SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

GOLAGHAT COMMERCE COLLEGE

JYOTI NAGAR, GOLAGHAT
785621

www.golaghatcommercecollege.org

Executive Summary

Introduction:

The Golaghat Commerce College, completing its 50 years of existence on 09th October, 2022, is a premiere institute of Commerce education in the district of Golaghat, Assam. Though the college was established with only commerce stream, it is now a full fledged college having both Arts and Commerce Stream. In consonance with its Vision and Mission the institution has been imparting quality education in Commerce and Arts to the students coming from different parts of the North East India. At present the college offers 02 Undergraduate Programmes, 02 Postgraduate Programmes and 01 Postgraduate Diploma course in regular mode. The college also offers 06 UG, 02 PG Diploma and 05 PG Programmes as Distance learning provision under Krishna Kanta Handiqui State Open University (KKHSOU) and DODL, Dibrugarh University. The college has adequate classrooms, laboratories, and other facilities for effective teaching-learning process. There are 42 classrooms out of which 21 are equipped with LCD/TV/Projectors/Smart boards. All the classrooms have Wi-Fi facilities to make teaching-learning process effective. There are 02 Seminar halls, 2 Computer Laboratories, an Education Laboratory, a Geography Laboratory, a Language Laboratory and a Soil Testing Lab. The college received the RUSA Grant of ₹ 2 crores under infrastructure grants to colleges.

The institution also runs a tea plantation management course which has been recognized as one of the best practices of the institute. The **Centre for Tea Plantation Management (CTPM**) was set up in 2016 with the vision of being a centre of education in the field of Tea Plantation Management.

The **Golaghat Commerce College Employees Thrift & Credit Co-operative Society Ltd.** which is yet another best practice of the college was set up to encourage the employees to save a part of their income. The proceeds of the income have been utilized for the welfare of the students.

The College Library '**Chinta Taranga Chara'** is a spacious and well-ventilated library which boasts of 9 numbers of journals, 5 subscribed E-journals and membership of N LIST. It is fully automated using SOUL 3.0. The institute has its own mobile application which is available in the Google Play Store.

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

SWOC

Institutional Strength :

- Started in 1972, Golaghat Commerce College is one of the premiere Commerce education institutions in the state of Assam and the goodwill acquired by the college over the years is a permanent strength.
- The institution has a very vibrant and academically oriented faculty.
- The college has PG courses in both Commerce stream and Arts stream.
- The college has Language Lab, Geography lab, Education Lab, Soil Testing Lab and video conferencing facility. It has Museum, fully automated Library, Rain Water Harvesting, Solar Energy, Multi Gym, Bio Gas, Day Care Centre, Mental Health and Wellness Centreand various facilities for Divyangjan.
- Well ventilated ICT enabled classrooms, seminar halls, conference hall, auditorium and library.
- Well maintained Botanical Garden with vegetables, medicinal, ornamental plants, provides aesthetic satisfaction.
- Cooperative and devoted teaching and nonteaching staff.
- The college has institutional subscription to plagiarism software WhiteSmoke.
- The college has registered Alumni Association.
- The alumni of the college serve in various capacities as entrepreneurs, advocates, academics, journalists, civil servants, writers, activists, political leaders and social workers.
- The college is registered underUnnat Bharat Abhiyan (UBA) programme of MHRD.

- The college constantly engages in community linkage programmes.

Institutional Weakness :

- Deterring socio-economic condition of the students comes on the way of their learning process.
- Limited academic flexibility since the institution is implementing university curriculum.
- No sanctioned post for gardener, night chowkidar etc. leads to rely on College funds.

Institutional Opportunity :

- College seeks to strengthen the quality of community outreach activities planned in collaborations with industries.
- Technology mediated teaching and learning offers opportunities for evolving flexible curriculum.
- To improve Add on courses and other post-graduation courses to make students confident and knowledgeable for getting placed.
- The college has collaborated with North Eastern Tea Association (NETA) and Assam Start-up - The Nest, an initiative of the Government of Assam to promote entrepreneurship and the growth of start-up culture in the state.
- The college publishes an ICSSR Sponsored Peer reviewed journal Research Promoter where students are encouraged to publish research articles on entrepreneurship and allied areas.
- Vocational Courses can be offered to enhance students' employability.

Institutional Challenge :

- Delay in sanctioning of vacant posts by the government is a hurdle.
- Often the students coming from vernacular background lack proper communication skills.
- Students are yet to have many choices of subjects as expected from the CBCS curriculum leads to getting admitted in the institution having more choices.
- Unemployment has become a threat to the traditional learning without having practical exposure in the curriculum. Students passing from the institution through general Arts and Commerce modes get limited employment opportunity.
- The full potential of Alumni is yet to be tapped so far as more developmental work is concerned.
- The college needs to introduce more skill-oriented programmes to cater to the social needs.
- Implementation of New Education Policy 2020.

Criteria wise Summary

Curricular Aspects :

- Golaghat Commerce College is a constituent college of Dibrugarh University and it follows the syllabus, academic calendar and guidelines framed by the university. However, the college has

adopted many distinctive academic practices within the established system. Proper routine with time and class allotment for the teachers is followed, teaching plans are prepared and academic diaries are maintained. Question bank is made accessible through the college website.

- The college has effectively implemented Choice Based Credit System (CBCS) in all undergraduate and Post Graduate Programmes.
- Experiential and participative learning is facilitated through excursion, field-study, projects, group discussions.
- Online video lectures are also conducted through the official YouTube Channel of the college. The college has an Android Mobile App for easy access to theimportant notifications and other relevant information.
- The college has introduced 52 Addon/ Certificate courses during assessment period.
- Feedback of the students, parents and other stakeholders are collected in each academic session to gauge the effectiveness of curriculum delivery. College has implemented an online feedback system among students, teachers, alumni and employers for collecting, analysing and taking corrective measures with regards to any shortcoming in curriculum delivery and other important issues relating to the college.
- Flexible teaching strategies are used without defying the timeline prescribed in the academic calendar of the college.
- Remedial classes are offered to slow learners.
- Crosscutting issues such as Professional Ethics, Gender, Human Values, Environment and Sustainability are embedded in the curriculum. Moreover, initiatives are taken to inculcate these values through field studies, talks, awareness programmes, celebration of commemorative days. Women's Cell, NSS, NCC Units etc. take measures to foster gender and other human values.

Teaching-learning and Evaluation :

- For constant academic enrichment Golaghat Commerce College has been adopting an interactive teaching-learning process. The students of the college have been increasingly performing better in the University exams, placement and higher education enrolment in the last five years.
- The college follows a well-administered and transparent procedure of admission which is done through a **completely online mode.**
- The average demand ratio during the last 5 years i**s 87.8%**
- The College enrolls students as per the approved sanctioned strength and followsreservation policies framed by Government of Assam.
- The faculty employ inclusive approaches to cater the needs of advanced and slow learners such as mentor-mentee programmes, classroom activities/interactions, remedial/tutorial sessions and peer learning.
- Webinars/seminars, guest lectures, projects, field visits and internships are organised to provide experiential learning and exposure to practical aspects.
- The college has been constantly upgrading the ICT infrastructure and most of the teachers use ICT facilities in the teaching-learning process along with traditional method.
- During the Covid-19 lockdown, faculty members used **Google classroom, Google meet, YouTube** and othere-resources to conduct classes. These practices have been continued even when lockdown were lifted.
- Average percentage of full time teachers against sanctioned posts during the last five years is 87.97%.

- Average percentage of full time teachers with Ph. D. during the last five years is 31.22%.
- Ratio of students to mentor during the academic year 2020-21 is 23:1
- Average teaching experience of full time teachers in the institution during the academic year 2020-21 is 9.9 years.
- The college follows a **continuous internal assessment system** in which different tools such as **objective tests, written tests, assignments, presentation, laboratorywork,** etc. suitable to the courses are employed.
- The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with Dibrugarh University guidelines
- To evaluate the attainment the Program Outcomes and Course Outcomes, the college regularly measure the performance of students through various methods such as End-semester examination, internal assessment, placement, feedback evaluation.
- Average pass percentage of Students during last five years is 61.89%.
- Online student satisfaction surveys regarding to teaching learning process are regularly conducted to improve the teaching learning student centric.

Research, Innovations and Extension :

- Dr. Pranjal Pratim Dutta is recognized as Ph.D. supervisor under Dibrugarh University and has 2 Ph.D scholars registered under him.
- 4 Assistant Professors were awarded Research grants under UGC during the assessment period.
- The College has an ICSSR Sponsored journal 'Research Promoter' having ISSN 2231 0193
- The College has a well defined Research Policy formulated by Research Committee (now Research and Development Cell)
- The College has a Vermi Compost Project through which Vermi Compost and Vermi Wash are sold under the brand "Seuji".
- The Post Graduate Diploma in Tea Plantation Management was introduced in the year 2016 by the Centre of Tea Plantation Management which is joint outcome of understanding between Golaghat Commerce College and North Eastern Tea Assocation.
- The College has a Soil Testing Laboratory under Centre for Tea Plantation Management which is open for all small tea growers and other farmers to test the quality of their soil.
- 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 for entrepreneurship development.
- The College has organized 49 Seminars, Workshops, Talks, Webinars, etc on Research Methodology, Entrepreneurship, Intellectual Property Rights and Skill Development.
- 11 Faculty Members have published in UGC Care and Scopus journals during the assessment period.
- 59 ISBN publications have been done by the faculty members during the assessment period.
- 64 Extension activities have been undertaken by the NSS Units, NCC (Boys & Girls), Women's Cell, ACTA Units and various cells and committees during the assessment period.
- The College has been awarded by Golaghat Election District, Government of Assam for generating awareness on Voter's Rights.
- The College has adopted Melamora High School as 'Partners in Progress'
- The College has conduct 18 activities under linkage programmes.
- The College has 23 functional MoUs with reputed institutions during the assessment period.

- Under Unnat Bharat Abhiyan initiative of MHRD,The College has initiated the process of adopting five villages viz, Kaboru, Kachugaon, Bhoga Gaon, Cheleng Pothar Sapekhati and Bongaon

Infrastructure and Learning Resources :

The college, established in 1972, is located in a rural area, with a **10-acre (16.133 Bighas)** campus providing a suitable academic ambiencefor both the students and faculty.

- **42 classrooms** out of which **21 are equipped with LCD/TV/Projectors/Smartboards**.
- **02 Seminar/ Conference Halls**
- All the classrooms have **Wi-Fi** facilities
- There are **05 laboratories** (Geography, Education, Commerce, Language and Soil Testing) and all are equipped with modern equipment.
- There are special provisions like **Day Care Centre for the employees, Reading Space, Rest room and Wash room for Divyangjan.**
- **32.50%** of the budget allocation is meant for **infrastructure augmentation**.
- The college has **110 computers and the student computer ratio is 11.59**
- The college has a **playground for outdoor sports like football, handball, kabaddi, kho-kho, cricket with a concrete cricket pitch** etc. and a**synthetic badminton court in the indoor stadium and spaces for other indoor games**.
- A **Multi-Gym and a Yoga Training Centre** is also functioning in the college.
- The college has **one well equipped auditorium** which is fully air-conditioned and an **open-air stage**facility to arrange various programmes.
- The *Chinta Taranga Chara* **Library**has two floors with a total area of **3421 sq ft. with more than 20,000 books.** The library is **fully automated with SOUL 3.0 and D-SPACE user softwares.**
- The library provides remote access to e-resources through its digital library andthe e-resources are mainly accessed through the platform of **INFLIBNET, N-LIST, e-shodhsindhu**, etc. Nearly **Rs.3,23,000/- is spent annually for the purchase of books and journals. The library functions from 9.00 a.m. to 5.00 p.m.**
- The college has curated a **web portal (golaghatcc.webdcl.com)** to facilitate the admission processes. The portal is maintained by **Adroit DigiSoft Solutions Pvt. Ltd.**
- A service provider **(GKD 619) has been entrusted to design and customize college website and mobile app.**
- **52.59% of** expenditure is incurred on **maintenance of infrastructure (physical facilities and academic support facilities.**
- The college has well established systems and procedures like **College Development Committee, Library Monitoring Committee, Building ConstructionCommittee,Purchase Committee** and others for monitoring and maintaining the physical infrastructure of the college.

Student Support and Progression :

The college believes that the institution Brand Equity is mainly generated by the Quality, Progression and Success of its students. Therefore, the college takes many proactive steps to help the students in their academic and other endeavours.

- On an average **58.2%** of the students get **scholarships and freeships from the Government** and **0.86 %** from **Non-Government Agencies**.
- The college give special focus on coaching for **competitive examinations, career counseling, soft skill development, remedial teaching, bridge courses and personal counseling**.
- The college has facilities like **Language Lab** and **Yoga Practicing Centre**.
- **Add-on CertificateCourses** are also available for the benefit ofthe students.
- Effective **Grievance Redressal** Mechanism is also in existence.
- The college has adopted zero tolerance policy for **ragging and sexual harassment.**
- The **placement of outgoing students** is also satisfactory. **23.14%** of outgoing students get placedand 33**.4%**of outgoing graduates goes to higher studies as well. Some of them get qualified in prestigious **competitive examinations like NET, SLET and State Govt. Examinations**etc.
- The student affairs are conducted strictly in accordance with the spirit of democracy. The Elected **Students' Union** takes lead in organising various Cultural and Sports events on the campus.
- **IQAC and many committees** have student representatives.
- **Students'Union** observes different International and National ImportantDays to develop a spirit of unity and integrity.
- Students actively participate with **NCC** and **NSS** units for welfare of the society.
- A good number of students have received recognition **in National and International level in Art, Culture, Games & Sports**. NCCstudents have been participating at **Republic Day Camp, RAJPATH Drill and Prime Minister's Rally** held at New Delhi.
- The institution has a vibrant **Registered Alumni Association** under Societies Registration Act XXlof 1860 which contributed dedicatedly to the development of the institution and in the form of providing employment avenues for our students, donation of books and furnishing of the college. MoUs were signed with business units owned by our Alumni according to which theysupply Stationery items to Campus Needs.
- Over the last five years **Alumni contributed a sum of Rs. 1,51,000.00/-**.

Governance, Leadership and Management :

- **The Governing Body** is the apex body with regard to all strategic matters relating to policy making. Principal, the secretary of Governing Body and IQAC ensures that the activities of the college aim at achieving the vision and mission of the college. The college ensures decentralisation and participative management at every realm. In this regard, along with entrusting the Heads of Departments with carrying on all academic activities smoothly, the College constitutes different Committees and Cells to carry on its operations.
- **A strategic plan** for five years is prepared and academic calendar is prepared in tune with the strategic plan.
- The college received grants from non-government bodies, Individuals, and alumni over a period of past five years.
- **E-governance measures** are adopted in admission, fee collection, attendance registry, examination registration and many others. Efforts are made to move towards paperless operations.
- The institution adopts effective welfare measures for the staff in various forms among which providing financial assistance in the form of loan facility has proved to be highly beneficial.
- The college has various statutory and non-statutory committees such as IIC, Grievance Redressal Committee, Anti-Ragging Committee, Internal Complaint Committee, Sexual Harassment Committee, Minority Cell, OBC cell, ST cell, Admission Committee, Examination Committee, and

Library Monitoring Committee etc.

- On an average 22 professional development or administrative programmes are organised for teaching and non-teaching staff.
- The Institution has adopted various audit processes like Academic and Administrative Audit, Gender Audit Practice, Green and Environment Audit, Energy Audit. The institution has a vibrant IQAC which initiates many innovative practices and reviews the teaching –learning process at periodic intervals, performance appraisal for teaching and noon-teaching staff.
- The college receives grant-in-aid from the State Government. It is the beneficiary of funds under ' Rashtriya Uchchatar Shiksha Abhiyan' (RUSA) scheme.
- Both Internal and External financial audits are being conducted by the Institution.
- Due to the effective functioning of the IQAC, significant participation are made in NIRF Ranking, AISHEI, Participation in Swachh Bharat Abhiyan, Result Analysis, curriculum feedback, Implementation of E-governance, etc.

Institutional Values and Best Practices :

- The college ensures Gender equity and sensitisation through continuous and sustained approaches focused on conversations on gender, awareness programmes on rights, counselling services and facilitating institutional support.
- Optimum power utilization is ensured through LED bulbs, power efficient ACs, motion sensor lights etc. The college has two 500 l capacity tanks for Rain water harvesting and other water conservation facilities such as borewell recharge, water tanks etc. Alternative sources of energy such as solar lights, biogas etc. contribute to building a sustainable environment. Quality audits such as green audits, energy audits, environmental audits have been undertaken.
- The practice of a strict no vehicle policy on Fridays helps in keeping pollution in check. E-Rickshaw service facility is provided to students. The institution has banned single-use plastic items. Greening of the college campus is achieved by planting and nurturing trees. Other green campus initiatives include plant donation drives, plantation programmes etc.
- A vermicomposting unit produces compost which is utilised for gardening and distributed to farmers. For E-Waste, MoUs have been signed with a waste management agency for disposal.
- The institution has a disabled-friendly, barrier-free environment with ramps, washrooms, signages including lights, display boards and provision for enquiry and information.
- The college nurtures an ambience of inclusivity and celebrates cultural, regional, linguistic, socioeconomic diversities.
- National Festivalsand important occasions are celebrated. Students, teachers and staff adhere to the code of conduct, monitored by IQAC supported by Anti Ragging Committee, Grievance Redressal Committee, Internal Complaint Committee. 24 programmes on professional ethics have been organised.
- The college has adopted best practice Centre for Tea Plantation Management (CTPM) which has been producing technically qualified and professionally competent personnel for the tea estates and allied sectors.The second best practice,Golaghat Commerce College Employees' Thrift & Credit Co-operative Society Ltd. has been able to promote saving habits and has made significant contribution in improving the socioeconomic conditions of its members.
- Golaghat Commerce College's institutional distinctiveness lies in promoting entrepreneurial education. The college nurtures a learning environment that equips students with functional knowledge, attitudes and skills that define entrepreneurial competence.

Profile

BASIC INFORMATION

Name and Address of the College	
Name	GOLAGHAT COMMERCE COLLEGE
Address	Jyoti Nagar, Golaghat
City	Golaghat
State	Assam
Pin	785621
Website	www.golaghatcommercecollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Utpal Sarma	03774-285065	9435935234	-	pcomm_glt@bsnl.in
IQAC / CIQA coordinator	Pranjal Pratim Dutta	-	9435053370	-	iqacgcc2015@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	09-10-1972

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Assam	Dibrugarh University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	11-12-1986	View Document
12B of UGC	11-12-1986	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No

Is the College recognized for its performance by any other governmental agency?	No	

Location and Area of Campus

Campus Type	Address	Location *	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Jyoti Nagar, Golaghat	Rural	10	21050

ACADEMIC INFORMATION

Details of Programs Offered by the College (Give Data for Current Academic year)						
Program Level	Name of Program/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Assamese	36	HS	Assamese	250	0
UG	BA,Assamese	36	HS	Assamese	350	0
UG	BA,Assamese	36	HS	Assamese	60	59
UG	BA,English	36	HS	English	350	0
UG	BA,English	36	HS	English	30	21
UG	BCom,English	36	HS	English	250	0
UG	BCom,Economics	36	HS	English,Assamese	250	0
UG	BA,Economics	36	HS	English,Assamese	350	0
UG	BA,Economics	36	HS	English,Assamese	30	24
UG	BA,Education	36	HS	English,Assamese	50	49
UG	BA,Education	36	HS	English,Assamese	350	0
UG	BA,History	36	HS	English,Assamese	350	0
UG	BA,History	36	HS	English,Assamese	60	60
UG	BA,Geography	36	HS	English,Assamese	350	0
UG	BA,Geography	36	HS	English,Assamese	60	53
UG	BA,Political Science	36	HS	English,Assamese	350	0
UG	BA,Political Science	36	HS	English,Assamese	60	53
UG	BCom,Accountancy	36	HS	English,Assamese	250	0
UG	BCom,Accountancy	36	HS	English,Assamese	250	0
UG	BCom,Human Resource	36	HS	English,Assamese	250	0

	Management					
UG	BCom,Human Resource Management	36	HS	English,Assamese	250	0
UG	BCom,Banking	36	HS	English,Assamese	250	0
UG	BCom,Banking	36	HS	English,Assamese	250	0
UG	BCom,Business Management	36	HS	English,Assamese	250	0
UG	BCom,Business Management	36	HS	English,Assamese	250	0
UG	BCom,Commerce	36	HS	English,Assamese	250	0
UG	BCom,Commerce	36	HS	English,Assamese	250	212
UG	BA,Hindi	36	HS	Hindi	350	0
UG	BCom,Hindi	36	HS	Hindi	250	0
PG	MCom,Post Graduate	24	UG	English	40	17

Position Details of Faculty & Staff in the College

Teaching Faculty

	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				7				43
Recruited	0	0	0	0	5	2	0	7	14	25	0	39
Yet to Recruit				0				0				4
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				17
Recruited	12	1	0	13
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				0

Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	0	0	5	6	0	14
M.Phil.	0	0	0	0	0	0	7	11	0	18
PG	0	0	0	2	2	0	2	8	0	14
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	6	6	0	12
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total

D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties

Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Program		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	692	0	0	0	692
	Female	400	0	0	0	400
	Others	0	0	0	0	0
PG	Male	10	0	0	0	10
	Female	15	0	0	0	15
	Others	0	0	0	0	0
Diploma	Male	16	0	0	0	16
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	189	0	0	0	189
	Female	92	0	0	0	92
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	5	9	29	18
	Female	4	0	24	1
	Others	0	0	0	0

ST	Male	9	12	18	25
	Female	0	0	9	14
	Others	0	0	0	0
OBC	Male	169	155	141	160
	Female	84	91	77	90
	Others	0	0	0	0
General	Male	97	101	125	84
	Female	51	70	55	46
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		419	438	478	438

Provide the Following Details

Number of Programs	Self-financed Programs offered	New Programs introduced during the last five years
	0	1

Provide the Following Details

Unit Cost of Education	Including Salary Component	Excluding Salary Component
58046	64779641	5485530

Institutional preparedness for NEP

1. 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.
2. 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.
3. 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.
	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

4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	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.
5. 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.
6. 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).

QIF

1.Curricular Aspects

1.1 Curricular Planning and Implementation

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

Answer:

The College is affiliated to Dibrugarh University and it follows the syllabus, academic calendar and guidelines framed by the university. The college has been following a well-planned curriculum delivery system.

- 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 the students can acquaint themselves with the curriculum and other relevant information. The students can also get all the important notifications related to form fill-up, admission and examination etc. through the college website as well as college notice boards.
- Some of the faculty members of the college are also involved in revising the course curriculum by offering suggestions in the Board of Studies (BoS) meeting convened by the University.
- At the beginning of each academic session, the curriculum concerning the departments has been discussed among the faculty members. The curriculum is thereafter divided and allotted to the concerned teachers by the respective Head of the Departments. 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.
- Apart from following the syllabus framed by the university, the teachers also get involved in different co-curricular activities such as excursion, field-study for providing practical exposure to the students.
- Sessional examinations, group discussions, case study presentations, presentations on course contents are conducted as a part of internal assessment and for the overall development of the students.
- Records of different activities are properly documented by every department. It is forwarded to IQAC for official records and regularly uploaded in the college website.
- Every teacher maintains a teacher's diary to record their day to day activities which is checked by the Heads of the Department weekly and forwarded to the Vice Principal of the college for further

- verification.
- Departments conduct departmental meetings at regular intervals to analyze the progress of the course and discuss other important issues concerning the students, departmentsandthe college.
- Feedback of the students is collected in each academic session to gauge the effectiveness of the curriculum delivered by the teachers as well as the institution as a whole.
- Parent-teachers' meets are also conducted to discuss various aspects of curriculum delivery and figure out ways to develop a better academic environment.Action plans are also prepared on the basis of feedbacks given by stake holders i.e. from students, alumni, parents and teachers.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Answer:

- 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 activitiesare also incorporated in the academic calendar.
- 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. Each academic calendar is prepared in such a way that it can cope up with the requirements of the current session. The academic calendar is uploaded in the website in each academic year, so that students and other stake holders can access it as and when they need.
- To cater to the needs of both advanced and slow learners and for the benefit of the students of the college,flexible teaching strategies are used without defying the timeline prescribed in the academic calendar of the college.
- The students are encouraged to visit the library regularly to enhance their reading habits. The college library also set specific days to issue books to specific semesters.
- A specific time in the academic calendar is dedicated for experiential learning activities such as field work, project work and excursions etc. It is mandatory for students to take part in such activities. Students, with the guidance of their teachers conduct survey in some select areas on the socio-economic conditions of the locality. Such activities are also assessed and report of the same is prepared for documentation.
- In every academic session, the college conducts in-semester examinations as per the academic calendar prepared. The in-semester examinations marks are a part of the internal assessment which is carried forward to the final examination. The in-semester examinations are conducted as per the guidelines of Dibrugarh University.
- Other internal assessment works, such as assignments, group discussions, case studies are also conducted following the academic calendar of the college. These activities are conducted with an objective to enhance overall development of the students.
- Seminar presentations for developing presentation and communication skills of the students are also conducted within the framework of academic calendar prepared for each academic session. These

- class room presentations carry marks which are also considered for internal assessment.
- Following the academic calendar, the college organizes different events and celebrates special days among teachers, students and other stakeholders. These events help to create awareness among students regarding the significance of the day andprovide them a platform to showcase their talents.
- College conducts college week as per the academic calendar. The college week boosts sportsmanship, promote leadership, brotherhood and team work among the students.
- The Students' Union election and other related activitiesare also conducted as per the academic calendar. The Students' Union election is conducted as per guidelines and recommendations of the Lyngdoh Committee.
- College Foundation day, observation of commemorative days like Gandhi Jayanti, Independence Day, Republic Day are also earmarked in the Academic Calendar to encourage participation of the students and other stakeholders.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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 last five years

1. *Academic council/BoS of Affiliating university*
2. *Setting of question papers for UG/PG programs*
3. *Design and Development of Curriculum for Add on/ certificate/ Diploma Courses*
4. *Assessment /evaluation process of the affiliating University*

Answer: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Answer: 13.04

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

Answer: 3

File Description	Document

Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Answer: 52

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
16	13	10	7	6

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Answer: 14.85

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
335	187	154	97	80

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

1.3 Curriculum Enrichment

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

Answer:

The institution makes the following efforts to integrate its crosscutting issues such as 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. The subject highlights different issues concerning the environment and covers all the major areas of environment and sustainability issues such as the multidisciplinary nature of environmental studies, Natural Resources, Renewable and non-renewable resources, Natural resources and associated problems: Forest, Water, Mineral, Food, Energy and Land resources, Ecosystems: Concept, Structure, function, Forest, Grassland , Desert , Aquatic ecosystems, Biodiversity and its conservation, Threats to biodiversity, Environmental Pollution: Air pollution, Water pollution, Soil pollution, Noise pollution, Thermal pollution, Nuclear hazards, Solid waste Management, Disaster Management; Social Issues and the Environment, Climate change, global warming, acid rain, ozone layer depletion, Human Population and the Environment, Population growth, variation among nations, Population explosion – Family Welfare Programme, Role of IT in Environment and Human Health, Reporting of CSR, Reporting of Corporate Governance, Status of Corporate Reporting in India etc.
- Certain papers, such as Business Ethics and Social Responsibility, Auditing, Value Education, Educational Psychology includecrosscutting 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 different important contents like importance of business ethics, values, norms and beliefs, moral standards, ethics compliance management, managerial dilemma, 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. With their services to the society they can contribute to bring a positive change to the society. The NSS volunteers visit different villages to provide their services to the needy people. The NSS unit of the college conduct Special Camps in rural areas to build rapport with the villagers of that area and make them aware of important issues like heath & hygiene, financial literacy, women empowerment, gender equality etc.
- The College has a Women Cell which organizes special lectures, workshops etc. to promote gender equality and sensitize the students, staff and the local community on gender issues.
- The Departments conduct different programmes like group discussion, mock interviews, preparation of Resume/ Curriculum Vitae, personality development programme for the overall development of students.
- Apart from the above, teachers always guide their students throughout their academic life; so that they can adjust themselves with real-life situations and follow the right path in their lives.
- 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 annually observes the World Environment Day.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Answer: 1.95

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	5	5	11

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Answer: 0.09

1.3.3.1 **Number of students undertaking project work/field work / internships**

Answer: 01

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders

1) Students

2)Teachers

3)Employers

4)Alumni

Answer: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

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

Options:

1. *Feedback collected, analysed and action taken and feedback available on website*
2. *Feedback collected, analysed and action has been taken*
3. *Feedback collected and analysed*
4. *Feedback collected*
5. *Feedback not collected*

Answer: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

2.Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Answer: 87.76

2.1.1.1 **Number of students admitted year-wise during last five years**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
447	442	495	462	500

2.1.1.2 **Number of sanctioned seats year wise during last five years**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
540	540	540	560	500

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Answer: 80.08

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
213	191	224	207	209

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Answer:

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) For uniform engagement of different levels of students, teachers of the college adopt both **traditional** and **modern (ICT)** methods of classroom teaching-learning.

(3) To ensure maximum inclusivity of students in the teaching-learning framework, **Mentor-mentee programmes** are developed for the students of each batch.

(4) The Mentor-mentee programmes ensure **personalized interaction** of students with teachers. Such interactions between teachers and students have been very effective in assessing the learning levels of students and helps in addressing the concerns of both the slow and advanced learners.

(5) The teachers organize **tutorial** and **remedial classes** apart from regular scheduled classes. For clearing doubts and personalised sessions for the students, teachers often made themselves available in person as well as **online mode via WhatsApp, mail** etc.

(6) A **bilingual approach** to meet the needs of the slow learners has been a policy of the college.**English as well as Assamese** are used as a medium of instruction.

(7) Apart from regular mentor-mentee programme, the respective **departments monitor** the performance of slow learners and take measures for personalized learning.

(8) For **peer learning**, advanced learners are encouraged to hold hands of slow learners.

(9) Advanced learners are guided and encouraged to **write research papers** and to **participate in seminars and conferences** of different areas for all-round development.

(10) Advanced learners are **recommended books and study materials** of advanced level to make academics more exigent and competent for them. They are guided to learn to interpret the concepts and theories and know about their applicability in real life.

(11) Along with the regular assessment norms, the advanced learners are sometimes provided with more challenging **assignments**,**class projects etc.**

(12) **Incentives such as awards and prizes** are provided by the college management as well as faculty members to encourage and motivate the advanced learners to excel in university exams.

(13) Advanced learners are encouraged to participate in various symposiums like **quiz, poster presentation, seminars, inter college competitions** etc.

(14) Advanced learners are encouraged to enroll in various online **MOOC** courses in **NPTEL, SWAYAM, Udemi, and Edx platforms.**

(15) **Parent teacher meetings** are held from time to time to understand and to address the concerns in teaching-learning process.

(16) College ensures maximum benefits of **State government scholarships** to economically backward students which have been working as a catalyst in reducing the drop-out rate of the slow learners and the students coming from disadvantaged sections of society.

(17) 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** were created for each class.

(18) A series of **Webinars** were organized by the college where specially advanced learners were encouraged to participate.

File Description	Document
Upload any additional information	[View Document](#)

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

Answer: 24.26

File Description	Document
Any additional information	[View Document](#)

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

Answer:

Golaghat Commerce College considers the students as its most important stakeholders.Various efforts have been made to ensure their holistic development. As an affiliated college, the college follows the common curriculum, evaluation and assessment procedures designed by Dibrugarh University for all its affiliated undergraduate colleges. However, keeping in mind the localised needs of the students, the college has adopted different pedagogical approaches to make learning more student centric.

(1) The teaching-learning process includes **presentations, discussions, debates, assignments** in the regular scheduled classes. Remedial and tutorials classes are conducted for one to one interaction between students and teachers.

(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. Efforts are made to connect the curriculum with day to day examples.

(3) Student **seminars** are conducted by all the departments which help students acquire extensive knowledge of specific topics and also cultivate their communication skills.

(4) Guest speakers are regularly invited which offers students opportunities to listen and interact with eminent personalities and learn from them in various ways.

(5) To develop problem-solving skills among the student **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** and many other societies formed by various departments to foster humanitarian values, networking and team spirit.

(8) Through group discussions and debates, students are given opportunities toarticulate their thoughts on the spot and develop **critical thinking and presentation skills**.

(9) Student **participation in administration** is an important initiative taken by the college. Representatives ofstudents serve as members of different committees which allow themto be involved in the **decision-making process** apart from acquiring a **sense of responsibility.**

(10) College has **Smart Classrooms** with projectors, audio-visual equipment and Wi-Fi connectivity. Teachers use these facilities to enhance experiential learning.

(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**. Teaching-learning through these virtual platforms were altogether a new and experimental process for both the teachers and students.

(12) Inter-department and inter-college activities are organized to inculcate **multi-dimensional approach** among the students. 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. Different **extension and outreach programmes** are conducted in collaboration with different agencies where students take active initiatives. These extension activities provide opportunities to students to practically **apply their classroom learning** for the betterment of the society.

(14) **Mentor-mentee programme** breaks the barrier between a teacher and a student and provide scope **for one to one interaction. Peer teaching** among the students improves the self-learning ability and also helps the slow learners.

File Description	Document
Upload any additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Answer:

The college understands the importance of integrating ICT tools in teaching-learningprocess to make the learning experience forstudents more fulfilling and meaningful. The college uses a diverseset of ICT tools to communicate, create, disseminate, store, and manage information.

(1) To provide tools to the teachers for effective teaching-learning process, the College has been enhancing its ICT infrastructure. There are **five smart classrooms** equipped with white interactive boards and LCD Touch Panels.16 classrooms are equipped with Projectors. Other classrooms have been gradually upgraded from traditional board to LCD projector enabled classroom.

(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.

(9) All the departments organise webinars and faculty members participate in various national and international **webinars**, **online FDP**, Orientation Programme etc.

(10) **Educational videos** and **film screenings** help students to stimulate their understanding about

particular subjects.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

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

Answer: 24.26

2.3.3.1 Number of mentors

Answer: 46

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Answer: 87.97

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Answer: 31.57

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
14	11	13	13	14

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Answer: 9.91

2.4.3.1 **Total experience of full-time teachers**

Answer: 456

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Answer:

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

The marks of internal assessment are distributed as follows:

1. **Sessional Examination I** (Written): 25% of the marks allotted for internal assessment.

2. **Sessional Examination II** (Written): 25% of the marks allotted for internal assessment.
3. **Seminar Presentation/Group Discussion and Home Assignment**: 25 % of the marks allotted for internal assessment
4. **Attendance:** 25 % of the marks allotted for internal assessment.

- Each sessional examination is conducted by the **concerned departments**. The setting of question paper, invigilation duty, evaluation of answer scripts for each paper aredone by the concerned departmentin which they are supported by Examination Committee of the College.
- Students who represent the College in **games and sports, N.C.C., N.S.S**. and other **extra-curricular activities** are allowed additional time for submission of written assignments and also get the **benefit of attendance** in Internal Assessment for the classes missed.
- In exceptional circumstances, students may be assessed through alternative modes.
- **Answer scripts** of the sessional examinations along with the list of marks are duly maintained by the respective **department for records and displayed in notice boards**.
- During the **Covid-19 pandemic situation**, college has adopted **online assessment** mode. Internal assessments are assigned and received online through **Google Classroom, WhatsApp** and **e-mails**. The marks were also shared online with the students.

The above design and division of internal assessment ensures that a continuous evaluation of students takes place throughout the semester**.**

Information regarding evaluative processes is communicated to the students through the following means:

1. During introductory lectures by concerned subject teachers, students are communicated, among other things, course structures, assessment mechanisms, attendance rules etc.
2. The College notice boards and college website are used to communicate specific information such as dates of sessional examinations, submission dates for assignments etc.
3. Internal assessment outcomes are displayed in the college notice boards and website. This data is sent to the University after student acknowledgement.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Answer:

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

· The assessed sessional examination answer scripts, assignments and attendance registers are shown to the students for self-assessment.

· In case of any grievances regarding internal assessment, the student is free to interact with the teacher

and get it resolved. The unresolved grievance, if any, is referred to the Head of the concerned Department.

Transparency:

1. In the beginning of the semester, students are communicated about the course structures, **assessment mechanisms** and **components, attendance rules** etc.
2. Internal assessment outcomes are displayed in the college **notice boards** and **website.** This data is sent to the University after student acknowledgement.
3. **University guidelines** 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 completionof 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
3. Easy and convenient **redressal mechanism** as students can approach the concerned **teacher** and **Head of Department** any time.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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.

Answer:

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. Programme outcomes and course outcomes of every paper are stated on the college website. This helps the faculty to prepare their lectures with specific objectives.

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. The **Learning Outcomes-based Curriculum Framework (LOCF)** is intended to suit the contemporary needs of the student in terms of securing their path towards higher studies. Keeping in mind the **UGC- Learning Outcomes based Curriculum Framework (LOCF)**, the College has developed the programme and course outcome of each paper as a part **of teaching plan**.

6. 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.

7.The students are duly informed about the course outcomes in the classroomat the beginning of the classes. Efforts are made to experience the course outcomes through various **co-curricular and extra-curricular activities**. Students are encouraged to imbibe the course outcomes in the learning process.

8. Teachers of every department of the college plan and conduct various teaching-learning activities keeping in mind the programme and course outcomes.

9. Teachers of the college actively **participate in workshops and meetings** on the **revision of syllabus** organized by the university.

10. The college encourages the teachers to participate in **workshops, seminars, conferences** and **FDP**s to enriched themselves to attain the outcomes while teaching learning in the classes.

11. The College publishes the **Prospectus** mentioning the outcomes of each programme and course. Link of the university syllabus and guidelines are also updated in the **college website**.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document
Past link for Additional information	View Document

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

Answer:

The courses and syllabus are designed by Dibrugarh University. As a constituent college, Golaghat Commerce College abides by the syllabus and courses designed by the university. Programme outcomes and course outcomes are direct results of syllabus. The college regularly evaluates the performance of

students through various methods to evaluate the attainment the Program Outcomes and Course Outcomes.

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:**The college conducts end semester examinations as per affiliating University schedule and regulations. End Semester Examination is more focused on attainment of all course outcomes.

5. **Internal Assessment:** Internal assignments are given to the students which are mostly aligned with Programme Outcomes of the respective subject. The marks of internal assessment are distributed as follows:

Undergraduate Courses

Sl. No.	Evaluation Parameter	Marks
1	1st Sessional Examination	5
2	2nd Sessional Examination	5
3	Presentation/Assignment/Projects	5
4	Attendance	5
	Total	**20**

Post-graduate Courses

Sl. No.	Evaluation Parameter	Marks
1	1st Sessional Examination	10
2	2nd Sessional Examination	10
3	Presentation/Assignment/Projects	10
4	Attendance	10
	Total	**40**

6. External Assessment: External Assessment is evaluated by external experts for the Practical examinations.

7. Institutional Examination and Tests: Students are assessed and evaluated throughout the semester at institutional level through unit test.

8. Feedback Evaluation: The college collects feedback from students, Alumni, Employers. Feedback is an important method of measuring attainment of programme outcome and to understand the impact of teaching learning process.

9. Internships: Students are encouraged to do internships, projects, fieldwork, etc. in the relevant field.

10. Placements: One of the most important Programme Outcome is the employability of students after the completion of their course. The college has a Entrepreneurship, Career guidance &Placement Cell (ECGPC) to facilitate career advancement and the placement of students.The absorption of college students in **different positions** in the world of work is also veritable indication of their attainment of POs and COs. The updated list of our **alumni** gives us a clear picture of the same

11. Higher Studies: One important parameter to measure attainment of Programme outcomes and course outcomes is through progression of students towards higher studies in educational institutions.

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Answer: 68.72

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
311	239	269	251	205

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
331	377	427	412	329

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Answer: 3.5

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

3.Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Answer: 7.2

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1.75	5.45

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document

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

Answer: 4.35

3.1.2.1 **Number of teachers recognized as research guides**

Answer: 2

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Answer: 9.09

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	3

3.1.3.2 **Number of departments offering academic programes**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	9	8

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Paste link to funding agency website	View Document

3.2 Innovation Ecosystem

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

Answer:

1) **Research Committee**: The College constituted a research committee in 2015 to facilitate and monitor research activities in the college. It facilitates and provides necessary guidance to faculty members in submitting research proposals to UGC and other funding agencies.The College publishes a peer reviewed

journal "Research Promoter" ISSN 2231 0193 sponsored by ICSSR since 2011.

2) **Employment, Career Guidance and Placement Cell (ECGPC)**: ECGPC of Golaghat Commerce College was established for collaborative activities in areas of **training** and to **arrange field/industrial visits** and **campus interviews**. The cell has facilitated students to gain career guidance and arranged campus recruitment drives for providing career avenues.

3) **Vermi Compost**: A Vermi Compost plant is run and managed by college to convert bio-waste materials from the college campus and nearby areas into nutrient rich organic fertilizer. The earthworms, *Elseniafetida* and *Lumbicrusrubellus* breeds for this project have been procured from Assam Agricultural University, Jorhat, Assam. The Vermi Compost and Vermi Wash are sold under the brand "Seuji".

4) **Student Participation**: Most of the departments of the college publish their departmental magazines and wall magazines prepared by the students under the support and guidance of the teachers.

5) **Language Laboratory**: A language laboratory was setup in the year 2012 to help students achieve communicative competence by developing their speaking skills, improve vocabulary and other soft skills. The laboratory is shared by three language departments viz. Assamese, Hindi and English.

6) **Education and Geography Laboratory:** The College has well equipped laboratories for the Departments of Education and Geography. The Laboratory for Department of Educationhas 168 equipment of 13 types and the Geography lab has 87 equipment of 21 types.

7) **Post Graduation in Commerce under Regular mode:**The College has an M.Com (Regular) Programme which is one of the three permitted centres functioning under Dibrugarh University since 2017. Golaghat Commerce College takes pride in being the only college to offer M.Com Programme in Regular mode in the entire Golaghat District. The M.Com Programme offers specialization in Finance and Marketing, giving opportunities to commerce graduates to pursue higher studies.

8) **Centre for Tea Plantation Management:**The "Centre for Tea Plantation Management", Golaghat Commerce College is a joint outcome of the efforts of The North Eastern Tea Association (NETA) and Golaghat Commerce College. The Post Graduate Diploma in Tea Plantation Management was introduced in the year 2016 by the Centre.Students who successfully completed the course have been employed in Tea Estates across Assam as Assistant Managers and Management trainees or have become small tea growers focused on profitable and sustainable tea cultivation. The Centre has recently set up a Soil Testing Laboratory in collaboration with NETA.

9) **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. The Assam Startup - The Nest is conceptualized as the hub for entrepreneurship development in the state and would facilitate district level entrepreneurship development.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Answer: 49

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

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
19	2	4	4	20

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Answer: 1

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Answer: 2

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Answer: 2

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Answer: 0.49

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
10	4	4	1	1

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Answer: 0.66

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 last five years**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
8	4	3	4	8

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

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 last five years.

Answer:

Golaghat Commerce College promotes extension activities for the benefit of the neighbouring community and to sensitize students on social issues and provide opportunity to students to translate their classroom knowledge into practical experience.

Some of the activities taken by the college over the years are as follows:

1. To **foster harmony with the local community**, the college organized 'Jyoti Sangeet' and 'Biya Naam' competitions among students and women of Merapani
2. A **workshop on dress designing** was organized for the students of the college and the women of nearby Self Help groups on 29th May, 2017.
3. The cadets of 74 Assam Girls (I) COY NCC, Golaghat Commerce College performed a street play on **Swachh Bharat Abhiyan** on 21st September, 2017.

4. In order to encourage Youth Voter participation, the College celebrated **Youth Voter's Festival** in collaboration with Golaghat Election District on 20th January, 2018.
5. The Women's Cell of the college supported by Murphuloni Gaon Panchayat organized a **Financial Literacy Programme** on 15th March, 2018.
6. In an effort to **foster Women Empowerment,** some exemplary women entrepreneurs of Golaghat District were felicitated by Women's Cell on 8th March, 2020.
7. A survey was conducted to assess the **contribution made by women entrepreneurs** of Golaghat town in 2018.
8. **A women's health and hygiene awareness camp**was organized on 9th June, 2019 for the women of Abhayapuri village to educatethem about reproductive health issues and menstrual hygiene.
9. The students and staff took part in a **campaign** on **ban of single use plastic** on 2nd October, 2019.
10. **An awareness campaign on COVID-19** was undertaken at the Harijan colony of Golaghat on 20th March, 2020 to distribute masks and sanitizers and disseminate information about COVID-19 protocols and maintaining physical distancing.
11. The NSS Unit of the college organized a **free health check up camp** at Chelengi L.P. School, Golaghat on 8th April, 2021.
12. The college **adopted Melamora High School** and various programmes were organized in the school for the benefit of students.
13. **Supporting the downtrodden:** Students and staff visited 'Children Home', an orphanage at Bokakhat and interacted with the children on the occasion of Children's Day. The Department of English, under 'Nascent Minds' forum, have been giving tuition to the students of Janata Lower Primary School.
14. The NSS Unit organized a **workshop on organic cultivation**for the villagers of Dhekeripata, Golaghat on 7th September, 2016.
15. The College grants the public **access to its facilities** suchas the road, stadium and playground. The College has rented out its commercial space at subsidized rate to promote self-employment of the neighbouring community.
16. The College through its Units, Committees and Cells has provided timely **relief materials to flood victims**.
17. During demonetization, NSS Volunteers set up a **help desk** at the premises of State Bank of India, Golaghat Branch.
18. The NSS volunteers **repaired a road** of Dhekeripata village with the help of villagers on 10th April, 2016.
19. Under **Unnat Bharat Abhiyan initiative** of MHRD,The College has initiated the process of adopting five villages viz, Kaboru, Kachugaon, Bhoga Gaon, Cheleng Pothar Sapekhati and Bongaon.

File Description	Document
Upload any additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Answer: 1

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Answer: 62

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
19	8	5	6	24

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Answer: 47.51

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 last five years**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
749	248	271	810	816

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Answer: 18

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

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
5	4	1	3	5

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Answer: 22

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

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17

11	5	0	3	3	

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

4.Infrastructure and Learning Resources

4.1 Physical Facilities

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

Answer:

The college, established in 1972, is located in a rural area, with a **10-acre (16.133 Bighas)** campus providing a suitable academic ambience. The strategic location facilitates ease of access to higher education to the rural folks. The college offers **02 Undergraduate Programmes, 02 Postgraduate Programmes** and **01 Postgraduate Diploma course in regular mode.The college also offers 06 UG, 02 PG Diploma and 05 PG Programmes as Distance learning provision under Krishna Kanta Handiqui State Open University (KKHSOU) and DODL, Dibrugarh University** for which the infrastructural facilities are provided around the different Buildings. The College has adequate classrooms, laboratories, digital and other facilities for effective teaching-learning process.

Classrooms Facilities:

- 42 Classrooms out of which **21** are equipped with **LCD/TV/Projectors/Smartboards.**
- All the classrooms have **Wi-Fi** facilities to make teaching-learning process effective.
- Classrooms and exam halls are well-ventilated, spacious and provided with green/white boards, adequate furniture, and **CC TV** Cameras.
- There are **02 Seminar halls** in the college campus.
- Separate Building **'Buniyad Bhawan' for KKHSOU programmes.**
- All departmental rooms are well-furnished**.**

Laboratory Facilities:

- **Two Computer laboratories**
- **Education Laboratorywith 168 number of equipment**
- **Geography Laboratory with 87 number of equipment**
- **Separate set up for Language Laboratory**
- **A Soil Testing Lab under CTPM**

Computer Facilities:

- A total of **110 computers are there in the college.**
- **04 Servers (one each in the Principal's Chamber, RUSA Building, Language Lab and Library)**.

Other Facilities:

- **The Administrative Block** of the college consists of the Principal's Chamber, Vice Principal's Chamber, the Accounts Office, the General Office which are ICT enabled.
- **The Well stocked College Library "Chinta Taranga Chara" is spread over 2 floors**
- **Separate office space for IQAC**.
- **16 Departmental rooms** around the campus.
- **2 Mbps** Leased Line
- **Video Conferencing Room**
- **Separate room for Women's Cell**
- Separate **chamber available for Golaghat Commerce College Employees Thrift & Credit Cooperative Society Ltd.**
- **Separate room for Entrepreneurship Career Guidance and Placement Cell**
- **Separate infrastructure for Centre for Tea Plantation Management**
- The **Campus Needs (a store for stationery and other amenities)**
- A **History Museum exists to promote cultural heritage**
- *SEUJI -* **Vermicompost Project**
- **Separate office** for Examination
- **Wheelchair, Walker, Ramps, Separate Wash room, Restroom** for **Divyangjan**
- **08 Electric Water Purifier** and **02 Water Coolers**
- **Special room/space for medical aid**
- **One Women's Hostel with 33 rooms** and **one Boys' Hostel with 22 rooms**
- **Separate room for Day Care Centre**
- **Canteen**
- **49 CCTV Cameras**
- **One Power Generator (25 KVA**)
- **Two Transformers for Electric Supply (250 KV and 11 KV)**
- Separate rooms for **NSS Unit and NCC Cadets**
- **Mental Health, Wellness Counseling Centre**
- **Two Permanent quarters for College Night Chowkidars**
- **Green Parking space for bicycles**
- **Two numbers of 2-wheeler parking shed and Two numbers of 4-wheeler parking shed**

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Answer:

The institution has made available the following infrastructure facilities for the conduct of games and 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.

Sports Complex

Complex	Area/Size	Year of Establishment
Indoor Stadium	10,200 sq. ft.	2011-12
MultiGym	510 sq. ft.	2018-19
Pavilion(Indoor)	1445 sq. ft.	2011-12
Changing Room -01(Indoor)	255 sq. ft.	2011-12
Changing Room -02(Indoor)	255 sq. ft.	2011-12
Playground	39750 sq. ft.	1972
Pavilion(Outdoor)	2500 sq. ft.	2011-12
Rest Room-01 (Outdoor)	214.2 sq. ft.	2011-12
Rest Room-02 (Outdoor)	391 sq. ft.	2011-12
Rest Room-03 (Outdoor)	221 sq. ft.	2011-12
Referee Room (Outdoor)	391 sq. ft.	2011-12
Changing Room (Outdoor)	204 sq. ft.	2011-12

Forums to promote Cultural Activities:

1. The College has a Cultural Committee to promote cultural activities among the students.
2. A cultural club formed by the Assamese Department named *Jonaki Chara*.
3. The College has a *Cine-Theatrical Society*formed in 1985.
4. The College also has *GCC Film Society.*
5. Literary Club *Kishalaya* organises number of literary programmes
6. The institution celebrates vibrantly various festivals like **Saraswati Puja (Vasant Panchami), Bishwakarma Puja and Rongali Bihu** in tune with the cultural sentiment of the state

Amenities for Cultural Activities:

1. **One fully air-conditioned auditorium(size: 4800 sq. ft.)** provided with minimum electricity consumption strategies.
2. The auditorium is equipped with **state of the traditional art infrastructure and apparatus.** It has a **seating capacity of 500 persons**
3. It has an excellent sound system with **eight speakers, one amplifier and a mixer**
4. There are **two hand mikes, one collar mike, two cord less mikes and two standing microphones**
5. The auditorium is provided with **a full screen stage (size: 580 sq. ft.) and a projector**
6. It has an **attached washroom and two green rooms**

7. The auditorium facilitates in conducting various **cultural programme, memorial lectures, meetings, seminars and workshops.**
8. The college has **musical instruments like Harmonium, Tabla**, **Guitar etc**.
9. An **Open-air stage**to arrange various functions and competitions.

Gymnasium:

- 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:

- A Yoga Centre is run under the supervision of the Physical Instructorin indoor stadium. Itoffers training sessions to 50 students on an average

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Answer: 52.27

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Answer: 23

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Answer: 32.5

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
2.06	18.12	88.96	84.71	49.39

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

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

Answer:

1. **'Chinta Taranga Chara',** the Library of Golaghat Commerce College is a spacious and well-ventilated library
2. The institution has 9 numbers of journals, 5 subscribed E-journals and membership of N-LIST
3. The library has a capacity of around 96users (76 for students and 20 for teachers)
4. There is a well-equipped separate section to access digital resources. This section has 11 numbers of updated computers with internet facilities.
5. It is fully automated using SOUL 3.0. All books are marked, classified and advantageously placed on the racks
6. The Library Stock Verification Process and weeding out of old/unused/damaged books/journals/magazines is carried out annually
7. Library Award is provided to the "Best reader" annually
8. The library has digital entry/exit registers

ILMS Software SOUL-3.0

- Name of the ILMS software: SOUL
- Nature of automation:Fully
- Version: 3.0
- Year of automation SOUL: 2016

Features of SOUL - 3.0

- Client-server based architecture, user-friendly interface that does not require extensive training.
- Supports cataloguing of electronic resources such as e-journals, e-books, virtually any type of material.
- Compliant to International standards such as MARC21, AACR-2, MARCXML.
- Provides simple budgeting system and single window operation for all major circulation functions.
- Supports requirements of digital library and facilitate link to full-text articles and other digital objects.
- UNICODE based multilingual support for Indian and Foreign languages.
- Compliant to NCIP 2.0 protocol for RFID and other related applications especially for electronic surveillance and selfcheck-out& check-in

- Support online copy cataloguing from MARC21 supported bibliographic database
- Supports data exchange through ISO-2709 standard
- Supports ground-level practical requirements of the libraries such as stock verification, book bank, vigorous maintenance functions, transaction level enhanced security, etc.
- Supports authority files of personal name, corporate body, subject headings and series name
- Strong region-wise support for maintenance through regional coordinators. Strong online and offline support by e-mail, chat and through dedicated telephone line during office hours
- Highly versatile and user-friendly OPAC with simple and advanced search. OPAC users can export their search results in to PDF, MS Excel and MARCXML format

Resources of library:

Sl No	Name of Resources	Number
1	Print Books	*20042*
2	E-Books	The College library has already registered itself with the N-list programme through which it can access over 6000+ e- journals and 1,99,500+ e- books
3	Data Bases	*NLIST*
4	Dictionaries	*142*
5	Encyclopaedias	*65*
6	Journals	*9*
7	Journals (Archive)	*15*
8	E-Journals (subscribed)	*5*
9	Magazines	*10*
10	E-Magazine	*1*
11	Newspapers	*7*
12	Reference Books	*2729*
13	Theses and Dissertations	*PhD Thesis-14, M.Phil. Dissertations-16*
14	Year Books	*10*

Area/Size Details of the Library

Library Rooms	Area/Size
Reading Room Boys	388.6 sq. ft.
Office Counter	1089 sq. ft.
Reference Section	388.6 sq. ft.
Reading Room Girls	388.6 sq. ft.
Teacher's Reading Room	388.6 sq. ft.
Library First Floor	1089 sq. ft.
Digital Library	388.6 sq. ft.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

1. *e-journals*
2. *e-ShodhSindhu*
3. *Shodhganga Membership*
4. *e-books*
5. *Databases*
6. *Remote access to e-resources*

Answer: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Answer: 3.23

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
1.10	0.37	10.91	1.56	2.22

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

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

Answer: 6.11

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

Answer: 71

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Answer:

The college has upgraded its IT facilities frequently as per the requirements during last five years. These includes increase in the number of computers, internet connectivity, new institutional portal, time to time updating of portal, setting up of smart classrooms and ICT-enabled classrooms and seminar halls, online admission, library digitization, etc.

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** set up for effective teaching-learning process
3. Learning management systems like **Google Classroom, YouTube channel "Golaghat Commerce College Official Channel"**
4. Golaghat Commerce 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)** to facilitate the admission processes. The portal is maintained by **Adroit DigiSoft Solutions Pvt. Ltd.**
7. Different **official WhatsApp Groups** have been created for official in-house communication.
8. **Biometric attendance system** for employees.
9. **49 numbers of CCTV** around the campus.
10. **Online UPS provision** for power back-up.
11. A **service provider (GKD 619)** has been entrustedto **design and customize college website and mobile app.**
12. A Computer lab equipped with a wide range of **licensed system software and application software**
13. The institute has **total 110 computers**
14. The College has **BSNL Fiber internet connection** and is used to provide **Wi-Fi internet access**
15. College also has a **lease line connection** provided by **BSNL**
16. All the departments of the college have maintained**academic and administrative reports in the digital form**and displayed in the website with IQAC initiative
17. **No. of server 4**

An overview of the technology upgradation:

25-9-2017	26-10-2018

Promethean Active Board 78 = 1 nos	Panasonic 43" Full HD Display =1
Hitachi UST LCD Projector = 1 nos	Dell Server Intel (R) Xeaon (R) 3.30GHz, 40GB RA
Panasonic HD Video Conferencing = 1 nos	Panasonic Projector PT-LX300 =1
Panasonic 75" LED Display = 1 nos	IR 2004N Canon Networking Printer Scanner =1
Motorized Projection Screen 6x4 = 1 nos	Lenovo Desktop Computer Core i3 Processor, 2GB R
Spectron Digital Podium = 1 nos	Thin Line Monitors through Servers = 60 nos
Desktop Computer i3 = 2 nos	

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Answer: 10.15

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Answer: A. ≥50 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Answer: 52.59

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

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
23.03	66.10	73.45	78.40	46.56

File Description	Document
Upload any additional information	[View Document](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document](#)
Audited statements of accounts	[View Document](#)

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.

Answer:

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

The College Development Committeein 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 maintenance and utilisation 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.

Maintenance of Physical Facilities:

1. The physical facilities are such as Auditorium, Video Conferencing Hall, Smart classrooms, Language Laboratory, Education Laboratory, Geography Laboratory, Soil Testing Laboratory, Computer Laboratory, Classrooms etc. are maintained and monitored by the college administration and concerned committee. External agenciesare also appointed by the management as per the requirements.

1. The supporting staff maintains and cleans the classrooms and laboratories regularly. They also provide housekeeping services during day time.
2. The college canteen is monitored by a Canteen Monitoring Committee, which looks into all the matters relating to infrastructure and its maintenance and takes effective measures whenever necessary. The canteen monitoring committee regularly reviews its rate and gives specific instructions about the hygiene and quality of the food.

3. The boys' and women's hostelare under the supervision of a **Hostel Management Committee**. A lady hostel manager has been appointed to look after and manage the day-to-day affairs of the women'shostel.
4. A gardener is appointed to maintain the college garden.
5. Internal cleaning of the college buildings is equally distributed among all the supportive staff. Both urinals and toilets are also regularly cleaned with proper hygiene. For day-to-day general cleanliness, the garbage generated inside the campus is daily collected by municipal garbage vans of **Golaghat Municipal Corporation (GMC).**
6. The **Electrician employed** by the college is in **charge of maintenance of all electrical tribulations.**

Maintenance of Library Facilities:

1. The library is well maintained in tune with the changing academic needs. The Library is fully automated using SOUL 3.0 which is upgraded regularly. Subscriptions of journals are periodically renewedand new books are purchased according to the needs of the students and faculties. A good number of staff is employed to ensure the smooth and student friendly functioning of the library. The library staff is responsible for care and management of booksand library documents.
2. The library has a Plagiarism Software'White Smoke' for ethical compliance of research works.
3. The Library Stock Verification Process and weeding out of old/unused/damaged books/journals/magazines is carried out periodically.
4. The Library Management Software is equipped with featureof visibility of member photograph at the time of book issue to ensure authentication by library staff.
5. Regular cleanliness and maintenance of books and bookshelves is carried out by the Library Multi-Tasking Staff.
6. Online access to E-Thesis is provided through Shodhganga N-LIST Consortia.
7. The entire library complex is Wi-Fi enabled.
8. All the books have been classified with the Dewey Decimal Classification System.
9. Circulation of books is done by using SOUL 3.0 software database OPAC and Web OPAC facility is made available to the users. The library is availing the membership of INFLIBNET consortia andall books are marked, classified and advantageously placed on the racks.

Maintenance of Classrooms and Laboratories:

1. The classrooms of the college are broadly categorised on the basis of streams(Arts and Commerce) and allotted to **Under Graduate and Post Graduate Courses**. A number of classrooms are commonly used by both the Arts and Commerce streams for optimal utilization of resources.
2. During the examination time, numbers of classrooms are used exclusively as ascertainedby the distinct examination committees appointed for different examinations.
3. Classrooms/Auditorium are not only utilized by the college community for holding classes, examinations and events but are also allotted to Government and Non-government agencies for holding recruitment examinations, meetings, training programmes etc.
4. Classrooms furniture, teaching aids are maintained by supporting staff andsupervised by the respective Head of the Department.Damaged furniture and equipments arereplacedwhenever

required.

5. **Laboratories:**The laboratories of the college, viz.Computer Laboratory, Education Laboratory, Geography Laboratory, Language Laboratory and Soil Testing Laboratory arefully functional with all necessary equipment and apparatuses.The Head of the department, faculty members and the respective laboratory assistants bear the responsibility of maintaining their laboratories.

Maintenance of ICT Facilities

1. The college website has been maintained by **Adroit DigiSoft Solutions Pvt. Ltd.** The annual maintenance includes the required software installation and upgradation. The college has curated a **web portal (golaghatcc.webdcl.com)** to facilitate the admission processes. The portal is maintained by **Adroit DigiSoft Solutions Pvt. Ltd.** A **service provider (GKD 619)**is entrusted to **design and customize college website and Mobile app.**The ICT enabled Class Rooms and the related systems are maintained and upgraded periodically. To minimise e-waste, electronic appliances like projectors, computers, printers, photocopiers are serviced periodically. Campus **Wi-Fi and Leased Line**is used for academic and administrative purposes andthe connectivity issues are maintained by **service provider BSNL.**

Maintenance of Sports and Games Facilities

1. The institution has adequate facilities for sports such as Indoor stadium, Outdoor stadium, Gymnasium, Yoga Centrewhich are supervised and maintained by the Physical Instructor with the help of supporting staff and used optimally.
2. Training for sports and gamesare endowed with under the guidance of the Physical education instructor. Ground leveling and other repairs are done periodically. Adequate first aid supply standsequipped for meeting probable injuries and physical upsets.
3. The **Multi Gym** with all the state-of-the-art exercise equipment is also under the supervision of the physical instructor.
4. Records of students and other visitors (stakeholders) in indoor stadium are also kept in supervision of the physical education instructor.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Answer: 58.37

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
1113	569	752	557	411

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Answer: 0.84

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
36	5	3	2	1

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

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Answer: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Answer: 20.86

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
58	25	12	196	1059

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. *Implementation of guidelines of statutory/regulatory bodies*
2. *Organisation wide awareness and undertakings on policies with zero tolerance*
3. *Mechanisms for submission of online/offline students' grievances*
4. *Timely redressal of the grievances through appropriate committees*

Answer: A. All of the above

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

5.2.1 Average percentage of placement of outgoing students during the last five years

Answer: 23.14

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
48	54	68	47	69

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Answer: 33.44

5.2.2.1 Number of outgoing student progression to higher education during last five years

Answer: 104

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Answer: 28

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, *etc.*)) year-wise during last five years

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
13	4	2	1	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
15	15	12	10	8

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Answer: 18

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) year-wise during the last five years.

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	3	5	6

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

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

Answer:

The most important platform for students to take up responsibility in matters concerning academic and administrative bodies of the college is through Students' Union. Students' Union facilitates students to engage themselves effectively in co-curricular and extra curricular activities of the College and provides opportunities for training as good citizens.

The college has a Students' Union elected every year by holding election through ballot paper voting, filling nomination for the particular portfolio. The college appoints one senior faculty member as "Returning Officer" to look after the entire process of election. 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 programmes that promotes corporate, social and cultural life of the students and train them the duties and rights of citizenship.
- Ensures the maintenance of cordial relations among all sections of students.
- Supports the College administration in creating an atmosphere conducive to learning. A student representative is an integral part of IQAC and his/her views are duly considered in assuring quality enhancement of the institution. The Anti-Ragging Committee has representatives from Students' Union to check ragging and to maintain cooperation among the students. Representatives of students are included in the Library Monitoring Committee. Canteen Supervising Committee is functioning with student representatives to ensure quality service to the college community.
- Conducts sports and games competitions including the Annual College Week, inter-college competitions to develop a spirit of sportsmanship among students.
- Organizes celebrations of local and national days to develop a spirit of patriotism among the students. Students' Union also organizes College functions, Republic Day and Independence Day, Yoga camp, Saraswati Puja, Sankardev Tithi, Biswakarma Puja, Silpi Divas etc.
- Participates in Youth Festival held every year organised by the affiliating university.
- Participates in various activities like quiz, debates, group discussions held in other institutions.
- Brings out the Annual College Magazine and Wall Magazine.
- The Union actively associates with the campus cleaning and other social activities of the NSS and the NCC.

Apart from the Students' Union, the activities of forums like NSS, NCC, are coordinated by the students along with the faculty coordinators.
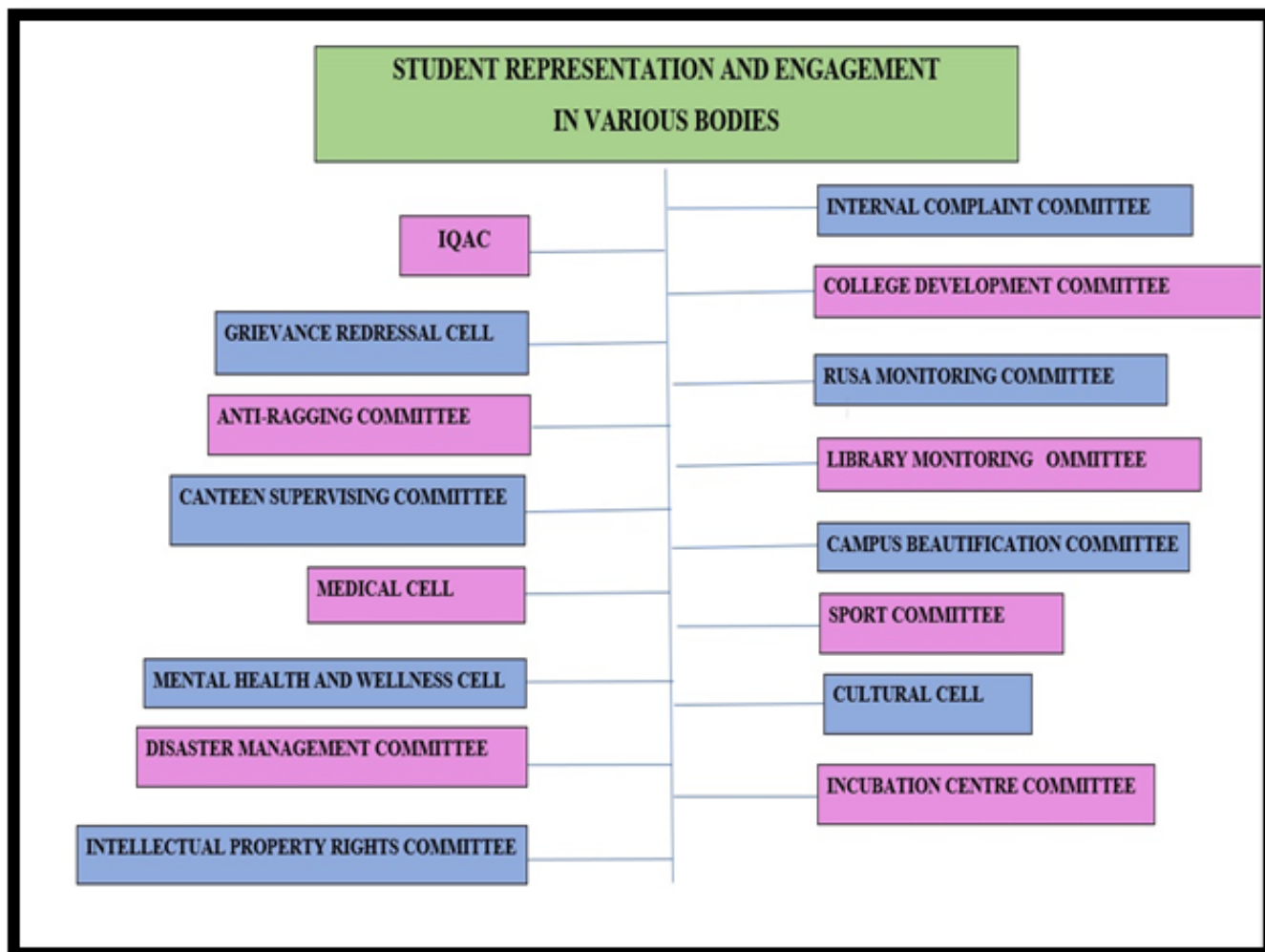
STUDENT REPRESENTATION AND ENGAGEMENT IN VARIOUS BODIES

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Answer: 14.8

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
6	12	16	17	23

File Description	Document

Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

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

Answer:

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). It is acting as one of the important stakeholders of the college, and has been carrying out different activities.

Composition of the Alumni Association:

Sl. No.	Name	Designation
1	Mrs. Rakhi Dutta Saikia	**President**
2	Mr.DadulBhatta 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. ArindomDuarah	**Executive Committee**
7	Mr. Prodip Goswami Mr. Bibekananda Sarma Mr. Shankar Routh Mr. Amrit Hazarika	**Advisors**

Mr. Bhajanlal Jittani	

- Members of Alumni Association actively participate in various college activities. The departments of the college maintain a close relationship with the alumni through social networking mode. Regular Alumni 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 during the year 2020-21 to supply Stationery and College Uniform at less than the market price to Campus Needs which is an initiative of the IQAC, Golaghat Commerce College
- IQAC of the college has alumni representatives whose suggestions and support enrich the activities of IQAC
- Few alumni have been serving as employees in the college both in teaching and non-teaching positions
- A number of alumni have served as the Principal of the College

The alumni are also involved in different activities like:

- Plantation Programme
- Donation of books to the departments
- Community Service
- Donation of utility furniture
- Donation of Trophies (Best Athlete) in loving memory of alumni by the family members in Annual College Week
- Regular informal interaction with the Principal and staff members for overall development of the college
- Interaction with the students on career prospects
- Active participation in IQAC core committee meetings by the GCCAA Executive members
- Renowned alumni (Chartered Accountants) of the college conduct Office Accounting Training Programme for office staff of the college

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Answer: D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

6.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

Answer:

The college strives to dedicate all its activities and operations towards the achievement of its vision and mission statement which goes as follows-

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 Mechanisms and Policies

The governance mechanism and policies followed by the college adheres to the vision and mission statement-

- **Governing Body** is the apex body in the governance structure of the college. This body is responsible for framing strategic institutional policies and approving all major decisions of the college, in consultation with the stakeholder representatives, prioritizing the development and welfare of the institution and its stakeholders. All the administrative proposals are scrutinized by the Governing body to ensure that the institutional functions are in consonance with its vision, mission, values and goals.
- Acting as the catalyst, the **Principal** is vested with the responsibility and authority of implementing and monitoring the academic, administrative and other strategic plans & policies. In this, the Principal is supported by **Vice Principal**, teaching and non- teaching staff.
- **IQAC** plays a significant role in ensuring that the college is undertaking all academic and non academic developmental activities for the achievement of its strategic plans and policies, through regular interaction with the faculty members, non-teaching staff and the students. Such interactions are organized in the form of group meetings as well as one to one interactions.
- The **Departmental Heads** ensure the smooth functioning of the departmental activities by organizing departmental meetings, allocating class responsibilities, monitoring regularity of the classes and maintaining the co-ordination among teachers and students of the department.

The governance strategies adopted in compliance with the vision and mission statement are highlighted below-

- The institution moves forward with a perspective plan focusing on all round development following a decentralized and participatory nature of governance through different Committees and Cells of the College.

- Stakeholder's participation in the Institutions functioning is focused in various Committees, Cells and Bodies.
- The Principal of the college who plays the role of 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. The college adopts an inclusive approach by placing students union as a member of these Committees to create a congenial atmosphere in the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Answer:

The College adopts an inclusive approach considering decentralization and participative management as core mode of application. The composition of the Governing Body itself is a reflection of decentralization and participative management. The Governing Body delegates power and authority to the Principal to groom proper leadership at various levels. As the secretary of the Governing Body, the Principal plays a key role in implementing the decentralization process as per the regulations of various bodies such as UGC, DHE, etc wherever necessary. Teachers, Staff members, students as well as parents have significant representation in different Cells and Committees of the College. In this regard-

- 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. The HOD is empowered to prepare departmental routine and to allot teaching assignments. He/ She is vested with the privilege of convening departmental meetings for planning various departmental activities. The Head of the Department along with his/her colleagues oversees the paper setting, evaluation and marks submission of all internal examinations of the department.

A number of Committees & Cells have been constituted to look after the planning and execution of various activities of the college. The following cells and committees are operational in the institution -

- IQAC
- Academic Development Committee
- Research and Development Cell
- College Development Committee
- Library Monitoring Committee
- Entrepreneurship, Career Guidance and Placement Cell
- Anti-Ragging Committee

- Grievance Redressal Cell
- Construction Committee
- Prevention of Sexual Harassment Committee
- Disaster Management Committee
- Internal Complaint Committee
- Canteen Supervising Committee
- Purchase Committee
- Incubation Centre Committee
- Intellectual Property Rights Committee
- Prospectus Preparation Committee
- Hostel Management Committee
- Campus Beautification Committee
- OBC Cell
- SC/ST Cell
- Minority Cell
- Women Cell
- Media Cell
- Cultural Cell
- Medical Cell
- Equal Opportunity Cell
- Mental Health and Wellness Cell
- Sports Committee
- Skill Development Committee
- Examination Committee
- Admission Committee
- Green Audit Committee
- Gender Audit Committee
- Vermi-Compost Project Committee
- Water Harvesting Project Committee
- Yoga Committee
- Red Ribbon Club
- Website Management Committee

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	Document
Upload any additional information	View Document

| Paste link for additional information | <u>View Document</u> |

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Answer:

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. The Principal and IQAC coordinator actively coordinates with the Governing Body in the policy making process to ensures the effective deployment of its strategic plan while undertaking various decisions.

Infrastructural Augmentation and Expansion

Infrastructural development is one of the most significant areas of the strategic plan of the Institution. Augmentation and development of physical as well as academic infrastructure supplements all other areas of the strategic plan. Effective utilization and mobilisation of financial resources is crucial to the overall growth and development of the Institution.

The college received the **Rashtriya Uchchatar Shiksha Abhiyan** (RUSA) Grant of Rs. 2 crores (in installments) 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 new constructions, extensive renovation, and purchase of 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 has been in a constant effort and dedication to reach out to various sources and sectors to mobilize funds as outlined in its Strategic Plan, and with the financial assistance that it has received under RUSA. The Institution has successfully deployed its strategic plan regarding Infrastructure development through decentralization and participative management thereby contributing to its overall development.

File Description	Document
Upload any additional information	<u>View Document</u>

|	
strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

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

Answer:

The college is run under the appellation of Dibrugarh University and it is two-tier system of governance. At the administrative level, the Governing Body (GB) is the apex body constituted as per the provisions of The Assam Provincialised Colleges and Assam Non Government Management College Rules, 2001 (amended from time to time). The Principal of the College acts as the Secretary of the GB who is also the Drawings and Disbursing Officer (DDO). The Principal is assisted in **all administrative and academic matters** by the Vice Principal, HOD, non-teaching staff, IQAC and other in-house bodies.

Administrative Setup

- 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.
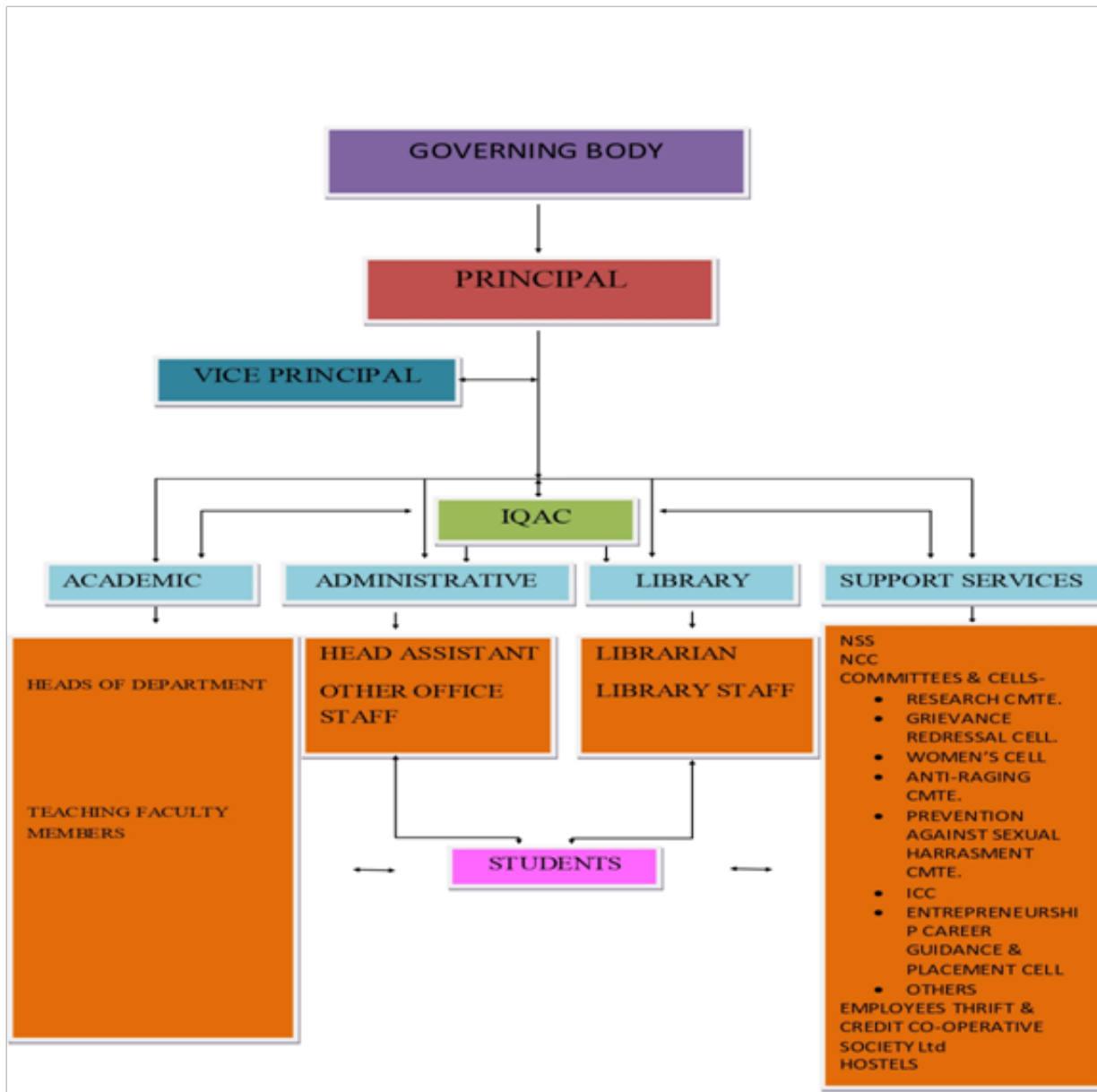
Service Rules

- The service conditions of the permanent teachers, including appointment and promotion, are regulated as per the rules and procedures stipulated by UGC and DHE, Govt. of Assam.

Procedure for Recruitment and selection of Staff

- All fresh recruitments are made in a transparent manner by way of public advertisement in newspapers and through the college website as per State Govt. and UGC rules.

- Appointments to various departments and programmes are made through proper interview procedure.
- Appointments are made following the guidelines framed by UGC and Directorate of Higher Education, Govt. of Assam.

Procedure for Promotion

- Promotions are made according to the rules of UGC and Government of Assam.
- API scores of concerned teachers are verified by IQAC before holding of the Departmental

Promotion Committee (DPC) which scrutinizes the relevant documents and its report is forwarded to the Governing Body. The Governing Body approves the proposal and the same is sent to the Directorate of Higher Education for necessary actions.

Grievance Redressal Mechanism

- Grievance Redressal Cell (GRC) has been set up to deal with all kinds of grievances relating to the employees and students of the college.
- The Cell has been successfully catering to various complaints and issues relating to the students and employees.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. *Administration*
2. *Finance and Accounts*
3. *Student Admission and Support*
4. *Examination*

Answer: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Answer:

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. The welfare measures for the teaching and non-teaching faculty members are listed below:

Leave Benefits

As per Service Rules, the employees of the college avail Casual leave, Earned leave, Medical leave, Child

Care leave and Maternity Leave. The College authority also provides facility for special leave for exigencies due to accident, funeral of relatives, etc.

Monetary Benefits

- Earned Leave: Encashment of earned leave at the time of retirement for teaching and non –teaching staff
- Group Insurance: A Group Insurance policy exists for the permanent teaching and non-teaching staff.
- Credit facility is available for the members of **Golaghat Commerce College Employees Thrift and Credit Co-operative Society Ltd.** which is registered under Societies Registration Act XXI of 1860.

The society offers a maximum loan of **Rs 5, 00,000**/ (**Five Lakh)** to a member as a general loan and in case of emergency, a member is provided with a maximum loan of **Rs**. **1,00,000**/ (One Lakh) only.

Other Benefits

- Multi station Gymnasium facility for the employees.
- Availability of Badminton court, Volley Ball court and Cricket pitch for the welfare of the employees.
- Awareness programmes on health, technology, stress management for the employees.
- Training and orientation on use of ICT.
- First Aid box and Health Care facilities for the employees.
- Provision for Hand wash and sanitization is available.
- Wi-fi facility to all employees.
- Provision for printing and photocopy facility for teaching staff.
- Separate seating arrangement for teachers in the college canteen.
- Provision of well furnished separate departmental rooms.
- Separate washrooms for the teaching and non teaching staff.
- Provision of safe drinking water with RO purification.
- Water Cooler facility.
- Adequate parking space for all employees.
- Library facility to all faculty members.
- Availability of Newspapers & Magazines (Regional and National) for the employees.
- Availability of Research Journals in the college Library to promote research culture among the teachers.
- Separate reading space for teachers in the Library.
- Facility of a well furnished Teachers' Common Room with attached washroom and a television set.
- Availability of a shop (Campus Needs) with necessary stationery items, reprography facility, festive items, first aid material and other amenities.
- Availability of fish and organic fertilizer (vermicompost) to the employees at concessional rates.
- The college has constituted a cycling club taking into consideration the health concerns of employees. Green parking space is available.
- Provision of ramp rail, walker, screen- reading software and specialized washroom facility for differently abled employees.
- Day Care Center is available for the children of the employees as well as visiting guests.
- The staff members are honored with awards and certificates for their achievements.

- Allowances to all teacher-in-charges who accompany the students in field trips, study tour etc.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Answer: 5.46

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	5	1	3

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Answer: 4.4

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

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
9	1	2	3	7

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative	

training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Answer: 41.12

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

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
30	22	17	4	13

File Description	Document
Upload any additional information	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

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

Answer:

The human resource needs of the college are annually assessed and initiatives for recruitment and promotion are taken 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, regarding career advancement of college teachers in Assam, which are followed by the college.
- The principal maintains **Annual Confidential Report** on performance of teachers and submits the same to the Directorate of Higher Education as and when required. The principal communicates with teachers forwarding suggestions for improvement and corrective measures confidentially**.**

- 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 committee submits the report to the DHE for considering promotion to upper grade.
- **S**uggestion boxes have been incorporated as a mechanism for collecting suggestion and feedback

from various stakeholders facilitating the authority to take measures for improving overall performance of teaching and non-teaching staff members.

- The performance of the faculty members is also evaluated at regular intervals through **feedback system**. Student feedback system exists for assessing the performance of teaching and non-teaching staff. After analyzing the feedback, authority takes necessary measures to communicate with the teaching and non teaching staff and instruct them to take measures to enhance their skills.
- Every HOD and faculty maintains record of daily academic and other assigned duties in their respective **diaries**, which are periodically overviewed by the college authority.
- The college seeks information from the teachers and librarian about their academic achievements and the same is recorded in the **Service book**. This record reflects academic achievements such as M. Phil., Ph.D. and participation of faculty members in Orientation Programmes, Refresher Courses and Short Term Faculty Development Programmes.
- **Academic Performance Record** is collected in prescribed format and is kept in IQAC office of the college.
- From **2020**, **an online feedback system** for taking student feedback has been initiated for better transparency and smooth functioning of the mechanism in the wake of the catastrophic situation of pandemic.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Answer:

The College conducts internal and external financial audits regularly. It follows a mechanism for audit of all financial activities. 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. M/S Shravan Agarwalla & Associates, a Chartered Accountant firm based in Golaghat, is entrusted the responsibility of conducting internal audit of the college. On behalf of the Principal, the Head Accountant maintains the accounts of the funds. The internal audit report is placed before the Governing Body for necessary approval.
- Internal audit includes the auditing of all the Government and Non-government funds including fees from self-financing courses.
- The grants for Minor/Major Research Projects, National Seminars, etc are verified by Chartered accountants and the utilisation certificates issued by them are submitted to UGC, ICSSR etc. for approval.
- 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**.

- The audit team checks whether fund utilisation is done in accordance with the accepted procedures. Assistant Director of Audit (Local Fund) verifies various tenders and quotations. Their suggestions are incorporated in planning the effective utilisation of funds.
- The Assistant Director of Audit (Local Fund) is authorized to audit the books of accounts and necessary documents of the college related to general revenue of Govt. and utilization/non-utilization details of funds.
- The audit team scrutinises and verifies Cash Book, Bank Passbook, acquaintance of teaching and non-teaching staff, SC/ST/OBC scholarship acquaintance, Cheque issue register, Deposit and Fee receipt vouchers etc.

The institution undertakes all its activities aiming to embrace and promote transparency in financial activities. **The Government Audit on the accounts has already been conducted for the period 01-04-2016 to 30-04-2020, however the audit report of the same is yet to be received by the Institution.**

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Answer: 14.2

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

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
12.61	0.52	0.25	0.12	0.70

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Answer:

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 like construction of new buildings, renovation and development of existing infrastructures. The various sources from which funds are obtained/ generated are listed below:

Government Funds:

- Grants received from UGC and RUSA
- Project and Seminar grants from UGC and ICSSR
- Salary grants from Govt. of Assam
- Fund received for carrying on the activities of NSS, NCC
- Infrastructure Development Grant from State Government
- Centre fees of different Govt. recruitment examinations

Non-governmental Funds:

- Receipts from Soil Testing Laboratory.
- Self-sustaining programmes like Post Graduate Diploma in Tea Plantation Management, Certificate in Computer Application etc.
- Sale proceeds from Vermi Compost project.
- Funds from College fishery.
- CSR fund from Numaligarh Refinery Ltd.
- Rent from college canteen.
- Rent from Commercial space.
- Revenue from College shop (Campus Needs).
- Funds generated through sale of prospectus at the time of fresh admission.
- Donations from individuals.
- Interest accrued from bank deposits.
- Fund generated from sale of Agar (Sachi) tree.
- Centre fees for CA examination.
- Contribution from Alumni.
- Admission and Examination Centre Fee from students.

Utilisation of resources:

Resources available in the college are utilized in a proper and optimal manner.

Financial resources:

Funds generated through different sources are mainly used for

- Grants received from UGC and RUSA are used for Infrastructure augmentation and maintenance of various physical and academic support facilities.
- Grants from UGC and ICSSR are utilized for conducting seminars, conferences, publication of the peer reviewed journal *Research Promoter* and carrying out Minor/Major Research projects.
- Grant from State govt. is utilised for salaries and infrastructural development.
- NSS &NCC funds are utilized for different extension activities

- Govt. recruitment examinations funds are utilized for remuneration and logistical support.
- **Non- governmental funds** are utilised in infrastructure maintenance, green initiatives, extension activities of the college etc.

Material resources

- Classrooms/ Auditorium are not only utilized by the college community for holding classes, examinations & events, but are also allotted to Government and Non-government agencies for holding recruitment examinations, meetings, training programmes etc.
- Indoor Stadium and Gymnasium Hub facilities are availed by students, staff, professional bodies as well as the local community.
- College playground is provided to the neighborhood Primary school and local community for the purpose of martial art/ physical education.
- A water body within the campus serves as fishery, which adds to the aesthetic beauty of the campus.
- 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.
- Employees are appointed for various government assignments such as **Election duty, Gunotsav, COVID- 19 pandemic duties** etc.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Answer:

In order to enhance the quality of the institution the IQAC has adopted several quality practices with the active cooperation of the college administration to contribute towards the overall development of the college.

Various Initiatives 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. In order to streamline the administrative activities they also visit library, hostels and office of the college.

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 to identify and record environment management and conservation in Golaghat Commerce College campus.

Energy Audit: M/s Add Square Solutions has conducted in Golaghat Commerce College to review the electrical load of the college and the energy conservation measures adopted by the institution.

The green initiative taken by the college includes installation of Solar Panels, LED bulbs, Motion Sensor Bulb, Biogas Plants, Office automation etc.

Gender Audit: IQAC in association with **Women's Cell** has conducted an internal gender audit by constituting a Gender Audit Committee. The audit was conducted with an objective to assess and check the institutionalisation of gender equality in the organisational policies and services.

Promotion of Research:

IQAC recognizes the significance of promoting research culture amongst the teachers and students.

With this objective, IQAC takes the following initiatives.

- Publish an ICSSR sponsored peer reviewed journal **RESEARCH PROMOTER (ISSN2231-0193)**.
- A Research committee (now Research & Development Cell) has been constituted in the College to promote research activities.
- Provide the latest information about the quality journals of Scopus and UGC Care
- Encourage teachers to inculcate research habits and practices amongst students.
- Conduct Faculty Development Program
- Organise National Seminars and Conferences
- Encourage teachers to apply for research projects to research funding organisations like UGC, ICSSR.

Other initiatives:

- Preparation and submission of AQAR
- Self Study Report for various accreditation bodies like NAAC, NIRF, AISHE, ISO
- Performance Base Appraisal System(PBAS) for Career Advancement Scheme (CAS)
- Stakeholders feedback
- **Institutional collaboration** initiative with various institutions through MoUs .
- Facilitate the recruitment process of the institution
- Managing a shop **"Campus Needs"** within the campus.
- Conduct **National Productivity Week**
- Organise programmes on New Education Policy, 2020
- During Covid-19 period IQAC, in association with different departments have conducted various National and International Webinars
- IQAC organizes ICT workshops to enable teachers to use new technology for making classroom activities more relevant and interesting for students
- **Digital initiatives** including online admission, cashless transaction, development of a new institutional portal, paperless communication through official WhatsApp Groups/ e-mail.

- Motivated effort of IQAC through involvement of all stakeholders of the college in creating a **Plastic-free and tobacco-free campus**
- IQAC initiate the maintenance of systematic records of all departmental activities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

(For first cycle - Incremental improvements made for the preceding five years with regard to quality

For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Answer:

IQAC adopts practices to provide quality education to the students through an effective and meaningful teaching-learning process. Following the vision and mission of the College, IQAC ensures excellence in education through quality academic and co-curricular engagements.

IQAC achieves this through mainly two practices, viz.,

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.

Areas where these reforms are reflected are as follows:

- At the beginning of the academic year, IQAC collects department academic plans and monitors its effective implementation throughout the year.
- IQAC has a practice of comprehensive semester wise result analysis to pinpoint strengths and

- weaknesses of different departments.
- Feedback mechanism made convenient and effective through introduction of online feedback system.
- The college has introduced new programmes viz., M. Com regular course in Finance and Marketing. The course was introduced in the session 2017-18. Since then the institution is in a continuous drive to contribute towards providing quality higher education to the students.
- The college has recently introduced MA Programme in Assamese with the objective of providing opportunities to students of rural areas of Golaghat and neighboring regions access to higher education.
- The institution through its Centre for Tea Plantation Management has introduced a self financing course- Post Graduate Diploma in Tea plantation Management (PGDTPM) in collaboration with North Eastern Tea Association (NETA) in 2016-17. The priority of the centre is to maintain a steady flow of technically qualified and professionally competent personnel to the tea estates and allied sectors.
- The College has introduced Job-oriented courses like Yoga and Certificate in Computer Application.
- For promoting effective communication skills a language lab has been established.
- Establishment of Indoor Stadium equipped with Multi-Station Gymnasium, Synthetic Badminton Courts, Table Tennis etc.
- Extension and Upgradation of Computer Labs.
- The institution has renovated the college library with adequate reading space for its stakeholders.
- Digital mechanism has been adopted by the institution for better organisation and maintenance of library resources. It is automated using SOUL 3.0.
- The institution has also purchased sufficient numbers of latest and relevant books and journals.
- Organised National Seminars sponsored by UGC and ICSSR, National and International Webinars.
- Organised Faculty Development Programme.
- Publication of ICSSR sponsored peer reviewed journal "Research Promoter".
- IQAC ensures that most of the classrooms and labs are fully equipped with ICT facilities.
- Teachers are encouraged to use ICT tools to prepare and deliver their lectures through audios, videos and PPTs.
- Internship/ Job opportunities are made available to the students by inviting reputed companies to the College through Entrepreneurship Career Guidance and Placement Cell (ECGPC), Centre for Tea Plantation Management (CTPM) and Departments.
- Industrial and academic collaborations through MoUs.
- Infrastructure augmentation with construction of classrooms with modern facilities.
- Special provision for differently abled employees and students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. *Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements*

2. *Collaborative quality intitiatives with other institution(s)*
3. *Participation in NIRF*
4. *any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)*

Answer: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

7.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 last five years.

Answer:

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.

Curricular Activities:

- A good number of **courses in the Undergraduate and Postgraduate programmes** focus extensively on gender issues.
- Sensitization to gender equity is dealt with in the **field work and practicum** that are part of some courses.
- The college also offers various **gender-inclusive vocational courses**

Co-curricular Activities:

- Gender equity and sensitization take place through **value-added activities, events, celebrations and extension activities** organized by various departments and cells.
- The Women's Cell of the college organizes **interactive sessions and talks** to create awareness on gender issues.
- Female students **participate and enroll in NCC and NSS wings** of the college which help develop confidence and leadership qualities in them.
- Gender audit has been conducted to assess and check the **integration of gender equity in the college policies** and provisions.
- Female students are encouraged to actively participate in **College, State, National and International sports events.**

Counselling:

- In order to **address the mental health needs** of students, a trained clinical psychologist has been appointed by the college.
- Workshops and webinars on **Life Skills and Coping Strategies** are conducted to address exam-related anxiety and stress in general.
- The Entrepreneurship Career Guidance and Placement Cell (ECGPC) takes initiatives to provide **career counselling** to students.
- **Legal experts** are invited to create awareness on sexual harassment and the legal protections available for the victims of sexual harassment.
- **Mentor-Mentee Programme** gives students opportunity to reach out for individual sessions for counsel.
- Counselling programmes are organized to generate awareness on **women's health and hygiene.**

Safety and Security:

- A **SecurityPersonnel** has been deployed at the main entrance to monitor people during the day. **Two night watchmen** keep vigil over the campus at night.
- **CCTV Cameras** have been installed at specific locations to ensure round the clock campus surveillance.
- The whole campus is **well lit** which helps everyone feel safe.
- The college has a **Grievance Redressal Cell** to address grievances.
- **The Anti-ragging committee, Prevention of Sexual Harassment Committee, Women's Cell** take initiative to ensure an atmosphere of equality and dignity for women.
- The Girls' hostel is monitored by a **warden** who is a regular faculty of the college.
- Female teachers are appointed as **in-charge** of students in outstation college trips.
- **Additional police personnel** are deployed during events and college fests.

Infrastructural facilities

c) Common Room:

- The College maintains a **separate, well furnished common room** for female students for healthy recreation and mutual contact.The common room is provided with reading materials, a life size mirror, two attached washroom facilities and water purifier.

d) Day care centre for young children:

The college runs a Day Care Centre in the campus with the objective of providing day care facilities.

e)Other facilities:

- **Special washroom facility** is available for differently abled students.
- **Sanitary Pad Vending Machine and Incinerator** are available in Girls' Common Room and Women's Hostel.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common	

Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. *Solar energy*
2. *Biogas plant*
3. *Wheeling to the Grid*
4. *Sensor-based energy conservation*
5. *Use of LED bulbs/ power efficient equipment*

Answer: A. 4 or All of the above

File Description	Document
Any other relevant information	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

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

Answer:

In consonance with the institutional **Green Campus Policy**, the college has taken innovative and practical measures for effective waste management. The waste management practices are communicated to the stake holders and they are directed to take responsibility in reducing individual waste generation.

Solid Waste Management:

- **Waste segregation at source**: Solid waste is segregated at source as bio degradable and non-biodegradable.**Separate colour coded dustbins** have been placed at different locations throughout the campus for disposal of wastage.
- **Garbage disposal through GMB**: The institution has one RCC tank for storing non-biodegradable waste and with the help of **Golaghat Municipal Board (GMB)** garbage dispensing van, the whole waste from the tank is disposed at the landfill site authorized by the Municipality.
- **Vermi Compost**: Biodegradable waste in the form of dried leaves, vegetable waste etc. generated from canteen and the hostel mess are converted in the Vermi Compost Plant to fertilizer.
- **Waste Collection by farms**: The food remains/waste is collected by nearby poultry and piggery farms.
- **Disposal through vendors:** Paper waste produced from departments, library, examination office, administrative offices, hostels, are properly stacked in designated place and later disposed through

vendors.

- **Incinerators:** Sanitary Napkin incinerators have been installed at the Girl's Common Room and the Women's hostel to ensure proper disposal of soiled sanitary napkins.
- **Paperless campus**: Initiatives have been taken to optimize the use of various technology for official correspondences and documentation. Gradual office automation has contributed immensely towards reducing paper usage.
- **Ban on Single Use Plastic**: The use of Single use plastic is banned in the campus. The college has put particular focus on generating awareness on plastic pollution by organizing various awareness programmes.
- **Celebration of World Environment Day**: Every year, World Environment Day is celebrated to encourage awareness on environmental protection.
- **Disposal of Banners:** Flex used for publicity or as banner are disposed off and use of digital banner is encouraged.

Liquid Waste Management:

- **Drainage system**: Liquid waste in the college generated from canteen, sanitary blocks and basins are drained to a deep **soak pit**.
- **Septic Tank**: Toilets are properly connected to the drainage system to get rid of waste and for sewage disposal there is an onsite system of septic tank.
- **Regular cleaning**: Drains are regularly cleaned to avoid stagnation of waste and to maintain hygiene in the college campus.
- **Reuse of RO water**: Waste water from RO units, water purifiers and water from rain water harvesting system is used in gardens and washrooms.

E-Waste Management:

- **E-Waste stock room**: Electronic wastes such as obsolete computers accessories such as monitors, printers, internal hard drive, motherboards, used ink cartridges etc. are stored in a designated **e-waste stock room** and later safely disposed or repaired for further use.
- **Disposal through vendors**: An **outsourcing agency,** Eskay Solutions has been entrusted with the task of disposal of e-wastes generated from time to time. An MoU has been signed with the agency for timely disposal.
- **Periodical Repairing**: The college tries to control and minimize generation of E-waste by periodically checking computers and other electronic peripherals.

File Description	Document
Any other relevant information	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. *Rain water harvesting*

2. *Borewell /Open well recharge*
3. *Construction of tanks and bunds*
4. *Waste water recycling*
5. *Maintenance of water bodies and distribution system in the campus*

Answer: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Answer: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

Answer: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. *Built environment with ramps/lifts for easy access to classrooms.*

2. *Divyangjan friendly washrooms*
3. *Signage including tactile path, lights, display boards and signposts*
4. *Assistive technology and facilities for 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*

Answer: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Link for any other relevant information	[View Document](#)

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 500 words).

Answer:

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 drive decision-making, resource allocation, and development of all policies and practices.
- The college strictly adheres to the **statutory reservation policies** in admission as well as recruitment process of the college to ensure equal representation of diverse categories of students and employees.
- The UGC-mandated **Equal Opportunity Cell of the College** oversees the effective implementation of policies and programmes for disadvantaged groups.
- **Financial assistance** is provided to students who are financially deprived. The college also facilitates the process of availing **special scholarship** initiated by the Government of Assam for **economically and socially backward students** of the state.
- The cultural diversity of the state is reflected and celebrated at the **Annual College Week and other cultural activities** organized in the institution. Exposures to such activities help students develop a positive appreciation of cultural, regional, linguistic, communal diversities.
- A '**Sarva Dharma' Prayer Meet'** was held in memory of Late Dr. Jatindra Nath Saikia, former Principal of Golaghat Commerce College on **30th March, 2019 which set an example of religious harmony.**
- The college also organizes **talks, workshops, film/documentary screenings and outreach programmes** to promote communal harmony and tolerance.
- The NSS Cell involves **student volunteers to organize special camps and awareness generation activities** on various social issues in villages to orient the student youth to community service and develop a sense of responsibility, tolerance and cooperation in them.
- The college celebrates **National Festivals** and important occasions such as **Republic Day**,

Independence Day, **International Women's Day**, **Asom Divas**, **National Girl Child Day** etc. every year which allows students, teaching, non-teaching staff of diverse background to come on a single platform and promote national integration.

- The annual **Punaram Neog Memorial Lecture** is delivered every year on 9th October on the occasion of College Foundation Day to inspire the students and staff and remind them about the sacrifices of those who played pivotal roles in forming the college.
- The college fraternity also come together to celebrate **cultural and regional festivals** such as Bihu, Saraswati Puja (Vasant Panchami), Eid, Fresher's Social, Teachers' Day, Farewell Programme etc.
- The **linguistic diversity** is acknowledged in the college magazine and other student related competitions such as Essay Writing, On the Spot Poetry Competition etc. which are conducted in three languages- Assamese, Hindi, and English.Linguistic diversity is also brought into pedagogy as classroom lectures are usually bilingual.
- **International Mother Language Day** is observed annually on 21st February to promote multilingualism.
- The **Grievance Redressal Cell** takes care of grievances, if any, raised by anyone with regard to breach of religious and cultural sentiment.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Link for any other relevant information	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Answer:

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 and the **National Anthem** sung in times of celebration spreads the message of unity and integrity.On **Independence Day**, the college fraternity lights lamps on the **"Swahid Bedi" (martyrs' column)** to pay tribute to the martyrs who laid down their lives for the state.
- 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 and responsibilities as citizens of the country.
- The college celebrates **International Mother Language Day** to promote and popularize mother language among the students and make them aware of the linguistic and cultural diversity of the nation.

- On 26th November every year, **Constitution Day** is celebrated, during the occasion of which, the college deliberates upon the Fundamental Duties and Rights of Indian citizens.
- The college joined hands with the Golaghat District Administration in 2018 to observe **National Voter's Festival** and to spread awareness among the young students about the importance of voting and participating in the electoral process.
- **Essay-writing competitions and debates on contemporary issues** are organized during college week and other commemorative days with the objective of encouraging students to express and share their views on civic and constitutional responsibilities.
- The **Student's Union** election gives the students an opportunity to witness the Principles of Democracy as enshrined in our constitution, during the process of fair and free elections held in the college.
- Students also participate in various **community development** activities through NSS and NCC which inculcate the spirit of service among them. In the last five years, the students of Golaghat Commerce College along with the teachers have participated in distribution of flood relief materials, environmental awareness programmes, Covid-19 awareness drives, Swachh Bharat Abhiyan etc. which have helped develop a sense of nation building in them.
- The college has made efforts to apprise students about **yoga** and its importance in developing a healthy lifestyle. Department of Physical Education and Sports offers add-on course on Yoga. The college has offered **Add-on courses in Yoga** and **International Day of Yoga** is celebrated every year with the view of popularizing regular physical exercises in students.
- The college organized workshop on **"Building Positive Emotions"** for the students where they were taught how to cultivate a sense of gratitude.
- **Road Safety Awareness Programme** was organized in collaboration with District Transport Office.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	[View Document](#)

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.

1. *The Code of Conduct is displayed on the website*
2. *There is a committee to monitor adherence to the Code of Conduct*
3. *Institution organizes professional ethics programmes for students, teachers, administrators and other staff*
4. *Annual awareness programmes on Code of Conduct are organized*

Answer: A. All of the above

File Description	Document
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 Document](#)

Code of ethics policy document	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Answer:

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. The purpose is to inculcate the spirit of nationalism and patriotism among the students.
- **Gandhi Jayanti,** the **International Day of Non Violence** is observed every year.
- **International Day of Yoga** is celebrated every year with the view of popularizing regular physical exercises in learners for a disciplinary lifestyle and inculcating humane values in them.
- Every year, the Women's Cell of the college organize different programmes to mark the celebration of **International Women's Day** and takes initiatives to spread the message of gender equality in the society.
- The college celebrates **International Mother Language Day** with great enthusiasm and zeal. The idea behind the celebration is to promote and popularize mother language among the students and make them aware of the linguistic and cultural diversity of the nation.
- **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 who played a significant role to unify India.
- 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.
- The college celebrates **Asom Divas** on 2nd December to commemorate the rule of Chaolung Sukhapha who laid the foundation of greater Assamese community.
- Commemorating the Assamese cultural icon Rupkonwar Jyotiprasad Agarwala, **Silpi Divas** is observed in the college.
- **Rabha Divas** is celebrated in the college to honor 'Kalaguru' Bishnu Prasad Rabha and remember his contribution towards the betterment of the state.
- Department of Mathematics & Statistics organized **Pi Day** on 14th March, 2021.A talk was organized to spread knowledge about the mathematical constant.
- To celebrate and commemorate 75 years of independence, an **Azadi Ka Amrit Mahotsav talk** was organized in 2021 to sensitize the students on the evolutionary journey of the nation and the spirit of 'Aatmanirbhar Bharat'.
- The college celebrates **Sudhakantha Divas** to commemorate the birth day of **Bharat Ratna Dr. Bhupen Hazarika** every year on September 8.

File Description	Document
Link for Geotagged photographs of some of the events	[View Document](#)

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

Answer:

Best Practice I:

1. Title of the Practice: Centre for Tea Plantation Management (CTPM)

The Centre for Tea Plantation Management (CTPM), Golaghat Commerce College was set up in 2016 with the vision of being a center of education in the field of Tea Plantation Management imparting specialized and globally competitive knowledge and skills. The College, through the **Centre for Tea Plantation Management (CTPM),** endeavours to achieve the following:

2. Objectives of the Practice:

- To impart knowledge and skill to the rural youth on modern and scientific aspects of tea cultivation and plantation management
- To generate a pool of highly competent, trained personnel having entrepreneurial ability and managerial skill to manage the tea plantations profitably.
- To cater to the demand for skillful, trained local youths in the tea industry of Assam.
- To motivate, encourage and help rural youth for undertaking tea cultivation as a means of self-employment.
- To support professionals already engaged at the marketing/management level in the field of tea services and products.
- To strengthen the backbone of the Tea Industry and to add to the overall growth of the industry in Assam.
- To address contemporary challenges faced by the Tea Industry of Assam.

3. Context:

Golaghat district is a tea hub and contributes significantly to the overall tea production in the state of Assam.There is ample scope for the local youths to have a career in tea sector and secure lucrative positions in tea companies or tea gardens, tea broking houses and tea associations or start their own ventures. The Centre for Tea Plantation Management (CTPM), Golaghat Commerce College was created to cater to this Geo-spatial distinctive potential of the region. The centre has been playing a constructive role in training the local youths and equipping them with requisite skills for employment in tea industry. Golaghat Commerce College has the unique distinction of being the first provinicialised college in Upper Assam to have introduced a centre for Tea Plantation Management which offers formal education and training on tea. The centre was formed in collaboration with North Eastern Tea Association (NETA).The priority of the centre is to maintain a steady flow of technically qualified and professionally competent personnel to the tea estates and allied sectors.

4. The Practice:

4.1.Post Graduate Diploma in Tea Plantation Management (PGDTPM): The Centre for Tea Plantation Management (CTPM), in consultation with NETA has been conducting a Post Graduate Diploma in Tea Plantation Management (PGDTPM)course from the session 2016-2017. The course is of 2 (two)

semesters with a total duration of 1 (one) year including two months of compulsory internship at different allotted tea estates. The total intake capacity of the course is sixteen (16) and graduates from any discipline can pursue this course. The syllabus is realistic and oriented towards the job market, broadly focusing on the following areas: Factory and Production Management, Plantation and Field Management, Marketing Management, Basics of Accountancy, Labour Laws and Communication Skill.

4.2. Strong Industry Collaborations:The PGDTM course offered by the centre is experiential, learner-centric and industry driven with strong industry linkage.

a) To develop an active industry-academic interface and produce "Industry Ready" students, the centre has **collaborated with NETA, All Assam Small Tea Growers' Association (ASTGA) and Arin Tea Pvt. Ltd., Golaghat**. These industry collaborations help students to acquire skills and capabilities and prepare them to get appropriate employment.

b) The students pursuing the course are required to **visit various member tea gardens** of NETA every fortnight for obtaining firsthand knowledge on tea cultivation, processing and labour management.

c) Students are required to undergo an **internship of two months** in Tea Estates assigned to them and have practical exposure to all the aspects of Tea Industry.

d) The centre organizes **seminars, student training programmes, workshops** etc. at regular intervals.

e) **Distinguished persons** and experienced personnel from the Tea Industry deliver lectures and conduct **Teaching and training sessions**.

f) North Eastern Tea Association (NETA) is a key partner and it actively assists in the **recruitment and placement** of the students who successfully completes the course.

4.3.Soil Testing Laboratory : A soil testing laboratory has been developed to do routine analysis of soil. Different soil chemical and physical parameters are analyzed for tea growers as well as other cultivators and suggest them regarding their soil nutrient status.

4.4.Infrastructurefacilities: The centre offers adequate physical infrastructure for the quality education of students and all round development.In the last five years, consistent efforts have been made to augment the existing infrastructure. The CTPM classroom, conference room and the seminar rooms are **ICT-enabled**, with projectors and screens. A special office space has been created to carry out routine work.

5. Evidence of Success

The intensive professional training delivered by the centre has enhanced employment possibilities and entrepreneurial ventures.Many students after successful completion of the course have been gainfully employed in Tea Estates across Assam as Assistant Managers of tea plantations or entrepreneurs focusing on profitable and sustainable tea cultivation. Till 2021, forty five (45) students have so far completed this course and more than eighty per cent of them are engaged in tea industry. Sixteen (16) students are currently undertaking the course in 2022. The course begins in August every year. The Centre has been able to maintain a constant linkage with the Tea Industry and the related bodies like Tea Board, India, various Tea Associations and Tea Research Institutions etc. for its development activities. The list of students of PGDTPM Course employed in the tea industry in different capacities are annexed in the supporting documents.
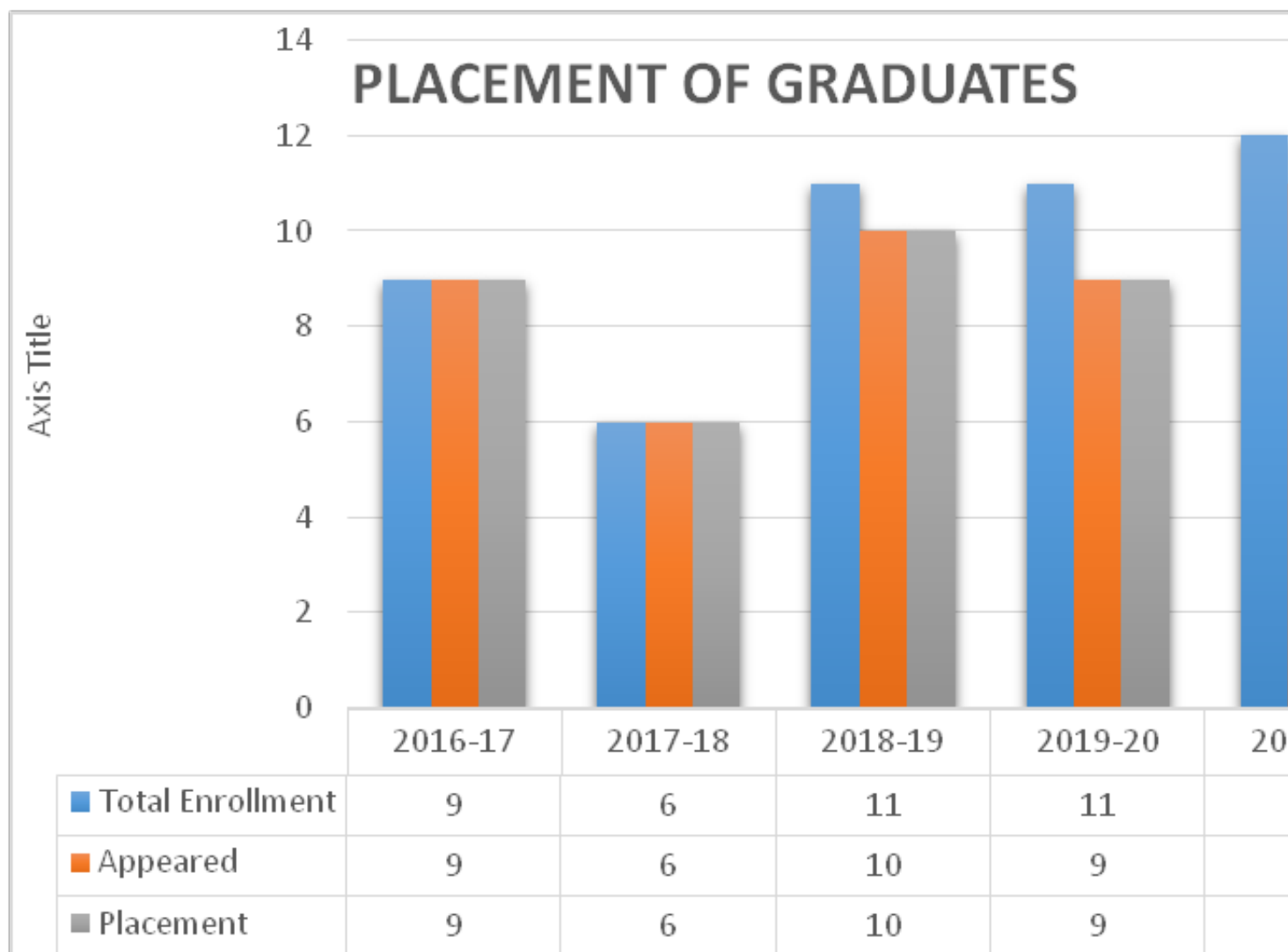
	2016-17	2017-18	2018-19	2019-20	20
■ Total Enrollment	9	6	11	11	
■ Appeared	9	6	10	9	
■ Placement	9	6	10	9	

Figure I: Placement of Graduates

6. Problems Encountered and Resources Required

1. The Post Graduate Diploma in Tea Plantation Management Course offered by the centre enrolls a student population with a mixed set of expertise and disciplinary backgrounds. A cross-disciplinary approach to teaching is required to engage the students and help them adapt to the course.
2. The COVID-19 pandemic presented challenges to acquisition of practical skills through field visits and in-person internships which are an essential part of the Post Graduate Diploma in Tea Management Course. Although, classes were offered online, the shift in teaching modality presented challenges in teaching practical work.

Best Practice II:

1. Title of the Practice: **Golaghat Commerce College Employees' Thrift & Credit Co-operative Society Ltd.**

The Golaghat Commerce College Employees' Thrift & Credit Co-operative Society Ltd. has been promoting regular saving habits and has made significant contribution in improving the socioeconomic conditions of its members.

2. Objectives of the Practice:

- To encourage the members to save a part of their income with the prospect of creating wealth
- To provide hassle free loan to members
- To utilize the proceeds of the income for the welfare of the students
- To utilize the fund in such a way as may be conducive to the welfare and benefit of society
- To meet the emergency fund requirements of the members

3. Context:

Golaghat Commerce College Employees' Thrift& Credit Co-operative Society Ltd. has been serving the members since 1979. The Society was formed to promote thrift and savings practices. It was registered in the Office of the Assistant Registrar of Cooperative Societies, Golaghat under Assam Cooperative Societies Act, 2007 (Assam Act IV of 2017) on 23rd July, 2019 and is functioning till date. It is a voluntary, non-profit association and renders its services to the teaching and non-teaching staff of Golaghat Commerce College. The activities of this Society are governed by an Executive Body. The Executive Body meetings are conducted every month and the Annual General Meeting (AGM) is conducted at the end of every financial year. The strength of the Society as on 31st March, 2022 is 76 members.All the transactions of the Society are recorded as per generally accepted accounting principles. The internal audits are conducted by auditors appointed in the Annual General Meeting of the Society. Accounts are externally audited by the auditors appointed by Cooperative Society, Govt. of Assam.

4. The Practice:

4.1.Governance: The Employees' Thrift&Credit Co-operative Society is governed by a set of By-laws.The Society is managed by an eleven member Executive Body which is constituted in the Annual General Meeting. The Principal of the college is the exofficio Chairperson of the Society. Other members include the Vice President, Secretary, Accounts Officer, two Non-Teaching Staff, Ex-Secretary, four teacher members. In addition to the Executive body, two auditors are nominated to conduct Internal Audit.

Figure I: Executive Body of the society

4.2. Fund Generation: The capital of the society is raised in the following manner-

a) By sale of shares to its members at a nominal value of Rs. 10 per share to a maximum of 500 shares.

b) Each member of the society is required to contribute up to a maximum of Rs. 2000 per month.A one-time membership fee of Rs. 100/- is collected at the time of admission.

c) Fund is also generated from interest received on loans disbursed.

d) Other sources of fund are sale proceeds of loan application form, donations, fines etc.

Yearly Contribution by Members

	2016-17	2017-18	2018-19	2019-20	2020-21
Contribution	1346500	1281000	1280500	706000	1522500
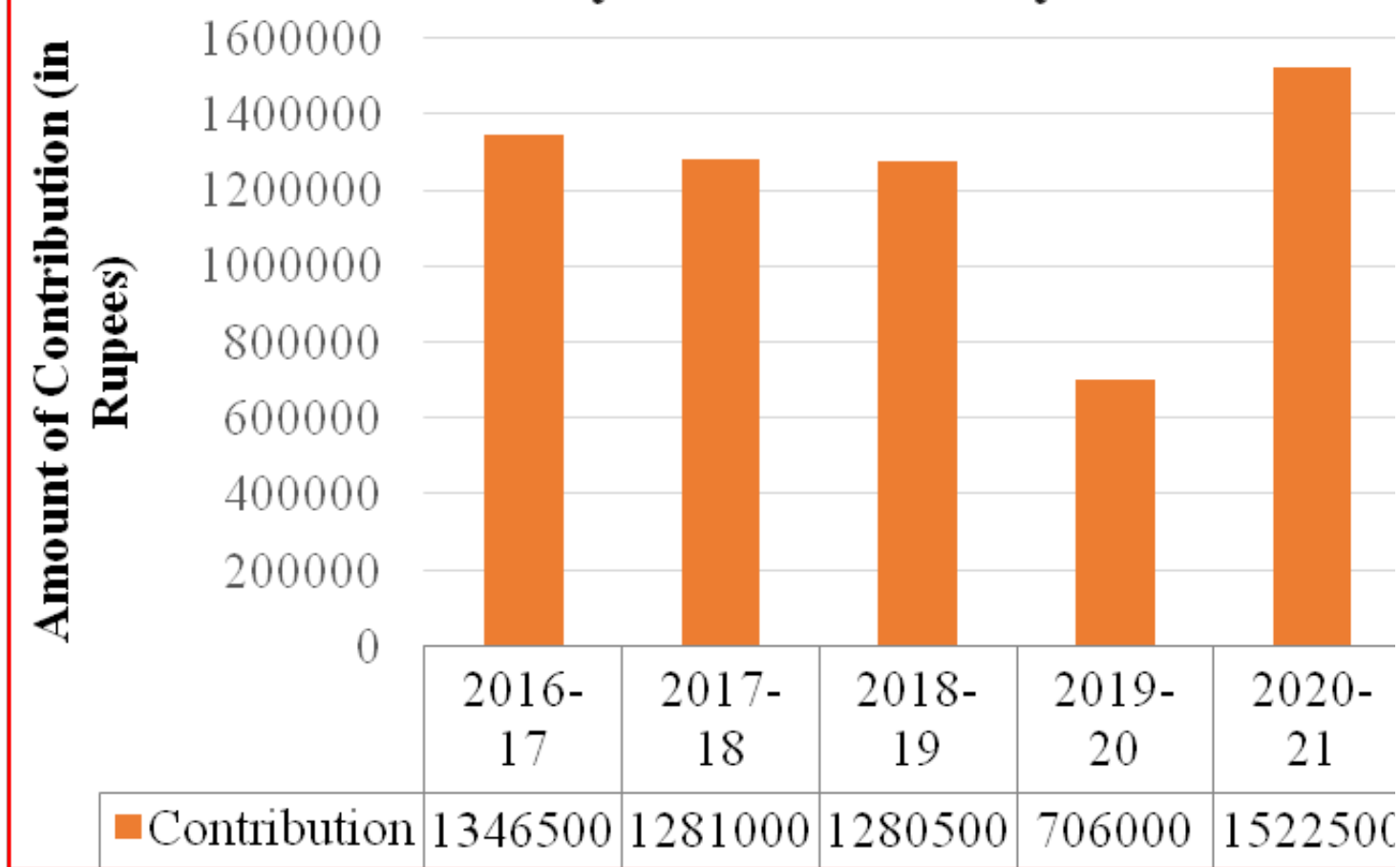
Figure II: Annual Contribution by Members

4.3.Utilization of fund:

a) The society awards **a one-time scholarship of Rs. 5000** each to two meritorious students of the college.

b) Members can avail loan through **hassle free** process of disbursement. After proper verification, the loan application is placed in the Executive Body meeting for approval and the same is disbursed within a short time.

c)The society issues **two types of loan to its members**: Long Term Loan for a maximum period of five years and Short Term Loan (Emergency) for maximum one year.

d) The maximum limit for a **Long Term loan** is Rs. 5,00,000 (Rupees Five Lakhs) only and the maximum limit for **Short Term loan** is Rs. 1,00,000 (one lakh) only.

e)The society pays an **interest on total deposit** of each member at the end of each accounting year. This encourages the members to inculcate regular saving habits.

f) At the end of each accounting year, the society pays **dividend** on the shares to members.

g)The society **organizes financial literacy programmes** among the members to build a strong foundation of good financial practices.
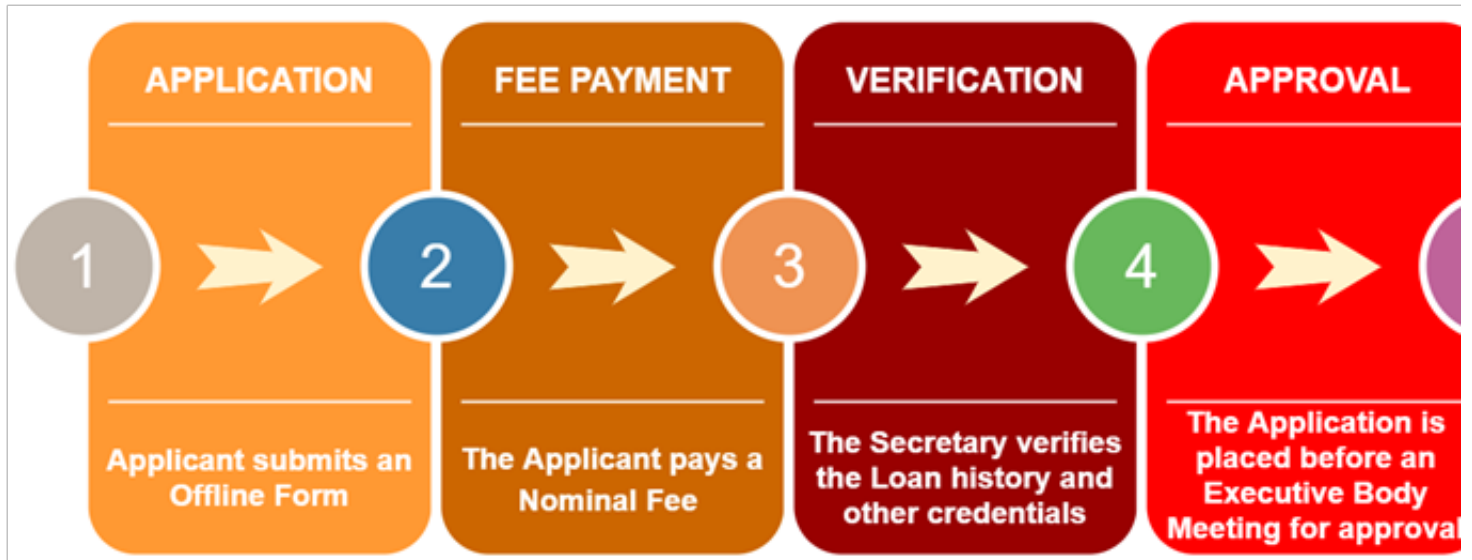
Figure III: Loan Application Process

5.Evidence of Success:

- The society has been able to inculcate regular saving habits among the members.
- The initiative of providing scholarship to meritorious students have benefited and encouraged students.
- On the day of superannuation, members are entitled to have the entire deposited amount with interest accrued.
- Apart from benefits received from govt., the society has been able to meet the credit needs of people.
- During financial emergency such as medical, the Society has been providing financial assistance to its members.
- Most of the loans have been sanctioned on time and therefore, members could utilize the amount when they needed it the most.The loan sanction process is simple and transaction cost is negligible.
- Repayment of loan has never been a stressful barrier or hindrance on the members.There is no Non Performing Asset (NPA), since the EMI amounts are deducted at source before the monthly salary is credited to the loan holder's account.
- A steady secondary income in the form of interest and dividend has been provided to the members of the society.
- Members have a sense of economic security and higher personal agency.
- Almost all the transactions are cashless which contributes to transparency and sustainability.

Yearly amount of Loan Disbursement

■ Loan Disbursement

Year	Amount
2016-17	790006
2017-18	3620500
2018-19	4364000
2019-20	2451000
2020-2...	51530...
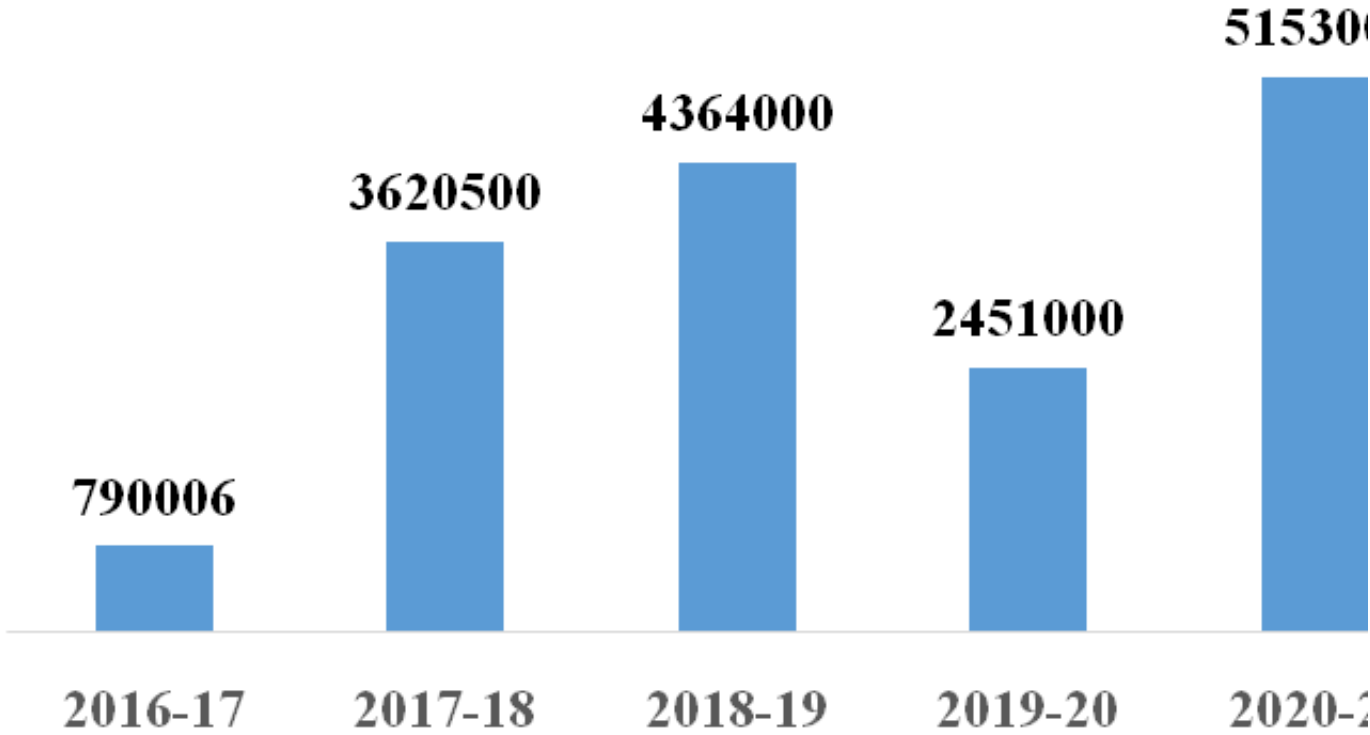
Figure IV: Yearly Amount of Loan Disbursed
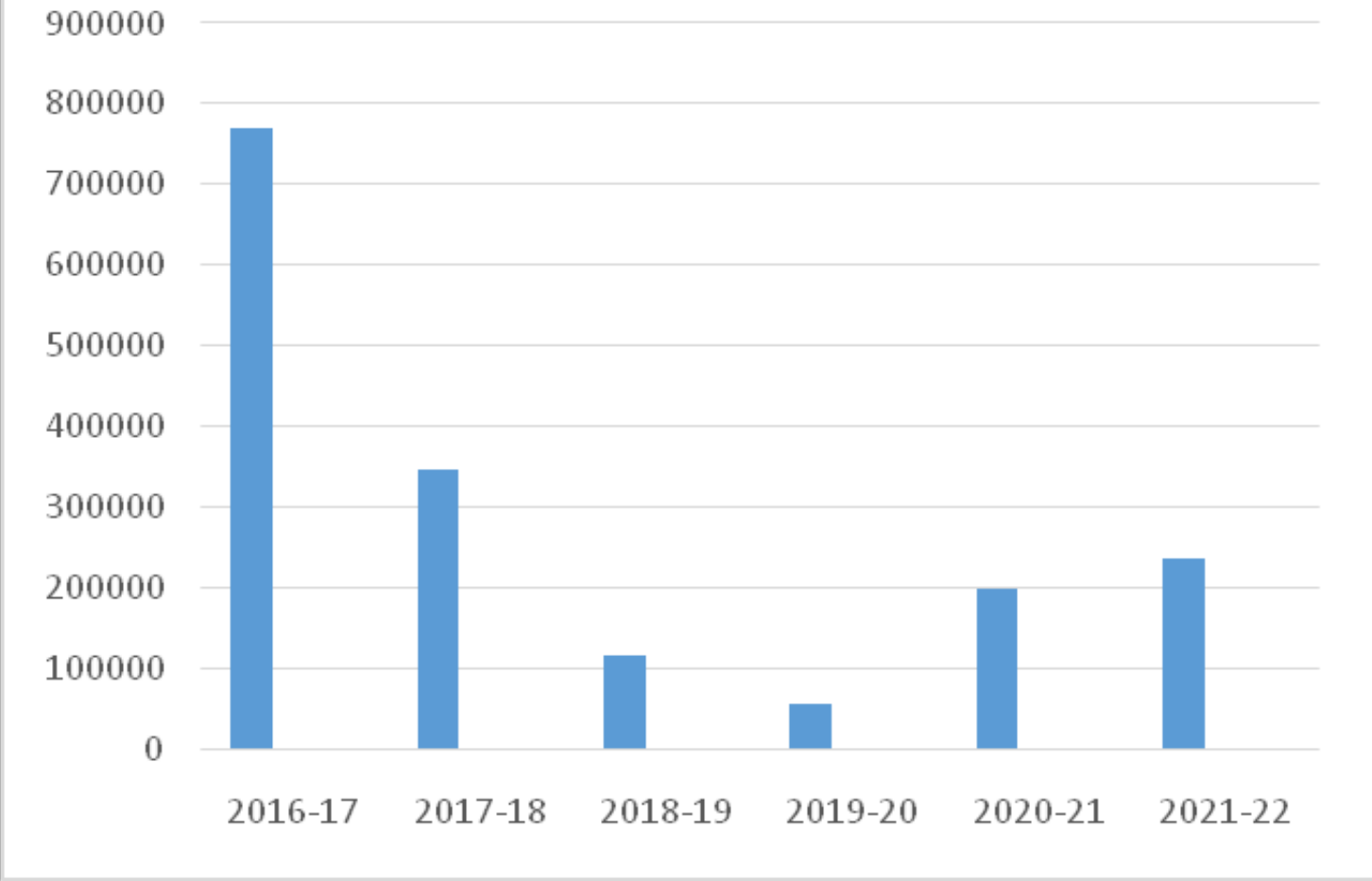
Figure V: Generation of Wealth on Retirement

Problems Encountered:

- Sometimes, it is a challenge to meet the increasing demand for loans.
- During the Covid-19 induced lockdown, the funds could not be disbursed as loan. As a result, the underutilized funds were deposited in a fixed deposit account.
- Sometimes internal audit becomes a challenge as all the functions of Society are overseen by teachers.
- Sometime, foreclosure of loan by members affects the income from interest.

The Society is looking forward to grow stronger and work more efficiently for the benefit of its members and the community as a whole.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Answer:

Institutional Distinctiveness

Udyomita: **Fostering the Spirit of Entrepreneurship**

Golaghat Commerce College spearheaded commerce and entrepreneurial education in the Golaghat District of Assam. In fact, the college was formed with a view to boost the rural economy by promoting a culture of entrepreneurship, idea generation, and producing graduates with venture orientation. Following this vision, the College has adopted an entrepreneurial perspective in teaching and learning as a means of fostering enterprise and entrepreneurial behaviour and mindset in students. The college nurtures a learning environment that equips students with functional knowledge, attitudes and skills that define entrepreneurial competence.

This objective is reflected in the following practices:

1. **Entrepreneurship, Career Guidance and Placement Cell (ECGPC):** The institution has a well-organized Entrepreneurship, Career Guidance and Placement Cell (ECGPC) that takes various initiativesto increase students' knowledge and skills in the many facets of entrepreneurial acumen.
2. **Skill Development Courses:** The college have been offering **skill-based Certificate Courses** focused on developing and inculcating **practical**, **market-oriented skills** necessary for self-employment.

Academic Session 2016-17					
	Course Code (if any)	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Add on course in Fundamentals of Indian Stock Market		1	40 Hours	11	11
Add on Course in Cutting and Tailoring		1	120 Days	8	8
Add on Course in Embroidery		1	90 Days	7	7
Add on course in Geography in Tourism		1	110 Days	20	18

Academic Session 2017-18					
Name of Add on /Certificate programs offered	Course Code (if any)	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Add on course in Fundamentals of Indian Stock Market		1	40 Hours	11	10
Add on Course in Cutting and Tailoring		1	120 Days	7	7
Add on Course in Embroidery		1	90 Days	7	7
Certificate course in Jewellery Making		1	30 Days	10	10
Add on course in Geography in Tourism		1	45 Days	20	20

Academic Session 2018-19					
Name of Add on /Certificate programs offered	Course Code (if any)	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Fundamentals of Indian Stock Market		1	40 Hours	10	10
Add on Course in Cutting and Tailoring		1	120 Days	6	6
Add-on Course in Goods and Service Tax	GST	1	30 Hours	33	25
Add on Course in Embroidery		1	90 Days	10	10
Certificate course in Vermicomposting & Organic Pesticide Preparation		1	3 Months	5	5
Certificate course in Jewellery Making		1	30 Days	15	13
Add on course in Geography in Tourism		1	45 Days	20	20
Add on Course in Cake Baking		1	30 Days	10	8

Academic Session 2019-20					
Name of Add on /Certificate programs offered	Course Code (if any)	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Certificate course in Vermicomposting & Organic pesticide preparation		1	120 Days	7	7
Add on course in Fundamentals of Indian Stock Market		1	40 Hours	12	11
Add on Course in Cutting and Tailoring		1	120 Days	6	6
Add on Course in Goods and Service Tax	GST	1	40 Hours	26	19
Add on Course in Embroidery		1	90 Days	8	8
Certificate course in Computer Application	CCA	1	3 months	14	14
Add on course in Jewellery Making		1	30 days	15	15
Add on course in Geography in Tourism		1	50 Days	20	20
Add on course in Digital Marketing		1	35 Days	15	13
Add on Course in Income Tax Return		1	30 Hours	10	10

Academic Session 2020-21					
Name of Add on /Certificate programs offered	Course Code (if any)	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Add on Course in Income Tax Return		1	30 hours	14	11
Add on course in Fundamentals of Indian Stock Market		1	40 Hours	15	15
Add on Course in Cutting and Tailoring		1	120 Days	7	7
Add on Course in Goods and Service Tax	GST	1	30 Hours	11	11
Add on Course in Embroidery		1	90 Days	7	7
Certificate course in Self Defence		1	30 Hours	14	14
Certificate course in Cake Baking		1	30 Days	25	21
Geography in Tourism		1	50 Days	20	20
Add on course in Jewellery Making		1	30 Days	20	20
Certificate course in Computer Application	CCA	1	3 Months	67	50
Add on course in Digital Marketing		1	30 Days	15	9

3. Exposure to Experts: Students are given **access to experts and established entrepreneurs, industrialists etc.** through Seminars, Webinars, Talks, Workshops, and Training Programmes etc. some of which are listed below:

Webinars

Sl. No.	Title of Webinar	Date	Organizer(s)	No. of participants	YouTube Link
1	"Pandemic Covid19: the Macroeconomic Crisis and Revival"	24th August, 2020	Department of Economics	314	https://youtu.be/RHsxoRiKl6U

2	Entrepreneurship as a Career for Youth"	26th August, 2020	Department of Commerce & Department of Human Resource Management	674	http://youtu.be/iOC1T3bolvk
3	"Changing Dimension after Pandemic"	28th August, 2020	Department of Accountancy	481	https://youtu.be/GONr1HuOrwo
4	"The Impact of Online Marketing during Covid-19 Pandemic"	8thSeptember, 2020	Department of Management	142	https://youtu.be/tEu_xQ_sPKE

Sl. No.	Name of the programme	Date	No. of Beneficiaries	Organizer(s)
1.	A Discussion on the "Demonetisation Policy of the Government of India and its Efforts"	25th November, 2016	30	Dept. Of Economics, Golaghat Commerce College
2.	"A Talk on Act East Policy"	25th January, 2017	70	Centre for Promotion of Trade and Commerce between North East India and South East Asia, Golaghat Commerce College
3.	"A Discussion on Modi's Economic Reform"	14th September, 2017	54	Economic Forum, Dept. of Economics
4.	Talk titled "Promotion of Trade and Culture between Southeast Asia and Northeast India"	26th October, 2018	115	Centre for Promotion of Trade and Commerce Between south East Asia and North East India, Golaghat Commerce College
5.	"State of Economy and Slow Down: Fact or Myth"	13th September, 2019	40	Department of Commerce, Golaghat Commerce College

Workshop

Title of Workshop	Date	Organizer(s)	No. of Beneficiaries
Two Days State Level Workshop on Career Planning and Employability Skills	29th and 30th January, 2016	Entrepreneurship Career Guidance Cell (ECGPC)	250
Two Days Workshop on Imitation Jewellery Making	7th& 8th April, 2016	Entrepreneurship Career Guidance and Placement Cell, Golaghat Commerce College in association with Pidilite Industries Limited	60
Workshop on GST	26th May, 2017	Golaghat Commerce College	85
A Day long Workshop on Dress Designing	29th May, 2017	ECGPC and Women's Cell in collaboration with Pidilite Company Ltd.	75
Dealing with Phonetics: Journey to the Speech sounds of English	23rd June, 2017	Department of English in association with ECGPC	112

4. Collaborations: To enhance the entrepreneurial ecosystem, the college has collaborated with Assam Startup - The Nest, an initiative of the Government of Assam to promote entrepreneurship and the growth of startup culture. As a collaborator of Assam Startup, the college has participated in capacity building programmes held under the aegis of Assam Startup.

5. Entrepreneurship Research: Students are encouraged to **publish research articles** on

entrepreneurship and allied areas in journals, magazines etc. The faculties also play an important role in channelizing the energy of the students by providing proper guidance.

6. Experiential learning:Internships, Field Visits, Study Tours and Projects give students opportunities to play active role, encounter real-life cases and entrepreneurial role models, and operate in an authentic learning environment.

Experiential Learning

Activity	Description	Place	Date
Study Tour	"A Study on Market Availability of Fish in Rural Area."	Chaudang Pathar, Golaghat	24-03-18
Study Tour	A Study on Problems and Prospects of Organic Vegetables Market in Golaghat District of Assam.	Padum Pathar, Golaghat	11-02-19
Field Visit	Socioeconomic Survey of Balijan Shyam Gaon	Titabar, Jorhat	23-03-19
Study Tour	A Study of the Economic Potentialitiesof Mayodiya	Mayodia,Arunachal Pradesh	08-02-20
Field Visit	Jugibari Beelpaar Tourism Area	Jugibari, Golaghat	07-02-21

7. **Social Entrepreneurship:** Initiatives are taken to go beyond the campus and reach out to the underprivileged in nearby communities and provide them access to entrepreneurial knowledge and skill sets. The idea is to **introduce students to social entrepreneurship** and teach them the importance of giving back to their communities.

Outcome

The initiative of promoting entrepreneurial education in the college has resulted in the following:

1. Development of positive personality traits in students such as independent thinking, risk-taking, behavioral control, management skills, networking ability, leadership qualities etc.
2. Students are equipped for self-employment and transform their business ideas into different ventures.
3. The institution's contribution in the domain of Entrepreneurship development have been acknowledged by United Chamber of Commerce, Golaghat.

The selected list of notable entrepreneurs annexed as a supporting document stand as testimonies for effective entrepreneurial empowerment imbibed in them.

Concluding remark

 The progress of the institution in becoming an entrepreneurial ecosystem is testified by the large number of graduates who have become competent entrepreneurs and job providers. In fact, the better half of the economic activities in and around Golaghat district are now directly or indirectly influenced by the graduates of the college.

File Description	Document
Link for any other relevant information	View Document
Link for appropriate web in the Institutional website	View Document

Extended Profile

Program

Number of courses offered by the Institution across all programs during the last five years

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
306	306	295	309	245

File Description	Document
Institutional data prescribed format	View Document

Number of programs offered year-wise for last five years

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
23	23	23	23	22

Students

Number of students year-wise during last five years

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
1116	1081	1143	1317	1310

File Description	Document
Institutional data in prescribed format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
265	265	265	265	245

File Description	Document
Institutional data in prescribed format	[View Document](#)

Number of outgoing / final year students year-wise during last five years

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
311	239	269	251	205

File Description	Document
Institutional data in prescribed format	[View Document](#)

Teachers

Number of full time teachers year-wise during the last five years

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
46	39	41	40	40

File Description	Document
Institutional data in prescribed format	[View Document](#)

Number of sanctioned posts year-wise during last five years

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
50	46	46	46	46

File Description	Document
Institutional data in prescribed format	[View Document](#)

Total number of classrooms and seminar halls

Answer: 44

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

Answer:

2020-21	2019-20	2018-19	2017-18	2016-17
28.92	112.97	180.77	180.97	113.97

Number of Computers

Answer: 110

Conclusion

Additional Information :

1.	Induction of new faculty	Approval pending with Government of Assam.
2.	Digital Teaching Aids	There are 23 numbers of classrooms and seminar halls with ICT facilities in the college
3.	Social responsibility of the Institute	The College successfully ran a quarantine centre during the outbreak of COVID 19 pandemic. The Institute also organizes Blood Donation Camps from time to time. Flood relief materials have also been dispersed by different units of the college in the hour of need.
4.	Experiential Learning through Community Outreach	Experiential learning is done by the college as a part of the curriculum and some programmes, beyond curriculum, are organized at departmental level.
5.	Parent-Teacher Interaction	Parent- Teacher Interaction has been done by the departments on a regular basis.
6.	Research	Average percentage of full time teachers with Ph.D. during the last five years is 31.22%. Faculty members have published research paper in UGC Care, Scopus journals and ISBN volumes during the assessment period. The College has an ICSSR Sponsored peer reviewed Journal 'Research Promoter' having ISSN 2231 0193.
7.	Physical Fitness and Sports	The college has a multi gymnasium with all the state-of- the-art exercise equipments. A yoga centre is also run by the institute under the supervision of the physical Instructor in Indoor Stadium. It offers training session to 50 students on an average.

8.	Mental Health and Emotional Balance	In order to address the mental health needs of the students, a trained clinical psychologist has been appointed by the college.
9.	Short Term Courses	17 Short-term Add-on Courses for skill development.
10.	Feedback Mechanism	Student satisfaction surveys are being conducted regularly in order to improve the teaching learning process and make it more student centric.
11.	Extensional Activities	64 Extentional activities have been undertaken by the NSS Units, NCC(Boys & Girls), Women's Cell, ACTA unit and various cells and committees during the assessment period.
12.	Collaboration	The College has 23 functional MoUs with reputed institutions.
13.	Student Support	58.2% of Students get scholarships and freeships from Government Agencies. Moreover, the College also provides 9 Scholarships to the students.

Concluding Remarks:

Concluding Remarks: Keeping in mind its vision and mission, the institute always tries to evolve with changing needs and aspirations of students. The college is working towards preparedness for the implementation of NEP 2020. The teachers leave no stone unturned to put all possible efforts to make the students aware of their duties towards nation building and the community at large. Enhanced awareness of their rich cultural heritage, sensitization to issues of marginalized communities and our efforts to bridge the gap are also fore grounded. Golaghat Commerce College is always committed to excellence in imparting quality higher education and will continue to work towards it.

EXCLUDED METRICES

List of Excluded Metrices

3 Research, Innovations and Extension : Weightage (120)

3.4 Extension Activities : Weightage (50)

Ref No	Details of Metric	weightage	Metric Performance
3.4.2	Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years (Metric Type : **Derived** , Question Type : **QN** , Evaluation :	10	1

By DVV , Nature :**Value**)	

5 Student Support and Progression : Weightage (130)

5.1 Student Support : Weightage (50)

Ref No	Details of Metric	weightage	Metric Performance
5.1.2	Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	5	0.84

5.4 Alumni Engagement : Weightage (10)

Ref No	Details of Metric	weightage	Metric Performance
5.4.2	Alumni contribution during the last five years (INR in lakhs) (Metric Type : **Direct** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**MC**)	5	D. 1 Lakhs - 3 Lakhs

6 Governance, Leadership and Management : Weightage (100)

6.4 Financial Management and Resource Mobilization : Weightage (20)

Ref No	Details of Metric	weightage	Metric Performance
6.4.2	Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III) (Metric Type : **Derived** , Question Type : **QN** , Evaluation : **By DVV** , Nature :**Value**)	8	14.2

ANNEXURE

1.Metrics Level Deviations
Metric ID Sub Questions and Answers before and after DVV Verification

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

1.3.3

   1.3.3.1. **Number of students undertaking project work/field work / internships**
Answer before DVV Verification : 01
Answer after DVV Verification: 01

Remark : Input edited as per the , HEI not provide any certificates and relevant documents.

Number of research papers per teachers in the Journals notified on UGC website during the last five years

3.3.2

   3.3.2.1. **Number of research papers in the Journals notified on UGC website during the last five years.**

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

3.3.3

   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 last five years**

Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

3.4.3

   3.4.3.1. **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

Average percentage of students participating in extension activities at 3.4.3. above during last five years

3.4.4

   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 last five years**
Remark : Input edited as per the supportive documents.

Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

5.1.1

   5.1.1.1. **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

5.3.1

  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) year-wise during the last five years.**

Remark : Input edited as per the participation and intercollege certificates not consider here.

Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

6.3.4

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

Remark : Input edited as per the excluding below 1 week duration programs.

2.Extended Profile Deviations

ID Extended Questions

Number of programs offered year-wise for last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	9	8

1.2

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
23	23	23	23	22

Number of students year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1066	1092	1150	1317	1310

2.1

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1116	1081	1143	1317	1310