



YEARLY STATUS REPORT - 2021-2022

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	principalgcc1972@gmail.com
• Alternate e-mail	gccacademic21@gmail.com
• Address	JYOTINAGAR, 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 **pranjalpratimdutta@dibru.ac.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://golaghatcommercecollege.org/wp-content/uploads/2022/02/AQAR-2020-21.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/2022/08/Scan-20-Aug-2022-2.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
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest I AAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.I o. of IQAC meetings held during the year 8

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- 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

- If yes, mention the amount

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

Submission of Self Study Report (2016-21) - 3rd cycle

Conduct of Two ICSSR Sponsored National Seminars

Publication of Research Promoter: A peer reviewed Journal sponsored by ICSSR

Preparation for NEP-2020 by formulating IDP-NEP 2020 and Conduct of National Webinar on NEP 2020

ICT augmentation

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
Preparation for NEP-2020	Formulated IDP-NEP 2020 and Conduct of National Webinar on NEP 2020
Preparation of Self Study Report	Submission of Self Study Report (2016-21) - 3rd cycle
Introducing more Add on Courses	5 more Add on Courses were introduced during the year making it a total of 21 approved courses from Dibrugarh University
Introducing more Post Graduation Courses	M.A. in Assamese was approved by Dibrugarh University on 16-6-2022
Increasing Honours Programmes	B.A. in Hindi (Honours) was approved by Dibrugarh University on 2-6-2022
Upgradation of Library	Library was upgraded to SOUL3.0
Publication of Research Promoter	Publication of Research Promoter: A peer reviewed Journal sponsored by ICSSR
ICT Augmentation	LCD Displays and Projectors were installed in more classroom, ICT enabled conference hall was made functional

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY	15/09/2022

14. Whether institutional data submitted to AISHE

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Name	Date of meeting(s)
GOVERNING BODY	15/09/2022
14. Whether institutional data submitted to AISHE	

Year	Date of Submission
2021	16/04/2022

15. Multidisciplinary / interdisciplinary

Golaghat Commerce College is a premiere Higher Education Institution in Golaghat district of Assam having multidisciplinary and interdisciplinary degree and post graduate programs. Founded in 1972, the college offers undergraduate, graduate and post-graduate programs with an emphasis on career-oriented learning that is firmly grounded in commerce and major in most of the subjects in Humanities. The striking feature of the institution is that the learners have always an easy access to the faculties dedicated to teaching. In tandem with the NEP, our faculty is engaged with the University in the framing of syllabi of newly introduced CBCS system. Moreover, different programs in connection with NEP have been organized in the institution.

16. Academic bank of credits (ABC):

It is hoped that through the implementation of NEP, students can avail a smooth Academic Bank of Credit (ABC) process on the courses offered by the college. The existing CBCS system has already enabled the learners for a smooth transition to a four-year Degree Course to be offered as per the provisions of NEP. The institution is going to create an ABC with the application of adequate software for the transfer of credits gained by the students. Students will also have multiple entry and exit option as per their requirement.

17. Skill development:

With the changing scenario a continuous effort has been given by the institution in order to thrive different skills of students. Being a premiere institution in the field of commerce the skill of the students is escalated by frequent interaction with industry experts, tax consultants and renowned alumni of the college. This enhances their preparedness for the world outside. Realising the importance of vocational and career-oriented education the college has introduced different add on courses like Cutting Knitting and Tailoring, Assamese DTP & Proof Reading, Diploma in Computer Education, Fundamentals of Stock Market, Geography in Tourism, Course in Self Defense, Studies in Theatre Art etc. that motivate the learners to opt for professional career in these subjects. In near future the institution is

planning to start vocational courses in collaboration with industry and corporate sector.

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

The curriculum being taught under CBCS system provide with learners an assiduous understanding of our rich cultural heritage, including its language, culture and knowledge system. NEP 2020 has focused on country wide impetus to write books in vernacular subjects and the institution has already stepped into it as the medium of teaching in the college is bi lingual. In order to instill a sense of rootedness of our Indian Culture the college conducts workshops, add on course on Yoga. The college boasts of a rich Medicinal Plant Garden which are named with both local and scientific names along with QR Code in order to make the learners understand the immense potential of all these plants. Moreover, to cherish and celebrate the cultural heritage of the region (NE Region) the institution has set up a museum where the varied culture of North East is displayed.

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

The Institution has already adopted Outcome Based Education (OBE) as the syllabi prescribed by the university under CBCS system is already in sync with the expectation of the program and the desired skills and knowledge to be inculcated in the learners. The institution is planning to organized workshops and faculty development programs in order to develop materials for OBE. Collecting data from the outcomes, like percentage of placement, opting higher studies and clearing different competitive exams, through feedback the institution tries to ascertain it's focus on OBE.

20.Distance education/online education:

The college offers courses in the regular mode as sanctioned by the university. The college is the study center for different post graduate courses offered by the university. There are two centers for distance education in the college- Krishna Kanta Handique State Open University (KKHSOU) that operates the graduate and post graduate courses and the Director of Distance Learning (DODL), Dibrugarh University for both graduate and post graduate courses. Advanced learners are encouraged to enroll in various online MOOC courses in NPTEL, Swayam,Udemy and Edx platforms. The majority of classrooms of the institute are Smart Classrooms with ICT enabled. The exploration of ICT tools has

enabled better content delivery, utilization of LMS system (such as google classrooms, zoom platform, webinars etc.) during the pandemic has helped both faculty and students to get familiarized with these tools. Classes are being conducted on Sundays and optimum facility is provided to the learners who are not enrolled in the regular mode, to utilize college resources. The digital library section, in the library, facilitates different online course materials and course related videos. In future the college is planning to design a few online courses through Learning Management System (LMS).

Extended Profile

1.Programme

1.1	296
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	642
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	200
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	308
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	43
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	50
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	44
4.2 Total expenditure excluding salary during the year (INR in lakhs)	42.99
4.3 Total number of computers on campus for academic purposes	110

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

The College is affiliated to Dibrugarh University and it follows syllabus, academic calendar framed by the university. The college prospectus is the threshold for the students to have a glimpse of the curriculum followed by the college. The college website and android application of the college are other sources through which

students can acquaint themselves with the curriculum.

At the beginning of each academic session, the curriculum concerning the departments has been discussed among the faculty members. On the basis of the allotted portion of the curriculum, concerned teachers chalk-out their respective 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 additional classes are also arranged by the concerned departments.

A proper routine with time and class allotment for the teachers is being followed both in odd and even semesters during each academic session. The routine also contains the Practical and Tutorial classes for better performance of the students.

Sessional examinations, group discussions, case study presentations are conducted as a part of internal assessment.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The college strictly adheres to the timeline of the academic calendar. Classes and tutorials are held regularly and completed timely in an academic session as per the academic calendar. An academic calendar is prepared for each academic session which is in tune with the academic calendar of the affiliating university to bring uniformity and timely completion of the syllabus. In-semester and end semester examinations and other relevant activities are also incorporated in the academic calendar.

A specific time in the academic calendar is dedicated for experiential learning activities such as field work, project work and excursions etc.

In every academic session, the college conducts in-semester examinations as per the academic calendar prepared. Other internal

assessment works, such as assignments, group discussions, case studies are also conducted following the academic calendar of the college.

Following the academic calendar, the college organizes different events and celebrates special days among teachers, students and other stakeholders. College conducts college week as per the academic calendar. The Students' Union election and other related activities are also conducted as per the academic calendar.

College Foundation day, observation of commemorative days are also earmarked in the Academic Calendar to encourage participation of the students and other stakeholders.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

9

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 - I umber 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)

15

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

462

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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 in the curriculum by making Environmental Science as a compulsory subject in the higher secondary and degree level.

Certain papers, such as Business Ethics and Social Responsibility, Auditing, Value Education, Educational Psychology include crosscutting issues such as Professional Ethics, Gender, Human values, morals and standards which help the teaching-learning process become more effective. Business Ethics and Social Responsibility paper in M. Com Programme provides important contents like importance of business ethics, values, norms and beliefs, moral standards, broader ethical issues in society like corruption, bribery, black marketing, corporate crime are included with some ethical thoughts of Gandhi, Vivekananda and JRD Tata.

Apart from these compulsory papers, the students who opt for NCC and NSS get ample scope to do practical things to develop human values, discipline and to work for protection of environment etc.

The college regularly organizes different field tours with the assistance of Departments of the college. Such tours are organized for making students aware about environmental issues in an around their localities. The college also annually observes the World Environment Day.

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

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

3

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 - I umber of students undertaking project work/field work/ internships

64

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	View File
Any additional information	No File Uploaded

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

A. Feedback collected, analyzed and action taken and feedback available on website

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

642

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

194

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 methodologies both at the institutional and departmental level to identify and address the needs of advanced learners and slow

learners. (1) Slow and Advanced learners are identified through different evaluation methods such as end-semester examination results, in-semester examination, presentations, class participation, home assignment etc. (2) Teachers of the college adopt both traditional and modern (ICT) methods of classroom teaching-learning. (3) Mentor-mentee programmes are developed for the students of each batch. (4) The teachers organize tutorial and remedial classes apart from regular scheduled classes. (6) English as well as Assamese are used as a medium of instruction. (7) For peer learning, advanced learners are encouraged to hold hands of slow learners. (8) Advanced learners are recommended books and study materials of advanced level to make academics more exigent and competent. (9) Incentives such as awards and prizes are provided by the college management as well as faculty members. (10) Encouraged to participate in various symposiums like quiz, poster presentation, seminars, inter college competitions etc. (11) During the COVID-19 lockdown, college has ensured the continuity of teaching-learning process through online mode such as Google Meet, Zoom, YouTube, Google Classroom, WhatsApp groups.

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

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

Number of Students	Number of Teachers
1280	43

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

(1) The teaching-learning process includes presentations, discussions, debates, assignments in the regular scheduled classes.

(2) For experiential learning, the teachers of the college

integrate experiential group activities such as group discussions, film screening, movie review, peer teaching, staging plays etc.

(3) Student seminars are conducted by all the departments which help students acquire extensive knowledge.

(5) Case Studies and Micro Teaching are incorporated in the teaching-learning process.

(6) Students are taken for field trips and study tours every year to boost experiential learning.

(7) Collaborative learning is endorsed through activities under various forums such as National Cadet Corps (NCC), National Service Scheme (NSS), Red Ribbon Club.

(9) Student participation in administration is an important initiative taken by the college.

(10) College has Smart Classrooms with projectors, audio-visual equipment and Wi-Fi connectivity.

(11) During the lockdown caused by Covid-19 pandemic, the college adopted online teaching by using digital tools like Google Classroom, Google Meet, Zoom, WhatsApp etc.

(12) By conducting cross-departmental classes, college has given importance on inter-disciplinary learning.

(13) Annual college week, freshers are held to enrich the extra-curricular activities and encourage participation among the students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

(1) College has smart classrooms. (2) The campus is Wi-Fi enabled and all the departments are ICT enabled. (3) All the teachers use laptops, smartphones and internet for enhancing the teaching-

learning process.

(4) The college is equipped with a language lab, a video conferencing hall and two Computer Labs having a total of 68 computers with internet connectivity.

(5) During the Covid-19 pandemic disruption, teachers adopted online teaching by using digital tools like Google Classroom, Google Meet, Zoom, WhatsApp etc.

(6) College library is fully automated and is equipped with INFLIBNET, N-LIST. Students can easily access e-books and e-journals through the college library.

(7) WhatsApp groups have been created to facilitate active, collaborative and independent learning beyond the classroom.

(8) Teachers shares e-content, study material, power point presentation with students through various digital platforms such as WhatsApp, Google Classroom, Email etc.

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 - I umber of mentors

43

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

43

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	View File

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

14

File Description	Documents
Any additional information	View File
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

430

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.

1. 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.

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

3. University guidelines mandated 20% marks for internal assessment and 80% marks for End-semester examination in Under Graduate course. For Post Graduate course internal assessment carries 40% marks and 60% marks for End-semester examination during every semester.

The college follows a continuous internal assessment system in which different tools such as objective tests, written tests, assignments, presentation, laboratory work, etc. suitable to the courses are employed.

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

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

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 determine different aspects of the evaluation process 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 sent to the University within stipulated timeframe.
2. Internal assessment marks are displayed in the college notice boards and website within 2 days of completion of assessment.
3. Grievances of students, if any, 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.

1. The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with

Dibrugarh University guidelines

2. Learning outcomes form an integral part of college vision and mission

3. The course objectives of each paper are mentioned in the syllabus and are available on the college website as well as University Website. Dibrugarh University has revised the syllabus of each paper and programmes for the implementation of the Choice Based Credit System (CBCS).

4. Under Choice Based Credit System, each programme and semester has courses comprising of Core, Discipline Specific Elective (DSE), Generic Elective (GE), Ability Enhancement Compulsory Course (AECC), Skill Enhancement Course (SEC). These courses have specific learning outcomes to make the learning student centric

5. Teachers orient the students on the learning objectives and outcomes at the beginning of the academic session and while starting each unit of the syllabus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Evaluation Process:

1. Throughout the semester college faculty evaluate the performance of student on each programme. Based on outcome remedial class is arranged for the slow learners.

2. Students are evaluated for 20% marks through internal assessment and 80% marks for End-semester examination in UG course.

3. For Post Graduate course internal assessment carries 40% marks and 60% marks for End-semester examination during every semester.

Methods of measuring attainment:

College uses direct methods to evaluate attainment of programme outcomes and course outcomes.

4. End Semester University Examination

5. Internal Assessment

6. Institutional Examination and Tests

7. Feedback Evaluation

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

308

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

2.7 - Student Satisfaction Survey

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

<https://golaghatcommercecollege.org/feedback/>

RESEARCH, INNOVATION 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 (IN R in Lakhs)**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (IN R in Lakhs)****Nil**

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****Nil**

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 constituted a research committee in 2015 to facilitate and monitor research activities in the college. The College publishes a peer reviewed journal "Research Promoter" sponsored by ICSSR since 2011.

2) **Employment, Career Guidance and Placement Cell (ECGPC):** ECGPC was established for collaborative activities in areas of training and to arrange field/industrial visits and campus interviews.

3) **Vermi Compost:** A Vermicompost plant is run and managed by the college to convert bio-waste materials from the college campus and nearby areas into nutrient rich organic fertilizer.

4) **Education and Geography Laboratory:** The College has well equipped laboratories for the Departments of Education and Geography having 168 equipment of 13 types and 87 equipments of 21 types respectively.

5) **Post Graduation in Commerce and Assamese (Regular) under Dibrugarh University**

6) **Centre for Tea Plantation Management:** The CTPM is a joint outcome of the efforts of The North Eastern Tea Association (NETA) and Golaghat Commerce College.

7) **MoU with Assam Startup – The Nest:** The College has joined hands with Assam Startup – The Nest through IIM Calcutta Innovation Park (IIMCIP) in March, 2021 which is the state incubation center at Guwahati.

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

3.2.2 - I umber 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

23

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)	View File

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

3

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

10

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

19

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 for the benefit of the neighbouring community and to sensitize students on social issues and their holistic development. The College provides opportunity to the students to translate their classroom knowledge into practical experience.

Some of the activities taken by the college are:

1. **Blood Donation, Vaccination, Free Healthand Financial Literacy Camps**
2. **Skill Development and Self Defence for Girls workshop:**
3. **Swachh Bharat Abhiyan: The NCC Boys & Girls, NSS Units of our college take up initiatives under Swachh Bharat Abhiyan**
4. **Access to college facilities: The College grants access to its road, stadium and playground to the public. The college has rented out its commercial space at subsidized rate to promote self-employment of the neighbouring community.**
5. **Free tuition classes: Students of the Department of English teach children at the neighbouring Janata LP School since 2019.**
6. **Career Counselling Workshops**
7. **Unnat Bharat Abhiyan: Under Unnat Bharat Abhiyan initiative of MHRD, Government of India the College has initiated the process of adopting five villages viz, Kaboru, Kachugaon, Bhoga Gaon, Cheleng Pothar Sapekhati and Bongaon.**

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

3.4.2 - I umber 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

1

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

3.4.3 - I umber of extension and outreach programs conducted by the institution through I SS/I CC/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 I GOs) during the year

3.4.3.1 - I umber of extension and outreach Programs conducted in collaboration with industry, community and I on- Government Organizations through I SS/ I CC/ Red Cross/ YRC etc., during the year

25

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 - I umber 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 I on- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

816

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 - I umber of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

13

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

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

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

9

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

II FRASTRUCTURE Aİ D LEARI İİ G 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 infrastructural and physical facilities of the college are provided around the different Buildings. The college has adequate classrooms, laboratories, and digital and other facilities for an effective teaching-learning process.

Classrooms Facilities:

1. 42 classrooms out of which 21 are equipped with LCD/TV/Projectors/Smartboards.
2. All the classrooms have Wi-Fi facilities to make the teaching-learning process effective.
3. Well-ventilated Classrooms and exam halls, provided with green/whiteboards, adequate furniture, and CC TV Cameras.
4. There are 02 Seminar/Conference halls.
5. 'Buniyad Bhawan' for KKHSOU programs.

Laboratory Facilities:

1. Two Computer laboratories
2. Education Laboratory with 168 number of equipment
3. Geography Laboratory with 87number of equipment
4. Language Laboratory
5. A Soil Testing Lab
6. A Commerce Lab is under construction

Computer Facilities:

1. A total of 110 computers are there in the college.
2. 04 Servers

Other Facilities:

1. Entrepreneurship Career Guidance and Placement Cell
2. Centre for Tea Plantation Management
3. A History Museum exists to promote cultural heritage
4. SEUJI- Vermicompost Project
5. First Aid Centre
6. Women's Hostel with 33 rooms and Boys' Hostel with 22 rooms
7. 49 CCTV Cameras
8. Separate rooms for NSS Unit and NCC Cadets
9. Mental Health, Wellness Counseling Centre

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

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

The institution has the following infrastructure facilities available for the conduct of games, sports, and cultural activities.

Sports Facilities:

The college playground has been used by the students and the hostel borders regularly for playing various outdoor games. Apart from the athletics and individual events, the institution has facilities for Kabaddi, Kho Kho, Football, Volleyball, Cricket, Handball, Athletics, Tug of War, etc.

1. The college has a spacious indoor stadium which has the facility for playing indoor games and Yoga practices. It also has two Synthetic Badminton Courts and a Multigym.
 2. The indoor games like Chess, Carrom, Table tennis etc. are mostly held within the college campus.
1. One fully air-conditioned auditorium (size: 4800 sq. ft.) provided with minimum electricity consumption strategies.
 2. An Open-air stage to arrange various functions and competitions.
 3. A Concrete Open-air stage is under construction.

Gymnasium:

1. 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.

Yoga:

1. A Yoga Centre is run under the supervision of the Physical Instructor in indoor stadium. It offers training sessions to 50 students on an average

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

4.1.3 - I umber of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**23**

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)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (II R in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (II R in lakhs)****18.79**

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)

Chinta Taranga Chara', the Library of Golaghat Commerce College is a spacious and well-ventilated library

1. The library has 10 numbers of journals, 5 subscribed E-journals and membership of N-LIST
2. The library fulfills the need of researchers, teachers, students and other staff members of the college community apart from catering to the needs of external users
3. The library has sections like processing, periodicals, reference, reprography, circulation and digital library service
4. The library has a capacity of around 96 users (76 for students and 20 for teachers)
5. There is a well-equipped separate section to access digital resources. This section has 11 numbers of updated computers with internet facilities.
6. It is fully automated using SOUL 3.0. All books are marked, classified and advantageously placed on the racks
7. The Library Stock Verification Process and weeding out of old/unused/damaged books/journals/magazines is carried out annually
8. The library committee looks after each and every aspect of the library and reports to the principal of the college. The members of the committee periodically check the purchase and disposal of books and recommend the necessary actions to be taken by the librarian
9. Library Award is provided to the "Best reader" annually
10. The library has digital entry/exit registers
11. The library has attached washroom facility

ILMS Software SOUL-3.0

1. Name of the ILMS software: SOUL
2. Nature of automation: Fully
3. Version: 3.0
4. Year of automation SOUL: 2016

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

4.2.2 - The institution has subscription for the A. Any 4 or more of the above following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

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

0.28

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 - I₹ umber 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 - I₹ umber of teachers and students using library per day over last one year

19

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

1. Internet connection bandwidth has been upgraded to 50 Mbps on 19-4-2021, as necessitated to support the all-round digitization of the institute
2. 21 ICT- enabled classrooms
3. Learning management systems like Google Classroom, YouTube channel "Golaghat Commerce College Official Channel"
4. The College has its own mobile application which is available in the Play Store
5. The admission procedure has been shifted to online in the year 2017-2018
6. The college has curated a web portal (golaghatcc.webdcl.com) maintained by Adroit DigiSoft Solutions Pvt. Ltd.
7. Different official WhatsApp Groups for official in-house communication.
8. Biometric attendance system for employees.
9. Online UPS provision for power back-up.
10. A service provider (GKD 619) has been entrusted to design and customize college website and mobile app.
11. A Computer lab equipped with a wide range of licensed system software and application software
12. The institute has total 110 computers
13. The College has BSNL Fiber internet connection and is used to provide Wi-Fi internet access
14. College also has a lease line connection provided by BSNL
15. All the departments of the college have maintained academic and administrative reports in the digital form and displayed in the website with IQAC initiative

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

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	View File
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	View File

4.4 - Maintenance of Campus Infrastructure

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

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

23.92

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.

The College has well-defined policies and procedures for the maintenance and optimum utilization of infrastructural, academic, and support facilities. These policies are implemented with the due approval of the Governing Body.

The College Development Committee in cooperation with the IQAC oversees the maintenance and upkeep of infrastructural, academic, and support facilities.

The following Cells and Committees are operational in the Institution to execute various activities for the maintenance and utilization of resources:

- Academic Development Committee
- Purchase Committee
- Construction Committee
- Library Monitoring Committee
- Canteen Supervising Committee
- Hostel Management Committee
- Campus Beautification Committee
- Women's Cell
- Waste Management Committee
- Green Audit Committee
- Gender Audit Committee, etc.

All the above-mentioned cells and committees have specific defined rules, regulations, and policies which are clearly mentioned in the Maintenance Handbook, notified in the college website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://golaghatcommercecollege.org/wp-content/uploads/2022/07/HANDBOOK-OF_compressed.pdf

STUDENT SUPPORT AND PROGRESSIO

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 - I umber of students benefited by scholarships and free ships provided by the Government during the year

61

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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 - I umber 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

8

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

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

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

242

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

242

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

File Description	Documents
Self-attested list of students placed	View File
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

23

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

1

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)	View File

5.3 - Student Participation and Activities

5.3.1 - I umber 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 - I umber 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.

13

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

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

The college has a Students' Union elected every year by holding election through ballot paper voting, filling nomination for the particular portfolio. The Students' Union is the elected body of

students' representatives. The students' Union election process follows Lyngdoh Commission report and as per UGC guidelines . The students elect the President, Vice President, General Secretary, Asst. General Secretary and Secretaries for Cultural, Debate, Games Minor and Major), Magazine, Social service, Common Room (Boys and Girls). The elected representatives assume responsibilities for various students' activities.

The activities of the Students Union include the following:

- Students' Union undertakes programs that promotes corporate, social and cultural life of the students and train them the duties and rights of citizenship.
- Ensuring the maintenance of cordial relations among all sections of students.
- Supporting the College administration in creating an atmosphere conducive to learning.
- Conducts sports and games competitions including the Annual College Week, inter-college competitions to develop a spirit of sportsmanship among students.
- Participates in Youth Festival held every year by the affiliating university.
- Participation in various activities like quiz, debates, group discussions held in other institutions.
- Bringing out the Annual College Magazine and wall Magazine.

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

5.3.3 - I umber 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 - I umber of sports and cultural events/competitions in which students of the Institution participated during the year

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

5.4 - Alumni Engagement

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

The College has a registered Alumni Association "Golaghat Commerce College Alumni Association" (GCCAA). It has been registered under the Registration of SOCIETIES ACT XXI OF 1860 (Registration No. : RS/GOLA/239/G/16 of 2022-2023).

Composition of the Alumni Association:

Sl. No.

Name

Designation

1

Mrs. Rakhi Dutta Saikia

President

2

Mr. Dadul Bhatta

Mr. Pradeep Bakliwal

Vice-President

3

Mr. Pranjal Bhattacharya

Secretary

4

Mr. Partha Pratim Phukan

Mr. Debasish Saha

Joint Secretary

5

CA Shravan Kr. Agarwal

Treasurer

6

Mr. Anupal Goswami

Mr. Sandip Kalita

Mr. Biswajit Gogoi

Mr. Manash Pratim Barua

Mr. Arindom Duarah

Executive Committee

7

Mr. Prodip Goswami

Mr. Bibekananda Sarma

Mr. Shankar Routh

Mr. Amrit Hazarika

Mr. Bhajanlal Jittani

Advisors

- Members of Alumni Association actively participate in various college activities. Regular annual meetings are held at the college campus.
- Several renowned alumni of our college help in linkages to provide employment avenues for our students
- MoUs were signed with business units owned by our Alumni to supply Stationery to Campus Needs which is an initiative of the IQAC, Golaghat Commerce College.
- IQAC of the college has alumni representatives.
- Few alumni have been serving as employees in the college both in teaching and non-teaching positions.

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

5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs (II R in Lakhs)

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

The college is dedicated towards the achievement of its vision and mission statement -

Vision: To create conscious, integrated and wholesome human beings who remain fixed to their goal and the ever changing values and perspective of life so as to enable them to work for sustainable and holistic development of the society with a view to meeting the challenges and opportunities of life in the noblest and most disciplined manner.

Mission:

- To cater to the academic and professional needs of the students through value based quality education
- To promote the marginalized students in order to uphold social equality
- To create ethical human capital in the form of globally competent entrepreneurs, professionals and enterprising citizens

Governance Policies

- The institution moves forward with a perspective plan focusing on all round development of the College.
- Stakeholder's participation in the Institutions functioning is focused in various Committees, Cells and Bodies.
- The Principal, as the Secretary convenes Governing Body meetings, teachers and staff meetings and meeting of departmental heads for discussion of matters pertaining to the College.

Teachers are appointed as Conveners and members of various Committees and Cells of the College.

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 adopts an inclusive approach considering decentralization and participative management as core mode of application.

- Statutory meetings are conducted at regular intervals to devise certain mechanisms to proceed towards the vision of the institution.
- Internal Quality Assurance Cell constantly guides and supervises all the departments, Cells and Committees of the college.
- The Heads of the Department look over all departmental

functions including the execution of the Teaching Plans.

- A number of Committees & Cells have been constituted to look after the planning and execution of various activities of the college.

Case Study- Formation of Examination Committees

An Examination Committee is formed during each session by the authority. This practice is followed for smooth conduct of in-semester examinations as well as end semester examinations. Separate Sub- Committees are constituted to efficiently conduct examinations of Undergraduate and Postgraduate Programmes. The sub- committee consists of both teaching and non-teaching staff for logistical support such as preparing time table (in-semester), 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/ Police Station, collection and disbursements of answer scripts to the University.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Keeping in view the vision and mission statements, the college actively involves in various aspects of institutional strategy making and planning process throughout the year.

Infrastructural Augmentation and Expansion

The college received the Rashtriya Uchchatar Shiksha Abhiyan (RUSA) Grant of Rs. 2 crores (in instalments) under Infrastructure Grants to Colleges, RUSA 1.0 for new construction work, renovation and new equipments. A Construction Committee was constituted after the sanctions of the grant. A RUSA Project Monitoring Committee was also constituted where representatives from the faculty members and Students' Union were incorporated. This entire sum, sanctioned in three installments was efficiently utilized through the new construction, extensive renovation, and purchase new equipments, which are as follows- ? RUSA building including

Digital Classroom and Conference Hall ? Renovation of College Auditorium (Rana Tamuly Memorial Auditorium) ? Upgradation of Library with ICT facilities ? Renovation of Hostels ? Purchase of Sports Equipments ? Purchase of Laboratory Equipments ? ICT Equipments ? Books and E-resources ? Renovation of Administrative Building ? Purchase of Gymnasium Equipments ? Installation of 2 Synthetic Badminton Courts ? Computer Laboratory The Institution successfully deployed its strategic plan regarding Infrastructure development through decentralization and participative management contributing to its overall development.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

The college runs under the appellation of Dibrugarh University- ? Governing Body (GB) is the apex policy making body, headed by a President. Principal is the Secretary of the Governing Body and other members include two nominees from the affiliating university (nominated by the Vice Chancellor), the Vice-Principal, two representatives from the teaching community (elected annually from amongst the faculty members), one from non-teaching staff, three parent/guardian members, one donor member, and the Librarian of the college. ? In the hierarchal ladder, the Governing Body is followed by the Principal and thereafter, the Vice Principal and IQAC which acts as the core body responsible for coordinating the academic, administrative and support services of the college. ? In the academic sphere, the hierarchy is headed by the Head of the Departments, followed by other faculty members. ? The administrative aspect also comprises of the office staff and other non-teaching staff who are continuously involved in the non-academic activities. ? The librarian and library staff are an intrinsic part of the organogram who contribute towards fulfilling the goals of the Institution. ? Students are considered to be the prime essence of the entire organogram.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The college is strongly committed to the overall well-being of both teaching and non-teaching employees of the institution. The college has implemented many welfare schemes to cater to various needs of the employees. These includes: ? Leave Benefits - Casual leave, Earned leave, Medical leave, Child Care leave and Maternity Leave. ? Monetary Benefits - Earned Leave, Group Insurance, Credit facility ? Other Benefits - Multi station Gymnasium, Indoor and Outdoor sports facility, Conduct of Awareness programmes, Training and orientation on use of ICT, First Aid box and Health Care facility , Wi-fi facility, Provision for printing and photocopy, Separate seating arrangement, Provision of well furnished separate departmental rooms, Separate washrooms, Provision of safe drinking water, Water Cooler facility, Adequate parking space, Library facility, Facility of a well furnished Teachers' Common Room, Provision of ramp rail, walker, screen-reading software and specialized washroom facility for differently abled employees, Day

Care Center facility, etc.

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

6.3.2 - I umber of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**6.3.2.1 - I umber of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year****0**

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

6.3.3 - I umber 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****5**

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - I umber 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

31

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 college takes initiatives for recruitment and promotion as per the guidelines of UGC and Directorate of Higher Education (DHE), Government of Assam. ? The Career Advancement Schemes (CAS) for promotion of the teachers and Librarian is subject to the Academic

Performance Indicator (API) criteria and Performance Based Appraisal System (PBAS) norms laid out in the UGC 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, which are followed by the college. ? The principal maintains Annual Confidential Report for teachers and submits the same to the Directorate of Higher Education as and when required. ? The Performance appraisal of non-teaching staff is subject to the rules and guidelines of the Government of Assam. ? A committee comprising of President (Governing Body), Principal and Vice- Principal monitors the performance and considers the promotional aspects of Non-teaching staff. ? The performance of the faculty members is also evaluated at regular intervals through feedback system. ? Every HOD and faculty maintains record of daily academic and other assigned duties in their respective diaries, periodically overviewed by the college authority. ? Maintenance of Service book.

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 College conducts internal and external financial audits regularly. The college has a two- tier audit system – ? The Internal Audit is conducted for every financial year by a reputed Chartered Accountant firm appointed by the college authority. On behalf of the Principal, the Head Accountant maintains the accounts of the funds. The internal audit report is placed before the Governing Body meeting for necessary approval. ? Internal audit includes the auditing of all the Government and Non-government funds including fees from self-financing courses. ? Internal Audit for the financial year 2021-022 has been initiated by the Institution. ? The External Audit (Government Audit) is carried out by the Directorate of Audit (Local Fund) Govt. of Assam. The Directorate of Audit (Local Fund) verifies the utilization of funds received from the Central Government, State Government and all other sources which includes grant received from UGC, NAAC, RUSA, Infrastructure Development Grants from Govt.

of Assam etc. ? The financial transactions that come under the purview of RUSA funding are also audited separately by RUSA, Assam.

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

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 (IN R in Lakhs)

145000

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

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

Sources of funds: The institution submits proposals to the UGC, RUSA and the State Government to meet the requirement of funds under various heads of expenses. The various sources from which funds are obtained/ generated include Government Funds and Non Government Funds. Resources available in the college are utilized in an optimal manner.

? Financial resources: Grants and funds are used for Infrastructure augmentation and maintenance of various physical and academic support facilities, conducting seminars, conferences, publication of the peer reviewed journal Research Promoter, Minor/Major Research projects, disbursement of salaries, conduct of different extension activities, remuneration and logistical support, green initiatives, etc. **? Material resources:** Classrooms/ Auditorium are utilized for holding classes, examinations & events, for holding recruitment examinations, meetings, training

programmes etc by Government and Non Government agencies, Indoor Stadium and Gymnasium Hub facilities are availed by students, staff, professional bodies as well as the local community, College playground and Library facilities are open to the neighboring community, Internet facility is optimally utilized by the faculty as well as students. ? Human resources: Apart from regular academic responsibilities, teachers are entrusted with a wide range of administrative functions and government assignments.

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

6.5 - Internal Quality Assurance System

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

IQAC has adopted several quality practices to contribute towards quality assurance and the overall development of the college. These include-

Audit process Academic and Administrative Audit: The IQAC takes the initiative of conducting AAA to maintain quality in the institution. The external committee nominated by Dibrugarh University visits each department and evaluates the performance of the teachers in group and in person. **Green Audit:** Green and Environment audit has been conducted by Rain Forest Research Institute (An Autonomous Body under Ministry of Environment, Forest and Climate Change, Government of India) Jorhat, Assam. **Energy Audit:** It has been conducted to review the electrical load of the college and the energy conservation measures adopted by the institution. **Gender Audit:** IQAC in association with Women's Cell has conducted an internal gender audit by constituting a Gender Audit Committee. **Promotion of Research** With regards to Promotion of Research, IQAC takes the following initiatives. ? Publish an ICSSR sponsored peer reviewed journal RESEARCH PROMOTER (ISSN2231-0193). ? A Research committee has been constituted in the College to promote research activities. ? Encourage teachers to inculcate research habits and practices amongst students. ? Organise National Seminars and Conferences, Faculty Development Program

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

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

Following the vision and mission of the College, IQAC ensures excellence in education through quality academic and co-curricular engagements. Two examples of institutional reviews and implementation of teaching learning reforms: 1. Conducting Internal and External Academic Audits: The performance of the departments is regularly measured through Internal and External Academic Audit. The Audit evaluates academic performance based on results, effective curriculum implementation, co-curricular activities and use of ICT-related pedagogical approaches. Each department analyses its SWOC, based on which, the IQAC advices Departments the measures for enhancing teaching-learning process. 2. Collecting feedback from stakeholders: The IQAC takes initiatives to collect feedback from stakeholders like students, teaching staff, employers and alumni to facilitate teaching-learning reforms. This helps in obtaining an unbiased and honest opinion about the institutional performance especially in academics. Student feedback of teachers is conducted regularly. A careful analysis of the feedback received is done and communicated to the teachers to enable them to enhance their teaching skills and their relationship with the students. Based on the outcome of the above two practices, IQAC, post accreditation, has been able to initiate a system for conscious, consistent and catalytic action for systematic reforms in teaching-learning process, structure, methodologies and learning outcomes.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); **A. All of the above**

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in I IRF any other quality audit recognized by state, national or international agencies (ISO Certification, I BA)

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

II 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

The college is proactive in promoting gender equity and providing a safe, secure and supportive academic and work environment to everyone who fall within its jurisdiction including female teachers, non- academic staff and students. The following measures have been taken to promote gender equity and sensitization :

- Interactive sessions, talks, celebrations, workshops on gender related issues are organized by various departments and cell.**
- Female students participate and enroll in NCC and NSS wings of the college which help develop confidence and leadership qualities in them.**
- The college also offers various gender-inclusive vocational courses.**
- Legal experts are invited to create awareness on sexual harassment and the legal protections available for the**

victims of sexual harassment.

- Workshops and webinars on Life Skills and Coping Strategies are conducted to address exam-related anxiety and stress in general.
- A Security Personnel has been deployed at the main entrance to monitor people during the day.
- CCTV Cameras have been installed at specific locations to ensure round the clock campus surveillance.
- The college runs a Day Care Centre in the campus with the objective of providing day care facilities.

The College maintains a separate, well furnished common room for female students for healthy recreation and mutual contact.

File Description	Documents
Annual gender sensitization action plan	https://golaghatcommercecollege.org/wp-content/uploads/2022/12/7.1.1-Action-Plan-2021-22.pdf
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/wp-content/uploads/2022/12/7.1.1-Photos-of-Infrastructure-facilities.pdf

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

A. 4 or All 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

The following measures have been taken to dispose of waste of the campus:

Solid Waste Management:

- Separate colour coded dustbins have been placed at different locations throughout the campus for disposal of bio degradable and non-biodegradable wastage.
- The non-biodegradable waste generated from the college and hostels are collected by Golaghat Municipal Board garbage dispensing van.
- Biodegradable waste are converted in the Vermi Compost Plant to fertilizer.
- Paper waste are properly stacked in designated place and later disposed through vendors.
- Sanitary Napkin incinerators have been installed to ensure proper disposal of soiled sanitary napkins.
- The use of Single use plastic is banned in the campus. The college focuses on generating awareness on plastic pollution by organizing various awareness programmes.
- Flex used for publicity or as banner are disposed off properly and use of digital banner is encouraged.

Liquid Waste Management:

- Liquid waste in the college are drained to a deep soak pit.
- Waste water from RO units, water purifiers and water from rain water harvesting system is used in gardens and washrooms.

E-Waste Management:

- Electronic are timely disposed through an outsourcing agency.
- The college tries to control and minimize generation of E-waste by periodically checking computers and other electronic peripherals.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
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 **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the **A. Any 4 or all of the above**

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

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	View File
Any other relevant information	View File

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

A. Any 4 or all 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	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The college hosts students from diverse regional and cultural

backgrounds and hence takes measures to sensitize stakeholders on the importance of communal harmony, national integration and fraternity.

- The College Code of Conduct is available in the form of handbooks and has been uploaded on the institutional website. It is incumbent on all students, staff and other stakeholders, irrespective of their diversities to follow the college Code of Conduct.
- Diversity, equity, and inclusion are recognized as Core Values of the college that underscore all decisions and practices.
- The college strictly adheres to the statutory reservation policies in admission as well as recruitment process of the college.
- The UGC- mandated Equal Opportunity Cell of the College oversees the effective implementation of policies and programmes for disadvantaged groups.
- The cultural diversity of the state is reflected and celebrated at the Annual College Week and other cultural activities organized in the institution.
- The college celebrates National Festivals and important occasions such as Republic Day, Independence Day etc. every year to promote national integration.
- International Mother Language Day is observed annually on 21st February to promote multilingualism.

The college also organizes talks, workshops, film/documentary screenings and outreach programmes to promote communal harmony and tolerance.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

The College takes various initiatives to sensitize the students on ethical and constitutional responsibilities and mould them as better citizens of the country.

- **The Code of Conduct and Core Values woven into the culture of the college guide the students and employees to be responsible citizens.**
- **Initiatives have been taken to apprise students about various National Identities and Symbols. The Indian Tri-colour stands tall in front of the College which spreads the message of unity and integrity.**
- **The curriculum plays a significant role in the transmission of civic values and making students aware of their rights and responsibilities.**
- **Independence Day, Republic Day and other days of national importance are celebrated every year, students and staff are sensitized on their duties.**
- **The college celebrates International Mother Language Day to promote and popularize mother language among the students.**
- **Constitution Day is celebrated every year during the occasion of which, the college deliberates upon the Fundamental Duties and Rights of Indian citizens.**
- **Students also participate in various community development activities through NSS and NCC which inculcate the spirit of service among them.**

The college has made efforts to apprise students about yoga and its importance in developing a healthy lifestyle.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://golaghatcommercecollege.org/wp-content/uploads/2022/12/7.1.9-supporting-1.pdf
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

A. All of the above

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The college celebrates different commemorative days to recall the contribution of our leaders in building the nation and reflect on the significance of the day.

- **Independence Day and Republic Day are celebrated every year in a befitting manner. Students and teachers gather in the college premises for hoisting the national flag.**
- **International Day of Yoga is celebrated every year with the**

view of popularizing regular physical exercises in learners for a disciplinary lifestyle.

- Every year, the Women Cell organizes different programmes to mark the celebration of International Women's Day.
- The college celebrates International Mother Language Day to promote and popularize mother language among the students.
- World Environment Day is celebrated annually on 5th June and the students are encouraged to take action for the protection of the environment.
- National Unity Day or Rashtriya Ekta Diwas is celebrated on October 31 to mark the birth anniversary of Sardar Vallabhbhai Patel .
- On 26th November, Constitution Day is celebrated, during the occasion of which, the college deliberates upon the Fundamental Duties and Rights of the Indian citizens.
- Teacher's Day is celebrated every year in memory of Dr. Sarvepalli Radhakrishnan, and various departments organize programmes to honour the teachers for their contributions.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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.

Title of the Practice: Fostering Community Empowerment through Social Service

Objectives:

- To sensitize students, staff and stakeholders on social issues and inculcate the sense of civic responsibility and commitment in them.
- To develop student's potentials in acquiring value-based knowledge.
- To learn by developing practical solutions in consultation with the community.

Context:

Since its inception in 1972, Golaghat Commerce College has been sincerely invested in the progress and development of the local community . Through Social Service and Community Development practices, the college hopes to give back to the society and contribute to a culture of care, social coherence and progress.

Title of the Practice: Empowering Women: Laying Foundations for Better Society

1. Objectives

- To initiate discussions on deep rooted beliefs of gender bias and discrimination and promote gender-awareness within the college campus and beyond
- To impart skill based education to students through workshops and vocational courses

Context:

Golaghat Commerce College has accorded overriding priority on promoting gender parity and facilitating institutional support to empower young people. Various dimensions of women and children's lives, such as status, education and training, gender differentials in employment, health and nutrition, environment, housing, human rights have been the focus areas of activities undertaken in the year 2021-22.

File Description	Documents
Best practices in the Institutional website	https://golaghatcommercecollege.org/wp-content/uploads/2022/12/Best-Practice-I.pdf
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

Capacity Building through Skill Enhancement

Golaghat Commerce College believes that academic excellence can be achieved through a sustained, systematic approach focused on continuous enhancement of skills and capacity building. This objective is also in tune with New Education Policy, 2020 which has given due importance to vocational education, and capacity development to boost employability skills. The college has been taking initiatives to train the Teaching Faculty, Non-teaching Staff and students with new skills and knowledge.

Students: The college organized various programmes for developing soft skills to enable the students to choose their career as per their aspiration with excellent personal, interpersonal and social attributes. Language and Communication skill trainings were given to attain fluency and proficiency in professional communication and to meet the growing demand in the field of global communication.

Teachers and Non teaching Staff: For skill enhancement of teachers, initiatives were taken to keep them abreast with new technologies in frontier areas of teaching and research and make optimum use of ICT in teaching-learning. The college also took measures to give gain hands-on training to the office staff in operating new instruments, computers, softwares like TALLY etc. to update their skills in office automation and handling of files.

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

The College is affiliated to Dibrugarh University and it follows syllabus, academic calendar framed by the university. The college prospectus is the threshold for the students to have a glimpse of the curriculum followed by the college. The college website and android application of the college are other sources through which students can acquaint themselves with the curriculum.

At the beginning of each academic session, the curriculum concerning the departments has been discussed among the faculty members. On the basis of the allotted portion of the curriculum, concerned teachers chalk-out their respective 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 additional classes are also arranged by the concerned departments.

A proper routine with time and class allotment for the teachers is being followed both in odd and even semesters during each academic session. The routine also contains the Practical and Tutorial classes for better performance of the students.

Sessional examinations, group discussions, case study presentations are conducted as a part of internal assessment.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The college strictly adheres to the timeline of the academic calendar. Classes and tutorials are held regularly and completed timely in an academic session as per the academic calendar. An academic calendar is prepared for each academic session which is in tune with the academic calendar of the affiliating university to bring uniformity and timely completion of the syllabus. In-semester and end semester examinations and other relevant activities are also incorporated in the academic calendar.

A specific time in the academic calendar is dedicated for experiential learning activities such as field work, project work and excursions etc.

In every academic session, the college conducts in-semester examinations as per the academic calendar prepared. Other internal assessment works, such as assignments, group discussions, case studies are also conducted following the academic calendar of the college.

Following the academic calendar, the college organizes different events and celebrates special days among teachers, students and other stakeholders. College conducts college week as per the academic calendar. The Students' Union election and other related activities are also conducted as per the academic calendar.

College Foundation day, observation of commemorative days are also earmarked in the Academic Calendar to encourage participation of the students and other stakeholders.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

A. All of the above

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 - I umber of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - I umber of Programmes in which CBCS/ Elective course system implemented	
9	
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 - I umber 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)	
15	
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 - I umber of students enrolled in Certificate/ Add-on programs as against the total	

number of students during the year	
462	
File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>Crosscutting issues such as climate change and environmental education are already incorporated in the curriculum by making Environmental Science as a compulsory subject in the higher secondary and degree level.</p> <p>Certain papers, such as Business Ethics and Social Responsibility, Auditing, Value Education, Educational Psychology include crosscutting issues such as Professional Ethics, Gender, Human values, morals and standards which help the teaching-learning process become more effective. Business Ethics and Social Responsibility paper in M. Com Programme provides important contents like importance of business ethics, values, norms and beliefs, moral standards, broader ethical issues in society like corruption, bribery, black marketing, corporate crime are included with some ethical thoughts of Gandhi, Vivekananda and JRD Tata.</p> <p>Apart from these compulsory papers, the students who opt for NCC and NSS get ample scope to do practical things to develop human values, discipline and to work for protection of environment etc.</p> <p>The college regularly organizes different field tours with the assistance of Departments of the college. Such tours are organized for making students aware about environmental issues in an around their localities. The college also annually observes the World Environment Day.</p>	

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

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

3

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

64

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	A. All of the above
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institution from the following stakeholders Students Teachers Employers Alumni	
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	View File
Any additional information	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
642	
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	
194	

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 methodologies both at the institutional and departmental level to identify and address the needs of advanced learners and slow learners. (1) Slow and Advanced learners are identified through different evaluation methods such as end-semester examination results, in-semester examination, presentations, class participation, home assignment etc. (2) Teachers of the college adopt both traditional and modern (ICT) methods of classroom teaching-learning. (3) Mentor-mentee programmes are developed for the students of each batch. (4) The teachers organize tutorial and remedial classes apart from regular scheduled classes. (6) English as well as Assamese are used as a medium of instruction. (7) For peer learning, advanced learners are encouraged to hold hands of slow learners. (8) Advanced learners are recommended books and study materials of advanced level to make academics more exigent and competent. (9) Incentives such as awards and prizes are provided by the college management as well as faculty members. (10) Encouraged to participate in various symposiums like quiz, poster presentation, seminars, inter college competitions etc. (11) During the COVID-19 lockdown, college has ensured the continuity of teaching-learning process through online mode such as Google Meet, Zoom, YouTube, Google Classroom, WhatsApp groups.

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

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

Number of Students	Number of Teachers
1280	43

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

- (1) The teaching-learning process includes presentations, discussions, debates, assignments in the regular scheduled classes.
- (2) For experiential learning, the teachers of the college integrate experiential group activities such as group discussions, film screening, movie review, peer teaching, staging plays etc.
- (3) Student seminars are conducted by all the departments which help students acquire extensive knowledge.
- (5) Case Studies and Micro Teaching are incorporated in the teaching-learning process.
- (6) Students are taken for field trips and study tours every year to boost experiential learning.
- (7) Collaborative learning is endorsed through activities under various forums such as National Cadet Corps (NCC), National Service Scheme (NSS), Red Ribbon Club.
- (9) Student participation in administration is an important initiative taken by the college.
- (10) College has Smart Classrooms with projectors, audio-visual equipment and Wi-Fi connectivity.
- (11) During the lockdown caused by Covid-19 pandemic, the college adopted online teaching by using digital tools like Google Classroom, Google Meet, Zoom, WhatsApp etc.
- (12) By conducting cross-departmental classes, college has given importance on inter-disciplinary learning.

(13) Annual college week, freshers are held to enrich the extra-curricular activities and encourage participation among the students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

(1) College has smart classrooms. (2) The campus is Wi-Fi enabled and all the departments are ICT enabled. (3) All the teachers use laptops, smartphones and internet for enhancing the teaching-learning process.

(4) The college is equipped with a language lab, a video conferencing hall and two Computer Labs having a total of 68 computers with internetconnectivity.

(5) During the Covid-19 pandemic disruption, teachers adopted online teaching by using digital tools like Google Classroom, Google Meet, Zoom, WhatsApp etc.

(6) College library is fully automated and is equipped with INFLIBNET, N-LIST. Students can easily access e-books and e-journals through the college library.

(7) WhatsApp groups have been created to facilitate active, collaborative and independent learning beyond the classroom.

(8) Teachers shares e-content, study material, power point presentation with students through various digital platforms such as WhatsApp, Google Classroom, Email etc.

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

43

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

43

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	View File

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

14

File Description	Documents
Any additional information	View File
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 - I umber 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

430

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.

1. 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.

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

3. University guidelines mandated 20% marks for internal assessment and 80% marks for End-semester examination in Under Graduate course. For Post Graduate course internal assessment carries 40% marks and 60% marks for End-semester examination during every semester.

The college follows a continuous internal assessment system in which different tools such as objective tests, written tests, assignments, presentation, laboratory work, etc. suitable to the courses are employed.

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

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

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 determine different aspects of the evaluation process 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 sent to the University within stipulated timeframe.
2. Internal assessment marks are displayed in the college notice boards and website within 2 days of completion of assessment.
3. Grievances of students, if any, 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.

- 1. The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with Dibrugarh University guidelines**
- 2. Learning outcomes form an integral part of college vision and mission**
- 3. The course objectives of each paper are mentioned in the syllabus and are available on the college website as well as University Website. Dibrugarh University has revised the syllabus of each paper and programmes for the implementation of the Choice Based Credit System (CBCS).**
- 4. Under Choice Based Credit System, each programme and semester has courses comprising of Core, Discipline Specific Elective (DSE), Generic Elective (GE), Ability Enhancement Compulsory Course (AECC), Skill Enhancement Course (SEC). These courses have specific learning outcomes to make the learning student centric**
- 5. Teachers orient the students on the learning objectives and outcomes at the beginning of the academic session and while starting each unit of the syllabus.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Evaluation Process:

1. Throughout the semester college faculty evaluate the performance of student on each programme. Based on outcome remedial class is arranged for the slow learners.

2. Students are evaluated for 20% marks through internal assessment and 80% marks for End-semester examination in UG course.

3. For Post Graduate course internal assessment carries 40% marks and 60% marks for End-semester examination during every semester.

Methods of measuring attainment:

College uses direct methods to evaluate attainment of programme outcomes and course outcomes.

4. End Semester University Examination

5. Internal Assessment

6. Institutional Examination and Tests

7. Feedback Evaluation

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	
308	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil
2.7 - Student Satisfaction Survey	
2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)	
https://golaghatcommercecollege.org/feedback/	
RESEARCH, I I OVATIO I S A I D EXTE I SIO I	
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 (I I R in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (I I R in Lakhs)	
Nil	
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 - I umber 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	
Nil	
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	
<p>1) Research Committee: The College constituted a research committee in 2015 to facilitate and monitor research activities in the college. The College publishes a peer reviewed journal "Research Promoter" sponsored by ICSSR since 2011.</p> <p>2) Employment, Career Guidance and Placement Cell (ECGPC): ECGPC was established for collaborative activities in areas of training and to arrange field/industrial visits and campus interviews.</p> <p>3) Vermi Compost: A Vermicompost plant is run and managed by the college to convert bio-waste materials from the college campus and nearby areas into nutrient rich organic fertilizer.</p>	

4) **Education and Geography Laboratory:** The College has well equipped laboratories for the Departments of Education and Geography having 168 equipment of 13 types and 87 equipments of 21 types respectively.

5) **Post Graduation in Commerce and Assamese (Regular) under Dibrugarh University**

6) **Centre for Tea Plantation Management:** The CTPM is a joint outcome of the efforts of The North Eastern Tea Association (NETA) and Golaghat Commerce College.

7) **MoU with Assam Startup – The Nest:** The College has joined hands with Assam Startup – The Nest through IIM Calcutta Innovation Park (IIMCIP) in March, 2021 which is the state incubation center at Guwahati.

File Description	Documents
Upload any additional information	View File
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

23

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)	View File

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

3

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 - I umber of research papers per teachers in the Journals notified on UGC website during the year

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

10

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 - I umber 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

19

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 for the benefit of the neighbouring community and to sensitize students

on social issues and their holistic development. The College provides opportunity to the students to translate their classroom knowledge into practical experience.

Some of the activities taken by the college are:

1. Blood Donation, Vaccination, Free Healthand Financial Literacy Camps
2. Skill Development and Self Defence for Girls workshop:
3. Swachh Bharat Abhiyan: The NCC Boys & Girls, NSS Units of our college take up initiatives under Swachh Bharat Abhiyan
4. Access to college facilities: The College grants access to its road, stadium and playground to the public. The college has rented out its commercial space at subsidized rate to promote self-employment of the neighbouring community.
5. Free tuition classes: Students of the Department of English teach children at the neighbouring Janata LP School since 2019.
6. Career Counselling Workshops
7. Unnat Bharat Abhiyan: Under Unnat Bharat Abhiyan initiative of MHRD, Government of India the College has initiated the process of adopting five villages viz, Kaboru, Kachugaon, Bhoga Gaon, Cheleng Pothar Sapekhati and Bongaon.

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

3.4.2 - I umber 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

1

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

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/CC/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/ CC/ Red Cross/ YRC etc., during the year

25

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

816

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 - I umber of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year	
3.5.1.1 - I umber of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year	
13	
File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File
3.5.2 - I umber of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year	
3.5.2.1 - I umber of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year	
9	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File
II FRASTRUCTURE AĬ D LEARĬ Ĭ G 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 infrastructural and physical facilities of the college are provided around the different Buildings. The college has adequate classrooms, laboratories, and digital and other	

facilities for an effective teaching-learning process.

Classrooms Facilities:

1. 42 classrooms out of which 21 are equipped with LCD/TV/Projectors/Smartboards.
2. All the classrooms have Wi-Fi facilities to make the teaching-learning process effective.
3. Well-ventilated Classrooms and exam halls, provided with green/whiteboards, adequate furniture, and CC TV Cameras.
4. There are 02 Seminar/Conference halls.
5. 'Buniyad Bhawan' for KKHSOU programs.

Laboratory Facilities:

1. Two Computer laboratories
2. Education Laboratory with 168 number of equipment
3. Geography Laboratory with 87number of equipment
4. Language Laboratory
5. A Soil Testing Lab
6. A Commerce Lab is under construction

Computer Facilities:

1. A total of 110 computers are there in the college.
2. 04 Servers

Other Facilities:

1. Entrepreneurship Career Guidance and Placement Cell
2. Centre for Tea Plantation Management
3. A History Museum exists to promote cultural heritage
4. SEUJI- Vermicompost Project
5. First Aid Centre
6. Women's Hostel with 33 rooms and Boys' Hostel with 22 rooms
7. 49 CCTV Cameras
8. Separate rooms for NSS Unit and NCC Cadets
9. Mental Health, Wellness Counseling Centre

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

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

The institution has the following infrastructure facilities available for the conduct of games, sports, and cultural activities.

Sports Facilities:

The college playground has been used by the students and the hostel borders regularly for playing various outdoor games. Apart from the athletics and individual events, the institution has facilities for Kabaddi, Kho Kho, Football, Volleyball, Cricket, Handball, Athletics, Tug of War, etc.

1. The college has a spacious indoor stadium which has the facility for playing indoor games and Yoga practices. It also has two Synthetic Badminton Courts and a Multigym.
2. The indoor games like Chess, Carrom, Table tennis etc. are mostly held within the college campus.

1. One fully air-conditioned auditorium (size: 4800 sq. ft.) provided with minimum electricity consumption strategies.
2. An Open-air stage to arrange various functions and competitions.
3. A Concrete Open-air stage is under construction.

Gymnasium:

1. 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.

Yoga:

1. A Yoga Centre is run under the supervision of the Physical Instructor in indoor stadium. It offers training sessions to 50 students on an average

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

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

23

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)	View File

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

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

18.79

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)

Chinta Taranga Chara', the Library of Golaghat Commerce College is a spacious and well-ventilated library

1. The library has 10 numbers of journals, 5 subscribed E-journals and membership of N-LIST
2. The library fulfills the need of researchers, teachers, students and other staff members of the college community apart from catering to the needs of external users
3. The library has sections like processing, periodicals, reference, reprography, circulation and digital library service
4. The library has a capacity of around 96 users (76 for students and 20 for teachers)
5. There is a well-equipped separate section to access digital resources. This section has 11 numbers of updated computers with internet facilities.
6. It is fully automated using SOUL 3.0. All books are marked, classified and advantageously placed on the racks
7. The Library Stock Verification Process and weeding out of old/unused/damaged books/journals/magazines is carried out annually
8. The library committee looks after each and every aspect of the library and reports to the principal of the college. The members of the committee periodically check the purchase and disposal of books and recommend the necessary actions to be taken by the librarian
9. Library Award is provided to the "Best reader" annually
10. The library has digital entry/exit registers
11. The library has attached washroom facility

ILMS Software SOUL-3.0

1. Name of the ILMS software: SOUL
2. Nature of automation: Fully
3. Version: 3.0
4. Year of automation SOUL: 2016

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

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

A. Any 4 or more of the above

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

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

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

0.28

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

19

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

1. **Internet connection bandwidth has been upgraded to 50 Mbps on 19-4-2021, as necessitated to support the all-round digitization of the institute**
2. **21 ICT- enabled classrooms**
3. **Learning management systems like Google Classroom,**

YouTube channel "Golaghat Commerce College Official Channel"

4. The College has its own mobile application which is available in the Play Store
5. The admission procedure has been shifted to online in the year 2017-2018
6. The college has curated a web portal (golaghatcc.webdcl.com) maintained by Adroit DigiSoft Solutions Pvt. Ltd.
7. Different official WhatsApp Groups for official in-house communication.
8. Biometric attendance system for employees.
9. Online UPS provision for power back-up.
10. A service provider (GKD 619) has been entrusted to design and customize college website and mobile app.
11. A Computer lab equipped with a wide range of licensed system software and application software
12. The institute has total 110 computers
13. The College has BSNL Fiber internet connection and is used to provide Wi-Fi internet access
14. College also has a lease line connection provided by BSNL
15. All the departments of the college have maintained academic and administrative reports in the digital form and displayed in the website with IQAC initiative

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

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in

A. ? 50MBPS

the Institution	
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (IN R in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (IN R in lakhs)	
23.92	
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.	
<p>The College has well-defined policies and procedures for the maintenance and optimum utilization of infrastructural, academic, and support facilities. These policies are implemented with the due approval of the Governing Body.</p> <p>The College Development Committee in cooperation with the IQAC oversees the maintenance and upkeep of infrastructural, academic, and support facilities.</p> <p>The following Cells and Committees are operational in the Institution to execute various activities for the maintenance and utilization of resources:</p>	

- Academic Development Committee
- Purchase Committee
- Construction Committee
- Library Monitoring Committee
- Canteen Supervising Committee
- Hostel Management Committee
- Campus Beautification Committee
- Women's Cell
- Waste Management Committee
- Green Audit Committee
- Gender Audit Committee, etc.

All the above-mentioned cells and committees have specific defined rules, regulations, and policies which are clearly mentioned in the Maintenance Handbook, notified in the college website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://golaghatcommercecollege.org/wp-content/uploads/2022/07/HANDBOOK-OF_compressed.pdf

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

61

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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 - I umber 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
8	
File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
242	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
242	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

10

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

5.2.2 - I umber of students progressing to higher education during the year**5.2.2.1 - I umber of outgoing student progression to higher education****23**

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 - I umber 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 - I umber of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/I ET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year****1**

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)	View File

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.	
13	
File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File
5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)	
<p>The college has a Students' Union elected every year by holding election through ballot paper voting, filling nomination for the particular portfolio. The Students' Union is the elected body of students' representatives. The students' Union election process follows Lyngdoh Commission report and as per UGC guidelines . The students elect the President, Vice President, General Secretary, Asst. General Secretary and Secretaries for Cultural, Debate, Games Minor and Major), Magazine, Social service, Common Room (Boys and Girls). The elected representatives assume responsibilities for various students' activities.</p> <p>The activities of the Students Union include the following:</p> <ul style="list-style-type: none"> • Students' Union undertakes programs that promotes corporate, social and cultural life of the students and train them the duties and rights of citizenship. • Ensuring the maintenance of cordial relations among all 	

sections of students.

- Supporting the College administration in creating an atmosphere conducive to learning.
- Conducts sports and games competitions including the Annual College Week, inter-college competitions to develop a spirit of sportsmanship among students.
- Participates in Youth Festival held every year by the affiliating university.
- Participation in various activities like quiz, debates, group discussions held in other institutions.
- Bringing out the Annual College Magazine and wall Magazine.

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

15

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

5.4 - Alumni Engagement

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

The College has a registered Alumni Association "Golaghat Commerce College Alumni Association" (GCCAA). It has been

registered under the Registration of SOCIETIES ACT XXI OF 1860
(Registration No. : RS/GOLA/239/G/16 of 2022-2023).

Composition of the Alumni Association:

Sl. No.

Name

Designation

1

Mrs. Rakhi Dutta Saikia

President

2

Mr. Dadul Bhatta

Mr. Pradeep Bakliwal

Vice-President

3

Mr. Pranjal Bhattacharya

Secretary

4

Mr. Partha Pratim Phukan

Mr. Debasish Saha

Joint Secretary

5

CA Shravan Kr. Agarwal

Treasurer

6

Mr. Anupal Goswami

Mr. Sandip Kalita

Mr. Biswajit Gogoi

Mr. Manash Pratim Barua

Mr. Arindom Duarah

Executive Committee

7

Mr. Prodip Goswami

Mr. Bibekananda Sarma

Mr. Shankar Routh

Mr. Amrit Hazarika

Mr. Bhajanlal Jittani

Advisors

- Members of Alumni Association actively participate in various college activities. Regular annual meetings are held at the college campus.
- Several renowned alumni of our college help in linkages to provide employment avenues for our students
- MoUs were signed with business units owned by our Alumni to supply Stationery to Campus Needs which is an initiative of the IQAC, Golaghat Commerce College.
- IQAC of the college has alumni representatives.
- Few alumni have been serving as employees in the college both in teaching and non-teaching positions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded
5.4.2 - Alumni contribution during the year (IIR in Lakhs)	D. 1 Lakhs - 3Lakhs
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	
<p>The college is dedicated towards the achievement of its vision and mission statement -</p> <p>Vision: To create conscious, integrated and wholesome human beings who remain fixed to their goal and the ever changing values and perspective of life so as to enable them to work for sustainable and holistic development of the society with a view to meeting the challenges and opportunities of life in the noblest and most disciplined manner.</p> <p>Mission:</p> <ul style="list-style-type: none"> • To cater to the academic and professional needs of the students through value based quality education • To promote the marginalized students in order to uphold social equality • To create ethical human capital in the form of globally competent entrepreneurs, professionals and enterprising citizens <p>Governance Policies</p> <ul style="list-style-type: none"> • The institution moves forward with a perspective plan focusing on all round development of the College. 	

- **Stakeholder's participation in the Institutions functioning is focused in various Committees, Cells and Bodies.**
- **The Principal, as the Secretary convenes Governing Body meetings, teachers and staff meetings and meeting of departmental heads for discussion of matters pertaining to the College.**

Teachers are appointed as Conveners and members of various Committees and Cells of the College.

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 adopts an inclusive approach considering decentralization and participative management as core mode of application.

- **Statutory meetings are conducted at regular intervals to devise certain mechanisms to proceed towards the vision of the institution.**
- **Internal Quality Assurance Cell constantly guides and supervises all the departments, Cells and Committees of the college.**
- **The Heads of the Department look over all departmental functions including the execution of the Teaching Plans.**
- **A number of Committees & Cells have been constituted to look after the planning and execution of various activities of the college.**

Case Study- Formation of Examination Committees

An Examination Committee is formed during each session by the authority. This practice is followed for smooth conduct of in-semester examinations as well as end semester examinations. Separate Sub- Committees are constituted to efficiently conduct examinations of Undergraduate and Postgraduate Programmes. The sub- committee consists of both teaching and non-teaching staff for logistical support such as preparing time table (in-

semester), 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/ Police Station, collection and disbursements of answer scripts to the University.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Keeping in view the vision and mission statements, the college actively involves in various aspects of institutional strategy making and planning process throughout the year.

Infrastructural Augmentation and Expansion

The college received the Rashtriya Uchchatar Shiksha Abhiyan (RUSA) Grant of Rs. 2 crores (in instalments) under Infrastructure Grants to Colleges, RUSA 1.0 for new construction work, renovation and new equipments. A Construction Committee was constituted after the sanctions of the grant. A RUSA Project Monitoring Committee was also constituted where representatives from the faculty members and Students' Union were incorporated. This entire sum, sanctioned in three installments was efficiently utilized through the new construction, extensive renovation, and purchase new equipments, which are as follows- ? RUSA building including Digital Classroom and Conference Hall ? Renovation of College Auditorium (Rana Tamuly Memorial Auditorium) ? Upgradation of Library with ICT facilities ? Renovation of Hostels ? Purchase of Sports Equipments ? Purchase of Laboratory Equipments ? ICT Equipments ? Books and E-resources ? Renovation of Administrative Building ? Purchase of Gymnasium Equipments ? Installation of 2 Synthetic Badminton Courts ? Computer Laboratory The Institution successfully deployed its strategic plan regarding Infrastructure development through decentralization and participative management contributing to its overall development.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

The college runs under the appellation of Dibrugarh University-
? Governing Body (GB) is the apex policy making body, headed by a President. Principal is the Secretary of the Governing Body and other members include two nominees from the affiliating university (nominated by the Vice Chancellor), the Vice-Principal, two representatives from the teaching community (elected annually from amongst the faculty members), one from non-teaching staff, three parent/guardian members, one donor member, and the Librarian of the college. ? In the hierarchal ladder, the Governing Body is followed by the Principal and thereafter, the Vice Principal and IQAC which acts as the core body responsible for coordinating the academic, administrative and support services of the college. ? In the academic sphere, the hierarchy is headed by the Head of the Departments, followed by other faculty members. ? The administrative aspect also comprises of the office staff and other non-teaching staff who are continuously involved in the non- academic activities. ? The librarian and library staff are an intrinsic part of the organogram who contribute towards fulfilling the goals of the Institution. ? Students are considered to be the prime essence of the entire organogram.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance

A. All of the above

and Accounts Student Admission and Support Examination	
File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File
6.3 - Faculty Empowerment Strategies	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>The college is strongly committed to the overall well-being of both teaching and non-teaching employees of the institution. The college has implemented many welfare schemes to cater to various needs of the employees. These includes: ? Leave Benefits - Casual leave, Earned leave, Medical leave, Child Care leave and Maternity Leave. ? Monetary Benefits - Earned Leave, Group Insurance, Credit facility ? Other Benefits - Multi station Gymnasium, Indoor and Outdoor sports facility, Conduct of Awareness programmes, Training and orientation on use of ICT, First Aid box and Health Care facility , Wi-fi facility, Provision for printing and photocopy, Separate seating arrangement, Provision of well furnished separate departmental rooms, Separate washrooms, Provision of safe drinking water, Water Cooler facility, Adequate parking space, Library facility, Facility of a well furnished Teachers' Common Room, Provision of ramp rail, walker, screen- reading software and specialized washroom facility for differently abled employees, Day Care Center facility, etc.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File
6.3.2 - I umber of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year	

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File
6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year	
6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year	
5	
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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File
6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)	
6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the	

year	
31	
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	
<p>The college takes initiatives for recruitment and promotion as per the guidelines of UGC and Directorate of Higher Education (DHE), Government of Assam. ? The Career Advancement Schemes (CAS) for promotion of the teachers and Librarian is subject to the Academic Performance Indicator (API) criteria and Performance Based Appraisal System (PBAS) norms laid out in the UGC 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, which are followed by the college. ? The principal maintains Annual Confidential Report for teachers and submits the same to the Directorate of Higher Education as and when required. ? The Performance appraisal of non-teaching staff is subject to the rules and guidelines of the Government of Assam. ? A committee comprising of President (Governing Body), Principal and Vice- Principal monitors the performance and considers the promotional aspects of Non-teaching staff. ? The performance of the faculty members is also evaluated at regular intervals through feedback system. ? Every HOD and faculty maintains record of daily academic and other assigned duties in their respective diaries, periodically overviewed by the college authority. ? Maintenance of Service book.</p>	

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 College conducts internal and external financial audits regularly. The college has a two- tier audit system – ? The Internal Audit is conducted for every financial year by a reputed Chartered Accountant firm appointed by the college authority. On behalf of the Principal, the Head Accountant maintains the accounts of the funds. The internal audit report is placed before the Governing Body meeting for necessary approval. ? Internal audit includes the auditing of all the Government and Non- government funds including fees from self-financing courses. ? Internal Audit for the financial year 2021-022 has been initiated by the Institution. ? The External Audit (Government Audit) is carried out by the Directorate of Audit (Local Fund) Govt. of Assam. The Directorate of Audit (Local Fund) verifies the utilization of funds received from the Central Government, State Government and all other sources which includes grant received from UGC, NAAC, RUSA, Infrastructure Development Grants from Govt. of Assam etc. ? The financial transactions that come under the purview of RUSA funding are also audited separately by RUSA, Assam.

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

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 (II R in Lakhs)

145000

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

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

Sources of funds: The institution submits proposals to the UGC, RUSA and the State Government to meet the requirement of funds under various heads of expenses. The various sources from which funds are obtained/ generated include Government Funds and Non Government Funds. Resources available in the college are utilized in an optimal manner.

Financial resources: Grants and funds are used for Infrastructure augmentation and maintenance of various physical and academic support facilities, conducting seminars, conferences, publication of the peer reviewed journal Research Promoter, Minor/Major Research projects, disbursement of salaries, conduct of different extension activities, remuneration and logistical support, green initiatives, etc. ?

Material resources: Classrooms/ Auditorium are utilized for holding classes, examinations & events, for holding recruitment examinations, meetings, training programmes etc by Government and Non Government agencies, Indoor Stadium and Gymnasium Hub facilities are availed by students, staff, professional bodies as well as the local community, College playground and Library facilities are open to the neighboring community, Internet facility is optimally utilized by the faculty as well as students. ?

Human resources: Apart from regular academic responsibilities, teachers are entrusted with a wide range of administrative functions and government assignments.

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

6.5 - Internal Quality Assurance System

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

IQAC has adopted several quality practices to contribute towards quality assurance and the overall development of the college. These include-

Audit process Academic and Administrative Audit: The IQAC takes the initiative of conducting AAA to maintain quality in the institution. The external committee nominated by Dibrugarh University visits each department and evaluates the performance of the teachers in group and in person. **Green Audit:** Green and Environment audit has been conducted by Rain Forest Research Institute (An Autonomous Body under Ministry of Environment, Forest and Climate Change, Government of India) Jorhat, Assam. **Energy Audit:** It has been conducted to review the electrical load of the college and the energy conservation measures adopted by the institution. **Gender Audit:** IQAC in association with Women's Cell has conducted an internal gender audit by constituting a Gender Audit Committee. **Promotion of Research** With regards to Promotion of Research, IQAC takes the following initiatives. ? Publish an ICSSR sponsored peer reviewed journal **RESEARCH PROMOTER (ISSN2231- 0193)**. ? A Research committee has been constituted in the College to promote research activities. ? Encourage teachers to inculcate research habits and practices amongst students. ? Organise National Seminars and Conferences, Faculty Development Program

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

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

Following the vision and mission of the College, IQAC ensures excellence in education through quality academic and co-curricular engagements. Two examples of institutional reviews and implementation of teaching learning reforms: 1. Conducting Internal and External Academic Audits: The performance of the departments is regularly measured through Internal and External

Academic Audit. The Audit evaluates academic performance based on results, effective curriculum implementation, co-curricular activities and use of ICT-related pedagogical approaches. Each department analyses its SWOC, based on which, the IQAC advises Departments the measures for enhancing teaching-learning process. 2. Collecting feedback from stakeholders: The IQAC takes initiatives to collect feedback from stakeholders like students, teaching staff, employers and alumni to facilitate teaching-learning reforms. This helps in obtaining an unbiased and honest opinion about the institutional performance especially in academics. Student feedback of teachers is conducted regularly. A careful analysis of the feedback received is done and communicated to the teachers to enable them to enhance their teaching skills and their relationship with the students. Based on the outcome of the above two practices, IQAC, post accreditation, has been able to initiate a system for conscious, consistent and catalytic action for systematic reforms in teaching-learning process, structure, methodologies and learning outcomes.

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

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 I IRF any other quality audit recognized by state, national or international agencies (ISO Certification, I BA)

A. All of the above

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

II 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

The college is proactive in promoting gender equity and providing a safe, secure and supportive academic and work environment to everyone who fall within its jurisdiction including female teachers, non- academic staff and students. The following measures have been taken to promote gender equity and sensitization :

- **Interactive sessions, talks, celebrations, workshops on gender related issues are organized by various departments and cell.**
- **Female students participate and enroll in NCC and NSS wings of the college which help develop confidence and leadership qualities in them.**
- **The college also offers various gender-inclusive vocational courses.**
- **Legal experts are invited to create awareness on sexual harassment and the legal protections available for the victims of sexual harassment.**
- **Workshops and webinars on Life Skills and Coping Strategies are conducted to address exam-related anxiety and stress in general.**

- **A Security Personnel has been deployed at the main entrance to monitor people during the day.**
- **CCTV Cameras have been installed at specific locations to ensure round the clock campus surveillance.**
- **The college runs a Day Care Centre in the campus with the objective of providing day care facilities.**

The College maintains a separate, well furnished common room for female students for healthy recreation and mutual contact.

File Description	Documents
Annual gender sensitization action plan	https://golaghatcommercecollege.org/wp-content/uploads/2022/12/7.1.1-Action-Plan-2021-22.pdf
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/wp-content/uploads/2022/12/7.1.1-Photos-of-Infrastructure-facilities.pdf

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

A. 4 or All 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

The following measures have been taken to dispose of waste of the campus:

Solid Waste Management:

- Separate colour coded dustbins have been placed at different locations throughout the campus for disposal of bio degradable and non-biodegradable wastage.
- The non-biodegradable waste generated from the college and hostels are collected by Golaghat Municipal Board garbage dispensing van.
- Biodegradable waste are converted in the Vermi Compost Plant to fertilizer.
- Paper waste are properly stacked in designated place and later disposed through vendors.
- Sanitary Napkin incinerators have been installed to ensure proper disposal of soiled sanitary napkins.
- The use of Single use plastic is banned in the campus. The college focuses on generating awareness on plastic pollution by organizing various awareness programmes.
- Flex used for publicity or as banner are disposed off properly and use of digital banner is encouraged.

Liquid Waste Management:

- Liquid waste in the college are drained to a deep soak pit.
- Waste water from RO units, water purifiers and water from rain water harvesting system is used in gardens and washrooms.

E-Waste Management:

- Electronic are timely disposed through an outsourcing agency.
- The college tries to control and minimize generation of E-waste by periodically checking computers and other electronic peripherals.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
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	A. Any 4 or all of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File
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	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all 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	View File
Any other relevant information	View File
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all 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	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded
7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).	
The college hosts students from diverse regional and cultural backgrounds and hence takes measures to sensitize stakeholders on the importance of communal harmony, national integration and	

fraternity.

- The College Code of Conduct is available in the form of handbooks and has been uploaded on the institutional website. It is incumbent on all students, staff and other stakeholders, irrespective of their diversities to follow the college Code of Conduct.
- Diversity, equity, and inclusion are recognized as Core Values of the college that underscore all decisions and practices.
- The college strictly adheres to the statutory reservation policies in admission as well as recruitment process of the college.
- The UGC- mandated Equal Opportunity Cell of the College oversees the effective implementation of policies and programmes for disadvantaged groups.
- The cultural diversity of the state is reflected and celebrated at the Annual College Week and other cultural activities organized in the institution.
- The college celebrates National Festivals and important occasions such as Republic Day, Independence Day etc. every year to promote national integration.
- International Mother Language Day is observed annually on 21st February to promote multilingualism.

The college also organizes talks, workshops, film/documentary screenings and outreach programmes to promote communal harmony and tolerance.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

The College takes various initiatives to sensitize the students on ethical and constitutional responsibilities and mould them as better citizens of the country.

- The Code of Conduct and Core Values woven into the culture of the college guide the students and employees to be responsible citizens.**
- Initiatives have been taken to apprise students about various National Identities and Symbols. The Indian Tri-colour stands tall in front of the College which spreads the message of unity and integrity.**
- The curriculum plays a significant role in the transmission of civic values and making students aware of their rights and responsibilities.**
- Independence Day, Republic Day and other days of national importance are celebrated every year, students and staff are sensitized on the their duties.**
- The college celebrates International Mother Language Day to promote and popularize mother language among the students.**
- Constitution Day is celebrated every year during the occasion of which, the college deliberates upon the Fundamental Duties and Rights of Indian citizens.**
- Students also participate in various community development activities through NSS and NCC which inculcate the spirit of service among them.**

The college has made efforts to apprise students about yoga and its importance in developing a healthy lifestyle.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://golaghatcommercecollege.org/wp-content/uploads/2022/12/7.1.9-supporting-1.pdf
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

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The college celebrates different commemorative days to recall the contribution of our leaders in building the nation and reflect on the significance of the day.

- Independence Day and Republic Day are celebrated every year in a befitting manner. Students and teachers gather in the college premises for hoisting the national flag.**

- International Day of Yoga is celebrated every year with the view of popularizing regular physical exercises in learners for a disciplinary lifestyle.
- Every year, the Women Cell organizes different programmes to mark the celebration of International Women's Day.
- The college celebrates International Mother Language Day to promote and popularize mother language among the students.
- World Environment Day is celebrated annually on 5th June and the students are encouraged to take action for the protection of the environment.
- National Unity Day or Rashtriya Ekta Diwas is celebrated on October 31 to mark the birth anniversary of Sardar Vallabhbhai Patel .
- On 26th November, Constitution Day is celebrated, during the occasion of which, the college deliberates upon the Fundamental Duties and Rights of the Indian citizens.
- Teacher's Day is celebrated every year in memory of Dr. Sarvepalli Radhakrishnan, and various departments organize programmes to honour the teachers for their contributions.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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.

Title of the Practice: Fostering Community Empowerment through

Social Service

Objectives:

- **To sensitize students, staff and stakeholders on social issues and inculcate the sense of civic responsibility and commitment in them.**
- **To develop student's potentials in acquiring value-based knowledge.**
- **To learn by developing practical solutions in consultation with the community.**

Context:

Since its inception in 1972, Golaghat Commerce College has been sincerely invested in the progress and development of the local community . Through Social Service and Community Development practices, the college hopes to give back to the society and contribute to a culture of care, social coherence and progress.

Title of the Practice: Empowering Women: Laying Foundations for Better Society

1. Objectives

- **To initiate discussions on deep rooted beliefs of gender bias and discrimination and promote gender-awareness within the college campus and beyond**
- **To impart skill based education to students through workshops and vocational courses**

Context:

Golaghat Commerce College has accorded overriding priority on promoting gender parity and facilitating institutional support to empower young people. Various dimensions of women and children's lives, such as status, education and training, gender differentials in employment, health and nutrition, environment, housing, human rights have been the focus areas of activities undertaken in the year 2021-22.

File Description	Documents
Best practices in the Institutional website	https://golaghatcommercecollege.org/wp-content/uploads/2022/12/Best-Practice-I.pdf
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

Capacity Building through Skill Enhancement

Golaghat Commerce College believes that academic excellence can be achieved through a sustained, systematic approach focused on continuous enhancement of skills and capacity building. This objective is also in tune with New Education Policy, 2020 which has given due importance to vocational education, and capacity development to boost employability skills. The college has been taking initiatives to train the Teaching Faculty, Non-teaching Staff and students with new skills and knowledge.

Students: The college organized various programmes for developing soft skills to enable the students to choose their career as per their aspiration with excellent personal, interpersonal and social attributes. Language and Communication skill trainings were given to attain fluency and proficiency in professional communication and to meet the growing demand in the field of global communication.

Teachers and Non teaching Staff: For skill enhancement of teachers, initiatives were taken to keep them abreast with new technologies in frontier areas of teaching and research and make optimum use of ICT in teaching-learning. The college also took measures to give gain hands-on training to the office staff in operating new instruments, computers, softwares like TALLY etc. to update their skills in office automation and handling of files.

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	
<ol style="list-style-type: none"> 1. Preparation for adopting NEP 2020 2. Introducing and coordinating Skill Development Courses through Skill Development Centre 3. Introducing more Add on Courses 4. Increase number of collaborations with Industry 5. Upgradation of ERP 6. Functionalize Incubation Centre for Entrepreneurship and Innovation. 7. Strengthen community outreach activities through Unnat Bharat Abhiyan 	