

Annual Quality Assurance Report (AQAR)

INTERNAL QUALIT ASSURANCE CELL

NALBARI COMMERCE COLEGE

NALBARI :: ASSAM

ACADEMIC YEAR: 2016-2017

Part - A

1. Details of the Institution

1.1 Name of the Institution

NALBARI COMMERCE COLLEGE

1.2 Address Line 1

JAPARKUCHI

Address Line 2

P.O.: CHOWKBAZAR

City/Town

NALBARI

State

ASSAM

Pin Code

781334

Institution e-mail address

iqacncc@gmail.com

Contact Nos.

03624-220249

Name of the Head of the Institution:

DR. Basanta Kalita

Tel. No. with STD Code:

03624-220249

Mobile:

+919435737738

Name of the IQAC Co-ordinator:

MANOJ KUMAR KALITA

Mobile:

+919854931937

IQAC e-mail address:

iqacncc@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

ASCOGN11672

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

BC(SC)/17/A&A/111.2 dtd. 16.09.2016

1.5 Website address:

www.nccnalbari.in

Web-link of the AQAR:

www.nalbaricommercecollege.ac.in/pdf/AQAR%202014-15.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C+	63.00	2004	5 Years
2	2 nd Cycle	A	3.10	2016	5 Year
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

08.01.2005

1.8 AQAR for the year (for example 2010-11)

2016-2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR 2015-2016 submitted on.: 29/07/2022

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

- ☐ The college also offers BA, BCom, BBA, BCA and MA (Assamese and Political Science) under KK Handiqui State Open University under distance mode.
- ☐ The college also offers BA, BCom, BSC (IT), BCA, PGDCA, PGDHRM, PGDSMM, PGDBM, PGDFM, PGDBFS, PGDJMC, M.Com, MCJ and MA (Assamese, English, History, Economics, P.Sc., Mathematics, Education, Philosophy) under IDOL, Gauhati University under distance mode.
- ☐ The college offers Higher Secondary course in Arts and Commerce under Assam State Open School, Assam Higher Secondary Education Council under distance mode.

1.12 Name of the Affiliating University (*for the Colleges*)

GAUHATI UNIVERSITY GUWAHATI,
ASSAM

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc : **NIL**

Autonomy by State/Central Govt. / University

	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="11"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="20"/>

2.10 No. of IQAC meetings held:

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. Lecture on Course Curriculum and Evaluation System under Semester System for the new students on 5 August, 2015.
2. Library Orientation Program for the students of B.Com. 1st Semester Class on 10th August, 2015.
3. Lecture on Writing Research Project for the B.Com. 6th Semester class on 2 March 2016.

2.14 Significant Activities and contributions made by IQAC

- Preparation of Plan of Action for the Session 2016-2017
- Preparation of Academic Calendar
- Preparation of college Prospectus for the Academic Session 2016-2017
- Preparation of Daily Class Routine
- Organized institution level workshops and lecture sessions

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements

The first meeting of IQAC for the Academic Session 2016-2017 was held on June 5, 2016 to chalk out the Action Plan for the session 2016-2017 where the following plans were adopted:

Academic Plans:

1. Introduction of B.A. and B.Voc. IT Programmes in regular mode under Gauhati University.
2. Continuation of B.Com. Programme
3. Continuation of M.Com. Programme
4. Continuation of the following Vocational Courses at B.Com. level
 - a. Certificate in Communicative Skill Development
 - b. Certificate in Entrepreneurship Development
 - c. Certificate in Salesmanship
 - d. Certificate in Computer Application
 - e. Certificate in Insurance
 - f. Certificate in Share and Stock Training
5. Continuation of the following Short-term Computer Courses (open for all)
 - a. Certificate in Computer Application (6 Months)
 - b. Certificate in Desktop Publication (6 Months)
 - c. Certificate in Tally (6 Months)
6. Continuation of Bridge course for the students enrolled from other streams.
7. Continuation of Remedial Classes
8. Continuation of distance education under IDOL, Gauhati University, KK Handiqui State Open University and Assam State Open School
9. Commencement of classes from 1st August, 2016 and 3rd week of January, 2017 for Odd and Even semester classes respectively.
10. Holding of 1st and 2nd Sessional Examinations in the 1st week of September and the last week of October, 2016 (for Odd Semester Classes)
11. Publication of departmental magazines 'Horizon' and 'Vanijyam' in October/November, 2015.
12. Publication of college magazine in the last week of September, 2016
13. Purchase of library books and journals.
14. In house Research by students and teachers to be sponsored by Research Cell of the college.
15. Feedback on Teachers and campus by students in December, 2016.
16. Holding Orientation Programme for Teachers and Office Staff for academic review in Jan, 2017.
17. Holding of 1st and 2nd Sessional Examinations in the 3rd week of February and the 1st week of April, 2017 (for Even Semester Classes)

Students Related Activities:

1. Holding of Freshmen Social Day in the 1st Week of August, 2016.
2. Holding of Election to Students' Union Body in the last week of September, 2016.
3. Holding of Inter-college Speech Competition.
4. Holding of Annual College Week in the last week of January, 2017.
5. Holding of Debating Competition.

Infrastructural Plans:

1. Construction of 1st floor of Faculty Building (E-Block).

Extension Activities:

1. Holding of Health Awareness Programme.
2. Holding of Health Check-up camp.
3. Continuation of Career Counselling by the teachers.
4. Plantation programme by Extension Activity Cell and NSS Cell in public places.
5. Publication of book on multidisciplinary topics.

Achievements: The achievements can be read in the Action Taken Report

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐
Management ☐ Syndicate ☐ Any other body ☒

Details of Action Taken:

1. Application was submitted to Gauhati University for permission to introduce Bachelor of Arts program
2. Plantation programme organized by Extension Activity Cell and NSS Cell in the college campus on 5th June, 2016 on occasion of World Environment Day.
3. Classes of B.Com. 1st, 3rd and 5th Semester were commenced from 1st August, 2016.
4. Lecture on Course Curriculum and Evaluation System under Semester System for the new students on 10 August, 2016.
5. Library Orientation Program for the students of B.Com. 1st Semester Class on 12th August, 2016.

6. Freshmen Social Day observed on 17 August, 2016.
7. The 1st Sessional Examination of B.Com. 1st, 3rd and 5th Semester classes was held during 1st week of September, 2016.
8. College Foundation Day was observed on 18th August, 2016.
9. Inter college speech competition on “Students and Politics” was organized by Students’ Union Body on 28th August, 2016.
10. A free health check-up camp was organized by the Health Centre of the college on 18 September, 2016.
11. The 2nd Sessional Examination of B.Com. 1st, 3rd and 5th Semester classes was held during 2nd week of October, 2016.
12. Students’ feedback on teachers and campus was conducted by IQAC in December and Feedback Report was submitted to Principal.
13. A Cleanliness Drive was taken out in the college campus and college road by the Rover Crew and Students’ Union Body on 30th December, 2016.
14. Classes of B.Com. 2nd, 4th and 6th Semesters were started from 16th January, 2017.
15. Health Awareness Lecture for female students organized by Extension Activity Cell on January 28, 2016 (Resource Person: Dr. Kamaldev Goswami).
16. Annual College Week organized on last week of January, 2017.
17. The 1st Sessional Examination of B.Com. 2nd, 4th and 6th Semester classes was held during 4th week of February, 2017.
18. Orientation Programme for Teachers and Office Staff for academic review held on 5th February, 2017.
19. Lecture on Writing Research Project for the B.Com. 6th Semester class on 14 March 2017.
20. World Health Day observed on 7th April, 2016.
21. The 2nd Sessional Examination of B.Com. 2nd, 4th and 6th Semester classes was held during 2nd week of April, 2017.
22. Organised a Day long Workshop on Stress Management for the students 25 April, 2017.
23. A Cancer Awareness program was organized on 2nd May, 2017.
24. A lecture on Women Empowerment was organized by Women Cell of the college on 12 May, 2017.
25. Teachers continued free career counselling to desirous students and 79 students were registered during the session.

Part - B

Criterion - I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Program	Number of existing Programs	Number of programs added during the year	Number of self-financing programs	Number of value added / Career Oriented programs
PhD				
PG	01		01	
UG	01			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				05 (Vocational)
Others	Higher Secondary Course (Commerce)			
Total	03		01	05
Interdisciplinary				
Innovative				

*

1. Certificate in Insurance
2. Certificate in Entrepreneurship Development
3. Certificate in Taxation
4. Certificate in Salesmanship
5. Certificate in Computer Application

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programs:

Pattern	Number of programs
Semester	02
Trimester	
Annual	01 (Higher Secondary Commerce Course)

1.3 Feedback from stakeholders*

(On all aspects)

Alumni ☐ Parents ☐ Employers ☐ Students ☒

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

**Please provide an analysis of the feedback in the Annexure (Annexure enclosed)*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NIL

1.5 Any new Department/Centre introduced during the year. If yes, give details. NIL

Criterion - II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	14	6	7	Nil	1

2.2 No. of permanent faculty with Ph.D.

7

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	-	-	-	-	-	-	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

8

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	0	0
Presented papers	0	4	0
Resource Persons	0	0	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Use of Technological aids like Projector and Visualizer.

2.7 Total No. of actual teaching days during this academic year

173

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Examination process is controlled by the affiliating university

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

1, Dr. M.C. Barman, Member of CCS, Dept. of Commerce, Gauhati University

2.10 Average percentage of attendance of students

75 %

2.11 Course/Program wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com.	181	0	6.95%	15.25%	77.8%	63.53%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC of the college contribute/monitor/evaluate the teaching and learning processes of the college in the following ways:

- Prepare the Daily Class Routine.
- Collects the Lesson Plans prepared by individual teacher.
- Monitor the progress of the course as per Lesson Plan.
- Co-ordinate the Assistant Officer-in-charge of Internal Examinations in the process of evaluation.
- Co-ordinate teachers in holding of Seminars/Workshops/Group Discussions etc.
- Conduct feedback on teachers and campus by students, prepare report and submit to Principal for action.
- Coordinate with different cells of the college in implementing the plans of action.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil

Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	0	1	0
Technical Staff	0	0	0	1

Criterion - III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC of the college supports the Research Cell of the college. The Research Cell organizes research-oriented activities like workshops, seminars etc. in order to cultivate a research environment in the college. The IQAC also encourages the teachers in writing research papers and to carry out minor research projects.

3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.4 Details on research publications:

	International	National	Others
Peer Review Journals	0	0	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				NIL

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences	Level	International	National	State	University	College
organized by the Institution	Number	0	0	0	0	0
	Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows
 Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution
 who are Ph. D. Guides
 and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level
 University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level

0

State level

0

National level

0

International level

0

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>	
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="2"/>	Any other <input type="text" value="3"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Plantation programme organized by Extension Activity Cell and NSS Cell in the college campus on 5th June, 2016 on occasion of World Environment Day.
2. A free health check-up camp was organized by the Health Centre of the college on 18 September, 2016.
3. A Cleanliness Drive was taken out in the college campus and college road by the Rover Crew and Students' Union Body on 30th December, 2016.
4. Health Awareness Lecture for female students organized by Extension Activity Cell on January 28, 2016 (Resource Person: Dr. Kamaldev Goswami).
5. World Health Day observed on 7th April, 2016 by NSS Cell.
6. Organised a Day long Workshop on Stress Management for the students 25 April, 2017.
7. A Cancer Awareness program was organized on 2nd May, 2017.

Criterion - IV

1. Infrastructure and Learning Resources

a. Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.3 acres	Nil		1.3 acres
Class rooms	9	3	College Fund	12
Laboratories	1	Nil		1
Seminar Halls	2	Nil		2
Digital Library	1			1
E-classroom	1			1
No. of important equipments purchased (\geq 1-0 Lakh) during the current year.	Computer- 41 Printer- 13 Modem- 1 Laptop- 9 LCD TV- 10 Computer Software Inverter- 1 Library Software (SOUL)- 1 5 kv DG Set- 1 Generator – 1 Projector (Ben Q)- 1 Sony Handicam- 1 White Board- 9 Intercom- 13 Photostat Machine- 2 Fax Machine- 1 BenQ LCD Projector- 4 Sanyo LCD Projector- 7 Audiotrack- 3 Digital Visualizer- 3 P & F Duo Pen Interactive Attachment- 2 E-board Interactive Attachment for White Board- 1 DTH Dish- 7 Water Cooler-1 Automatic Classroom Bell-1 Digital Podium-4 Exide Inverter-1 UPS 700 VA-3 CC Camera-16 Green Board-10 Ahuja Amplifier-1 View Sonic Projector- 2	NIL		Computer- 41 Printer- 13 Modem- 1 Laptop- 9 LCD TV- 10 Computer Software Inverter- 1 Library Software (SOUL)- 1 5 kv DG Set- 1 Generator – 1 Projector (Ben Q)- 1 Sony Handicam- 1 White Board- 9 Intercom- 13 Photostat Machine- 2 Fax Machine- 1 BenQ LCD Projector- 1 Sanyo LCD Projector- 7 Audiotrack- 3 Digital Visualizer- 3 P & F Duo Pen Interactive Attachment- 2 E-board Interactive Attachment for White Board- 1 DTH Dish- 7 Water Cooler-1

				Automatic Classroom Bell-1 Digital Podium-4 Exide Inverter-1 UPS 700 VA-3 CC Camera-16 Green Board-10 Ahuja Amplifier-1 View Sonic Projector- 2 Smart Board -1
Value of the equipment purchased during the year (Rs. in Lakh)				
Others				
	Principal's Chamber- 1	Nil		1
	Vice-Principal's Chamber- 1	Nil		1
	Office- 1	Nil		1
	IQAC Office Room- 1	Nil		1
	Central Library- 1	Nil		1
	Teachers' Departmental Rooms- 6	Nil		6
	Teachers' Common Room- 1	Nil		1
	UGC Network Resource Centre- 1	Nil		1
	Students' Common Room- 2	Nil		2
	Night Chowkidar's Quarter- 1	Nil		1
	K. K. Handiqui State Open University and Assam State Open School Study Centre – 1	Nil		1
	College Canteen- 1	Nil		1
	Women Hostel	Nil		1
	Sports Complex	Nil		1

b. Computerization of administration and library

- All office works are done in computer.
- The office has LAN facility.
- The office runs on Office Automation Software designed and developed by BITNET DigiSoft Solution Pvt. Ltd., Guwahati.
- Preparation of students' merit list and admission process are accomplished through the Office Automation Software.
- The College Library runs on SOUL Software
- OPAC search is available
- Users can access to N-List Programmes

c. Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10249	--	--	--	10249	-
Reference Books	-	-	-	-	-	-
e-Books	-	-	-	-	-	-
Journals	2	400.00	-	-	2	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

d. Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	Desktop-41 Laptop- 9	1	2	1	1	1	9	Modem- 1 LCD TV- 10 Computer Software Library Software (SOUL)- 1 5 kv DG Set- 1 Generator – 1 Projector - 12 Sony Handicam- 1 Intercom- 13 Laser Printer- 3 Audiotrack- 3 Digital Visualizer- 3 P & F Duo Pen Interactive Attachment- 2 E-board Interactive Attachment for White Board- 1 DTH Dish- 7 Automatic Classroom Bell-1 Copier Machine c200- 1 Digital Podium-4 CC Camera-16 Ahuja Amplifier-1 Smart Board- 1 Projector- 3 Digital Library E-Classroom
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	Desktop-41 Laptop- 9	1	2	1	1	1	9	Modem- 1 LCD TV- 10 Computer Software

							Library Software (SOUL)- 1 5 kv DG Set- 1 Generator – 1 Projector - 12 Sony Handicam- 1 Intercom- 13 Laser Printer- 3 Audiotrack- 3 Digital Visualizer- 3 P & F Duo Pen Interactive Attachment- 2 E-board Interactive Attachment for White Board- 1 DTH Dish- 7 Automatic Classroom Bell-1 Copier Machine c200- 1 Digital Podium-4 CC Camera-16 Ahuja Amplifier-1 Digital Library E-Classroom Smart Board- 1 Projector- 3
--	--	--	--	--	--	--	---

- e. Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Internet access to teachers and students through UGC Network Resource Centre
- Access to N-List programme in the Library by students and teachers.
- Training to students in the application of e-mail for communication (group wise)

- f. Amount spent on maintenance in lakh:

i. ICT	0.00
ii. Campus Infrastructure and facilities	12.00 Lakh (Rs.1200000/-)
iii. Equipments	0.00
iv. Others	10.50 Lakh (Rs. 1050000/-)
Total :	22.50 Lakh (Rs. 5403861/-)

Criterion - V

2. Student Support and Progression

a. Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC made the following demand regarding student support services:

- Requested the departmental heads to issue books to poor students.
- Requested Prof. Bibhuti Bhusan Das, Sr. Assistant Professor, Department of Management to take special classes on Research Methodology for the students of 6th Semester class.
- Requested Prof. Bibhuti Bhusan Das, Sr. Assistant Professor, Department of Management to take special classes on library orientation.
- Requested the teachers to supply free hardcopies of class notes.
- Requested the teachers to arrange mock seminar paper presentation by students.
- Requested the Asstt. Officer-in-charge, Degree Examinations to held lecture on course curriculum and Examination procedure under semester system.

b. Efforts made by the institution for tracking the progression

Following efforts were made by the authority to meet the demands:

- Prof. Bibhuti Bhusan Das, Sr. Assistant Professor, Department of Management hold special classes on Research Methodology for the students of 6th Semester class and on Library Orientation for the entire students.
- A few teachers supplied hardcopies of class notes and the students got them photocopied.
- The Assistant Officer-in-charge, Degree Examinations hold lecture on new course curriculum and Examination procedure under semester system.
- A few teachers arranged mock seminar paper presentation, mock interviews for the students.
- Departments issued books from the departmental library to the poor students.

c. (a) Total Number of students

UG	PG	Ph. D.	Others
524	76	0	0

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	665	84.8%		119	15.1%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
501	32	28	115	Nil	676	562	27	48	147	Nil	784

Demand ratio 1:1.12

Dropout % 3.92%

d. Details of student support mechanism for coaching for competitive examinations (If any)

The college did not hold any coaching for competitive examinations.

No. of students beneficiaries

NIL

e. No. of students qualified in these examinations

NET	NIL	SET/SLET	NIL	GATE	NIL	CAT	NIL
IAS/IPS etc	NIL	State PSC	NIL	UPSC	NIL	Others	NIL

f. Details of student counselling and career guidance

The college has a Career Counselling Cell. The cell organizes Career Counselling Programmes from time to time and for this, experts are invited. Besides, teachers of the college provide career counselling to students as well as outsiders on free basis. In this regard, register is maintained regularly.

No. of students benefitted

79

g. Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	NIL

h. Details of gender sensitization programmes

A lecture on Women Empowerment was organized by Women Cell of the college on 12 May, 2017.

i. Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

j. Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	Nil	Nil
Financial support from government	47	154700.00
Financial support from other sources	2	1500.00
Number of students who received International/ National recognitions	NIL	NIL

k. Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

l. No. of social initiatives undertaken by the students

m. Major grievances of students (if any) redressed: NIL

Criterion - VI

3. Governance, Leadership and Management

- a. State the Vision and Mission of the institution

The vision of the college is to motivate and strengthen new entrants to the institution to acquire practical education for being self-employed and making them job-giver rather than join-seeker and also injecting work-culture so as to confront the challenges that have been emerging.

- b. Does the Institution has a management Information System?

No

- c. Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The college is affiliated to Gauhati University. Development of the curriculum is done by the affiliating university.

6.3.2 Teaching and Learning

Besides regular classroom teaching, teachers are involved in preparation of Lesson Plan, maintenance of Teacher's Diary, Use of Smart Boards and LCD Projectors in some of the classrooms. The various departments adopt practices or methods that suit the students of the respective departments. The following practices are done for the benefit of students.

- Remedial classes were held.
- Tutorial classes were held after the routine classes
- Pre-session classes were held.
- Bridge Course was arranged for the students coming from other streams.
- Feedback on teaches and campus was done by students
- Technological aids like projector and visualize were used in the classroom.
- Experimental Learning through Field Trips is done.

6.3.3 Examination and Evaluation

The final semester examinations are conducted by Gauhati University. The college holds two sessional examinations of 20 marks each in a semester. Besides, a students' performance is also judged on the basis of his/her performance in home assignments, group discussions, seminar paper presentation, attendance in classes, punctuality and library works on proportionate basis. The Internal Examinations are controlled by the Internal Examination Cell of the college.

6.3.4 Research and Development

The IQAC of the college supports the Research Cell of the college. The Research Cell organizes research-oriented activities like workshops, seminars etc. as mandatory activities for the students of B.Com. and M.Com. students in order to cultivate a research environment in the college. The IQAC also encourages the teachers in writing research papers and to carry out minor research projects.

The following teachers have been doing research for Ph.D. degree during the session:

1. Ramani Barman, Associate Professor, Department of Finance on the topic "A Study of Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGA)- Implementation and Constraints with Special Reference to Nalbari District of Assam under Magadh University, Bodh Gaya, Bihar
2. Kanak Ch. Barman, Senior Lecturer, Department of Economics on the topic "Implementation of Govt. Sponsored Programmes in Tribal Areas of Baksa District of Assam" under Magadh University, Bodh Gaya, Bihar.
3. Birendra Talukdar, Associate Professor, Department of Management on the topic "Personal Management Practices in Small Scale Industrial Units with Special Reference to Kamrup District" under Gauhati University.
4. Bibhuti Bhusan Das, Assistant Professor, Department of Management on the topic "An Evaluated Study of Select Rural Employment Generation Programmes- A Case Study of Nalbari District.
5. Manoj Kumar Kalita, Assistant Professor, Department of English on the topic "Tradition to Modernity: A Study of the Select Novels of Anita Desai, Kamala Markanday and RP Jhabvala" under K.K. Handiqui State Open University, Assam.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Construction of 1st Floor of Faculty Building was completed.

6.3.6 Human Resource Management

The existing human resource (teaching and non-teaching staff) is managed by the Principal of the college. However, they are all accountable to the Governing Body of the college. New recruitments to teaching and non-teaching posts are also done by the Governing Body which is submitted to the Director of Higher Education, Assam for approval.

6.3.7 Faculty and Staff recruitment

No faculty and staff were recruited during this session.

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

Intake capacity is fixed at 250 for B.Com. Program and 50 for M.Com. Program. Students are selected for admission on the basis of merit. Provision of reservation for SC/ST/OBC/Minorities is duly maintained. However, sometimes because of consistent pressure by certain student organizations as well as by the government representatives, the intake capacity is to be enhanced. Students, after getting their Admission Forms checked, have to deposit their respective admission fees into the bank account of the college.

d. Welfare schemes for

Teaching	Nalbari Commerce College Employees' Mutual Aid Fund
Non teaching	Nalbari Commerce College Employees' Mutual Aid Fund
Students	Nalbari Commerce College Students' Mutual Aid Fund

e. Total corpus fund generated

Rs. 13.12 Lakh (Thirteen lakh twelve thousand) was fixed in 2008 and the amount has been renewed every year.

f. Whether annual financial audit has been done Yes

☒

No

☐

g. Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

h. Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☐

i. What efforts are made by the University/ Autonomous College for Examination Reforms?

Does not arise

j. What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Does not arise

k. Activities and support from the Alumni Association

No major activities.

l. Activities and support from the Parent – Teacher Association

There is no Parent-Teacher Association in the college. However, Parents-Teachers meet is organized from time to time.

m. Development programmes for support staff

NIL

n. Initiatives taken by the institution to make the campus eco-friendly

- Cleanliness drives were taken from time to time.
- Plantation of trees was done.

Criterion - VII

4. Innovations and Best Practices

- a. Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

NIL

- b. Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Please refer to Section 2.15.

- c. Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Library Orientation Sessions for Project Works.
 2. Special Session on Course Curriculum and evaluation System for new students.
- Details have been annexed as per format.**

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

- d. Contribution to environmental awareness / protection

1. Plantation programme organized by Extension Activity Cell and NSS Cell in the college campus on 5th June, 2016 on occasion of World Environment Day.
2. A Cleanliness Drive was taken out in the college campus and college road by the Rover Crew and Students' Union Body on 30th December, 2016.

- e. Whether environmental audit was conducted?

Yes

☒

No

☐

- f. Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT Analysis:

Strength:

The strengths of the college, as identified by it, are furnished below criterion-wise:

Curricular Aspects:

- The college offers Master of Commerce (M.Com.) in regular mode under Gauhati University.
- The college offers major in Accountancy, Management and Finance in B.Com. Programme.
- The college offers the opportunity for skill development of students by offering short-term vocational courses in Insurance, Taxation, Share and Stock Training, and

Entrepreneurship along with some short-term computer courses simultaneously with UG and PG courses.

- For improving students' communication skill, the Department of English organizes certificate course in Communicative Skill Development for the intending students.
- Besides the regular UG course, the college also offers UG, PG and PG Diploma courses through distance mode under Krishna Kanta Handiqui State Open University (KKHSOU), Assam and Institute of Distance and Open Learning (IDOL), Gauhati University.

Teaching-Learning and Evaluation:

- The college has an Admission Committee which makes wide publicity of its admission process through its website, prospectus and notification in leading newspapers and maintains transparency in the whole process.
- The college arranges bridge course for the students coming from other streams viz. Arts and Science.
- Subject-wise Remedial Coaching is offered to those students who fail in an examination.
- Tutorial classes are arranged after the normal class hours.
- The faculty members prepare their teaching plans and maintains teachers' diary which are monitored by the IQAC in order to check the progress.
- Besides the traditional lecture mode of teaching, teachers supplement their teaching with seminars, group discussion, use of internet, audio-visual aids etc.
- The college authority encourages the teachers to participate in different OCs/RCs/STCs, Seminars, Workshops, Training programmes etc. so that their knowledge can be kept updated.
- The college strictly follows the evaluation system adopted by the affiliating university. For assessing a student, the college holds sessional examinations, group discussions, seminars, etc. as per university rules. Besides, a student is also assessed on the basis of holistic behaviour of the student.

Research, Consultancy and Extension:

- The teachers are encouraged to pursue research activities. It is a matter of satisfaction that 05 faculty members possess M.Phil. degree and 07 faculty members possess Ph.D. degree. and other 06 have been involving in active research for obtaining Ph.D. degree. Moreover, 04 MRPs have already been completed by the faculty members.

- In-house research projects by students under teachers' guidance are encouraged.
- Departments organize seminars, group discussions etc. in order to inculcate the research culture among students.
- Departments organize state/national level seminars from time to time. Till now the departments have organized 01 State Level Seminar and 08 National Level Seminars sponsored by NAAC and UGC.
- Teachers participate in workshops, seminars, conferences organized by other organizations and present research papers in their relevant subject which enhance their competence level.
- A good number of research papers written by the teachers have been published in seminar proceedings, national and international journals.
- The college has been organizing various extension activities on environment, adult education, blood donation, health awareness etc. for the welfare of the students and the community through the various committees, units and cells of the college.
- The teachers of the college have been writing books on their respective subjects. Till now more than 50 books have been published by national level publishers.
- The college has an Information & Career Guidance Cell. The cell organizes Career Counseling Programmes from time to time and for this, experts are invited. Besides, teachers of the college provide career counseling to students as well as outsiders on free basis. In this regard, register is maintained regularly.

Infrastructure and Learning Resources:

- The college has 11 classrooms equipped with projectors, green boards, furniture, light, fans etc.
- There is one mini Conference Hall for arranging meetings of Teaching/Non-teaching staff, Students' Union Body, Governing Body of the college and others.
- There is 01 Computer Laboratory having 19 numbers of computers.
- There is 01 common room for the faculty members for the PG Section.
- The college has a central library, with well-stock of text books, references and sufficient numbers of journals, magazines, newspapers etc. The central library has one Digital Section rich with 12 computers for accessing digital materials and the computers are WiFi connected. The students can also access to N-List Programmes provided by INFLIBNET Centre. There is also a Book Bank attached with the central library. Internet and reprographic facilities are also available in the central library.
- All the departments have 01 departmental library each.

- All the departments have 01 Laptop which helps the department in preparing their teaching materials, question papers and other departmental works.
- The college has provided separate building (RCC 1st Floor, 1240 sq.ft.) for the Study Centres of Krishna Kanta Handiqui State Open University and Assam State Open School under Assam Higher Secondary Education Council, Assam.
- There is one UGC Network Resource Centre in the college.
- The college has been publishing an annual students' magazine. Besides, the departments of the college have been publishing 02 Departmental Magazines annually under the titles "Vanijyam" and "Horizon". Moreover, there is 01 Wall Magazine in the college.
- The college has a Women Hostel where 35 boarders can be accommodated.
- The college has 01 canteen having separate seating arrangement for teachers and students.
- The college has one Sports Complex constructed with the UGC grants measuring 2555 sq. ft. which provides necessary indoor and outdoor sports items like Table Tennis, Carom and Badminton.
- The college has one Tennis and one Volleyball Court in the main campus.
- For public speaking such as holding of meetings, seminars, workshops, lecture programmes, training programmes etc., the college can provide adequate space, sitting arrangement, sound system, light, LCD projector, public address system and other necessary facilities.
- In order to ensure security, the main campus of the college measuring 1.3 Acres is surrounded by 7 feet tall brick wall. 01 night chowkidar has been appointed on contractual basis to guard the campus during the night hours. 16 CCTV cameras have been installed at different locations of the college mainly to ensure security. The Women Hostel of the college is located inside the college campus. Hence, the security measures adopted for the college also cover the security of the Women Hostel. The residence of the Hostel Warden is in the ground floor of the hostel building and this has ensured security of the hostel boarders to a large extent.

Student Support and Progression:

- The college publishes an updated prospectus every year in the beginning of the academic session. The prospectus provides all the necessary academic and administrative information
- Scholarships from Government are availed by the students of SC, ST and OBC communities. Economically weaker students are also given benefits like fee concession, free books etc.

- Students participating in different events are encouraged by extending different facilities and financial assistance.
- Communicative skill development course is conducted by English department of the college in order to develop the communicative skill of the students.
- The slow learners are provided extra classes/remedial classes as per the requirement.
- The College publishes a magazine where articles on different aspects by the students as well as by teachers and by non teaching staff are published. The magazine serves as a platform for the young writers.
- The Information & Career Guidance Cell and Extension Activity Cell in the college arranges counseling classes with the help of experts in order to guide the students for selecting the right future.
- The institution has a Students' Grievance Redressal Cell to solve various problems faced by the students.
- Add-on vocational courses in computer application, insurance, taxation, share and stock training and entrepreneurship are offered.
- Annual Sports and Cultural events are organized to find out students' talents.
- Economically poor students are given admission opportunity on instalment basis.
- The college offers two cash awards for students securing highest positions in final examinations (H.S. and U.G.). The awards are sponsored by Keshori Mal Rara and Khiroda Buzarbaruah.
- Book bank facility is extended to students coming from poor economic background.
- Financial assistance is given from the institution to poor needy students on application.
- Financial support is offered to students participating in sports and cultural competitions at the state and at the national level.
- The college has the provision of offering remedial classes to the students who are at risk of failure or dropout. Moreover, the faculty members render personal assistance to the academically weaker students if they seek for.
- The college has one study centre of IDOL, GU where graduates in commerce can pursue higher education in commerce through distance mode.
- About 55% of graduates of the college join Master Degree Programmes. Regarding establishment, it is assumed that almost 60% pass out students become entrepreneur or self-employed and 40% get jobs in private or government organizations.

Governance, Leadership and Management:

- The Governing Body of the college is the apex authority in connection with the internal matters of the college. The Body is the prime authority to formulate all the policies regarding the management and development of the college. The body is followed by some of the important Committees approved by itself.
- The principal makes decisions regarding ensuring the policy statements and action plans for fulfillment of the missions with proper suggestions from the stakeholders of the college.
- The Principal, being the executing authority, himself monitors the policies and plans for their effective materialization and improvement from time to time.
- The Governing Body empowers the Principal and committees to monitor the efficient utilization of the financial resources of the college. For each of the matters the Governing Body approves the budgeted amount.
- In the context of salary head, annual budget is prepared for submission to Director of Higher Education, Assam. The expenditure under salary head is audited by the government auditors.
- For all other expenditure including UGC funded expenditure, there is provision of internal audit. Proper utilization certificate of audited accounts is submitted to UGC.
- Financial matters are also constantly monitored by Construction Committee, Purchase Committee, Planning Board, Library Purchased Committee etc.
- Leadership is decentralized. The HoDs are empowered to distribute syllabus among the teachers. The faculties are incorporated in various committees so as to patronize the principal in academic activities. 2 teachers' nominees represent the governing body to place the problems faced by the teachers and also to help the governing body in determining the plans and policies for the institution.
- The departments are given autonomy in management of classes, organizing departmental seminars/ workshops, holding group discussions etc. they are free to attendance management, class diary management, preparation of teaching plans etc.
- Teachers are allowed to involve in research activities and to participate in various academic activities like seminars, workshops, RCs, OCs, STCs etc. for enhancing their competence for the benefit of the college.
- The IQAC of the college suggests different policies, particularly for the academic growth of the institution to the Governing Body of the college and helps in implementing them with co-operation of various committees, units and cells.
- The college adopts teachers' performance appraisal system which is implemented by the IQAC and based on the report submitted by the IQAC, teachers are entrusted with various developmental activities of their personalities as well as of the institution.

- The college follows internal as well as external (Govt.) audit mechanism. All expenditures are made based on an annual budget with due approval of the G.B.

Innovation and Best Practices:

- Vocational Courses in Taxation, Insurance, Entrepreneurship, Share and Stock Training.
- Digital library and e-classroom.
- Indoor Sports Complex.
- CC Cameras in various locations of the college.
- Access to N-list programmes in the central library.
- Research Cell for promoting research activities.
- Financial support to the students under the BPL category.

Best Practices:

- Library Orientation Programme
- Special Session on Course Curriculum and Evaluation System for New Students.

Weakness:

The major weaknesses of the college are:

- The college has been suffering from the shortage of land. It has got only 1.3 acre land where there is no further chance of extension of the existing area.
- The college has not been able to impose a strict limitation in the intake capacity due to strong public demand.
- Moreover, opening of more sections is also restricted due to shortage of faculty and infrastructure.
- The college has been suffering from the shortage of permanent teaching posts. There are only 14 permanent teaching posts where departments like Assamese, English, Mathematics and Statistics and Information Technology have only 01 post respectively. The department of Finance which offers major to maximum students at the UG level has only 02 permanent posts.
- In the colleges of Assam, there is no provision of appointing Physical Instructors, Music and Dance Teachers, which has imposed a hindrance in developing these extra-curricular qualities among the students.

- The college has not been able to provide sufficient fund for departmental research projects.
- The college has not been able provide placement service to the pass out students.
- The college does not have a Gymnasium Hall for the students.
- Due to shortage of land, the college does not have a playground.
- Though the college has a Women Hostel, it does not have a Boys' Hostel.

Opportunity:

Following are the different aspects in which the college has many opportunities to grow more:

- The college can submit proposal to UGC or the Govt. of Assam for infrastructural development in order to divide the large classes into sections for effective teaching-learning.
- The college can submit proposal to UGC or to the Govt. of Assam for establishing Gymnasium for the students.
- The college can place proposal to the Govt. of Assam for sanctioning more permanent teaching and non-teaching posts.
- The college can acquire land in neighbouring areas for playground and Boys' Hostel.
- The college can organize more National level seminar or workshops in the coming future.
- The teachers can undertake Minor/Major Research Projects as almost all the faculty members have complete at least one Minor Research Project.
- The college can open some more job oriented courses for the students in order to enhance job opportunity after completion of graduation.
- The college can organize more extension activities for the students and community on issues like climate change, pollution, inclusion, health awareness, women rights, child labour, human rights etc.

Threat:

The following factors will pose as the challenges in achieving the desired goals by the college:

- The college will have to challenge the scarcity of permanent teaching and non-teaching posts until the Govt. of Assam sanctions additional posts.
- The college will have to challenge the problem of creating linkage with industries/companies/govt. organization in order to provide placement services to the graduates.

- The college will have to challenge the students' economic crisis after offering job-oriented courses in self-financing mode as a large number of the students belong to economically backward families.
- The college will have to challenge the land crisis for providing hostel facility to the male students.
- The college will have to challenge the fund crisis in order to establish gymnasium, swimming pool etc. as well as to provide adequate sports facilities to the students due to lack of necessary land and infrastructure facilities.

5. Plans of institution for next year

The first meeting of IQAC for the Academic Session 2017-2018 was held on June 01, 2017 to chalk out the Action Plan for the session 2017-2018 where the following plans were adopted:

Academic Plans:

1. Introduction of B.A. and B.Voc. IT Programmes in regular mode under Gauhati University.
2. Continuation of B.Com. Programme
3. Continuation of M.Com. Programme
4. Continuation of the following Vocational Courses at B.Com. level
 - a. Certificate in Communicative Skill Development
 - b. Certificate in Entrepreneurship Development
 - c. Certificate in Salesmanship
 - d. Certificate in Computer Application
 - e. Certificate in Insurance
 - f. Certificate in Share and Stock Training
5. Continuation of the following Short-term Computer Courses (open for all)
 - a. Certificate in Computer Application (6 Months)
 - b. Certificate in Desktop Publication (6 Months)
 - c. Certificate in Tally (6 Months)
6. Continuation of Bridge course for the students enrolled from other streams.
7. Continuation of Remedial Classes
8. Continuation of distance education under KK Handiqui State OpenUniversity and Assam State Open School
9. Commencement of classes from 1st August, 2017 and 3rd week of January, 2018 for Odd and Even semester classes respectively.
10. Holding of 1st and 2nd Sessional Examinations in the 1st week of September and the last week of October, 2017 (for Odd Semester Classes)
11. Publication of departmental magazines 'Horizon' and 'Vanijyam' in October/November, 2017.
12. Publication of college magazine in the last week of September, 2017.
13. Feedback on Teachers and campus by students in December, 2017.
14. Holding of 1st and 2nd Sessional Examinations in the 3rd week of February and the 1st week of April, 2018 (for Even Semester Classes)

Students Related Activities:

1. Holding of Freshmen Social Day in the month of August, 2017.
2. Holding of Election to Students' Union Body in the month of September, 2017.
3. Holding of Inter-college Speech Competition.
4. Holding of Annual College Week in the last week of January, 2018.
5. Holding of Inter College Badminton Competition.

Infrastructural Plans:

1. Construction of college gate.

Extension Activities:

1. Holding of Health Awareness Program.
2. Holding of gender sensitization program
3. Holding of Health Check-up camp.
4. Continuation of Career Counselling by the teachers.
5. Plantation drive

(Manoj Kumar Kalita)
Senior Assistant Professor
Department of English
Coordinator, IQAC

(Dr. Basanta Kalita)
Principal cum Secretary
Nalbari Commerce College
Chairperson, IQAC

Annexure-II

STUDENTS' FEEDBACK REPORT ON TEACHERS AND CAMPUS, 2016

PROLOGUE:

Students' feedback had been taken on the teachers to ascertain their performance in different areas. It was measured on 100-point scale categorizing in 10 areas. Likewise students' feedback had also been taken on the college campus to understand the strengths and weaknesses of the campus area. It was also taken on the 100-point scale on 10 categories.

METHODOLOGY:

Following methodology was adopted to take students' feedback on teachers and on campus:

1. Printed feedback forms disclosing the name of the teachers and the criteria on which feedback is taken are distributed among the students in the class and asked them to fill-in the form individually.
2. The areas of feedback are: Punctuality, depth of knowledge, presentation of the topic, relation with students, readiness in responding students' questions, interest creation on the topic, communication skill, support to students problems, teachers' personality and motivation to students. For feedback on the campus different areas are: Library service, drinking water, location, common room, canteen, support from administration, sports, classroom & sitting arrangement, open space and general environment.
3. Filled-in forms are collected from the students and analyzed for work out the results.
4. Information is analyzed on random sampling basis. The size of the sample is 200. From each of the classes 40 sample forms are taken into consideration on random basis.
5. Feedback is categorized in 5-point scale on the basis of scores accorded to teachers and campus:
Excellent- from 90% to 100%
Very Good from 80% to 89%
Good from 70% to 79%
Average from 60% to 69%
Poor from 50% to 59%

SUUMARY ON FEEDBACK ON TEACHERS:

No. of Teachers on whom feedback taken: 15

No. of Sample Students: 200

Excellent teachers: 0%

Very Good teachers: 33%

Good Teachers: 20%

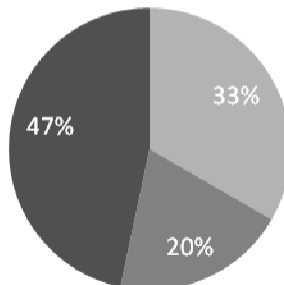
Average Teachers: 47%

Poor Teachers: 0%

Feedback on campus: 69%

No. of Teachers

■ 90-100/ Excellent ■ 80-89/ Very Good ■ 70-79/ Good ■ 60-69/ Average ■ 50-59/ Poor



RESULT OF STUDENTS' FEEDBACK ON TEACHERS

Range from	Category of Teachers	No. of Teachers	Percentage
90% to 100%	Excellent	0	0
80% to 89%	Very Good	5	33
70% to 79%	Good	3	20
60% to 69%	Average	7	47
50% to 59%	Poor	0	0
Total		15	100.0

Students' Feedback Report on Individual Teachers

Students feedback on the individual teacher has been work out to measure the effectiveness on teaching. Same methodology and same questionnaire were used to determine teaching effectiveness. The year-wise summary of feedback on individual may be seen below:

Excellent Teachers	Very Good Teacher	Good Teacher	Average Teacher	Poor Teacher
NIL	Dr. Atul Ch. Haloi	Kanak Ch. Barman	Bibhuti. B. Das	NIL
	Dr. Manik Ch. Barman	Birendra Talukdar	Ramani Barman	
	Dr. Umesh Talukdar	Dr. Ashok Kr. Sarma	Manoj Kr. Kalita	
	Bibha Das		Saidul Islam	
	Dr. Nupur Kalita		Dr. Hemen Sarma	
			Mukut Huzury	

The Most punctual teacher: Dr. Manik Ch. Barman

The least punctual teacher: Md. Saidul Islam

The most knowledgeable teacher: Dr. Atul Ch. Haloi

The least knowledgeable teacher: Md. Saidul Islam

The best presenter: Dr. Atul Ch. Haloi
The worst presenter: Md. Saidul Islam
The best associate with the students: Dr. Manik Ch. Barman
The worst associate with the students: Md. Saidul Islam
The most responding teacher: Dr. Nupur Kalita
The least responding teacher: Md. Saidul Islam
The most interest creator: Dr. Manik Ch. Barman
The least interest creator: Mukut Huzury, Saidul Islam
The best communicator: Dr. Nupur Kalita
The worst communicator: Ramani Barman
The best supporter to the students: Kanak Ch. Barman
The worst supporter to the students: Birendra Talukdar
The best personality: Manoj Kr. Kalita
The worst personality: Ramani Barman
The best motivator: Manoj Kr. Kalita
The worst motivator: Birendra Talukdar
Highest Scorer: Dr. Manik Ch. Barman
Lowest Scorer: Md. Saidul Islam

Annexure-II

BEST PRACTICES

A. Library Orientation Programme

1. Title of the Practice

Library Orientation Programme

2. Goal

Library Orientation Programme is meant for both the new comers as well as the existing students of UG classes. The Programme is conducted as a part of Research Methodology for preparation of seminar papers and project works. The underlying principles of the programme are as follows:

- I. To enable the students select relevant books for preparing seminar papers and project reports.
- II. To make them aware of the ways of collection of secondary information for the seminar papers and project works.
- III. To give adequate guidance for selection of relevant topic for the study.
- IV. To teach them how to use citation, quotation and to acknowledge the authors and publishers.

3. The Context

The programme is conducted in context of implementation of semester system at the UG and PG colleges affiliated to Gauhati University. Under the semester system there has been a provision of internal assessment as a part of academic autonomy to the affiliated colleges. The internal assessment is composed of seminars, home assignments, group discussions and library works. From amongst these seminars, home assignments and library works are undertaken regularly while group discussions are conducted casually.

The Library Orientation Programme is conducted two times in a year- one after new admission, preferably in the month of August, the other for the project work, preferably in the month of March.

The challenging issues to be addressed in designing and implementing the practices may be noted below:

- I. The students of 6th semester class have to be fully equipped for carrying out a research based project work and preparing a project report subsequently, virtually within a period of four months.
- II. It is important to note that students have to be oriented one by one as they are to take up distinct topic in consultation with the teacher-in-charge and the Librarian only.

4. The Practice

The programme is administered on the undergraduate students who get admission in the first semester and also on the students of B.Com. 6th Semester having project works. It adjoins research methodology and library practices.

The programme is executed as special classes but in the normal academic routine. The teacher-in-charge fixes the schedule in consultation with the Principal or/and Vice-Principal of the college. At least five classes of two hours duration are conducted for the orientation programme. The students are grouped in a convenient number of students depending upon the volume of the students. They are grouped on the basis of their broad areas of topics, so that the students may be advised for getting assistance.

The librarian of the college is generally informed before the programme is conducted.

The librarian supplies the necessary publications as per the needs of the students. The Teacher-in-charge gives necessary guidance to the students.

5. Evidence of Success

The programme has been giving effective results for which purpose it is generally undertaken. After preparation of the seminar papers, they are presented on the scheduled days. The 6th Semester students submit research based project report following proper methodology.

6. Problems Encountered and Resources Required

Following constraints have been noticed in implementation of the programme:

- I. The volume of the students is so large that the Teacher-in-charge gets trouble while dealing with the students.
- II. The students take different topics and is therefore, it is difficult to give proper guidance to the students.
- III. Teaching staff is too nominal to divide the entire group of students into different sections.
- IV. A part of the students generally remain absent on the scheduled day. They do not get proper lessons and it becomes problematic to give orientation in different sessions.
- V. The programme being purely academic one, financial requirement is very nominal. The programme can be initiated with existing infrastructure as well as ICT facilities available in the college. The library resources have also been proved adequate to satisfy students' needs.

7. Notes (Optional) Nil

8. Contact Details

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B. Special Session on Course Curriculum and Evaluation System for New Students

1. Title of the Practice

Special Session on Course Curriculum and Evaluation System for New Students

2. Goal

Special sessions on Course Curriculum and Evaluation System are conducted for the newly admitted students into UG programme i.e. B.Com. The sessions are arranged every year by the IQAC of the college. It is felt that the students at UG level might feel confused as to the course curriculum and particularly the evaluation system which is quite different from that of the 10+2 level. The programme is organized in order to acquaint the new students with the different criteria in which their performance are measured. The underlying principles of the programme are as follows:

- I. To acquaint the students with the course/subject pattern (core/optional) at UG level.
- II. To enable the students understand the evaluation system.
- III. To acquaint the students with various criteria in which their performance will be evaluated.

3. The Context

The programme is conducted at the UG level. However, the programme has been felt more relevant with the implementation of semester system at the UG level by the affiliating university. Under the semester system there has been a provision of internal assessment as a part of academic autonomy to the affiliated colleges. The internal assessment is composed of seminars, home assignments, group discussions and library works. The Programme is conducted once in a year i.e. immediately after the commencement of classes.

4. The Practice

The programme is administered on the undergraduate students who get admission in the first semester class. The programme is executed as special classes but in the normal academic routine. The teacher-in-charge fixes the schedule in consultation with the Principal or/and Vice-Principal of the college. One class of two hours duration is conducted for the programme. The students are provided with syllabus. As the class is obviously a large one, Power point presentations are arranged to make it convenient to all the students. The various aspects of the syllabus are analyzed to the students.

5. Evidence of Success

The programme has been giving effective results for which purpose it is generally undertaken. The students are found aware of different aspects of the course curriculum as well as the evaluation system. They are seen sincere in performing their assigned duties and also in attending classes.

6. Problems Encountered and Resources Required

Following constraints have been noticed in implementation of the programme:

- I. The volume of the students is so large that the teacher-in-charge gets trouble while dealing with the students.
- II. Teaching staff is too nominal to divide the entire group of students into different sections.
- III. A part of the students generally remain absent on the scheduled day. They do not get proper lessons and it becomes problematic to give orientation in another sessions.
- IV. The programme being purely academic one, financial requirement is very nominal. The programme can be initiated with existing infrastructure as well as ICT facilities available in the college.

7. Notes (Optional) Nil

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