



YEARLY STATUS REPORT - 2020-2021

| Part A | |
|--|-----------------------------------|
| Data of the Institution | |
| 1.Name of the Institution | GOLAGHAT COMMERCE COLLEGE |
| • Name of the Head of the institution | DR. UTPAL SARMA |
| • Designation | PRINCIPAL |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 03774285065 |
| • Mobile no | 9435935234 |
| • Registered e-mail | pcomm_glt@bsnl.in |
| • Alternate e-mail | principalgcc1972@gmail.com |
| • Address | Jyoti Nagar, Golaghat |
| • City/Town | Golaghat |
| • State/UT | Assam |
| • Pin Code | 785621 |
| 2.Institutional status | |
| • Affiliated /Constituent | Affiliated |
| • Type of Institution | Co-education |
| • Location | Rural |
| • Financial Status | UGC 2f and 12(B) |

| | | | | | |
|---|---|---|-----------------------------|---------------|-------------|
| • Name of the Affiliating University | Dibrugarh University | | | | |
| • Name of the IQAC Coordinator | Dr. Pranjal Pratim Dutta | | | | |
| • Phone No. | 9435053370 | | | | |
| • Alternate phone No. | | | | | |
| • Mobile | 8011124932 | | | | |
| • IQAC e-mail address | iqacgcc2015@gmail.com | | | | |
| • Alternate Email address | | | | | |
| 3. Website address (Web link of the AQAR (Previous Academic Year)) | https://golaghatcommercecollege.org/wp-content/uploads/2021/12/AQAR-2019-20.pdf | | | | |
| 4. Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://golaghatcommercecollege.org/wp-content/uploads/2021/12/1611050650_academic-calendar-jan-to-aug-2021.pdf | | | | |
| 5. Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 1 | B+ | 75.25 | 2004 | 08/01/2004 | 07/01/2009 |
| Cycle 2 | B | 2.80 | 2012 | 10/03/2012 | 09/03/2017 |
| 6. Date of Establishment of IQAC | | | 28/11/2004 | | |
| 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 | |
| Institutional 1 | Infrastructure Development Grant | Dept of Higher Education, Govt of Assam | w.e.f. 2017-18 | 2500000 | |

| | |
|--|---------------------------|
| 8. Whether composition of IQAC as per latest NAAC guidelines | Yes |
| <ul style="list-style-type: none"> • Upload latest notification of formation of IQAC | View File |
| 9. No. of IQAC meetings held during the year | 3 |
| <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 | No File Uploaded |
| 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) | |
| Webinar Series held from August 2020 to September 2020 | |
| Inter College Poster and Slogan Competition held in Celebration of National Productivity Week | |
| Conducted Faculty Development Program in Association with Women's Cell | |
| Organised Annual Alumni Meet | |
| Webinar held in Association with NSS to Mark the Celebration of World Environment Day | |
| 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 |
|--|--|
| To organise seminars, webinars and FDPs for the benefit of research scholars and the teaching community of Golaghat district and other areas | Webinar Series held from August 2020 to September 2020 |
| To strengthen ICT facilities in the college | Projectors and Interactive Boards were installed in Classrooms |
| To fill up vacant sanctioned posts | Five New Assistant Professors were appointed in Departments of Assamese, Banking, Economics, Management and Mathematics and Statistics |
| To augment the infrastructure facilities | Renovation of Classrooms were undertaken, Construction of RUSA Funded Buliding is in progress |
| To conduct an Institutional Student Satisfaction Survey | Feedback Survey conducted among Students through On-Line Mode |
| To conduct more extension and outreach programmes in the locality | Organised Health Check Up Camp and Santization Amenities Distribution Camp |

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

| Name | Date of meeting(s) |
|---|--------------------|
| Governing Body, Golaghat Commerce College | 13/12/2021 |

14. Whether institutional data submitted to AISHE

| Year | Date of Submission |
|------|--------------------|
| 2021 | 17/03/2021 |

Extended Profile

| 1.Programme | |
|---|---------------------------|
| 1.1 Number of courses offered by the institution across all programs during the year | 10 |
| File Description | Documents |
| Data Template | View File |
| 2.Student | |
| 2.1 Number of students during the year | 1078 |
| File Description | Documents |
| Institutional Data in Prescribed Format | View File |
| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | 248 |
| File Description | Documents |
| Data Template | View File |
| 2.3 Number of outgoing/ final year students during the year | 311 |
| File Description | Documents |
| Data Template | View File |
| 3.Academic | |
| 3.1 Number of full time teachers during the year | 59 |
| File Description | Documents |
| Data Template | View File |
| 3.2 | 45 |

| Number of sanctioned posts during the year | |
|--|---------------------------|
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 Total number of Classrooms and Seminar halls | 40 |
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | 18.174 |
| 4.3 Total number of computers on campus for academic purposes | 121 |

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

- 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.
- 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.
- 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.
- 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

| 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)

- An academic calendar is prepared for each academic session by following the affiliated university, i.e. Dibrugarh University to bring the uniformity and timely completion of the syllabus, internal and external exams and other relevant activities.
- The college ensures utmost regularity in holding regular classes and tutorials.
- Teachers are directed to play flexible roles to adhere the needs of both the advanced and slow learners.
- To ensure regular visit to the library it is made mandatory that students visit the library at least 4 days per week.
- In order to make curriculum student centric, students have to take part in filed work, project work and excursion etc.
- The college conducts in-semester examinations and other internal assessment works, such as assignments, group discussions, seminar presentations as per the academic calendar prepared for a specific academic session

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | No File Uploaded |
| Link for Additional information | https://golaghatcommercecollege.org/wp-content/uploads/2021/12/1611050650_academic-calendar-jan-to-aug-2021.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.

B. Any 3 of the above

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 | No File Uploaded |

1.2 - Academic Flexibility

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

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

10

| 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)**

1

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

11

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

- Crosscutting issues such as climate change and environmental education are already incorporated into the curriculum in the form of making Environmental Science a compulsory subject in the higher secondary and degree level.
- Certain papers, such as Business Ethics, Auditing, value education, educational psychology help the teaching-learning process more effective to integrate its crosscutting issues such as Professional Ethics, gender, human values.
- Apart from these compulsory papers, the students those who opted for NCC and NSS has ample scope to do practical things to develop human values, discipline and to work for protection of environment etc.
- The departments have been conducting different programme like group discussion, mock interviews, preparation of resume/

Curriculum Vitae, personality development for the overall development of students

| 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. | No File Uploaded |

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

2

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| 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 |
| Institutional Data in Prescribed Format | View File |

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

22

| 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 | Nil |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | No File Uploaded |
| Any additional information | No File Uploaded |

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

C. Feedback collected and analyzed

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | https://golaghatcommercecollege.org/wp-content/uploads/2021/12/SSS-2020-21.pdf |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1078

| 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

439

| 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

The college has developed significant strategies and scientific implementations both at the institutional level and the departmental level to cater to the needs of advanced learners and slow learners. The learning levels of the students are assessed by different mechanisms such as their merit in the qualifying examinations, performance in entrance examinations, semester and internal examinations. Students having proficiency in extra-curricular activities are identified by the teachers in charge of various activities (student union portfolio) from the performance of the students in freshman social, and Annual College Week. Review Meetings are periodically held with authority and the teachers to assess and discuss necessary measures to improve students' performance.

Measures taken for advanced learners:

- Advanced learners are recommended books and study materials of advanced level to make academics more exigent and competent for them.
- Advanced learners are guided and encouraged to communicate research papers in conferences/journals.
- Incentives such as awards and prizes are provided by the college management as well as faculty members both at individual and institutional level to encourage and motivate the advanced learners to excel in university exams.
- Advanced learners are encouraged to participate in various symposiums like quiz, poster presentation, debate competitions, student seminars, inter college competitions etc.

Measures taken for slow learners:

- Remedial/Extra classes are conducted for slow learners and long absentees with appropriate focus on the subject/topic in which the students are found to be lagging behind.
- Respective departments monitor the performance of slow learners and in tutorial classes; individual academic counseling is done by concerned subject teacher.
- Personal counseling is also done for the students identified as slow learners through mentoring system. Slow learners are specially advised and counseled by the mentors.
- A bilingual approach to meet the needs of the slow learners has been a policy of the college. In order to make the teaching learning process more effective and learner centric, English as well as Assamese, the major regional language is used as a medium of instruction.
- State govt. scholarships to economically backward students have been working as a catalyst in reducing the drop-out rate of the slow learners and the students coming from disadvantaged sections of society.
- Parent teacher meetings are held from time to time.
- Simple and standard lecture notes/course materials are provided to the learners.
- Group learning activities and practical are incorporated for the benefit of the slow learners.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://golaghatcommercecollege.org/wp-content/uploads/2021/12/College-Activity-Report-2020-21.pdf |
| 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 |
|--------------------|--------------------|
| 1078 | 59 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

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

The college considers the students as its most important stakeholders and various efforts have been made to ensure their holistic development. As an affiliated college, the college follows the common curriculum, evaluation and assessment procedures designed by Dibrugarh University for all its affiliated undergraduate colleges. However, keeping in mind the localised needs of the students, the college have adopted different pedagogical approaches to make learning more student centric. Student seminars are conducted by all departments which help students acquire extensive knowledge of specific topics and also cultivate their communication skills. Guest speakers from academia and industry are regularly invited which offers students opportunities to listen and interact with eminent personalities and learn from them in various ways. Through group discussions and debates, students are given an opportunity to articulate their thoughts on the spot and develop critical thinking and presentation skills. Students are taken for field trips and study tours every year to boost experiential learning. Collaborative learning is endorsed through activities under various forums such as National Service Scheme, Red Ribbon club and many other societies formed by various departments to foster humanitarian values, networking and team spirit. Student participation in administration is an important initiative taken by the college. Representatives of students serve as members of different committees which allows them to be involved in the decision-making process apart from acquiring a sense of responsibility.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded |
| Link for additional information | https://golaghatcommercecollege.org/wp-content/uploads/2021/12/College-Activity-Report-2020-21.pdf |

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

The college understands the importance of integrating ICT tools in the teaching learning process to make the learning experience for students more fulfilling and meaningful. The college uses a diverse set of ICT tools to communicate, create, disseminate, store, and manage information. The campus is Wi-Fi enabled and all the

departments are ICT enabled. There are three smart classrooms with overhead projectors and white interactive boards. Educational videos and film screenings help students to stimulate their understanding about particular subjects. The college is equipped with two computer labs, a language lab and a video conferencing hall. Students can easily access e-books and e-journals through the college library. WhatsApp groups have been created to facilitate active, collaborative and independent learning beyond the classrooms.

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | No File Uploaded |

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

59

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

2.4 - Teacher Profile and Quality

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

45

| 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

14

| 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

793

| 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.

Golaghat Commerce College is a constituent college of Dibrugarh university. In respect of 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 determines the different aspects of the evaluation processes 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 as following: (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. (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.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | No File Uploaded |
| Link for additional information | https://dibru.ac.in/wp-content/uploads/2020/02/Resolution_24_UG_CBCS_Regulations_2018_approved_by_116th_AC.pdf |

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

The college has evolved a mechanism for redressal of grievances related to internal examination is as follows:

- The assessed sessional examination answer scripts, assignments and attendance register are shown to the students for self-assessment.
- In case of any grievances regarding internal assessment, the student is free to interact with the teacher and get it resolved. The unresolved grievance, if any, is referred to the Head of the concern Department.

Transparency:

1. In the beginning of the semester students are communicated about the course structures, assessment mechanisms and components, attendance rules etc.
2. Internal assessment outcomes are displayed in the college notice boards and website. This data is sent to the University after student acknowledgement.
3. University guidelines determines the different aspects of the evaluation processes such as nature of the assessment, weights for the different components.

Time-bound:

1. Internal assessments are spread evenly throughout the semester. Completed assessment marks are required to send to university within stipulated timeframe.
2. Internal assessment outcomes are displayed in the college notice boards and website within 2 days of assessment completion.
3. Any grievances of students are resolved in the first hand by the concerned teacher within the stipulated time period.

Efficient:

1. The assessment process is structured by the university and the college strictly follows the guidelines for allotting marks.
2. College adopts an instant and time-based approach to resolve grievances of students

Easy and convenient redressal mechanism as students can approach the concerned teacher and Head of Department any time.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

PO, PSO and CO for all Program offered by the institution as per the syllabi prepared by the parent university are displayed on the website of the university which can be access through the link provided in the college website.

B. Com

- **Program Outcome:** After completing the program, the students will be eligible and ready to work in areas like marketing, accounting, taxation, banking, insurance, management and corporate law. Students will be equipped with theoretical as well as practical knowledge to work effectively and efficiently in a dynamic and modern business environment. After completion of this course, ability to make decisions at personal & professional level of the students will increase. Students will also have the idea and courage start their own business.

Program Specific Outcome: Students will gain knowledge of various disciplines of commerce, business, accounting, economics, finance, management and marketing. Students would acquire skills to work as accounting, finance and management experts. Immediately after completing the program, students become eligible to pursue higher education like M.Com and also can opt to do research in the field of commerce and business. Students will have choices to pursue professional courses such as CA, MBA, ICWA, CS, etc.

B.A.

Program OutcomeThe students will learn about social sciences, literature and humanities which will help them in sensible human being. Students will gain knowledge in the field of Sociology, Economic, History, Geography, Political Science etc. The program also helps the students to prepare and to appear for various competitive examinations or choose the post graduate program of their choice. After the graduation students will be clear and precise about the choices, aspirations, challenges, opportunities in the course of their life. B.A. is a great founding course for appearing in different competitive exam. Students have options to different govt. jobs such as SSC, UPSC, IBPS, Bank, PO etc. They can work as Administrator, Lecturer, content writer, journalist etc. B.A. graduates can go a for research in different domains as well. They can also clear the NET examination.

M.COM

Programme Objectives (POs): The M.Com course of the college provides base for teaching, research and allied administration services. The course serves the needs in the field of academics. It enables the students for teaching specially in higher education institution and to pursue research different domain. The outgoing students of the

course have been accepted in the industry and have been serving the needs of business and industry. The M.com course is aims to

- Provide sound conceptual and theoretical foundation
- Engage students in the affecting teaching-learning system
- Provide Research orientation,
- Developing entrepreneurial skills,

Under CBCS structure, there are five courses in each semester, in which 3 courses are core subject, 1 is discipline specific elective and 1 is Ability enhancement course (AEC). Program Specific Outcome: Students will gain knowledge of various disciplines of commerce, business, accounting, economics, finance, management and marketing. Students would acquire skills to work as accounting, finance and management experts. Students can appear in exams like National Eligibility Test (NET), State Level Eligibility Test (SLET) etc. Immediately after completing the program and after clearing the NET/SLET, students become eligible for teaching in higher education institutions. Students will have choices to pursue PhD after completing the course.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://golaghatcommercecollege.org/wp-content/uploads/2021/12/Course_Outcomes_BA_B.Com_.pdf |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

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

The college ensures the effective communication of these learning objectives to faculty members through departmental meetings. Subsequently, the students gain knowledge about the subjects through lectures, practical, audio-visual demonstrations, student-teacher interactions, quizzes, seminars etc. The attainment and the level of attainment of Pos, PSOs and Cos are measured through the performance of the students in the international assessments, which consist of the sessional exams, assignments, presentations, group discussions etc. College strictly follows the guidelines framed by the parent university. Through their achievement/performance in the end semester (university) exams. The absorption of our students in different positions in the world of work is also veritable

indication of their attainment of POs, PSOs and Cos. The updated list of our alumni gives us a clear picture of the same.

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

2.6.3 - Pass percentage of Students during the year

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

311

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | 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://golaghatcommercecollege.org/wp-content/uploads/2021/12/SSS-2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

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

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

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

0

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

1. **Research Committee:** The College has constituted a research committee in 2015 to facilitate and monitor research

activities in the college. The Research Committee facilitates and provides necessary guidance to the faculty members in submitting research proposals to UGC and other funding agencies.

2. **Employment and Career Guidance and Placement cell:** The cell (ECGPC) of Golaghat Commerce College was established for collaborative activities in areas of training and to arrange field/industrial visits and campus interviews. The cell has facilitated students to gain career guidance and arranged 'Job Mela' for providing career avenues.
3. **Vermi Compost:** A Vermicompost plant is run and managed by college to recycle waste materials from the college campus into nutrient rich fertilizer. It also helps in sensitizing students and college staff about organic decomposition, the soil food web, and the relationships between earthworms and ecological sustainability.
4. **Adoption of School and Village:** The College has adopted a school at Melamora to render social service under Village Adoption Programme. The College organizes various programmes and invited lectures at the school to sensitize the students on various issues.
5. **Research Promoter:** The College publishes ICSSR sponsored peer reviewed journal "Research Promoter".
6. **Student Participation:** Most of the departments of the college publish their own departmental magazines and wall magazines. Such magazines are prepared by the students under the guidance of the teachers.
7. **Language Laboratory:** The College has a language laboratory to help students develop their speaking skills and personality by organizing workshop, linguistics classes etc. The laboratory is shared by three language departments viz. Assamese, Hindi, English.
8. **Education and Geography Laboratory:** The Education Laboratory is equipped with Tachistoscope (Electrical and Manual), Mirror Drawing Apparatus (Electrical and Manual), Human Maze Learning Electrical, Colour Preference Test (Electrical and Paper), Alex Pass Along Test, Memory Drum Apparatus, TAT Card, KOH's Block Design Test. The Geography Laboratory is equipped with Planimeter, Rotameter, Barometer, GPS Navigator, Weather Map, Plane Table Survey Instrument, Theodolite, Parismatic Compass etc.
9. **Post Graduation in Commerce under Regular mode:** The College has been providing regular Master Degree Course in Commerce under Dibrugarh University, having specialization in Finance & Marketing.
10. **Centre for Tea Plantation Management:** The "Centre for Tea

Plantation Management", Golaghat Commerce College is a joint outcome of the efforts of The North Eastern Tea Association (NETA) and Golaghat Commerce College. The centre was formed to create highly trained personnel, trained in the Modern and Scientific Management techniques for the tea industry.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

| File Description | Documents |
|--|---------------------------|
| URL to the research page on HEI website | Nil |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | No File Uploaded |

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

22

| 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 |

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

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

26

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

3.4 - Extension Activities

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

Golaghat Commerce College promotes extension activities in the neighbouring community for sensitizing students to social issues and their holistic development. Our college provides the students opportunity to translate their classroom knowledge into practical experience. Through its diverse community oriented programmes and activities focused at holistic development of students with community, the NSS and NCC units aim to develop a sense of attachment to community among students. The idea is to utilize their knowledge in finding solutions to community problems, acquiring leadership qualities and democratic attitudes, developing capabilities and skills to meet emergencies and natural disasters and participating in community services by actively involving in various campaigns and programmes. The students are involved in

planning and execution of industrial visits, educational tours, seminars, workshops, etc. lending active support in organizing cultural events, sports, inter and intra college activities. Such activities have helped the students evolve into confident human beings. Students' involvement in extracurricular activities, hospitality issues, and other cultural and academic events throughout the year keep their energies channelized in the right direction. During the last academic year, various community related extension activities were organized such as Environmental Awareness Programmes, Health Awareness Programmes, Swachhata Abhiyan, Road Safety Awareness Programmes, Water Awareness Programmes, Vaccination Awareness Programmes to help the community. Their involvement in major decision-making bodies like Alumni Association, Placement and Career Counselling, Anti-Ragging Committee, Discipline Committee, etc. help them learn managerial and organizational skills. Student representatives in the Student Welfare Association are able to relate to the issues and concerns of other students and bring their grievances to the fore.

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

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

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

0

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

3.4.3 - 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

3.4.3.1 - 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

19

| 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 during the year (Data Template) | View File |

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

214

| 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 |

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

| File Description | Documents |
|--|---------------------------|
| e-copies of related Document | View File |
| Any additional information | No File Uploaded |
| Details of Collaborative activities with institutions/industries for research, Faculty | No File Uploaded |

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

3

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

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 facilities such as Auditorium, Video Conferencing Hall, Smart classrooms, Language Laboratory, Education and Geography 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 Department of History has a Museum to aid teaching and research within the institution.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | https://golaghatcommercecollege.org/infrastructure/ |

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

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.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | https://golaghatcommercecollege.org/wp-content/uploads/2021/12/GamesNSports_Equipments.pdf |

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

14

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | No File Uploaded |

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)**1.145**

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The Library 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.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | https://golaghatcommercecollege.org/college-library/ |

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 C. Any 2 of the above

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | No File Uploaded |

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

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

0.29

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Audited statements of accounts | No File Uploaded |
| 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

2

| 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

Computer lab: The College has a Computer lab which is well-equipped with well configured branded PC's supported by internet connectivity which help students and faculty to carry out their academic and other work. It is also equipped with a wide range of licensed system software and application software. Faculties from the Computer

department support students and faculty in their queries. The institute has total 121 computers in computer labs, departments, language laboratory, offices, and Principal's chamber.

Wi-Fi facility: The College has BSNL Fibre internet connection and is used to provide Wi-Fi internet access through routers installed near the administrative office, departments and library. The institute is planning to extend this further to create and establish a Wi-Fi enabled campus.

19-4-2021

The College has recently subscribed to BSNL Fiber Internet having 50 Mbps.

26 Oct 2018

- Panasonic 43" Full HD Display =1
- Dell Server Intel (R) Xeon (R) 3.30GHz, 40GB RAM, 1 TB HDD =1
- Panasonic Projector PT-LX300 =1
- IR 2004N Canon Networking Printer Scanner =1
- Lenovo Desktop Computer Core i3 Processor, 2GB RAM, 1TB Hard Disk= 6 nos
- Thin Line Monitors through Servers = 60 nos

25 Sep 2017

- Promethean Active Board 78 = 1 nos
- Hitachi UST LCD Projector = 1 nos
- Panasonic HD Video Conferencing = 1 nos
- Panasonic 75" LED Display = 1 nos
- Motorized Projection Screen 6x4 = 1 nos
- Spectron Digital Podium = 1 nos
- Desktop Computer i3 = 2 nos

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

4.3.2 - Number of Computers

121

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded |
| List of Computers | 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 | No File Uploaded |

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)

17.02977

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Audited statements of accounts | No File Uploaded |
| 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.

Under the direction of the Governing Body, the College Administration utilizes funds received from RUSA and other agencies to initiate any developmental works and upkeep of the college infrastructure. The physical facilities are maintained and monitored by administration and respected committees. The Construction Committee is responsible for monitoring the construction of new buildings. Appointed site engineer oversees the ongoing construction

and civil maintenance works. The library is well maintained and the library staff is responsible for the care and management of library documents, particularly during processing, shelving and conveyance of rare books. The Library Stock Verification Process and weeding out of old/unused/damaged books/journals/magazines is carried out annually and newspapers are disposed periodically after the approval of the Library Committee. 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.

| 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

1127

| 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

1

| 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

B. 3 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) | No File Uploaded |

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

0

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

0

| 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) | No File Uploaded |

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 | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

12

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of student placement during the year (Data Template) | View File |

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

5.2.2.1 - Number of outgoing student progression to higher education

12

| 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

0

| File Description | Documents |
|--|------------------|
| Upload supporting data for the same | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | 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.

0

| 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) | No File Uploaded |

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)

Activities of the students' union of Golaghat Commerce College 2020-2021. A new committee of students' union was formed on February 2021 by the students' of the college at Golaghat Commerce College . Dibyajyoti Rajkhowa was elected as President while Basab Gogoi as General Secretary along with 12 other members with different portfolios. The union engaged themselves in various co-curricular as well as other college development and socio economic activities during the period. Some of the notable activities associated by the students' were

- Saraswati Puja celebration on 16 th Feb, 2021.
- College week from 23 rd Feb to 27 th Feb, 2021.
- International Yoga Day on 21 st June, 2021.

Saraswati Puja Celebration : Saraswati Puja was celebrated in the college campus on 16 th of February, 2021 with full rituals. A priest performed puja where students worshipped to goddess Saraswati for good results in exam a traditional beliefs among us. This was followed by a light refreshment among the teacher and students. College Week The college week was held on 23rd February to 27th February in the college campus. Students as well as teachers were actively participated in the various games and other activities. Various outdoor games like Cricket, Football, Athletics, Kabaddi, Tug of war was held among students. Indoor games like badminton, carrom, chess etc were also held. Competition like Rangoli making, Salad making, Mehendi Making etc were also held. Literary competition like essay writing, debating, painting, slogan and poem writing were also organised. Special competition like walking race, musical chair and photography was conducted among the teachers also. On the last day of the college week prize distribution ceremony was

held among the winners followed by a musical performance by Students and hired singer. International Yoga Day : The International Yoga Day was organised in the college Indoor stadium on 21 st June, 2021 in association with Yoga Centre, Golaghat. A trained Yoga guru performed various yoga's among the teachers and students of the college.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| 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

0

| 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) | No File Uploaded |

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 College has a Alumni Association but registration of Alumni Association is under process. The Association has a Elected President, Secretary, Treasurer and other important portfolios for its functioning. Regular annual meetings are held at the college campus and in the last annual meeting dated 3rd April, 2021 the old committee was dissolved and a new committee was formed. Several renowned alumni of our college helps in linkages to provide employment avenues for our students. MoUs were signed with

business units owned by our Alumni during the year 2020-21 to supply Stationery and College Uniform at less than the market price to Campus Needs which is an initiative of the IQAC, Golaghat Commerce College.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://golaghatcommercecollege.org/wp-content/uploads/2021/12/Alumni Meet Report.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

As a Higher Educational Institution, the College aspires to create conscious, integrated and wholesome human beings who remain fixed to their goals, values and overall perspective of life so as to enable them to work for sustainable and holistic development of the society. The college endeavors to create a qualitative culture by implementing a participatory mode of governance where all the teachers of the organization 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. A number of Cells/ Committees/ Bodies like the IQAC, Research Committee, Anti-ragging Cell, Admission Committee, Grievance Redressal Cell, Committee for Monitoring Sexual Harassment, Women's Cell, Entrepreneurship Career Guidance and Placement Cell, Skill Development Committee etc. have been developed for ensuring the successful implementation and completion of various activities necessary to provide value based quality education and also to promote the marginalized students in order to uphold social equality with an objective of creating ethical human capital. In this process, the college ensures the participation of all the stakeholders, involving the students, their respective guardians,

neighboring society, and the esteemed alumni's in the planning and execution of organizational goals.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| 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.

The College is governed by the Governing Body (a statutory body) and the Principal of the College acts as the Secretary of the GB who is also the Drawings and Disbursing Officer (DDO). There are a number of committees to look after the planning and execution of various activities of the college. As a case reference, Examination committees have been formed for each session by the authority for smooth conduct of the term exams. Separate examination committees for first sessional, second sessional, B.A, B.COM end semester exams individually have been constituted from time to time. The appointed committee members consisted of both teaching and non-teaching staff for better management. The examination committee serves multifarious purposes such as preparing time table, preparation and distribution of invigilators duty lists, keeping record of paper stock, examinee seating arrangements, collection of end semester question papers from the district treasury office and in special cases from Police station, collection and disbursements of answer scripts to the university through post. Examination Zones have been constituted for each session, for evaluation of end semester examination scripts of various colleges under the Dibrugarh University.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| 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 institution ensures the effective deployment of its strategic plans with regard to various perspectives. For instance, The Admission process of Students: The entire admission process is

jointly conducted by the office staff and the admission committee adhering to the norms and guidelines provided by the affiliated University. The admission committee formed by the authority comprises of teaching staff as well as the student representatives. Students are admitted on the basis of merit. The merit list is prepared by the respective departments following the norms and conditions related to reservation laid by the University and state government rules. Help desks with students are formed during the admission process to guide the new students as well the parents. Any admission related information is displayed in the college website like issuance of admission forms, prospectus, course related information and so on. The institute facilitates online admission system, wherein the portal is dedicated to admission fee, hostel fee, etc. While admission related information can be easily accessed through the college website, conducting the admission online, helps in the creation of a student database right at the time of admission. The admission records and data are stored by the college digitally.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | https://golaghatcommercecollege.org/guidelines-for-admission/ |
| Upload any additional information | No File Uploaded |

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

The College 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). Under the direction of the Governing Body, the College Administration utilizes the funds received from various agencies to initiate any developmental works and upkeep of the college infrastructure. An active Planning Body is operating in the college to monitor and evaluate the infrastructural, academic, co-curricular and extracurricular areas. The Head of the departments ensures the execution of the plans communicated to them in a systematic manner. The planning body of the college comprises of College Development Committee, Purchase Committee, Construction

Committee, Library Monitoring Committee, Canteen Supervising Committee, Hostel Management Committee, Research Committee, Campus Beautification Committee, etc. The physical facilities are maintained and monitored by administration and respected committees. The teacher's act as the convenor to these committees and monitor the progress and development of the institution.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the institution webpage | https://golaghatcommercecollege.org/organisation-structure/ |
| 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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

Welfare measures adopted by the organization for the Teaching staff includes Group Insurance Scheme (GIS), Advance against salary, Financial assistance from Thrift Society, Felicitation and employee recognition on achievements, Availability of quality food in the College canteen at reasonable rates, filtered drinking water facility, Adequate sitting and storing arrangements with specialized departmental rooms, Wash rooms and Rest room, Availability of a shop with necessary stationary items and Preliminary First aid materials.

For the Non-Teaching staff welfare measures includes Group Insurance Scheme (GIS), Financial assistance from Thrift Society, Felicitation and employee recognition on achievements, Availability of quality food in the College canteen at reasonable rates, filtered drinking water facility, Adequate sitting and storing arrangements with specialized officedesks, wash rooms and Rest room, Availability of a shop with necessary stationary items and preliminary first aid materials.

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

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

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

0

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

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

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

29

| 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 required manpower of the college is analysed timely and recruitment is done accordingly as per the guidelines provided by the UGC and Directorate of Higher Education (DHE, Government of Assam) for both sanctioned and non-sanctioned vacancies. As per new U.G.C. guidelines, the Career Advancement Schemes (CAS) promotion of the teachers and Librarians should be subject to the Academic

Performance Indicator (API) criteria and Performance Based Appraisal System (PBAS) norms laid out in the U.G.C. regulations, i.e. 30th June, 2010 and amended from time to time. In pursuance of the above, the Govt. of Assam declares guidelines through gazette notifications, regarding career advancement of college teachers in Assam. The College authority submits Annual Performance Report (APR) for individual teacher to the DHE for promotional considerations to the next grade. The performance of the faculty members is evaluated at regular intervals through feedback system. The Performance appraisal of non-teaching staff is subjected to the rules and guidelines of the Government of Assam. The authority monitors the performance of non-teaching staff and submits the report to the DHE for further promotional measures.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| 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

The institution maintains proper transparency in the financial aspects among the various stake holders. The financial audit has been constituted from time to time for proper execution of managerial works. Both internal and external audit is conducted for smooth running of the financial transactions of the institution. Internal audit is done by the auditor appointed by the Governing Body. External Audit is done by Director of Audit (Local fund). They verify and confirm all financial transactions and the report is submitted to the higher government authority. For queries, the college authority provides clarification with necessary evidential documents. The RUSA fund is also audited by the Head Office of RUSA (Assam).

| 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) | No File Uploaded |

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

The primary sources of funds are the State government which is utilised for the salaries of the staff. The other sources of revenues such as fees received from students as tuition fee, hostel fee, etc. are utilised for running and maintaining the academic programmes of the college, general overheads, general maintenance, etc. For major capital expenditures, funds are received from the state government as well as the Rashtriya Uchchatar Shiksha Abhiyan (RUSA). The College Development Committee and the Construction Committee conduct meetings from time to time to decide on the various courses of actions and related mobilization of funds. The institute also generates funds from its corpus as a caution to take contingency measures. Regarding the optimal utilization of resources, all the physical resources like the college infrastructure have been used as an examination centre by various government job related and professional examinations. The classrooms are being used beyond class purposes in respect of various extra-curricular activities meant for students. The intellectual resources as the human resource of the college engage in various research and societal development activities.

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

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

In order to enhance the quality of the institution, the IQAC, in association with different departments have conducted various National and International Webinars in areas like "Higher Education Revolution: Reflections on National Education Policy 2020", "Pandemic Covid19: The Macroeconomic Crisis and Revival", "Professionalism and Innovative Teaching Practices in Higher Education", "Entrepreneurship as Career for Youth", "The Story and History of Pi, a Mathematical Constant", "Vartaman Hindi Sahitya: Dristee Aur Mulyaankan", "Changing Dimensions after Pandemic", "Transculturalism, Translation and Identity: Exploring India's North-East and Beyond", "The Impact of Online Marketing during Covid-19 Pandemic", "Ethnic Governance and Freedom Movement of India" and "Atmajiwani: Xahitya aru Xatya". IQAC in collaboration with Women's Cell have organized a National Level Online Faculty Development Programme on "Suffering and Survival: The Role of Women during COVID 19" for the teaching fraternity at large. IQAC is operating and managing a store named "Campus Needs" which is a non-profit, self-supporting retail store that serves the diverse students and staff of Golaghat Commerce College. The IQAC makes decisions on how to run the store, so it meets the requirements of all stakeholders and they have been immensely benefitted by the services provided through this initiative

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://golaghatcommercecollege.org/wp-content/uploads/2021/12/College-Activity-Report-2020-21.pdf |
| 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

Students' feedback on faculty, teaching learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process. The students' feedback is conducted in a systematic way as Firstly, all the students' feedback on faculty; teaching learning process and evaluation are accepted so that the existing teaching learning pedagogy can be depicted. Secondly, after

assessing the feedback, received from students, any teacher if found to be having unsatisfactory performance are inculcated with the scope of improvement accordingly. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

Continuous evaluation criteria's and techniques by different departments: Evaluation criteria's as sessional examinations, assignments, group discussions, seminar paper presentations etc. have been conducted time to time for each session for continuous evaluation of learners performance. Moreover, remedial and tutorial classes have been incorporated in the class curriculum for facilitating the learners to enable them to clarify their respective doubts. The Principal as the chairman of IQAC along with all its members regularly monitors and takes all initiatives for the availability and optimum utilization of resources like audio-visual teaching aids for effective teaching learning process.

| 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) | No File Uploaded |

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

1. ONE WEEK ONLINE NATIONAL LEVEL FACULTY DEVELOPMENT PROGRAMME:

A One week Online National Level Faculty Development Programme on the theme: "Suffering and Survival: The Role of Women during COVID19" was Organised by the Women's Cell, Golaghat Commerce College in Association with IQAC, Golaghat Commerce College from 7th to 12th September, 2020. The objective of the programme was to look into the COVID-19 Pandemic from a gendered lens. While all the vulnerable sections of society have faced unprecedented challenges in the pandemic filled months, the problems have compounded for women. Experts from different arenas examined how the Corona virus mayhem has exacerbated existing inequalities in society. Participants shared their anecdotes on combat strategies, victories and losses.

Details of the Resource Person with the Topics of Discussion:

DAY1: Ms. Rahimunnisa Begum, M.Com, LL.M, M.HRM, Advocate and Academician, Vishakhapatnam, Andhra Pradesh, India. Topic Discussed: "Domestic Abuse and Violence during COVID19 Lockdown: Legal Safeguards."

DAY 2: Prof. Alpana Borgohain, M.A, PhD, Department of Women's Studies, Gauhati University, Assam, India. Topic Discussed: "COVID 19 and Frontline Women Health Workers."

DAY 3: Prof. Daisy Bora Talukdar, M.A, PhD, Department of Education, Dibrugarh University, Dibrugarh, Assam, India. Topic Discussed:

"Covid-19 and Persons with Disability: New Perspectives in Gender Research"

DAY4: Prof. Swapnali Borah, MSc, PhD, HOD, Family Resource Management, Central Agricultural University, Tura, Meghalaya, India. Topic Discussed: "Impact of Sedentary Behaviour in terms of Physiological and Psychological Stress"

DAY 5: Mrs. Yasmin Khan, M.A, Associate Professor and HOD, Department of English, CKB College, Teok, Jorhat, Assam, India. Topic Discussed: "Psychological Impact of Covid-19 on Women and Girls".

DAY 6: Dr. Nupur Kohli, Healthcare Leader, Advisor, Speaker, Author, UNICEF NL-Supervisory Board, Curator WEF Global Shapers Ams, (Med) Doctor, The Randstad, Netherlands. Topic Discussed: "Work Life Balance: Women vs. The Pandemic".

There were a total number of 57 participants including, the outstation participants, the teachers of the organising college, the women's cell members and the organising committee members.

2. CELEBRATION OF INTERNATIONAL WOMEN'S DAY, 2021

Keeping up with its tradition, the college celebrated The International Women's Day, 2021 on 8th March at the Rana Tamuly Memorial Auditorium of the college. The event started with gifting of two decorative plants namely- "AGLAONEMA" and "ARECA PALM" including two plant containers, for the beautification of the college campus. The special attractions of the programme were a Talk on the Theme of Women's Day, 2021 "CHOOSE TO CHALLENGE" by the invited Resource Person, Mr. Arindam Bora, Assistant Professor, Department of Economics, Golaghat Commerce College

Dr. Utpal Sarma, Principal of the college felicitated the Women's Cell members namely Dr. Nabami Gogoi, Mrs. Junti Duarah, Dr. Dipali Gogoi, Dr. Rinki Das and Ms Reema Baruah for their academic, societal and extra-curricular contributions.

3. NEWSLETTER LAUNCH:

The first volume (I) of the Annual Newsletter of Women's Cell, Golaghat Commerce College titled "INFLUENCER" was published and released on the International Women's Day, 8th March, 2021 by the Principal of the college, Dr. Utpal Sarma. A digital version was also displayed on its releasing day. The goal of this initiative is

to document the annual activities of Women's Cell and to spread awareness among the public.

| 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 | https://golaghatcommercecollege.org/other-facilities/ |

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

B. Any 3 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

Solid Waste Management: To achieve effective waste management, the college ensures that solid waste is segregated at source as bio degradable and non-degradable. Dustbins are placed at all departments and corridors for disposal of dry wastage. The institution has one RCC tank for storing solid non-degradable waste and every week the Golaghat Municipal Board official van collects the whole waste from the tank and disposes them at the landfill site authorized by the Municipality. Solid waste in the form of dried leaves, vegetable waste etc. is dumped in the compost pit. The composted manure is used for gardening and agriculture. Some biodegradable wastes are converted in the vermicomposting unit to fertilizer. The paper waste produced from departments, library, examination office, administrative offices, hostels, are disposed through vendors. The wastes are properly stacked in designated place and later disposed through vendors for proper waste management. The

college have been encouraging use of digital medias to reduce usage of paper. The college has taken measures to reduce plastic pollution on campus, with a particular focus on the reduction and elimination of plastic bottles, single-use plastic bags etc. Every year World Environment Day is celebrated to encourage awareness and environmental protection.

Liquid Waste Management: Liquid waste in the college generated from canteen, hostels and residential quarters are managed through proper drainage system and sewers. The college do not have any sewage treatment plant yet.

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | 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 **C. Any 2 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: **B. Any 3 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

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | No File Uploaded |
| 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

E. None 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 | No File Uploaded |

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

D. Any 1 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).

Our state is a land of unity in diversity and that is why our institution and students respect different religion, language, dialect and culture. We consider the college as our second home and all faculties and students are treated as family members. We celebrate the cultural and linguistic diversity of the state in different manners. The diversity of the state is reflected and celebrated at the Annual College Week through traditional dress competitions, traditional dance competitions, ethnic food preparing competitions etc. Through such activities, students get exposure to the rich cultural heritage of the state and learn to develop tolerance and harmony towards cultural, regional linguistic, communal socioeconomic and other diversities. This also creates an inclusive environment in the college and society.

| 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

India is a diverse country with different backgrounds viz, cultural, social, economic, linguistic and ethnic diversities governed and guided by the constitution irrespective of caste, religion race and sex. The Golaghat Commerce College sensitizes the students and employees about the constitutional obligations, value, rights,

duties and responsibilities of citizens. The college also strives to inculcate the knowledge, values and skills necessary for sustaining one's life by providing an effective, accessible and affordable learning environment. The students are encouraged to participate in various programmes held in the college or other institutions. They are involved in cleanliness drives, environmental awareness programmes, health & sanitization camps, National Voters' day, Constitution Day and other experiential learning activities.

| File Description | Documents |
|--|-----------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | Nil |
| Any other relevant information | Nil |

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 C. Any 2 of the above 4.

Annual awareness programmes on Code of Conduct are organized

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

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

a. Independence Day, 15th August 2020

b. Constitutional Day, 26th Nov. 2020

c. Republic Day, 26th January 2021

d. National Productivity week, 12th to 18th February 2021

e. International Women's Day, 8th March 2021

f. Azadi Ka Amrut Mahotsav 12th March 2021

g. International Pi Day, 14th March 2021

h. World Environment Day 5th June, 2021

i. International Yoga Day 21st June 2021

| 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. Campus Need - an initiative of IQAC

"Campus Needs" is a non-profit, self-supporting retail store that serves the diverse students, faculty, staff of Golaghat Commerce College. The store is operated and managed by the Internal Quality Assurance Cell (IQAC) of the college. The IQAC makes decisions on how to run the store, so it meets the requirements of all stakeholders. The Campus Store operation is self-supporting and prices on merchandise are set at a level sufficient to generate income to pay operational costs and purchase the merchandise. The store is open during college hours only.

Objective:

- The primary purpose of the store is to provide a cost-effective and efficient source for students to obtain the

necessary tools of education, such as textbooks, course-related and reference materials, office supplies, uniform etc. stocks

- To cater to the students' reprography needs by offering photocopying and printing facilities for students. Binding and lamination facilities are made available to the students in order to complete their project works with ease.
- To sell locally manufactured items(ethnic food and handicraft) and promote local and budding entrepreneurs in Golaghat district.

Context:

The idea of a campus store was conceived to fulfil the needs of various educational resources within the campus. Golaghat Commerce College is located in a rural area and as such, a need was felt to have a campus shop which can meet the urgent requirements of stationery and reprography. The store serves as a substitute of outside market shops. For the convenience of all the students and members of the college, the products are sold at lesser rates than the market.

The Practice:

"Campus Needs" is a retail store and all the stationery, souvenir items, ethnic products etc. which are sold at the shop are purchased at bulk from whole sellers and distributors. MoUs have been signed with two business establishments to sell their goods at 25% less than that of the market price prevailing at the time of sale.

Evidence of Success:

Students, teachers and the college staff have been immensely benefitted by the services provided through this initiative. The sales increase during festive seasons as the college community are able to purchase festive items in the campus itself.

Problems Encountered and Resources Required:

The present location of the shop is not very convenient for the students and staff. A spacious and well-lit room in a better location is required to attract the students.

2. Centre for Tea Plantation Management

The "Centre for Tea Plantation Management", Golaghat Commerce

College is a joint outcome of the efforts of The North Eastern Tea Association (NETA) and Golaghat Commerce College. The centre was formed to create highly trained personnel, trained in the Modern and Scientific Management techniques for the tea industry.

Objective:

- To address present day challenges faced by the Tea Industry of this region.
- To create highly trained personnel, trained in Modern and Scientific Management techniques equipped for the tea industry.
- To offer opportunities for small tea growers to start entrepreneurial ventures.

Context:

Assam is a tea hub which produces more than half of India's tea production. As one of the largest producers of tea, the state has ample scopes for the youths of the region to have a career in tea sector and secure lucrative positions in Tea companies or tea gardens, Tea broking houses and tea associations. The need of an educational centre was felt to train the local youths, equip them with requisite skills for employability and offer them diplomas.

The Practice:

The Centre offers one year course of Two Semesters and Graduates from any recognised Indian or Foreign University with good academic record can apply for the Course. The Curriculum includes:

- Factory And Production Management
- Principles of Management
- Plantation and Field Management
- Marketing Management
- Basics of Accountancy
- Communication Skill
- Classes, Field Visit and Internship

Evidence of Success

Many students after successful completion of the course have been placed in Tea Estates across Assam in managerial positions.

Problems Encountered and Resources Required

Being a self- financed centre, the source of revenue is generated from the enrolment of students. The centre at times faces financial constraints due to less enrolment of students. Moreover, no separate building is allotted to the centre.

| File Description | Documents |
|---|-----------|
| Best practices in the Institutional website | Nil |
| Any other relevant information | Nil |

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 vision of the institution is to create conscious, integrated and wholesome human beings who remain fixed to their goals and the ever changing values and perspectives 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 nobles and most disciplined manner. The institute has established its distinctive approach towards this comprehensive vision by modelling it in the form of service to the society by means of allowing students to organize events to develop their skill, entrepreneurship opportunities, ethical and human value development.

1. Tea management course: The College offers certificate course on tea management in association with North East Tea Association (NETA) where students acquire scientific and managerial skills required for the tea industry
2. School adoption: The College has adopted a primary school in a rural area within the district. Every month the NSS Volunteers and other students of the college take part in teaching the school children.
3. Entrepreneurship Development: The Entrepreneurship Career Guidance and Placement Cell actively works to offer career guidance to students and equip them with the necessary skills for various employments.

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

- 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.
- 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.
- 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.
- 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

| 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)

- An academic calendar is prepared for each academic session by following the affiliated university, i.e. Dibrugarh University to bring the uniformity and timely completion of the syllabus, internal and external exams and other relevant activities.
- The college ensures utmost regularity in holding regular classes and tutorials.
- Teachers are directed to play flexible roles to adhere the needs of both the advanced and slow learners.
- To ensure regular visit to the library it is made mandatory that students visit the library at least 4 days per week.
- In order to make curriculum student centric, students have to take part in filed work, project work and excursion etc.
- The college conducts in-semester examinations and other internal assessment works, such as assignments, group discussions, seminar presentations as per the academic calendar prepared for a specific academic session

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | No File Uploaded |
| Link for Additional information | https://golaghatcommercecollege.org/wp-content/uploads/2021/12/1611050650_academic-calendar-jan-to-aug-2021.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

B. Any 3 of the above

**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 | No File Uploaded |

1.2 - Academic Flexibility

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

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

10

| 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)

1

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

| 11 | |
|---|---------------------------|
| File Description | Documents |
| Any additional information | No File Uploaded |
| 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 | |
| <ul style="list-style-type: none"> • Crosscutting issues such as climate change and environmental education are already incorporated into the curriculum in the form of making Environmental Science a compulsory subject in the higher secondary and degree level. • Certain papers, such as Business Ethics, Auditing, value education, educational psychology help the teaching-learning process more effective to integrate its crosscutting issues such as Professional Ethics, gender, human values. • Apart from these compulsory papers, the students those who opted for NCC and NSS has ample scope to do practical things to develop human values, discipline and to work for protection of environment etc. • The departments have been conducting different programme like group discussion, mock interviews, preparation of resume/ Curriculum Vitae, personality development for the overall development of students | |
| 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. | No File Uploaded |
| 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year | |
| 2 | |

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| 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 |
| Institutional Data in Prescribed Format | View File |

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

22

| 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 | Nil |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | No File Uploaded |
| Any additional information | No File Uploaded |

| | |
|--|---|
| 1.4.2 - Feedback process of the Institution may be classified as follows | C. Feedback collected and analyzed |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| URL for feedback report | https://golaghatcommercecollege.org/wp-content/uploads/2021/12/SSS-2020-21.pdf |
| TEACHING-LEARNING AND EVALUATION | |
| 2.1 - Student Enrollment and Profile | |
| 2.1.1 - Enrolment Number Number of students admitted during the year | |
| 2.1.1.1 - Number of students admitted during the year | |
| 1078 | |
| 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 | |
| 439 | |
| 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 | |
| The college has developed significant strategies and scientific implementations both at the institutional level and the departmental level to cater to the needs of advanced learners and | |

slow learners. The learning levels of the students are assessed by different mechanisms such as their merit in the qualifying examinations, performance in entrance examinations, semester and internal examinations. Students having proficiency in extra-curricular activities are identified by the teachers in charge of various activities (student union portfolio) from the performance of the students in freshman social, and Annual College Week. Review Meetings are periodically held with authority and the teachers to assess and discuss necessary measures to improve students' performance.

Measures taken for advanced learners:

- Advanced learners are recommended books and study materials of advanced level to make academics more exigent and competent for them.
- Advanced learners are guided and encouraged to communicate research papers in conferences/journals.
- Incentives such as awards and prizes are provided by the college management as well as faculty members both at individual and institutional level to encourage and motivate the advanced learners to excel in university exams.
- Advanced learners are encouraged to participate in various symposiums like quiz, poster presentation, debate competitions, student seminars, inter college competitions etc.

Measures taken for slow learners:

- Remedial/Extra classes are conducted for slow learners and long absentees with appropriate focus on the subject/topic in which the students are found to be lagging behind.
- Respective departments monitor the performance of slow learners and in tutorial classes; individual academic counseling is done by concerned subject teacher.
- Personal counseling is also done for the students identified as slow learners through mentoring system. Slow learners are specially advised and counseled by the mentors.
- A bilingual approach to meet the needs of the slow learners has been a policy of the college. In order to make the teaching learning process more effective and learner

centric, English as well as Assamese, the major regional language is used as a medium of instruction.

- State govt. scholarships to economically backward students have been working as a catalyst in reducing the drop-out rate of the slow learners and the students coming from disadvantaged sections of society.
- Parent teacher meetings are held from time to time.
- Simple and standard lecture notes/course materials are provided to the learners.
- Group learning activities and practical are incorporated for the benefit of the slow learners.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://golaghatcommercecollege.org/wp-content/uploads/2021/12/College-Activity-Report-2020-21.pdf |
| 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 |
|--------------------|--------------------|
| 1078 | 59 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

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

The college considers the students as its most important stakeholders and various efforts have been made to ensure their holistic development. As an affiliated college, the college follows the common curriculum, evaluation and assessment procedures designed by Dibrugarh University for all its affiliated undergraduate colleges. However, keeping in mind the localised needs of the students, the college have adopted different pedagogical approaches to make learning more student centric. Student seminars are conducted by all departments which help students acquire extensive knowledge of specific topics and also cultivate their communication skills. Guest speakers from

academia and industry are regularly invited which offers students opportunities to listen and interact with eminent personalities and learn from them in various ways. Through group discussions and debates, students are given an opportunity to articulate their thoughts on the spot and develop critical thinking and presentation skills. Students are taken for field trips and study tours every year to boost experiential learning. Collaborative learning is endorsed through activities under various forums such as National Service Scheme, Red Ribbon club and many other societies formed by various departments to foster humanitarian values, networking and team spirit. Student participation in administration is an important initiative taken by the college. Representatives of students serve as members of different committees which allows them to be involved in the decision-making process apart from acquiring a sense of responsibility.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded |
| Link for additional information | https://golaghatcommercecollege.org/wp-content/uploads/2021/12/College-Activity-Report-2020-21.pdf |

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

The college understands the importance of integrating ICT tools in the teaching learning process to make the learning experience for students more fulfilling and meaningful. The college uses a diverse set of ICT tools to communicate, create, disseminate, store, and manage information. The campus is Wi-Fi enabled and all the departments are ICT enabled. There are three smart classrooms with overhead projectors and white interactive boards. Educational videos and film screenings help students to stimulate their understanding about particular subjects. The college is equipped with two computer labs, a language lab and a video conferencing hall. Students can easily access e-books and e-journals through the college library. WhatsApp groups have been created to facilitate active, collaborative and independent learning beyond the classrooms.

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | No File Uploaded |

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

59

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

2.4 - Teacher Profile and Quality

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

45

| 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

| 14 | |
|--|---------------------------|
| 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 | |
| 793 | |
| 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. | |
| <p>Golaghat Commerce College is a constituent college of Dibrugarh university. In respect of 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 determines the different aspects of the evaluation processes 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 as following: (a) Sessional Examination I (Written): 25% of the marks allotted for internal assessment.</p> <p>(b) Sessional Examination II (Written): 25% of the marks allotted for internal assessment. (c) Seminar/ Group Discussion: 25 % of</p> | |

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. (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.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | No File Uploaded |
| Link for additional information | https://dibru.ac.in/wp-content/uploads/2020/02/Resolution_24_UG_CBCS_Regulations_2018_approved_by_116th_AC.pdf |

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

The college has evolved a mechanism for redressal of grievances related to internal examination is as follows:

- The assessed sessional examination answer scripts, assignments and attendance register are shown to the students for self-assessment.
- In case of any grievances regarding internal assessment, the student is free to interact with the teacher and get it resolved. The unresolved grievance, if any, is referred to the Head of the concern Department.

Transparency:

1. In the beginning of the semester students are communicated about the course structures, assessment mechanisms and components, attendance rules etc.
2. Internal assessment outcomes are displayed in the college notice boards and website. This data is sent to the

University after student acknowledgement.

3. University guidelines determines the different aspects of the evaluation processes such as nature of the assessment, weights for the different components.

Time-bound:

1. Internal assessments are spread evenly throughout the semester. Completed assessment marks are required to send to university within stipulated timeframe.
2. Internal assessment outcomes are displayed in the college notice boards and website within 2 days of assessment completion.
3. Any grievances of students are resolved in the first hand by the concerned teacher within the stipulated time period.

Efficient:

1. The assessment process is structured by the university and the college strictly follows the guidelines for allotting marks.
2. College adopts an instant and time-based approach to resolve grievances of students

Easy and convenient redressal mechanism as students can approach the concerned teacher and Head of Department any time.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

PO, PSO and CO for all Program offered by the institution as per the syllabi prepared by the parent university are displayed on the website of the university which can be access through the link provided in the college website.

B. Com

- Program Outcome: After completing the program, the students

will be eligible and ready to work in areas like marketing, accounting, taxation, banking, insurance, management and corporate law. Students will be equipped with theoretical as well as practical knowledge to work effectively and efficiently in a dynamic and modern business environment. After completion of this course, ability to make decisions at personal & professional level of the students will increase. Students will also have the idea and courage start their own business.

Program Specific Outcome: Students will gain knowledge of various disciplines of commerce, business, accounting, economics, finance, management and marketing. Students would acquire skills to work as accounting, finance and management experts. Immediately after completing the program, students become eligible to pursue higher education like M.Com and also can opt to do research in the field of commerce and business. Students will have choices to pursue professional courses such as CA, MBA, ICWA, CS, etc.

B.A.

Program Outcome The students will learn about social sciences, literature and humanities which will help them in sensible human being. Students will gain knowledge in the field of Sociology, Economic, History, Geography, Political Science etc. The program also helps the students to prepare and to appear for various competitive examinations or choose the post graduate program of their choice. After the graduation students will be clear and precise about the choices, aspirations, challenges, opportunities in the course of their life. B.A. is a great founding course for appearing in different competitive exam. Students have options to different govt. jobs such as SSC, UPSC, IBPS, Bank, PO etc. They can work as Administrator, Lecturer, content writer, journalist etc. B.A. graduates can go a for research in different domains as well. They can also clear the NET examination.

M.COM

Programme Objectives (POs): The M.Com course of the college provides base for teaching, research and allied administration services. The course serves the needs in the field of academics. It enables the students for teaching specially in higher education institution and to pursue research different domain. The outgoing students of the course have been accepted in the industry and have been serving the needs of business and

industry. The M.com course is aims to

- Provide sound conceptual and theoretical foundation
- Engage students in the affecting teaching-learning system
- Provide Research orientation,
- Developing entrepreneurial skills,

Under CBCS structure, there are five courses in each semester, in which 3 courses are core subject, 1 is discipline specific elective and 1 is Ability enhancement course (AEC). Program Specific Outcome: Students will gain knowledge of various disciplines of commerce, business, accounting, economics, finance, management and marketing. Students would acquire skills to work as accounting, finance and management experts. Students can appear in exams like National Eligibility Test (NET), State Level Eligibility Test (SLET) etc. Immediately after completing the program and after clearing the NET/SLET, students become eligible for teaching in higher education institutions. Students will have choices to pursue PhD after completing the course.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://golaghatcommercecollege.org/wp-content/uploads/2021/12/Course_Outcomes_BA_B.Com_.pdf |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

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

The college ensures the effective communication of these learning objectives to faculty members through departmental meetings. Subsequently, the students gain knowledge about the subjects through lectures, practical, audio-visual demonstrations, student-teacher interactions, quizzes, seminars etc. The attainment and the level of attainment of Pos, PSOs and Cos are measured through the performance of the students in the international assessments, which consist of the sessional exams, assignments, presentations, group discussions etc. College strictly follows the guidelines framed by the parent university. Through their achievement/performance in the end semester (university) exams. The absorption of our students in different positions in the world of work is also veritable indication of their attainment of

POs, PSOs and Cos. The updated list of our alumni gives us a clear picture of the same.

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

2.6.3 - Pass percentage of Students during the year

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

311

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | 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://golaghatcommercecollege.org/wp-content/uploads/2021/12/SSS-2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

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

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

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

0

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

1. **Research Committee:** The College has constituted a research committee in 2015 to facilitate and monitor research

activities in the college. The Research Committee facilitates and provides necessary guidance to the faculty members in submitting research proposals to UGC and other funding agencies.

2. **Employment and Career Guidance and Placement cell:** The cell (ECGPC) of Golaghat Commerce College was established for collaborative activities in areas of training and to arrange field/industrial visits and campus interviews. The cell has facilitated students to gain career guidance and arranged 'Job Mela' for providing career avenues.
3. **Vermi Compost:** A Vermicompost plant is run and managed by college to recycle waste materials from the college campus into nutrient rich fertilizer. It also helps in sensitizing students and college staff about organic decomposition, the soil food web, and the relationships between earthworms and ecological sustainability.
4. **Adoption of School and Village:** The College has adopted a school at Melamora to render social service under Village Adoption Programme. The College organizes various programmes and invited lectures at the school to sensitize the students on various issues.
5. **Research Promoter:** The College publishes ICSSR sponsored peer reviewed journal "Research Promoter".
6. **Student Participation:** Most of the departments of the college publish their own departmental magazines and wall magazines. Such magazines are prepared by the students under the guidance of the teachers.
7. **Language Laboratory:** The College has a language laboratory to help students develop their speaking skills and personality by organizing workshop, linguistics classes etc. The laboratory is shared by three language departments viz. Assamese, Hindi, English.
8. **Education and Geography Laboratory:** The Education Laboratory is equipped with Tachistoscope (Electrical and Manual), Mirror Drawing Apparatus (Electrical and Manual), Human Maze Learning Electrical, Colour Preference Test (Electrical and Paper), Alex Pass Along Test, Memory Drum Apparatus, TAT Card, KOH's Block Design Test. The Geography Laboratory is equipped with Planimeter, Rotameter, Barometer, GPS Navigator, Weather Map, Plane Table Survey Instrument, Theodolite, Prismatic Compass etc.
9. **Post Graduation in Commerce under Regular mode:** The College has been providing regular Master Degree Course in Commerce under Dibrugarh University, having specialization in Finance & Marketing.
10. **Centre for Tea Plantation Management:** The "Centre for Tea

Plantation Management", Golaghat Commerce College is a joint outcome of the efforts of The North Eastern Tea Association (NETA) and Golaghat Commerce College. The centre was formed to create highly trained personnel, trained in the Modern and Scientific Management techniques for the tea industry.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

| File Description | Documents |
|--|---------------------------|
| URL to the research page on HEI website | Nil |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | No File Uploaded |

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

22

| 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 |

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

26

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

3.4 - Extension Activities

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

Golaghat Commerce College promotes extension activities in the neighbouring community for sensitizing students to social issues and their holistic development. Our college provides the students opportunity to translate their classroom knowledge into practical experience. Through its diverse community oriented programmes and activities focused at holistic development of students with community, the NSS and NCC units aim to develop a sense of attachment to community among students. The idea is to utilize their knowledge in finding solutions to community problems, acquiring leadership qualities and democratic attitudes, developing capabilities and skills to meet emergencies and natural disasters and participating in community services by

actively involving in various campaigns and programmes. The students are involved in planning and execution of industrial visits, educational tours, seminars, workshops, etc. lending active support in organizing cultural events, sports, inter and intra college activities. Such activities have helped the students evolve into confident human beings. Students' involvement in extracurricular activities, hospitality issues, and other cultural and academic events throughout the year keep their energies channelized in the right direction. During the last academic year, various community related extension activities were organized such as Environmental Awareness Programmes, Health Awareness Programmes, Swachhata Abhiyan, Road Safety Awareness Programmes, Water Awareness Programmes, Vaccination Awareness Programmes to help the community. Their involvement in major decision-making bodies like Alumni Association, Placement and Career Counselling, Anti-Ragging Committee, Discipline Committee, etc. help them learn managerial and organizational skills. Student representatives in the Student Welfare Association are able to relate to the issues and concerns of other students and bring their grievances to the fore.

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

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

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

0

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

3.4.3 - 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

3.4.3.1 - 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

19

| 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 during the year (Data Template) | View File |

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

214

| 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 |

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

| File Description | Documents |
|--|---------------------------|
| e-copies of related Document | View File |
| Any additional information | No File Uploaded |
| Details of Collaborative activities with institutions/industries for research, Faculty | No File Uploaded |

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

3

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

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 facilities such as Auditorium, Video Conferencing Hall, Smart classrooms, Language Laboratory, Education and Geography 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 Department of History has a Museum to aid teaching and research within the institution.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | https://golaghatcommercecollege.org/infrastucture/ |

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

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.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | https://golaghatcommercecollege.org/wp-content/uploads/2021/12/GamesNSports_Equipments.pdf |

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

14

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | No File Uploaded |

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)

1.145

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

4.2 - Library as a Learning Resource

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

The Library 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.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | https://golaghatcommercecollege.org/college-library/ |

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

C. Any 2 of the above

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | No File Uploaded |

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

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

0.29

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Audited statements of accounts | No File Uploaded |
| 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

2

| 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

Computer lab: The College has a Computer lab which is well-equipped with well configured branded PC's supported by internet connectivity which help students and faculty to carry out their academic and other work. It is also equipped with a wide range of licensed system software and application software. Faculties from

the Computer department support students and faculty in their queries. The institute has total 121 computers in computer labs, departments, language laboratory, offices, and Principal's chamber.

Wi-Fi facility: The College has BSNL Fibre internet connection and is used to provide Wi-Fi internet access through routers installed near the administrative office, departments and library. The institute is planning to extend this further to create and establish a Wi-Fi enabled campus.

19-4-2021

The College has recently subscribed to BSNL Fiber Internet having 50 Mbps.

26 Oct 2018

- Panasonic 43" Full HD Display =1
- Dell Server Intel (R) Xeon (R) 3.30GHz, 40GB RAM, 1 TB HDD =1
- Panasonic Projector PT-LX300 =1
- IR 2004N Canon Networking Printer Scanner =1
- Lenovo Desktop Computer Core i3 Processor, 2GB RAM, 1TB Hard Disk= 6 nos
- Thin Line Monitors through Servers = 60 nos

25 Sep 2017

- Promethean Active Board 78 = 1 nos
- Hitachi UST LCD Projector = 1 nos
- Panasonic HD Video Conferencing = 1 nos
- Panasonic 75" LED Display = 1 nos
- Motorized Projection Screen 6x4 = 1 nos
- Spectron Digital Podium = 1 nos
- Desktop Computer i3 = 2 nos

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

4.3.2 - Number of Computers

| 121 | |
|---|---------------------------|
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| List of Computers | 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 | No File Uploaded |
| 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) | |
| 17.02977 | |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| Audited statements of accounts | No File Uploaded |
| 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. | |
| Under the direction of the Governing Body, the College Administration utilizes funds received from RUSA and other agencies to initiate any developmental works and upkeep of the college infrastructure. The physical facilities are maintained and monitored by administration and respected committees. The | |

Construction Committee is responsible for monitoring the construction of new buildings. Appointed site engineer oversees the ongoing construction and civil maintenance works. The library is well maintained and the library staff is responsible for the care and management of library documents, particularly during processing, shelving and conveyance of rare books. The Library Stock Verification Process and weeding out of old/unused/damaged books/journals/magazines is carried out annually and newspapers are disposed periodically after the approval of the Library Committee. 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.

| 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

1127

| 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

1

| 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

B. 3 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) | No File Uploaded |

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

0

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

0

| 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) | No File Uploaded |

| | |
|---|----------------------------|
| 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 | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

| |
|---|
| 5.2 - Student Progression |
| 5.2.1 - Number of placement of outgoing students during the year |
| 5.2.1.1 - Number of outgoing students placed during the year |
| 12 |

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of student placement during the year (Data Template) | View File |

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

5.2.2.1 - Number of outgoing student progression to higher education

12

| 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

0

| File Description | Documents |
|--|------------------|
| Upload supporting data for the same | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | 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.

0

| 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) | No File Uploaded |

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)

Activities of the students' union of Golaghat Commerce College 2020-2021. A new committee of students' union was formed on February 2021 by the students' of the college at Golaghat Commerce College . Dibyajyoti Rajkhowa was elected as President while Basab Gogoi as General Secretary along with 12 other members with different portfolios. The union engaged themselves in various co-curricular as well as other college development and socio economic activities during the period. Some of the notable activities associated by the students' were

- Saraswati Puja celebration on 16 th Feb, 2021.
- College week from 23 rd Feb to 27 th Feb, 2021.
- International Yoga Day on 21 st June, 2021.

Saraswati Puja Celebration : Saraswati Puja was celebrated in the college campus on 16 th of February, 2021 with full rituals. A priest performed puja where students worshipped to goddess Saraswati for good results in exam a traditional beliefs among us. This was followed by a light refreshment among the teacher and students. **College Week** The college week was held on 23rd February to 27th February in the college campus. Students as well as teachers were actively participated in the various games and other activities. Various outdoor games like Cricket, Football,

Athletics, Kabaddi, Tug of war was held among students. Indoor games like badminton, carrom, chess etc were also held. Competition like Rangoli making, Salad making, Mehendi Making etc were also held. Literary competition like essay writing, debating, painting, slogan and poem writing were also organised. Special competition like walking race, musical chair and photography was conducted among the teachers also. On the last day of the college week prize distribution ceremony was held among the winners followed by a musical performance by Students and hired singer. International Yoga Day : The International Yoga Day was organised in the college Indoor stadium on 21 st June, 2021 in association with Yoga Centre, Golaghat. A trained Yoga guru performed various yoga's among the teachers and students of the college.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| 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

0

| 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) | No File Uploaded |

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 College has a Alumni Association but registration of Alumni Association is under process. The Association has a Elected President, Secretary, Treasurer and other important portfolios for its functioning. Regular annual meetings are held at the college campus and in the last annual meeting dated 3rd April, 2021 the old committee was dissolved and a new committee was formed. Several renowned alumni of our college helps in linkages to provide employment avenues for our students. MoUs were signed with business units owned by our Alumni during the year 2020-21 to supply Stationery and College Uniform at less than the market price to Campus Needs which is an initiative of the IQAC, Golaghat Commerce College.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://golaghatcommercecollege.org/wp-content/uploads/2021/12/Alumni_Meet_Report.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

As a Higher Educational Institution, the College aspires to create conscious, integrated and wholesome human beings who remain fixed to their goals, values and overall perspective of life so as to enable them to work for sustainable and holistic development of the society. The college endeavors to create a qualitative culture by implementing a participatory mode of governance where all the teachers of the organization 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. A number

of Cells/ Committees/ Bodies like the IQAC, Research Committee, Anti- ragging Cell, Admission Committee, Grievance Redressal Cell, Committee for Monitoring Sexual Harassment, Women's Cell, Entrepreneurship Career Guidance and Placement Cell, Skill Development Committee etc. have been developed for ensuring the successful implementation and completion of various activities necessary to provide value based quality education and also to promote the marginalized students in order to uphold social equality with an objective of creating ethical human capital. In this process, the college ensures the participation of all the stakeholders, involving the students, their respective guardians, neighboring society, and the esteemed alumni's in the planning and execution of organizational goals.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| 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.

The College is governed by the Governing Body (a statutory body) and the Principal of the College acts as the Secretary of the GB who is also the Drawings and Disbursing Officer (DDO). There are a number of committees to look after the planning and execution of various activities of the college. As a case reference, Examination committees have been formed for each session by the authority for smooth conduct of the term exams. Separate examination committees for first sessional, second sessional, B.A, B.COM end semester exams individually have been constituted from time to time. The appointed committee members consisted of both teaching and non-teaching staff for better management. The examination committee serves multifarious purposes such as preparing time table, preparation and distribution of invigilators duty lists, keeping record of paper stock, examinee seating arrangements, collection of end semester question papers from the district treasury office and in special cases from Police station, collection and disbursements of answer scripts to the university through post. Examination Zones have been constituted for each session, for evaluation of end semester examination scripts of various colleges under the Dibrugarh University.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| 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 institution ensures the effective deployment of its strategic plans with regard to various perspectives. For instance, The Admission process of Students: The entire admission process is jointly conducted by the office staff and the admission committee adhering to the norms and guidelines provided by the affiliated University. The admission committee formed by the authority comprises of teaching staff as well as the student representatives. Students are admitted on the basis of merit. The merit list is prepared by the respective departments following the norms and conditions related to reservation laid by the University and state government rules. Help desks with students are formed during the admission process to guide the new students as well the parents. Any admission related information is displayed in the college website like issuance of admission forms, prospectus, course related information and so on. The institute facilitates online admission system, wherein the portal is dedicated to admission fee, hostel fee, etc. While admission related information can be easily accessed through the college website, conducting the admission online, helps in the creation of a student database right at the time of admission. The admission records and data are stored by the college digitally.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | https://golaghatcommercecollege.org/guidelines-for-admission/ |
| Upload any additional information | No File Uploaded |

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

The College 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). Under the direction of the Governing Body, the College Administration utilizes the funds received from various agencies to initiate any developmental works and upkeep of the college infrastructure. An active Planning Body is operating in the college to monitor and evaluate the infrastructural, academic, co-curricular and extracurricular areas. The Head of the departments ensures the execution of the plans communicated to them in a systematic manner. The planning body of the college comprises of College Development Committee, Purchase Committee, Construction Committee, Library Monitoring Committee, Canteen Supervising Committee, Hostel Management Committee, Research Committee, Campus Beautification Committee, etc. The physical facilities are maintained and monitored by administration and respected committees. The teacher's act as the convenor to these committees and monitor the progress and development of the institution.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the institution webpage | https://golaghatcommercecollege.org/organization-structure/ |
| 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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

Welfare measures adopted by the organization for the Teaching staff includes Group Insurance Scheme (GIS), Advance against salary, Financial assistance from Thrift Society, Felicitation and employee recognition on achievements, Availability of quality food in the College canteen at reasonable rates, filtered drinking water facility, Adequate sitting and storing arrangements with specialized departmental rooms, Wash rooms and Rest room, Availability of a shop with necessary stationary items and Preliminary First aid materials. For the Non-Teaching staff welfare measures includes Group Insurance Scheme (GIS), Financial assistance from Thrift Society, Felicitation and employee recognition on achievements, Availability of quality food in the College canteen at reasonable rates, filtered drinking water facility, Adequate sitting and storing arrangements with specialized officedesks, wash rooms and Rest room, Availability of a shop with necessary stationary items and preliminary first aid materials.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| 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) | No File Uploaded |
| 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year | |
| 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year | |
| 0 | |
| File Description | Documents |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | No File Uploaded |
| 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.) | |
| 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year | |
| 29 | |

| 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 required manpower of the college is analysed timely and recruitment is done accordingly as per the guidelines provided by the UGC and Directorate of Higher Education (DHE, Government of Assam) for both sanctioned and non-sanctioned vacancies. As per new U.G.C. guidelines, the Career Advancement Schemes (CAS) promotion of the teachers and Librarians should be subject to the Academic Performance Indicator (API) criteria and Performance Based Appraisal System (PBAS) norms laid out in the U.G.C. regulations, i.e. 30th June, 2010 and amended from time to time. In pursuance of the above, the Govt. of Assam declares guidelines through gazette notifications, regarding career advancement of college teachers in Assam. The College authority submits Annual Performance Report (APR) for individual teacher to the DHE for promotional considerations to the next grade. The performance of the faculty members is evaluated at regular intervals through feedback system. The Performance appraisal of non-teaching staff is subjected to the rules and guidelines of the Government of Assam. The authority monitors the performance of non-teaching staff and submits the report to the DHE for further promotional measures.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| 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

The institution maintains proper transparency in the financial aspects among the various stake holders. The financial audit has been constituted from time to time for proper execution of managerial works. Both internal and external audit is conducted for smooth running of the financial transactions of the institution. Internal audit is done by the auditor appointed by the Governing Body. External Audit is done by Director of Audit (Local fund). They verify and confirm all financial transactions and the report is submitted to the higher government authority. For queries, the college authority provides clarification with necessary evidential documents. The RUSA fund is also audited by the Head Office of RUSA (Assam).

| 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) | No File Uploaded |

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

The primary sources of funds are the State government which is utilised for the salaries of the staff. The other sources of revenues such as fees received from students as tuition fee,

hostel fee, etc. are utilised for running and maintaining the academic programmes of the college, general overheads, general maintenance, etc. For major capital expenditures, funds are received from the state government as well as the Rashtriya Uchchatar Shiksha Abhiyan (RUSA). The College Development Committee and the Construction Committee conduct meetings from time to time to decide on the various courses of actions and related mobilization of funds. The institute also generates funds from its corpus as a caution to take contingency measures. Regarding the optimal utilization of resources, all the physical resources like the college infrastructure have been used as an examination centre by various government job related and professional examinations. The classrooms are being used beyond class purposes in respect of various extra-curricular activities meant for students. The intellectual resources as the human resource of the college engage in various research and societal development activities.

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

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

In order to enhance the quality of the institution, the IQAC, in association with different departments have conducted various National and International Webinars in areas like "Higher Education Revolution: Reflections on National Education Policy 2020", "Pandemic Covid19: The Macroeconomic Crisis and Revival", "Professionalism and Innovative Teaching Practices in Higher Education", "Entrepreneurship as Career for Youth", "The Story and History of Pi, a Mathematical Constant", "Vartaman Hindi Sahitya: Dristee Aur Mulyaankan", "Changing Dimensions after Pandemic", "Transculturalism, Translation and Identity: Exploring India's North-East and Beyond", "The Impact of Online Marketing during Covid-19 Pandemic", "Ethnic Governance and Freedom Movement of India" and "Atmajiwani: Xahitya aru Xatya". IQAC in collaboration with Women's Cell have organized a National Level Online Faculty Development Programme on "Suffering and Survival: The Role of Women during COVID 19" for the teaching fraternity at large. IQAC is operating and managing a store named "Campus

Needs" which is a non-profit, self-supporting retail store that serves the diverse students and staff of Golaghat Commerce College. The IQAC makes decisions on how to run the store, so it meets the requirements of all stakeholders and they have been immensely benefitted by the services provided through this initiative

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://golaghatcommercecollege.org/wp-content/uploads/2021/12/College-Activity-Report-2020-21.pdf |
| 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

Students' feedback on faculty, teaching learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process. The students' feedback is conducted in a systematic way as Firstly, all the students' feedback on faculty; teaching learning process and evaluation are accepted so that the existing teaching learning pedagogy can be depicted. Secondly, after assessing the feedback, received from students, any teacher if found to be having unsatisfactory performance are inculcated with the scope of improvement accordingly. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

Continuous evaluation criteria's and techniques by different departments: Evaluation criteria's as sessional examinations, assignments, group discussions, seminar paper presentations etc. have been conducted time to time for each session for continuous evaluation of learners performance. Moreover, remedial and tutorial classes have been incorporated in the class curriculum for facilitating the learners to enable them to clarify their respective doubts. The Principal as the chairman of IQAC along with all its members regularly monitors and takes all initiatives for the availability and optimum utilization of resources like audio-visual teaching aids for effective teaching learning process.

| 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) | No File Uploaded |

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

1. ONE WEEK ONLINE NATIONAL LEVEL FACULTY DEVELOPMENT PROGRAMME:

A One week Online National Level Faculty Development Programme on the theme: "Suffering and Survival: The Role of Women during COVID19" was Organised by the Women's Cell, Golaghat Commerce College in Association with IQAC, Golaghat Commerce College from 7th to 12th September, 2020. The objective of the programme was to look into the COVID-19 Pandemic from a gendered lens. While all the vulnerable sections of society have faced unprecedented

challenges in the pandemic filled months, the problems have compounded for women. Experts from different arenas examined how the Corona virus mayhem has exacerbated existing inequalities in society. Participants shared their anecdotes on combat strategies, victories and losses.

Details of the Resource Person with the Topics of Discussion:

DAY1: Ms. Rahimunnisa Begum, M.Com, LLM, M.HRM, Advocate and Academician, Vishakhapatnam, Andhra Pradesh, India. Topic Discussed: "Domestic Abuse and Violence during COVID19 Lockdown: Legal Safeguards."

DAY 2: Prof. Alpana Borgohain, M.A, PhD, Department of Women's Studies, Gauhati University, Assam, India. Topic Discussed: "COVID 19 and Frontline Women Health Workers."

DAY 3: Prof. Daisy Bora Talukdar, M.A, PhD, Department of Education, Dibrugarh University, Dibrugarh, Assam, India. Topic Discussed: "Covid-19 and Persons with Disability: New Perspectives in Gender Research"

DAY4: Prof. Swapnali Borah, MSc, PhD, HOD, Family Resource Management, Central Agricultural University, Tura, Meghalaya, India. Topic Discussed: "Impact of Sedentary Behaviour in terms of Physiological and Psychological Stress"

DAY 5: Mrs. Yasmin Khan, M.A, Associate Professor and HOD, Department of English, CKB College, Teok, Jorhat, Assam, India. Topic Discussed: "Psychological Impact of Covid-19 on Women and Girls".

DAY 6: Dr. Nupur Kohli, Healthcare Leader, Advisor, Speaker, Author, UNICEF NL-Supervisory Board, Curator WEF Global Shapers Ams, (Med) Doctor, The Randstad, Netherlands. Topic Discussed: "Work Life Balance: Women vs. The Pandemic".

There were a total number of 57 participants including, the outstation participants, the teachers of the organising college, the women's cell members and the organising committee members.

2. CELEBRATION OF INTERNATIONAL WOMEN'S DAY, 2021

Keeping up with its tradition, the college celebrated The International Women's Day, 2021 on 8th March at the Rana Tamuly Memorial Auditorium of the college. The event started with

gifting of two decorative plants namely- "AGLAONEMA" and "ARECA PALM" including two plant containers, for the beautification of the college campus. The special attractions of the programme were a Talk on the Theme of Women's Day, 2021 "CHOOSE TO CHALLENGE" by the invited Resource Person, Mr. Arindam Bora, Assistant Professor, Department of Economics, Golaghat Commerce College

Dr. Utpal Sarma, Principal of the college felicitated the Women's Cell members namely Dr. Nabami Gogoi, Mrs. Junti Duarah, Dr. Dipali Gogoi, Dr. Rinki Das and Ms Reema Baruah for their academic, societal and extra-curricular contributions.

3. NEWSLETTER LAUNCH:

The first volume (I) of the Annual Newsletter of Women's Cell, Golaghat Commerce College titled "INFLUENCER" was published and released on the International Women's Day, 8th March, 2021 by the Principal of the college, Dr. Utpal Sarma. A digital version was also displayed on its releasing day. The goal of this initiative is to document the annual activities of Women's Cell and to spread awareness among the public.

| 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 | https://golaghatcommercecollege.org/other-facilities/ |

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

B. Any 3 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

Solid Waste Management: To achieve effective waste management, the college ensures that solid waste is segregated at source as bio degradable and non-degradable. Dustbins are placed at all departments and corridors for disposal of dry wastage. The institution has one RCC tank for storing solid non-degradable waste and every week the Golaghat Municipal Board official van collects the whole waste from the tank and disposes them at the landfill site authorized by the Municipality. Solid waste in the form of dried leaves, vegetable waste etc. is dumped in the compost pit. The composted manure is used for gardening and agriculture. Some biodegradable wastes are converted in the vermicomposting unit to fertilizer. The paper waste produced from departments, library, examination office, administrative offices, hostels, are disposed through vendors. The wastes are properly stacked in designated place and later disposed through vendors for proper waste management. The college have been encouraging use of digital medias to reduce usage of paper. The college has taken measures to reduce plastic pollution on campus, with a particular focus on the reduction and elimination of plastic bottles, single-use plastic bags etc. Every year World Environment Day is celebrated to encourage awareness and environmental protection.

Liquid Waste Management: Liquid waste in the college generated from canteen, hostels and residential quarters are managed through proper drainage system and sewers. The college do not have any sewage treatment plant yet.

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | 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

C. Any 2 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

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | No File Uploaded |
| 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

E. None 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 | No File Uploaded |

| | |
|--|-----------------------|
| <p>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</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p> | D. Any 1 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 |

| |
|---|
| <p>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).</p> <p>Our state is a land of unity in diversity and that is why our institution and students respect different religion, language, dialect and culture. We consider the college as our second home and all faculties and students are treated as family members. We celebrate the cultural and linguistic diversity of the state in</p> |
|---|

different manners. The diversity of the state is reflected and celebrated at the Annual College Week through traditional dress competitions, traditional dance competitions, ethnic food preparing competitions etc. Through such activities, students get exposure to the rich cultural heritage of the state and learn to develop tolerance and harmony towards cultural, regional linguistic, communal socioeconomic and other diversities. This also creates an inclusive environment in the college and society.

| 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

India is a diverse country with different backgrounds viz, cultural, social, economic, linguistic and ethnic diversities governed and guided by the constitution irrespective of caste, religion race and sex. The Golaghat Commerce College sensitizes the students and employees about the constitutional obligations, value, rights, duties and responsibilities of citizens. The college also strives to inculcate the knowledge, values and skills necessary for sustaining one's life by providing an effective, accessible and affordable learning environment. The students are encouraged to participate in various programmes held in the college or other institutions. They are involved in cleanliness drives, environmental awareness programmes, health & sanitization camps, National Voters' day, Constitution Day and other experiential learning activities.

| File Description | Documents |
|--|-----------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | Nil |
| Any other relevant information | Nil |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,

C. Any 2 of the above

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

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

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

- a. Independence Day, 15th August 2020
- b. Constitutional Day, 26th Nov. 2020
- c. Republic Day, 26th January 2021
- d. National Productivity week, 12th to 18th February 2021
- e. International Women's Day, 8th March 2021
- f. Azadi Ka Amrut Mahotsav 12th March 2021
- g. International Pi Day, 14th March 2021
- h. World Environment Day 5th June, 2021
- i. International Yoga Day 21st June 2021

| 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. Campus Need - an initiative of IQAC

"Campus Needs" is a non-profit, self-supporting retail store that serves the diverse students, faculty, staff of Golaghat Commerce College. The store is operated and managed by the Internal Quality Assurance Cell (IQAC) of the college. The IQAC makes decisions on how to run the store, so it meets the requirements of all stakeholders. The Campus Store operation is self-supporting and prices on merchandise are set at a level sufficient to generate income to pay operational costs and purchase the merchandise. The store is open during college hours only.

Objective:

- The primary purpose of the store is to provide a cost-effective and efficient source for students to obtain the necessary tools of education, such as textbooks, course-related and reference materials, office supplies, uniform etc. stocks
- To cater to the students' reprography needs by offering photocopying and printing facilities for students. Binding and lamination facilities are made available to the students in order to complete their project works with ease.
- To sell locally manufactured items (ethnic food and handicraft) and promote local and budding entrepreneurs in Golaghat district.

Context:

The idea of a campus store was conceived to fulfil the needs of various educational resources within the campus. Golaghat Commerce College is located in a rural area and as such, a need was felt to have a campus shop which can meet the urgent requirements of stationery and reprography. The store serves as a substitute of outside market shops. For the convenience of all the students and members of the college, the products are sold at lesser rates than the market.

The Practice:

"Campus Needs" is a retail store and all the stationery, souvenir items, ethnic products etc. which are sold at the shop are purchased at bulk from whole sellers and distributors. MoUs have been signed with two business establishments to sell their goods at 25% less than that of the market price prevailing at the time of sale.

Evidence of Success:

Students, teachers and the college staff have been immensely benefitted by the services provided through this initiative. The sales increase during festive seasons as the college community are able to purchase festive items in the campus itself.

Problems Encountered and Resources Required:

The present location of the shop is not very convenient for the students and staff. A spacious and well-lit room in a better location is required to attract the students.

2. Centre for Tea Plantation Management

The "Centre for Tea Plantation Management", Golaghat Commerce College is a joint outcome of the efforts of The North Eastern Tea Association (NETA) and Golaghat Commerce College. The centre was formed to create highly trained personnel, trained in the Modern and Scientific Management techniques for the tea industry.

Objective:

- To address present day challenges faced by the Tea Industry of this region.
- To create highly trained personnel, trained in Modern and Scientific Management techniques equipped for the tea industry.

- To offer opportunities for small tea growers to start entrepreneurial ventures.

Context:

Assam is a tea hub which produces more than half of India's tea production. As one of the largest producers of tea, the state has ample scopes for the youths of the region to have a career in tea sector and secure lucrative positions in Tea companies or tea gardens, Tea broking houses and tea associations. The need of an educational centre was felt to train the local youths, equip them with requisite skills for employability and offer them diplomas.

The Practice:

The Centre offers one year course of Two Semesters and Graduates from any recognised Indian or Foreign University with good academic record can apply for the Course. The Curriculum includes:

- Factory And Production Management
- Principles of Management
- Plantation and Field Management
- Marketing Management
- Basics of Accountancy
- Communication Skill
- Classes, Field Visit and Internship

Evidence of Success

Many students after successful completion of the course have been placed in Tea Estates across Assam in managerial positions.

Problems Encountered and Resources Required

Being a self- financed centre, the source of revenue is generated from the enrolment of students. The centre at times faces financial constraints due to less enrolment of students. Moreover, no separate building is allotted to the centre.

| File Description | Documents |
|---|-----------|
| Best practices in the Institutional website | Nil |
| Any other relevant information | Nil |

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 vision of the institution is to create conscious, integrated and wholesome human beings who remain fixed to their goals and the ever changing values and perspectives 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 nobles and most disciplined manner. The institute has established its distinctive approach towards this comprehensive vision by modelling it in the form of service to the society by means of allowing students to organize events to develop their skill, entrepreneurship opportunities, ethical and human value development.

1. **Tea management course:** The College offers certificate course on tea management in association with North East Tea Association (NETA) where students acquire scientific and managerial skills required for the tea industry
2. **School adoption:** The College has adopted a primary school in a rural area within the district. Every month the NSS Volunteers and other students of the college take part in teaching the school children.
3. **Entrepreneurship Development:** The Entrepreneurship Career Guidance and Placement Cell actively works to offer career guidance to students and equip them with the necessary skills for various employments.

| 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. To organise Parents' Meet.
2. To organise Career Counselling and Personality Development

Programmes.

3. To organise ICSSR Sponsored National Seminar.
4. To conduct Awareness Programmes on Contemporary Issues.
5. To conduct Online Talks and Webinars.
6. To upgrade the College Website.
7. To renovate the College Library.
8. To develop ICT infrastructure.
9. To introduce add on certificate courses for the students.
10. To conduct Academic, Gender and Green Audits.
11. To set up Soil Testing Centre under Centre for Tea Plantation Management in the College.

NAAC