerce College Unit	1	5000
Financial Support from Other Sources			
a) National	Post Matric, Ishaan Uday, MLA Assistance	93	1023000
b)International	Nill	Nill	Nill
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
0	Nill	Nill	0
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	0	Nill	Nill	Nill	Nill
No file uploaded.					

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
1.Royal	169	12	Episteme	4	4

| Enfield 2. Kamakhya Motors 3. Auto World 4. Balaji Scooters 5. Lakshmi Tea Industry 6. Arin Tea Company 7. CA Shravan Agarwal Associates 8. Jabrilal Pooshraj Co 9. Tsangpool Honda 10. Athabari Tea Estate 11. Sonalika Tractors 12. M/s Thuk | | | study centre (Golaghat) Reliance Senior Secondary college Furkating junior college Udaan.com | | |

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	4	BA	Geography	Dibrugarh University	MA Geography
2018	1	BA	Geography	Assam University	MA Geography
2018	1	BA	Geography	Gauhati University	MA Geography
2018	1	BA	Economics	Dibrugarh University	MBA
2018	3	BA	Assamese	Dibrugarh University	MA Assamese
2018	2	BA	Political Science	Golaghat Law College	LL.B
2018	1	BA	Political Science	Assam University	MA Political Science
2018	6	B.COM	Accountancy	Golaghat Commerce College	M.Com
2018	1	B.COM	Accountancy	Golaghat Commerce College	M.Com
2018	2	B.COM	Banking	Golaghat Commerce College	M.Com

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

Items	Number of students selected/ qualifying
Nill	Nill

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Nil	Nil	Nill

No file uploaded.

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Gold Medal	National	1	Nill	BA2SR21619	Monalisha Boro
2018	Gold Medal	National	1	Nill	BC1R017320	Khirud Bora
2018	Silver Medal	National	1	Nill	BA1SR10718	Anirudha Bora
2018	Silver Medal	National	1	Nill	BC1SR06518	Saddam Hussain

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

Golaghat Commerce College Students' Union is a general body of all the students of the college and its membership is compulsory for every student of the college. The Principal is the Chairman/ President of the Executive Committee and all other office bearers including the Vice President, General Secretary, Sports Secretary, Magazine Secretary, Music Secretary, Social Services Secretary, Debating and Symposium Secretary are elected by the students in every new academic session. The tenure of the executive committee is of one year or till the declaration of the next election, whichever is earlier. The union body seeks to enrich the college experience of all students and plans various activities and programmes such as College Week, Foundation Day, Saraswati Puja, debate competitions, speech competitions, Freshman Social, sports events etc for the Golaghat Commerce College community to promote intellectual, moral, physical and cultural advancement of all students. Under the aegis of the students' union, the college publishes an annual magazine JYOTISHMAN to explore the literary talents of the students. All students related activities are carried out under the guidance of a few teacher advisors appointed by the Principal. Apart from the students' union, the activities of Women's Cell, NCC, NSS, Environer etc. are coordinated by the student representatives along with faculty coordinators. The student representatives are also given opportunities to associate with administrative bodies like IQAC, Canteen Committee, Anti ragging Committee, Grievance Redressal Cell, Admission

Committee.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

> 2 Meetings were held during the year 2018-19 Links for Minutes:
> http://www.golaghatcommercecollege.org/pdf/Alumni_Meeting_11-08-18.pdf
> http://www.golaghatcommercecollege.org/pdf/Alumni_Meeting_29-11-18.pdf

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The College is governed by the Governing Body (a statutory body) which is constituted as per the provisions of the Assam Non-Government (now Provincialised) College Management Rules, 2009 (as amended from time to time). The Principal of the College acts as the Secretary of the GB who is also the Drawings and Disbursing Officer (DDO). The college is managed by a number of Cells/ Committees/ Bodies like the IQAC, Admission Committee, Grievance Redressal Cell, Committee for Monitoring Sexual Harassment, Women's Cell, ECGC etc. All these cells/ committees/ bodies help in ensuring the successful implementation and completion of various activities necessary for smooth functioning of the College. With the implementation of a participatory mode of governance, the teachers participate extensively in the decision-making bodies wherein their role is quite dynamic and is of paramount significance in regulating numerous institutional policies and their apt execution. Different committees are formed at various levels by the authority and assigned with specific duties for the smooth running of the institution. The teachers act as the convenor to these committees in order to monitor the progress and development of the institution. For instance, an examination committee was formed by the authority for smooth conduct of the term exams. The appointed committee members consisted of both teaching and non-teaching staff for better management. The examination committee serve multifarious purposes such as preparing time table, keeping record of paper stock, seating arrangements, distribution of invigilation duties, collection of question papers, etc. An admission committee was formed comprising teaching faculty, non-teaching staff and members of the student union. Duties were distributed accordingly. With the implementation of online admission system, the student union members formed help desks to guide the students through the entire process. The institute promotes the culture of participative management with involvement of faculty members, non-teaching staff and students in various activities. As for the quality improvement of the institution, the IQAC and other College Development Committees at different levels work incessantly to make the admission process convenient for the students.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	As the institution is a constituent college, the entire admission procedure is conducted according to the rules and regulations set by the University. Thereby, the institute adheres to the norms and conditions of the affiliating University and also makes certain that there is transparency throughout the process. An admission committee is formed comprising the faculty members as well the Office staff accordingly to conduct the process smoothly and help the students and parents. Admission is generally given on the basis of merit at both higher secondary and undergraduate level. The newly implemented online system also helps in a hassle-free conduct of the process. Besides, the members of the Students' Union also contribute in the admission process.
Industry Interaction / Collaboration	The institution has an Entrepreneur and Career Guidance Cell (ECGC) which has organized job fairs in collaboration with various industries to inculcate employment opportunities for the alumni of the institute. The institution also has a Centre for Tea Plantation Management (CTPM) in collaboration with the North Eastern Tea Association (NETA). Interactions and collaboration with various industries have been conducted to enhance analytical skills, increase internship accessibility and employment opportunities for the learners. The centre aims at developing efficiency and exposure through continual industry visits. By the end of each term, the centre particularly focuses on providing internship and initiating pre-placement consultations by contacting various industries. Campus recruitment drives are held to give the students exposure to the job market and also give them a platform to interact with prospective employers.
Human Resource Management	The institution follows a decentralized mode of conduct and hence, works through different statutory committees which further

	develop multi-tasking competencies within the faculty members. Transparency is thoroughly maintained and accordingly, meetings are held with the duly appointed members. The recruitment is done accordingly as per the guidelines provided by the UGC and Directorate of Higher Education (Government of Assam) for both sanctioned vacancies. Proper communication is endorsed for effective management and smooth running of the institute. Work allotment is done only on the basis of specializations and respective skills of the members. For academic development of the faculty members, the institute encourages them to participate in faculty improvement programs. For maintaining healthy atmosphere the college has formed Grievance Redressal Cell, Anti Ragging Committee, and Committee against Sexual Harassment which ensures rapprochement of individual situations with institutional measures.
Library, ICT and Physical Infrastructure / Instrumentation	The institute has a full-fledged library that plays significant role in uplifting the entire teaching-learning experience and as well as catering to diverse needs and requirements. The library facilitates active internet facility for access of e-resources and is also equipped with CCTV cameras for proper surveillance and prevents misappropriation. The institute has smart classrooms and ICT enabled conference rooms enhancing the quality of teaching-learning process. There is also provision for wi-fi in the campus for the faculty members to access internet for teaching and research purposes. The physical infrastructure has been maintained in a way so that it caters the needs of everyone. The institution has properly planned infrastructural facilities to walk hand in hand with new trends and innovations in the teaching-learning arena.
Research and Development	The qualitative standard of any educational institute is more or less dictated by the amount and variety of research that has been approached there. Thereby, the institute tries to promote high quality research for students as well as faculty members, to hone their critical abilities and further lead to excellent academic

	performance. The faculty members are often encouraged to enrol in MPhil and PhD, apply for research projects, publish research papers, and attend conferences, workshops and FDPs. The institute in association with IQAC publishes an ICSSR sponsored peer reviewed research journal 'RESEARCH PROMOTER', wherein the faculty member contributes their research papers. The institute also has a research committee which espouses innovative interventions in the field of research.
Examination and Evaluation	The norms of conducting examination and evaluation are promulgated in accordance to the rules and regulations laid by Dibrugarh University and thereby the institution being a constituent college sternly adheres to them. However, the college authority maintains complete transparency by apprising about the norms and directives offered by the University via staff meetings, student meetings, and uploading timely on the college website. Examination related notifications are shared effectively with the students and the faculty members. The faculty members actively perform their allotted duties like – invigilation duties, evaluation of answer scripts, internal assessment, etc. Both examination and evaluation process are duly performed maintaining the assigned guidelines and dates by the University.
Teaching and Learning	A standard process of teaching-learning is a prerequisite of any educational set-up. It generally focusses on the conveyance of knowledge, as well as dissemination of skills. The institution has adopted many such ingenious steps towards enhancing the teaching learning process. In order to be updated for the same, the faculty members of the institution participate in comprehensive programs such as workshops, seminars, conferences, Refresher Courses, Faculty Development Programmes (FDPs), etc. Meetings are conducted at regular intervals by the IQAC to address issues relating to the teaching learning process, results, various feedback initiations, input from faculty members and student monitoring. A wide range of methods

	like field trips, group discussions, seminars, workshops, quiz, debates, tutorials, projects, assignments, etc. are adopted by the faculty members to endorse a participative learning system.
Curriculum Development	Curriculum development is quintessential for standardization of learning experiences. It contributes towards apt selection of content, beneficial to the learners which help them to achieve their specific goals. Since the institution is a constituent college of Dibrugarh University, the development of curriculum is beyond its realm and hence, follows the syllabi stipulated by the University. However, the Internal Quality Assurance Cell of the institution as well as the faculty members ensures its development by conducting meetings and discussions at regular intervals. Besides, the faculty members also participate in a variety of workshops and contribute by sharing productive student-centric recommendations. The college has a teacher representative in the Board of Studies of Dibrugarh University who participates in the curriculum deigning process.

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

E-governace area	Details
Planning and Development	E-governance has become the key to a transparent and time effective management, especially in the education sectors. Henceforth, the institution implements various e-based modes with the aim of improving communication, encouraging participation in decision making process and minimizing the manual efforts. In a technologically adept age, steps have been taken to make use of social media platforms to share college activities with different stakeholders and also the alumni of the institution. The college website also facilitates easy access to various academic and administrative matters. Besides, each and every department maintains a record of the students and the activities of the department.
Administration	The institution has CCTV Cameras installed in every classroom and places where needed. Various WhatsApp groups have been opened for dissemination of information and regular updates and

	important notices are shared throughthose groups. Attendance of both the teaching and non-teaching staff is managed through biometric face recognition system. The office section is also fully computerized.The admission of the students is maintained online which helps to create an easily accessible database of the students. E-mail ids of faculty members are provided in the college website for proper communication purpose. Google forms are created for data collection and administrative purposes to encourage e-based modes and to minimize the use of paper.
Finance and Accounts	All financial transactions are recorded in Tally software and RUSA payments are made through PFMS. Salaries to all sanctioned teaching and non teaching staff are disbursed by finassam.in (Government of Assam) portal through the District Treasury Office and salary amount is credited to the respective bank accounts through NEFT mode. The institution conducts audit in regular intervals and the entire auditing procedure is managed by the administrative office.
Student Admission and Support	Information regarding admission as laid by the University such as rules and regulations, form filling, scholarship, student support and admission procedure is relayed to the students through both online and offline modes. The admission process is partially online and managed by different committees comprising both teaching and non-teaching staff to serve the purpose. After the filling up of forms online, the students need to submit the required documents. The students also need to sign an anti-ragging affidavit at the time of admission. The hostel enrolment is also initiated along with the admission formalities.
Examination	After receiving the examination schedule from the University, the institute takes appropriate measures to conduct the examinations accordingly. The prerequisites for organizing the examinations like human resources and infrastructure are well disseminated. Electronic channels like college website, notice boards and WhatsApp groups are used to share notifications

	prior to the examinations with the students like submission of examination forms and scheduled dates for the same. A separate examination committee is set up and the duties are properly distributed. Formalities like internal assessment submission, seating arrangements, receiving question papers, remuneration bills, etc. are facilitated by the duly assigned committee.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Pranjal Pratim Dutta	TRAINING PROGRAMME by RUSA	Nill	9000
		View File		

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	Nil	Nil	Nill	Nill	Nill	Nill
			No file uploaded.			

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Course	1	26/11/2018	02/12/2018	7
Short Term Course	3	08/10/2018	13/10/2018	6
Refresher Course	1	10/09/2018	30/09/2018	21
Refresher Course	1	12/06/2019	25/06/2019	15
Refresher Course	1	08/11/2018	28/11/2018	21
Refresher	1	24/09/2018	13/10/2018	21

Course				
Refresher Course	1	03/09/2018	23/09/2018	21
FDP	5	22/10/2018	31/10/2018	10
		View File		

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
37	23	12	13

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
? Group Insurance Scheme (GIS) ? Advance against salary ? Member of the College Thrift Society ? Felicitation on achievements ? Fitness Centre ? Availability of food in the College canteen at reasonable rates ? Filtered drinking water facility	? Group Insurance Scheme (GIS) ? Member of the College Thrift Society ? Felicitation on achievements ? Fitness Centre ? Availability of food in the College canteen at reasonable rates ? Filtered drinking water facility	? Financial Assistance for needy students on merit basis ? University and Govt. scholarships for students ? Departmental Library ? Fitness Centre ? Availability of food in the College canteen at reasonable rates ? Filtered drinking water facility

6.4 – Financial Management and Resource Mobilization

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

The institute maintains a continual scrutiny of all the financial facets. Thereby, internal and external audits are conducted at regular intervals by the institution to avoid faults and errors. Internal audit is managed by the auditor appointed by the Governing Body. External audit is done by Director of Audit (Local Fund), Government of Assam. It helps the institution to maintain transparency with various stakeholders.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management	1901170	Contingency Fund
	View File	

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	Yes	Directorate	Yes	M/s Shravan

	of Audit (Local Fund), Govt. of Assam		Agarwalla Associates: A CA Firm

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

1. The respective departments of the institute conduct Parent-Teacher Meetings (PTM) at regular intervals. Parents are updated on the progress of their wards and important matters related to the overall development of the students are discussed thoroughly. 2. Groups have been formed on messaging apps like WhatsApp to maintain transparency and form effective communication. The parents are allowed to provide constructive suggestions and feedback. 3. A parent representative is also inclusive of the governing body. The presence of a teacher representative in the Governing body helps the teachers to excise their influence on the institutional decision-making process.

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

1. The technical staff is encouraged to attend various workshops. 2. The Library Staff is often motivated to attend various training programs, present papers and attend refresher courses. 3. The Administrative staff is also encouraged to attend training programs.

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

1. Proposals were submitted for Grants from RUSA. 2. Online student admission and online fees payment modules have been activated. 3. New books have been added to the college library. 4. Formation of language lab. 5. Construction of gymnasium. 6. Installation of CCTV cameras.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Campus recruitment drive " JOB MELA - 2018"	23/09/2018	23/09/2018	23/09/2018	169
2018	Workshop on "Building Positive Emotion Among Youth"	04/10/2018	04/10/2018	04/10/2018	150
2019	Awareness programme on "Women Health and Hygeine"	29/06/2019	29/06/2019	29/06/2019	60
2019	Celebration of International Yoga	21/06/2019	21/06/2019	21/06/2019	76

	Day				

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
A talk on the theme of International Women's Day, 2019 "Each for All"	08/03/2019	08/03/2019	60	20

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

Percentage of power requirement of the University met by the renewable energy sources
0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	5

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nill	1	04/04/2019	1	Distribution of sanitizer and amenities	Health and hygiene	180

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students	06/08/2018	The code of Conduct of students of this college outlines students' conduct and disciplinary policies. The aim is to maintain good atmosphere in the student community that is appropriate for an institution of higher education.

Code of Conduct for Principal	10/08/2018	The principal of this college must behave in such a way that he/she earns self-respect for his/her farsightedness, integrity, dignity and decorum at all levels. He/she must maintain discipline and tolerance while dealing with burning and important issues of students, teachers and administrative staff. He/she should never discriminate teachers, office staff and students on grounds of gender, caste, creed and colour.
Code of Conduct for Teachers	10/05/2019	The college is a provincialized college under the Assam Government. Therefore, the teachers and staffs are liable to follow all the rules and regulation framed by the Government of Assam. Teachers should demonstrate excellence in their work and strive to achieve academic excellence for the institution. Teachers should be role model for their students and society. They should uphold human dignity and promote equality of gender, religion, caste and creed and ethnicity.
Code of Conduct for Administrative Staff	10/05/2019	The behaviour of administrative staff should be gentle and helpful towards students, teachers, parents and public.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Republic Day	26/01/2019	26/01/2019	110
International Women Day	08/03/2019	08/03/2019	80
International Yoga Day	21/06/2019	21/06/2019	130
[View File](#)			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)
1. The National Service Scheme (NSS) unit in the College has been prior concern of the College. The NSS unit and the Environer Club of the college has been addressing the rising concern and crisis relating to the environment through initiatives such as Plantation Programmes, Cleanliness Programmes, Ban on use of Plastics etc. 2. On 5th June every year, World Environment Day is observed by the College alongwith the NSS Unit by planting trees to contribute to the greening of campus. 3. The college has switched over largely to LED appliances to cut down on energy consumption. 4. Regular programmes are held in the college to make the students aware of environmental issues. Moreover, students are also taken to environmental programmes for participation in clean-up drives in the locality. 5. The Rain water harvesting system in the college is installed with effective and technical know-how. The rainwater is collected from the main building's roof and the harnessed rainwater is used in the garden and canteen kitchen. The annual rainfall in Assam is approximately 200 cm.The rain water is connected or channelled into two water thank on the roof. The potential rainwater harvest is 10,000 litres of water per year. 6. Majority of the staff members and students use bicycles. The campus has been practicing plastic free as far as possible. The campus has displayed the signage for a plastic free campus. Seminars and awareness camps has been organized by NSS unit of the college. 7. Although the college do not have much land for planting large plants but the college has planted 150 Agar woods tree within the campus which is highly demanded in international market.The college has been growing a small herbal garden in front of the main classroom building and a small flower garden in the college backyard.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices
1. Course on Tea Plantation and Management: The course on Tea Plantation and Management, conducted by the Centre for Tea Plantation and Management of the college which is a joint outcome of the efforts of the college and the North Eastern Tea Association (NETA). The course was introduced keeping in mind the present-day challenges faced by the Tea Industry of this region.In today's world, teaindustry is looking for highly trained personal, trained in Modern and Scientific Management techniques, who are ready to cater to the needs of industry. 2. Vermicompost plant: There is a Vermicompost plant in the college which is run and managed by the college itself. The purpose of the plant is to recycle waste materials from the college campus to nutrient rich fertilizer. Students are sensitized about organic decomposition, the soil food web, and the relationships between earthworms and ecological sustainability. It also aims to popularize the use bio-fertilizers among students, the college staff and the local community. The plant has boosted the scope of self-employment for students by giving them knowledge related to vermicompost and bio waste management. It has also generated awareness among farmers about the changing nature of agricultural practices and the benefits of vermicomposting systems by organizing various training and extension activities.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.golaghatcommercecollege.org/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words
The Vision of the College is to create conscious, integrated and wholesome human beings who remain fixed to their goal and the ever changing values and

perspective of life so as to enable them to work for sustainable and holistic development of the society with a view to meeting the challenges and opportunities of life in the noblest and most disciplined manner. In order to achieve the vision, the College has adopted a result oriented approach through Mentor-mentee system to help the students in holistic development and creating better communication. The college provided platform to the students for employability through JOB MELA and facilitating students for extracurricular activities. To provide upgraded knowledge to students the teachers use innovative teaching aids, arrange guest lectures from eminent personalities, organise field and industrial visits. The ECGC alongwith the IQAC facilitates and mentors the entrepreneurial ventures of the outgoing students.

Provide the weblink of the institution
http://www.golaghatcommercecollege.org/

8.Future Plans of Actions for Next Academic Year

 1. Academic performance enhancement: The College will initiate teaching through Smart Classrooms and promote use of ICT based teaching learning. The college has also planned to upgrade the library with journals, reference books and e journals. 2. Revision of feedback: IQAC has planned to revise the feedback collection from students and alumni for analysing and communicating the same for corrective measures and necessary action. 3. Encourage Students to work towards achieving community harmony and development of the surrounding through NCC and NSS Units of the College. 4. To arrange for Placement Drives. 5. To organise National Seminar/ Workshop/ Conference.