



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

#### **Data of the Institution**

##### **1.Name of the Institution**

**NALBARI COMMERCE COLLEGE**

- Name of the Head of the institution **DR. BASANTA KALITA**
- Designation **Principal cum Secretary**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03624220249**
- Mobile No: **9435737738**
- Registered e-mail **iqacncc@gmail.com**
- Alternate e-mail **principalncccollege1979@gmail.com**
- Address **PO: Chowkbazar**
- City/Town **Nalbari**
- State/UT **Assam**
- Pin Code **781334**

##### **2.Institutional status**

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Gauhati University**
  - Name of the IQAC Coordinator **Manoj Kumar Kalita**
  - Phone No. **03624220249**
  - Alternate phone No. **9435737738**
  - Mobile **9854931937**
  - IQAC e-mail address **iqacncc@gmail.com**
  - Alternate e-mail address **principalncccollege1979@gmail.com**
- 3.Website address (Web link of the AQAR (Previous Academic Year))** [http://www.nccnalbari.in/pdf/AQAR/AQAR\\_NCC\\_2020\\_2021.pdf](http://www.nccnalbari.in/pdf/AQAR/AQAR_NCC_2020_2021.pdf)

**4.Whether Academic Calendar prepared during the year?** **No**

- if yes, whether it is uploaded in the Institutional website Web link:

#### 5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>C+</b>	<b>63.0</b>	<b>2004</b>	<b>16/09/2004</b>	<b>15/09/2009</b>
<b>Cycle 2</b>	<b>A</b>	<b>3.10</b>	<b>2016</b>	<b>16/09/2016</b>	<b>15/09/2021</b>

**6.Date of Establishment of IQAC** **08/01/2005**

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>0</b>

**8.Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year** 0

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

1. Preparation of college Prospectus for the Academic Session 2021 2022 2. Preparation of Daily Class Routine 3. Submission of data for AISHE 4. Preparation of feedback report

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Preparation of college Prospectus for the Academic Session 2021 2022	Achieved
Preparation of daily class routine	Achieved
Submission of data for AISHE	Achieved
Preparation of Feedback Report	Achieved

**13.Whether the AQAR was placed before statutory body?** **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>NALBARI COMMERCE COLLEGE</b>
• Name of the Head of the institution	<b>DR. BASANTA KALITA</b>
• Designation	<b>Principal cum Secretary</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03624220249</b>
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• State/UT	<b>Assam</b>
• Pin Code	<b>781334</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>UGC 2f and 12(B)</b>
• Name of the Affiliating University	<b>Gauhati University</b>
• Name of the IQAC Coordinator	<b>Manoj Kumar Kalita</b>
• Phone No.	<b>03624220249</b>

• Alternate phone No.	9435737738				
• Mobile	9854931937				
• IQAC e-mail address	iqacncc@gmail.com				
• Alternate e-mail address	principalncccollege1979@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.nccnalbari.in/pdf/AQA/AQAR_NCC_2020_2021.pdf">http://www.nccnalbari.in/pdf/AQA/AQAR_NCC_2020_2021.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	No				
• if yes, whether it is uploaded in the Institutional website Web link:					
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C+	63.0	2004	16/09/2004	15/09/2009
Cycle 2	A	3.10	2016	16/09/2016	15/09/2021
<b>6.Date of Establishment of IQAC</b>			08/01/2005		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			0		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			No		

website?		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1. Preparation of college Prospectus for the Academic Session 2021 2022 2. Preparation of Daily Class Routine 3. Submission of data for AISHE 4. Preparation of feedback report		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
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Preparation of daily class routine	Achieved	
Submission of data for AISHE	Achieved	
Preparation of Feedback Report	Achieved	
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>		
Name	Date of meeting(s)	
Nil	Nil	
<b>14. Whether institutional data submitted to AISHE</b>		

Year	Date of Submission
2020 2021	22/04/2022

### 15. Multidisciplinary / interdisciplinary

Nalbari Commerce College has been trying hard to impart multidisciplinary and holistic education in the college. The college has been offering courses as per CBCS structure for undergraduate courses in different streams affiliated to Gauhati University. At present the college offers B.Com. (Honours), BA(Honours), BA(Regular), B.Voc. IT(Software Development), B.Voc. Retail Management & IT and other certificate courses for skill development of students. The skill papers offered are interdisciplinary in nature with students having honours in different subjects having the option of studying Skill Enhancement Course offered by other departments. Students have the flexibility to choose subjects of choice in accordance with CBCS norms. However, the college has been suffering from the constraint of space and human resource in making the programs completely flexible. The college focusses upon to provide holistic education through extension activities by involving its students through various programmes conducted by NCC, NSS, Students' Union Body and various cells and clubs. To promote the spirit of social responsibility and encourage holistic education, the college organizes various extension activities in different parts of the district. The extension activities are conducted by Extension Activity Cell and other units of the college like NCC, NSS, etc.

### 16. Academic bank of credits (ABC):

The College at present is not registered in Academic Bank of Credits as it is an affiliated college. However, the college is eager to register in it. ABC is of immense importance for the student community and is going to play a pivotal role in multiple entry and exit. The college do run certificate courses by itself.

### 17. Skill development:

Development of Skills of the students is one of the thrust area of the college. The college as a whole and specifically the IQAC and other cells are engaged in trying to find ways and means to enhance the skill of a student. The holding of various courses like communication skill, personality development, computer certificate courses like Tally., DTP etc. either in in-house or in collaboration mode are part of the attempts made. Each department of the college offers a skill paper prescribed by the



university for the students. The fact that each department provide a skill paper has ushered in a great deal of understanding about the importance of skill. The departments take the present scenario into account in selecting the skill papers. Besides, the department of B.Voc. IT (Software Development) offers Bachelor Degree in Information Technology whrere students are trained in Software Development skill so that they can start their career as software developer. Further, the department of B.Voc. Retail Management and Information Technology (RMIT) offers bachelor degree in retail management and IT where students are trained in inculcating the retail management skills.

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

Nalbari Commerce College has been trying its best to integrate Indian Knowledge system as part of the holistic development of a student. \* Teaching is carried out mostly in bilingual manner with Assamese and English.Lectures are given by the faculty members in both the languages. \* Students can write answer scripts in examination either in English or Assamese. \* As there are a good number of Hindi speakers in the college, teachers also use the Hindi language to convey and talk to students apart from Assamese and English. \*The college offers Assamese and Hindi as subjects in UG courses in lieu of English. \* The syllabus in English, Assamese, Hindi, Economics, Education is laced with topics dealing with Indian culture and tradition. \*In line with the International Yoga Day, the college also organizes it in a befitting manner encompassing all the faculties and students. \*Each year, cultural events and rallies are organsied during College Foundation Day, College Week function where various Indian culture, tradition and knowledge system are nicely showcased with active participation of students. \*The magazines published by the college in Assamese, English, Hindi, Bodo, etc. which gives a platform to exchange knowledge in various languages. \*To encourage Indian Knowledge System, special days are celebrated in the college to remember and enrich our cultural and scientific heritage like National Mathematics Day in honour of Legendary Indian Mathematician Ramanujan, National Science Day in honour of the Raman Effect by the Nobel Laureate C. V. Raman, Teacher's Day in honouring S. Radhakrishnan, Rashtra Bhasa Divas, Entrepreneurship Day etc.

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

Nalbari Commerce College teachers have always stressed on outcome based learning so as to ensure effective teaching-;earning

environment. The course outcomes (COs) for all courses and programme outcomes (POs) are well structured. The evaluation of attainment of COs and POs are continuously checked through a formative approach. Various programs such as seminars, group discussions and class interactions to ensure the attainment of COs are organized regularly. Besides, the semester examination is also used as a tool to check the attainment of the COs and POs regularly. Besides the semester examination, other supporting activities such as seminars, assignments, research works, group discussion, in-house research projects in collaboration with other academic bodies etc. are also held. Moreover, to ensure the attainment of various attributes in the students of the college towards the target of a holistic education and all-round development of students, the college has been offering some certificate or add-on courses. This has been done so that students can apply the knowledge gained from the certificate of add-on courses in their practical life which will help them in getting jobs as well as living as a good human being in the society. This will also help them in earning professional ethics and also in understanding the various factors presently affecting the society and environment.

#### **20.Distance education/online education:**

The college introduced online education for the students during the covid 19 pandemic which began in 2020 to ensure continuity of their studies unaffected and in pursuit of looking after the interests of students in an incompatible environment. In the process, emphasis was given on providing quality education to students through interactive sessions so that they can comprehend what was being taught. While implementing online education the college had to challenge certain problems like non availability of smart phone with many students and also non availability of network in certain locations. Online classes were held with the help of platforms like Google meet, zoom, Google Classroom which were found to be extremely useful tools for both teachers and students in the teaching learning process. During this year teachers also participated in FDPs conducted by other institutions through online mode. The college offers distance education. There are Study Centres of Gauhati University Centre for Distance and Online Education (GUCDOE), KK Handiqui State Open University and Astate State Open Schooling under Assam Higher Secondary Education Council. The courses offered by these centres are: 1. Under Gauhati University: Centre for Distance and Online Education (GUCDOE) (a) MA in Assamese (b) M.Com. 2. Under KK Handiqui State Open University (a) BA, (b) B.Com., (c) BBA,

(d) BCA, (e) MA in Assamese, Political Science, Education, Sociology, English, Economics, Mass Communication (f) M.Com. and (g) Master of Social Work (MSW) 3. Under Assam State Open Schooling under Assam Higher Secondary Education, Assam: (a) Higher Secondary course in Arts and Commerce

## Extended Profile

### 1.Programme

1.1

5

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1

1139

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2

459

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

File Description	Documents
Data Template	No File Uploaded

2.3

342

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1

8

Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2		24
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
4.Institution		
4.1		22
Total number of Classrooms and Seminar halls		
4.2		2887229
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		56
Total number of computers on campus for academic purposes		

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The curricula formulation and syllabi development is done by Gauhati University. The effective delivery of the course curriculum by the faculty members is well reflected in the success or failure of its students. • The IQAC prepare the Academic Calendar, Master Routine and Prospectus. • Teachers maintain a Teachers' Diary which documents the classes allotted and taken by the departmental colleagues together with the content taught daily. • To make learning more effective and absorbing, conventional classroom teaching is complemented with Guest Lectures, Field Trips and Educational Tours, visit to industrial areas and various social awareness programmes. Besides, chalk and talk method, some teachers use ICT tools in the classroom. Besides academics, students are also motivated to take active part in allied

activities like debate, quiz, music, sports etc., both within and outside the institution. • The central library of the college keeps a reasonable collection of syllabus oriented textbook and reference books. There is a digital library section. Students can access study materials and old question papers. The Library is also equipped with N-List facility by INFLIBNET. One can access electronic resources like e- books and e journals subscribed under N-List programme.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The College Academic Calendar is prepared before the beginning of each session in strict adherence to the regulations and guidelines of the Gauhati University. It highlights the number of teaching/working days, holidays, admission timeline, dates of internal/sessional examination and staff meetings. It also includes the tentative schedule of matters like Students' Union Body election, College Week, Freshmen Social, etc. The Academic Calendar is followed strictly, except for unforeseen circumstances.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

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

**B. Any 3 of the above**

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

## 1.2 - Academic Flexibility

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

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

4

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs

during the year

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The curriculum is designed by Gauhati University to which the college is affiliated. Yes, the the university integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.

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

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

5

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

296

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**D. Any 1 of the above**



File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

1640

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

##### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

412

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

## 2.2 - Catering to Student Diversity

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

Students are assessed on the basis of classroom performance, punctuality, class tests and participation in co-curricular activities in the College. To orient the students regarding the course outcome of the programs offered, a "Deeksharambh Program" is organized at the beginning of every academic year. Teachers try to identify students' potential, and then help them by taking extra classes as and when required. Teachers are also available on email and whatsapp groups to clear doubts of the students. A wide range of academic activities like class tests, career guidance, field study, projects, dissertations are undertaken for the benefits of the students. To motivate the advanced learners to excel, Best Project Awards are provided. The teachers guide the students regarding the scope of different courses being offered as well as provide guidance in making the choices. Suitable strategies are taken to address the needs of the slow as well as advanced learners.

Slow learners:

Bridge Courses are held

Remedial/tutorial classes organised

The slow learners are made aware of the various resources available in the departmental and central library.

Slow learners are encouraged to use suitable e-resources available in the internet.

Teacher mentors also take care of the slow learners.

For advanced learners, following strategies are adopted:

Advanced study material like books, e-books, journal articles, audio-visual material are shared by teachers.

Encouraged to write research articles,papers, make presentations in seminars, and participate in conferences and workshops.

Encouraged to involve themselves in research projects.

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

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

Number of Students	Number of Teachers
1139	9

File Description	Documents
Any additional information	No File Uploaded

## 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

Apart from 'Chalk and Talk' or 'Lecture Delivery' method, teachers are more focused on delivering 'conceptual clarity' of their subjects of interest. Teacher demonstrates to elaborate the difficult concepts in their local context as well as ICT tools are used to visualize them what they are studying. IQAC encourage teachers to organize and attend the FDPs related to innovative teaching methodologies. Experimental Learning: Each department encourages students to get an experience about what they are exactly studying in the books. The IQAC and Research Cell of the college organize workshops for the benefits of the students. The departments of Commerce stream conducts project works and the department of BVoc in Retail Management and IT organizes industrial visits for the students. Participative Learning: This type of learning is clearly visible in the actual learning process of our college where students participate actively in each and every departmental event such as seminar, group discussion, projects, chart and the skill based add on courses. Students are encouraged to ask questions and share their thoughts in the class and assessed by Peer Learning. Problem-Solving Method - To enhance the learning experience Project Works, Assignments, Industrial

Visits, etc. are adopted by the concerned departments.

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

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

All departments use, wherever necessary, PPT and multimedia for effective teaching-learning. To help the students, teachers' keep pace with the changing scenario. A Digital Library is available for the student and teachers. Students are encouraged to use the e resources available in the digital library. Internet access is made available through wi-fi facility for all the departments. Besides, laptops and desktops are available for the teachers. LCD projectors are installed in classrooms for effective delivery of teaching. Besides, teachers use social media like youtube, whatsapp, facebook for effecting teaching learning. Teachers use search engine like Google Search and platforms like Google Scholar for effective teaching learning. Students are often encouraged to use tools like MS PowerPoint, MS Excel etc. to make presentations and write report.

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

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

2.3.3.1 - Number of mentors

20

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

## 2.4 - Teacher Profile and Quality

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

9

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

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

3

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

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

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Examination Committee prepares as well as works out plans and reforms in evaluation system in consultation with the IQAC and all the Heads of the departments. Apart from university prescribed methods like assignments and tutorials, more relevant methods such as class test, multiple choice questions, guest lectures, project work, internship etc. are experimented in the internal assessment. As per the academic calendar, tentative schedule for different activities is prepared and displayed in the college website and notice boards. The Internal Examination Committee monitors and conducts internal examinations in the college. All the teachers submit the question papers to the examination committee. Sessional examinations are conducted and assessment work is carried out by the concerned teacher. Results are prepared and communicated to the students in the classroom as well as displayed on the notice board. Students are guided on the basis of their results.

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

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

All examination related grievances are solved by the Internal Examination Committee where the Principal is the chairperson. A senior teacher is appointed Coordinator for a period of three years of the Internal Examination Committee. The detailed mode and modalities along with mechanism of grievances of the Internal Assessment are communicated through various channels and at various times beginning with the centrally organized orientation

of students to the level of individual teachers. As attendance in classes, seminars, group discussions etc. is a component of Internal Assessment, the regular attendance of students is displayed in the departmental notice boards or conveyed to the students. If any grievance occurs, students need to apply to the Internal Examination Committee. The Committee discusses with the concerned teachers and solves issue at the initial level. Internal exam related queries are settled at the earliest. There is a zero tolerance policy for malpractices by the students in the college. In order to maintain transparency, the evaluated answer scripts of sessionals examinations, project reports etc. are shared with the students. Students may bring to the notice of the concerned teachers any grievance or discrepancy in marks awarded. If the grievance persists, they are free to approach either their mentor or the Principal.

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

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

No. The college is working on this aspect.

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

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

No.

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

### 2.6.3 - Pass percentage of Students during the year

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

164

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

### 2.7 - Student Satisfaction Survey

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

[https://www.nccnalbari.in/website/static/attachments/NCC\\_SSS16\\_19.pdf](https://www.nccnalbari.in/website/static/attachments/NCC_SSS16_19.pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

0



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

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

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

0

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

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

2

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 3.2 - Research Publications and Awards

### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

3

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

6

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

1. Blood Donation Camp organized by 50 Assam Air Sqn NCC Unit of Nalbari Commerce College on 27th May, 2022 in collaboration with Blood Bank, Swahid Mukunda Kakati Memorial Civil Hospital, Nalbari

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

### 3.3.2 - Number of awards and recognitions received for extension activities from government

## / government recognized bodies during the year

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

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

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

1

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

54

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

2

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

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

2

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college has a campus area of 6889 sq. m. and a total built-up area of 2789 sq. m. with sufficient physical facilities for academic and other activities. Classrooms: The total number of classrooms is 20. All the classrooms are spacious, well-furnished, well-ventilated, and well-illuminated. They have adequate furniture, green boards, raised platforms. Computer Laboratory: There are 56 computers in the Computer Laboratory of the college. All are LAN connected. Adequate safety measures like fire extinguishers, first-aid boxes, safety guidelines displays, and modern dustbins are available in the laboratories. The facilities are available beyond the routine hours to accommodate interested students and aspiring researchers. There is also an Indoor Sports Complex to facilitate students and teachers with indoor games. There is a canteen where 50 students can be accommodated at a time, There is separate sitting place for teachers in the canteen. The library is fully automated using Soul Software (Version 2.0). There is also a digital library section for access to old question papers, notes, and also for searching resources available in the library. The library has a collection of more than 14000 books.

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

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

Yes. The college has Indoor Sports Complex. However, the college has no gymnasium and Yoga Centre. Yoga is practiced in the open field or in the sports complex.

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

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

2

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

2

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

1127814

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

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

Yes. The library is automated. SOUL (Version 2.0) is used. The institution understands the importance of the library as an effective learning resource. The library is updated regularly with the latest books and journals. All members of the college fraternity are entitled to make use of the library. Membership is compulsory for students and faculty members. The library management committee, headed by the principal and comprising the librarian, library staff and faculty members, monitors the functioning of the

library. Its main features are: There are reprographic facilities with 1 photocopy machine and 1 printer. The library is fully automated and uses the SOUL software (Version 2.0). The library has a collection 14000+ books, e-journals. The library has a Digital section where users can search books. Besides, old question papers, classnotes, etc. are also made available in the digital library section comprising of 12 Desktop Computers.

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

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

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the year (Data Template)	No File Uploaded

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data**

for online access) (Data for the latest completed academic year)

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

212

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college understands that access to the latest IT facilities and good internet connectivity is indispensable to keep up with the advances of the modern world. The college has an IT enabled campus to facilitate the specific teaching-learning needs of each department. The college has ensured high-speed internet facility through LAN and Wi-Fi. There are Wi-Fi stations at 5 locations on the campus. The college has a Department of B.Voc.IT which look after the maintenance of IT facilities on campus. The college authority regularly updates the various IT facilities including computers, servers, software, etc. The process of updating also covers purchasing of latest IT equipment and software at regular intervals. ICT Facilities: There are 56 computers in the Computer Laboratory of the college which are fully LAN connected. The students are allowed to access the computers. Besides, laptops are available with all departments.

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

#### 4.3.2 - Number of Computers

72

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded



### 4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

## 4.4 - Maintenance of Campus Infrastructure

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

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

1127814

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

Yes. There is a good mechanism for the maintenance and utilization of physical, academic and support facilities like computer laboratories, library, sports complex, computers, classrooms etc. There are employees in the college who are given specific assignments for the upkeep of the computer laboratories. Students are informed of the laboratory facilities through notifications and classroom interactions. The Library Management Committee oversees the maintenance and utilization of library facilities. Students are informed of the facilities through the library orientation classes and relevant bill boards kept in the library. The books are purchased by the Library Committee after receiving demand notes from the departmental heads. The Students' Union Body In charge keeps records, maintains and utilizes the sports

facilities. There is budgetary provision for the purchase of sports goods from time to time. Similarly there are assigned employees in the college for the physical upkeep and maintenance of the classrooms and computers. The construction works of the college are supervised and executed by the Construction Committee. Necessary particulars are purchased by the Purchase Committee of the college.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

695

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

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

**D. 1 of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**52**

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

**52**

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

17

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

##### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

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

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

Students' Union Body is formed every year through the direct election system. The Lyngdoh Committee recommendations are followed while conducting the election of Students' Council. Various initiatives are taken throughout the year to conduct numerous programs by the Union Body. The Annual Fresher's Social, Lecture programs, Debate and Quiz competitions, Literary competitions and functions, Musical functions, Sports Tournament etc. are organised under the initiative of the Union Body. The Union Body also supports in executing all the activities carried out by NSS Cell, Rover Crew, and all other Cells and Committees. There is representation of students in various academic/administrative bodies of the college. The college magazine is also published by the Students' Union Body. The Union Body takes initiative in students' representation in University Youth Festivals and all other events organized by other institutions.

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

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

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

2

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

## 5.4 - Alumni Engagement

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

**No. There is no Registered Alumni Association in the college.**

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

**5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)**

File Description	Documents
Upload any additional information	No File Uploaded

## 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

**Yes, the governance of the institution is reflective of and in tune with the vision and mission of the college**

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

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

The Governing Body (GB) is the Apex Policy making body as per Govt. of Assam regulations and is well represented at all levels, from the teaching community, non-teaching staff and parent/guardian members. The affiliating University is also represented by the presence of two nominees who contribute on all policy matters. A Vice-Principal has been appointed to supervise different academic works, including holding of day to day classes. IQAC is the nerve centre of the Institution which helps in framing Institutional objectives and targets. IQAC is composed of all stakeholders as prescribed by NAAC. Heads of the Departments are made responsible for overseeing the day to day academic and administrative tasks of their respective departments and are the chief spokesperson of all departmental issues. HoDs communicate and coordinate with the Principal and Vice Principal. Various in-house Committees have been constituted by the Principal in consultation with the IQAC coordinator. These committees are represented by the teaching staff and non-teaching staff. A faculty member is assigned as in-charge for each office bearer of Students' Union Body for coordinating and monitoring the allotted activities within their tenure.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As per need and vision of the Institution, the IQAC of the College is fully engaged with various aspects of Institutional strategy making and planning process. The IQAC coordinator coordinates with the Principal in the policy making process. The entire process of construction and campus beautification is very transparent and



implemented through tendering process. With the help of ICT facilities teaching-learning process becomes very enjoyable.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Governing Body of the college is the apex policy making body, headed by a President. Principal is the Secretary of the GB. It comprises of other members as per Government Rules and Regulations. Administrative hierarchy is headed by the Principal, followed by the Vice-Principal and then by the HODs of the various departments. The formal organizational structure of the library staff consists of the librarian, library bearer and other subordinate staff. Every in-house committee is headed by a Convener/ Coordinator, preferably a senior teacher, assisted through other members. Principal is the Chairperson of some of the in-house committees. The service conditions of the teaching and non-teaching staff, including appointment and promotion are regulated as per rules & procedures of UGC and Government of Assam. The service rules of the contractual staff are governed by the set of rules drafted by the College authority. Appointments of the contractual teachers are made through proper interview procedure. Grievance redressal Committee has been set up to deal with all kinds of issues relating to the employees and students of the College. Anti-Ragging Committee exists for dealing with all kinds of complaints relating to ragging.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

Some of the welfare provisions that are presently in practice and enforced from time to time as per the requirements are as follows:

Various types of leaves to employees (study leave for Ph.D. work, Maternity Leave, Child Care Leave (for all ladies staff), Medical Leave (for all staff),

Duty Leaves for teachers participating in academic courses/ examination work/ Government matters etc.

First Aid Facility

Group Insurance

Provident Fund/ NPS

Periodical pay revision for contractual teachers.

Sports facilities.

Separate seating arrangement for teachers in College Canteen.

Provision of safe drinking water facilities.

Employees Mutual Benefit Fund

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

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

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

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

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

0

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

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

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

3

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

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

**Every teacher keeps records of daily academic and co-curricular activities in Teachers' Diary.**

**For assessing the caliber and potential of teaching staff,**

Feedback is collected annually from the students. The results of the feedback are confidentially communicated to the teachers by the Principal for taking remedial measures in order to enhance their skills.

Every year it is mandatory for each faculty members to fill up the appraisal form recommended by the UGC and submit it to the Head of the Institution.

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

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has a mechanism for audit of all financial activities. The College has a two-tier audit system.

**Internal Audit:** The internal audit is conducted on an annual basis by a reputed Chartered Accountant Firm appointed by the College authority. After the internal audit report is prepared, it is placed before the GB meeting for necessary approval. After acceptance of the internal audit report by the GB, the Directorate of Audit (Local Fund), Government of Assam, is invited to officially audit it. All financial matters are included in the audit process.

**Government Audit:** The Government audit is carried out by the Directorate of Audit (Local Fund), Government of Assam.

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

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

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

0

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

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

To meet the various requirements of funds under various heads of expenses such as construction of new buildings, the College utilizes Govt. grants as well as own funds. Besides various sources from which funds are attained/ generated are: Grants from UGC, Salary grants from Government of Assam, Self-financing programs, Surplus fund from different university examination center fees, Center fees of different Government and Non-government examinations, funds generated through auction of scrap materials, interest accrued from fixed deposits at banks. For renovation and development of existing structures, College Development Fund is used. Fund generated through self-financing programs is mainly used for salary of contractual teachers, infrastructure augmentation and maintenance of various physical and academic support facilities. Classrooms allotted to various Government/ Public bodies for holding examinations on Sundays. Internet facility is optimally utilized by the faculty members.

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

### 6.5 - Internal Quality Assurance System

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

#### Internal Quality Assurance Cell (IQAC) of Nalbari Commerce College

has been plays a crucial role in institutionalizing quality assurance strategies and processes. Identifying the parameters of qualities, the IQAC prepares a plan of action for accomplishment. The IQAC makes it convenient for the institution to improve and undergo a systematic change to meet the national and international standards of higher education. To bring a qualitative change in the institution, a mechanism of mentorship programme was introduced. The IQAC organizes various programs for the development of the college. Besides, it encourages the teaching staff to participate in various faculty development programmes so that they are updated with the latest developments in their respective fields. The IQAC also arranges training program for the non-teaching staff in order to cope up with the latest technological development in the area of office management.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Internal Quality Assurance Cell (IQAC) of the college continuously monitors and reviews the teaching learning process of the students. It collects feedback from the students every year on curriculum implementation, campus facilities, canteen facilities etc. The feedback from students is collected through online mode with a Google form prepared by the IQAC in the form of Students Satisfaction Survey (SSS) report. The form is circulated among the students through email, whatsapp and college website. After review of the report, the Principal is requested to take necessary steps for updating the required facilities in the college in order to ensure stand teaching learning situation. Besides, issues related to teaching methodologies and curriculum implementation are discussed among teachers in meetings and actions are taken as required.

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

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**D. Any 1 of the above**

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

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution is very keen regarding safety and security of the girl students and women faculties. Entire college campus is under CCTV surveillance, including almost all classrooms whose control panel is in Principal's Chamber. The College has separate Girls' Common Room with attached toilets and separate girls' toilet in each floor. There are separate toilets for lady faculties of the College. Women Cell of the College organizes all the activities associated with women related issues. It has been involved in generating sensitivity to both staff and girl students on various gender issues. It organizes interactive sessions to create awareness on gender sensitization. The College has adopted Mentor-



Mentee Scheme to solve various issues. Lectures of eminent personalities are organized to create legal awareness, health and hygiene among the girl students. An Anti-ragging Committee is constituted to prevent instances of ragging in the college campus.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures** Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words)** Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The solid waste is disposed of in remote places. To minimize the problem of waste disposal, separate dustbins are provided in the College campus. Blue colored dustbin is kept for dry waste and green colored dustbins are used for wet waste. Dry wastes, mainly leaf, litter, etc. are allowed to decompose systematically over a period. Single use plastics are discouraged inside the campus. Notices are displayed in the main gate and various other points in the campus so as to discourage the use of plastic items. In lieu of plastics, paper bags are encouraged for use. For e-waste management, our institution has a committee which supervises the condition of e-wastes like non-working computers, monitors, printers, memory cards, printer cartridges, etc. The Committee suggests to set sell the non-working e-wastes following the

**stipulated rules and regulations.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**C. Any 2 of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the**

**B. Any 3 of the above**

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.**

**Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

**The students from the entire Assam state comes to study in our**

college. The students from various caste, community, religion, and socio-economic status are admitted in the College on the basis of their merit, resulting in a rich cultural diversity amongst our students. Admission process is carried out as per the rules and regulations of the Government of Assam. The College plays an effective role of catalyst to maintain peace and national integration. It regularly organizes different activities for inculcating tolerance, harmony towards cultural diversity. The NCC, NSS and the Students' Union, along with faculty members observe the Independence day, the Republic Day, etc. to inculcate patriotism in student's mind, lectures are organized on freedom movement of India, pay tribute to the freedom fighters, and pay homage to the sons of the soil like Deshbhakta Tarun Ram Phookun, Lokopriya Gopinath Bordoloi, and Bharat Ratna Dr. Bhupen Hazarika. During fresher's social and college week functions, students showcase their talents in various programs which represent their cultural values. It also helps them to inculcate tolerance and harmony towards culture, religion, language, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution is working as per the Acts, Statutes and ordinances of Gauhati University and the directions from the Department of Higher Education, Government of Assam. The institute displays all relevant information regarding academic, administrative, research, student support services, etc. on the college website. The fundamental rights and duties, National Anthem, Pledge, and value based thoughts are clearly displayed in the campus. Many of our teachers deliver lectures on Constitutional obligations, national unity and social harmony in the college. The College Foundation day is celebrated in our institution on 18th of August every year and organizes a Foundation Day Lecture by eminent personalities. The Environment Day (5th June), international Yoga Day (21st June), International Women's Day (8th March), are organized by the institution from time to time.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

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

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

**Yes. The college celebrates Independence Day, Republic Day, The Environment Day (5th June), international Yoga Day (21st June), International Women's Day (8th March), etc..**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### A. Library Orientation Program

1. Title of the Practice::Library Orientation Program

2. Objectives: I. To enable the students select relevant books for preparing seminar papers and project reports.

3. The Context The Program is conducted for the students of the UG level once in a year.

4. The Practice The Program is executed as special classes but in the normal academic routine.

5. Evidence of Success The Program has been giving effective results for which purpose it is generally undertaken.

6. Problems: I. The volume of the students is large. II. Teaching staff is too nominal.

### 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

2. Goal: I. To acquaint the students with the course/subject pattern.

3. The Context The Program is conducted at the UG level.

4. The Practice: The Program is administered on the undergraduate

students who get admission in the first semester class.

5. Evidence of Success: The students are found aware of different aspects of the course curriculum as well as the evaluation system.

6. Problems: I. The volume of the students is large. II. Teaching staff is too nominal..

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Nalbari Commerce College, Nalbari, is a premier co-educational institution of higher education primarily imparting education in commerce. Experiencing the vacuum and realizing the urgent need of such an institution, a good number of personalities from different walks of lives comprising of educationists and intellectuals, social workers, thinkers, businessmen had made a drive to establish Nalbari Commerce College in the late eighties of the past century. The pioneering zeal and endeavour of those learned persons gave birth to the college on 18 August, 1979. Since its inception, the college has been striving to achieve its vision of imparting commerce graduate. The college is distinctive in this sense that the students graduated from the college with B.Com. degree are all well established. Most of the commerce graduates are self employed and only a few are working in govt or private establishments. Besides being self-employed, they are also capable of creating job opportunities for other educated as well as uneducated youths. Most of the commerce graduates are now working as Chartered Accountants, Company Secretaries, entrepreneurs, businessman and many more. There is not a single graduate who is unemployed. This makes the institution distinctive.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The curricula formulation and syllabi development is done by Gauhati University. The effective delivery of the course curriculum by the faculty members is well reflected in the success or failure of its students. • The IQAC prepare the Academic Calendar, Master Routine and Prospectus. • Teachers maintain a Teachers' Diary which documents the classes allotted and taken by the departmental colleagues together with the content taught daily. • To make learning more effective and absorbing, conventional classroom teaching is complemented with Guest Lectures, Field Trips and Educational Tours, visit to industrial areas and various social awareness programmes. Besides, chalk and talk method, some teachers use ICT tools in the classroom. Besides academics, students are also motivated to take active part in allied activities like debate, quiz, music, sports etc., both within and outside the institution. • The central library of the college keeps a reasonable collection of syllabus oriented textbook and reference books. There is a digital library section. Students can access study materials and old question papers. The Library is also equipped with N-List facility by INFLIBNET. One can access electronic resources like e- books and e journals subscribed under N-List programme.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The College Academic Calendar is prepared before the beginning of each session in strict adherence to the regulations and guidelines of the Gauhati University. It highlights the number of teaching/ working days, holidays, admission timeline, dates of internal/ sessional examination and staff meetings. It also



includes the tentative schedule of matters like Students' Union Body election, College Week, Freshmen Social, etc. The Academic Calendar is followed strictly, except for unforeseen circumstances.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

**B. Any 3 of the above**

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

## **1.2 - Academic Flexibility**

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

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

**4**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The curriculum is designed by Gauhati University to which the college is affiliated. Yes, the the university integrates

**crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.**

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

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

**5**

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

**296**

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
Students Teachers Employers Alumni

**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

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

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**1640**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

412

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

## **2.2 - Catering to Student Diversity**

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

Students are assessed on the basis of classroom performance, punctuality, class tests and participation in co-curricular activities in the College. To orient the students regarding the course outcome of the programs offered, a "Deeksharambh Program" is organized at the beginning of every academic year. Teachers try to identify students' potential, and then help them by taking extra classes as and when required. Teachers are also available on email and whatsapp groups to clear doubts of the students. A wide range of academic activities like class tests, career guidance, field study, projects, dissertations are undertaken for the benefits of the students. To motivate the advanced learners to excel, Best Project Awards are provided. The teachers guide the students regarding the scope of different courses being offered as well as provide guidance in making the choices. Suitable strategies are taken to address the needs of the slow as well as advanced learners.

Slow learners:

Bridge Courses are held

Remedial/tutorial classes organised

The slow learners are made aware of the various resources available in the departmental and central library.

Slow learners are encouraged to use suitable e-resources available in the internet.

Teacher mentors also take care of the slow learners.

For advanced learners, following strategies are adopted:

Advanced study material like books, e-books, journal articles, audio-visual material are shared by teachers.

Encouraged to write research articles, papers, make presentations in seminars, and participate in conferences and workshops.

Encouraged to involve themselves in research projects.

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

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

Number of Students	Number of Teachers
1139	9

File Description	Documents
Any additional information	No File Uploaded

### 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

Apart from 'Chalk and Talk' or 'Lecture Delivery' method, teachers are more focused on delivering 'conceptual clarity' of their subjects of interest. Teacher demonstrates to elaborate the difficult concepts in their local context as well as ICT tools are used to visualize them what they are studying. IQAC encourage teachers to organize and attend the FDPs related to

innovative teaching methodologies. **Experimental Learning:** Each department encourages students to get an experience about what they are exactly studying in the books. The IQAC and Research Cell of the college organize workshops for the benefits of the students. The departments of Commerce stream conducts project works and the department of BVoc in Retail Management and IT organizes industrial visits for the students. **Participative Learning:** This type of learning is clearly visible in the actual learning process of our college where students participate actively in each and every departmental event such as seminar, group discussion, projects, chart and the skill based add on courses. Students are encouraged to ask questions and share their thoughts in the class and assessed by Peer Learning. **Problem-Solving Method** - To enhance the learning experience Project Works, Assignments, Industrial Visits, etc. are adopted by the concerned departments.

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

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

All departments use, wherever necessary, PPT and multimedia for effective teaching-learning. To help the students, teachers' keep pace with the changing scenario. A Digital Library is available for the student and teachers. Students are encouraged to use the e resources available in the digital library. Internet access is made available through wi-fi facility for all the departments. Besides, laptops and desktops are available for the teachers. LCD projectors are installed in classrooms for effective delivery of teaching. Besides, teachers use social media like youtube, whatsapp, facebook for effecting teaching learning. Teachers use search engine like Google Search and platforms like Google Scholar for effective teaching learning. Students are often encouraged to use tools like MS PowerPoint, MS Excel etc. to make presentations and write report.

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

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

#### 2.3.3.1 - Number of mentors

20

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

### 2.4 - Teacher Profile and Quality

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

9

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

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



3

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

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

30

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Examination Committee prepares as well as works out plans and reforms in evaluation system in consultation with the IQAC and all the Heads of the departments. Apart from university prescribed methods like assignments and tutorials, more relevant methods such as class test, multiple choice questions, guest lectures, project work, internship etc. are experimented in the internal assessment. As per the academic calendar, tentative schedule for different activities is prepared and displayed in the college website and notice boards. The Internal Examination Committee monitors and conducts internal examinations in the college. All the teachers submit the question papers to the examination committee. Sessional examinations are conducted and assessment work is carried out by the concerned teacher. Results are prepared and communicated to the students in the classroom as well as displayed on the notice board. Students are guided on the basis of their

**results.**

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

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

All examination related grievances are solved by the Internal Examination Committee where the Principal is the chairperson. A senior teacher is appointed Coordinator for a period of three years of the Internal Examination Committee. The detailed mode and modalities along with mechanism of grievances of the Internal Assessment are communicated through various channels and at various times beginning with the centrally organized orientation of students to the level of individual teachers. As attendance in classes, seminars, group discussions etc. is a component of Internal Assessment, the regular attendance of students is displayed in the departmental notice boards or conveyed to the students. If any grievance occurs, students need to apply to the Internal Examination Committee. The Committee discusses with the concerned teachers and solves issue at the initial level. Internal exam related queries are settled at the earliest. There is a zero tolerance policy for malpractices by the students in the college. In order to maintain transparency, the evaluated answer scripts of sessionals examinations, project reports etc. are shared with the students. Students may bring to the notice of the concerned teachers any grievance or discrepancy in marks awarded. If the grievance persists, they are free to approach either their mentor or the Principal.

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

**2.6 - Student Performance and Learning Outcomes**

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

No. The college is working on this aspect.

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

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

No.

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

### 2.6.3 - Pass percentage of Students during the year

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

164

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

### 2.7 - Student Satisfaction Survey

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

[https://www.nccnalbari.in/website/static/attachments/NCC\\_SSS16\\_19.pdf](https://www.nccnalbari.in/website/static/attachments/NCC_SSS16_19.pdf)

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

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

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

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

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

2

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

3

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

6

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

**1. Blood Donation Camp organized by 50 Assam Air Sqn NCC Unit of Nalbari Commerce College on 27th May, 2022 in collaboration with Blood Bank, Swahid Mukunda Kakati Memorial Civil Hospital, Nalbari**

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

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

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

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

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

1

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

54

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year****2**

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

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

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

The college has a campus area of 6889 sq. m. and a total built-up area of 2789 sq. m. with sufficient physical facilities for academic and other activities. Classrooms: The total number of classrooms is 20. All the classrooms are spacious, well-furnished, well-ventilated, and well-illuminated. They have adequate furniture, green boards, raised platforms. Computer Laboratory: There are 56 computers in the Computer Laboratory of the college. All are LAN connected. Adequate safety measures like fire extinguishers, first-aid boxes, safety guidelines displays, and modern dustbins are available in the laboratories. The facilities are available beyond the routine hours to accommodate interested students and aspiring researchers. There is also an Indoor Sports Complex to facilitate students and teachers with indoor games. There is a canteen where 50 students can be accommodated at a time, There is separate sitting place for teachers in the canteen. The library is fully automated using Soul Software (Version 2.0). There is also a digital library section for access to old question papers, notes, and also for searching resources available in the library. The library has a collection of more than 14000 books.



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

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

Yes. The college has Indoor Sports Complex. However, the college has no gymnasium and Yoga Centre. Yoga is practiced in the open field or in the sports complex.

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

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

2

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

2

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

1127814

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

## 4.2 - Library as a Learning Resource

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

Yes. The library is automated. SOUL (Version 2.0) is used. The institution understands the importance of the library as an effective learning resource. The library is updated regularly with the latest books and journals. All members of the college fraternity are entitled to make use of the library. Membership is compulsory for students and faculty members. The library management committee, headed by the principal and comprising the librarian, library staff and faculty members, monitors the functioning of the library. Its main features are: There are reprographic facilities with 1 photocopy machine and 1 printer. The library is fully automated and uses the SOUL software (Version 2.0). The library has a collection 14000+ books, e-journals. The library has a Digital section where users can search books. Besides, old question papers, classnotes, etc. are also made available in the digital library section comprising of 12 Desktop Computers.

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

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

**D. Any 1 of the above**

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

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

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

212

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college understands that access to the latest IT facilities and good internet connectivity is indispensable to keep up with the advances of the modern world,The college has an IT enabled campus to facilitate the specific teaching-learning needs of each department. The college has ensured high-speed internet

facility through LAN and Wi-Fi. There are Wi-Fi stations at 5 locations on the campus. The college has a Department of B.Voc.IT which look after the maintenance of IT facilities on campus. The college authority regularly updates the various IT facilities including computers, servers, software, etc. The process of updating also covers purchasing of latest IT equipment and software at regular intervals. **ICT Facilities:** There are 56 computers in the Computer Laboratory of the college which are fully LAN connected. The students are allowed to access the computers. Besides, laptops are available with all departments.

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

#### 4.3.2 - Number of Computers

72

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

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

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

1127814

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

Yes. There is a good mechanism for the maintenance and utilization of physical, academic and support facilities like computer laboratories, library, sports complex, computers, classrooms etc. There are employees in the college who are given specific assignments for the upkeep of the computer laboratories. Students are informed of the laboratory facilities through notifications and classroom interactions. The Library Management Committee oversees the maintenance and utilization of library facilities. Students are informed of the facilities through the library orientation classes and relevant bill boards kept in the library. The books are purchased by the Library Committee after receiving demand notes from the departmental heads. The Students' Union Body In charge keeps records, maintains and utilizes the sports facilities. There is budgetary provision for the purchase of sports goods from time to time. Similarly there are assigned employees in the college for the physical upkeep and maintenance of the classrooms and computers. The construction works of the college are supervised and executed by the Construction Committee. Necessary particulars are purchased by the Purchase Committee of the college.

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

**STUDENT SUPPORT AND PROGRESSION****5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

695

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

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

D. 1 of the above

<b>hygiene) ICT/computing skills</b>	
File Description	Documents
Link to institutional website	<b>Nil</b>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>52</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>52</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

17

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

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

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State



<b>government examinations) during the year</b>	
<b>0</b>	
File Description	Documents
Upload supporting data for the same	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
<b>5.3 - Student Participation and Activities</b>	
<b>5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year</b>	
<b>5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.</b>	
<b>2</b>	
File Description	Documents
e-copies of award letters and certificates	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<b>No File Uploaded</b>
<b>5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )</b>	
<p><b>Students' Union Body is formed every year through the direct election system. The Lyngdoh Committee recommendations are followed while conducting the election of Students' Council. Various initiatives are taken throughout the year to conduct numerous programs by the Union Body. The Annual Fresher's Social, Lecture programs, Debate and Quiz competitions, Literary competitions and functions, Musical functions, Sports Tournament etc. are organised under the initiative of the Union Body. The Union Body also supports in executing all the activities carried out by NSS Cell, Rover Crew, and all other</b></p>	

Cells and Committees. There is representation of students in various academic/administrative bodies of the college. The college magazine is also published by the Students' Union Body. The Union Body takes initiative in students' representation in University Youth Festivals and all other events organized by other institutions.

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

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

2

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

### 5.4 - Alumni Engagement

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

No. There is no Registered Alumni Association in the college.

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

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>		<b>E. &lt;1Lakhs</b>
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File Description	Documents
Upload any additional information	<b>No File Uploaded</b>

**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

**Yes, the governance of the institution is reflective of and in tune with the vision and mission of the college**

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

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

**The Governing Body (GB) is the Apex Policy making body as per Govt. of Assam regulations and is well represented at all levels, from the teaching community, non-teaching staff and parent/guardian members. The affiliating University is also represented by the presence of two nominees who contribute on all policy matters. A Vice-Principal has been appointed to supervise different academic works, including holding of day to day classes. IQAC is the nerve centre of the Institution which helps in framing Institutional objectives and targets. IQAC is composed of all stakeholders as prescribed by NAAC. Heads of the Departments are made responsible for overseeing the day to day academic and administrative tasks of their respective departments and are the chief spokesperson of all departmental issues. HoDs communicate and coordinate with the Principal and Vice Principal. Various in-house Committees have been constituted by the Principal in consultation with the IQAC coordinator. These committees are represented by the teaching staff and non-teaching staff. A faculty member is assigned as in-charge for each office bearer of Students' Union Body for coordinating and monitoring the allotted activities within**

their tenure.

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

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As per need and vision of the Institution, the IQAC of the College is fully engaged with various aspects of Institutional strategy making and planning process. The IQAC coordinator coordinates with the Principal in the policy making process. The entire process of construction and campus beautification is very transparent and implemented through tendering process. With the help of ICT facilities teaching-learning process becomes very enjoyable.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Governing Body of the college is the apex policy making body, headed by a President. Principal is the Secretary of the GB. It comprises of other members as per Government Rules and Regulations. Administrative hierarchy is headed by the Principal, followed by the Vice-Principal and then by the HODs of the various departments. The formal organizational structure of the library staff consists of the librarian, library bearer and other subordinate staff. Every in-house committee is headed by a Convener/ Coordinator, preferably a senior teacher, assisted through other members. Principal is the Chairperson of some of the in-house committees. The service conditions of the teaching and non-teaching staff, including appointment and promotion are regulated as per rules & procedures of UGC and

Government of Assam. The service rules of the contractual staff are governed by the set of rules drafted by the College authority. Appointments of the contractual teachers are made through proper interview procedure. Grievance redressal Committee has been set up to deal with all kinds of issues relating to the employees and students of the College. Anti-Ragging Committee exists for dealing with all kinds of complaints relating to ragging.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

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

## 6.3 - Faculty Empowerment Strategies

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

Some of the welfare provisions that are presently in practice and enforced from time to time as per the requirements are as follows:

Various types of leaves to employees (study leave for Ph.D. work, Maternity Leave, Child Care Leave (for all ladies staff), Medical Leave (for all staff),

Duty Leaves for teachers participating in academic courses/ examination work/ Government matters etc.

First Aid Facility

Group Insurance

Provident Fund/ NPS

Periodical pay revision for contractual teachers.

Sports facilities.

Separate seating arrangement for teachers in College Canteen.

Provision of safe drinking water facilities.

Employees Mutual Benefit Fund

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

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

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

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

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

0

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

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

3

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

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

Every teacher keeps records of daily academic and co-curricular activities in Teachers' Diary.

For assessing the caliber and potential of teaching staff, Feedback is collected annually from the students. The results of the feedback are confidentially communicated to the teachers by the Principal for taking remedial measures in order to enhance their skills.

Every year it is mandatory for each faculty members to fill up the appraisal form recommended by the UGC and submit it to the Head of the Institution.

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

**6.4 - Financial Management and Resource Mobilization**

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has a mechanism for audit of all financial activities. The College has a two-tier audit system.

**Internal Audit:** The internal audit is conducted on an annual basis by a reputed Chartered Accountant Firm appointed by the College authority. After the internal audit report is prepared, it is placed before the GB meeting for necessary approval. After acceptance of the internal audit report by the GB, the Directorate of Audit (Local Fund), Government of Assam, is invited to officially audit it. All financial matters are included in the audit process.

**Government Audit:** The Government audit is carried out by the Directorate of Audit (Local Fund), Government of Assam.



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

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

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

0

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

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

To meet the various requirements of funds under various heads of expenses such as construction of new buildings, the College utilizes Govt. grants as well as own funds. Besides various sources from which funds are attained/ generated are: Grants from UGC, Salary grants from Government of Assam, Self-financing programs, Surplus fund from different university examination center fees, Center fees of different Government and Non-government examinations, funds generated through auction of scrap materials, interest accrued from fixed deposits at banks. For renovation and development of existing structures, College Development Fund is used. Fund generated through self-financing programs is mainly used for salary of contractual teachers, infrastructure augmentation and maintenance of various physical and academic support facilities. Classrooms allotted to various Government/ Public bodies for holding examinations on Sundays. Internet facility is optimally utilized by the faculty members.

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

## 6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC) of Nalbari Commerce College has been plays a crucial role in institutionalizing quality assurance strategies and processes. Identifying the parameters of qualities, the IQAC prepares a plan of action for accomplishment. The IQAC makes it convenient for the institution to improve and undergo a systematic change to meet the national and international standards of higher education. To bring a qualitative change in the institution, a mechanism of mentorship programme was introduced. The IQAC organizes various programs for the development of the college. Besides, it encourages the teaching staff to participate in various faculty development programmes so that they are updated with the latest developments in their respective fields. The IQAC also arranges training program for the non-teaching staff in order to cope up with the latest technological development in the area of office management.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Internal Quality Assurance Cell (IQAC) of the college continuously monitors and reviews the teaching learning process of the students. It collects feedback from the students every year on curriculum implementation, campus facilities, canteen facilities etc. The feedback from students is collected through online mode with a Google form prepared by the IQAC in the form of Students Satisfaction Survey (SSS) report. The form is

circulated among the students through email, whatsapp and college website. After review of the report, the Principal is requested to take necessary steps for updating the required facilities in the college in order to ensure stand teaching learning situation. Besides, issues related to teaching methodologies and curriculum implementation are discussed among teachers in meetings and actions are taken as required.

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

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**D. Any 1 of the above**

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

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**The institution is very keen regarding safety and security of**

the girl students and women faculties. Entire college campus is under CCTV surveillance, including almost all classrooms whose control panel is in Principal's Chamber. The College has separate Girls' Common Room with attached toilets and separate girls' toilet in each floor. There are separate toilets for lady faculties of the College. Women Cell of the College organizes all the activities associated with women related issues. It has been involved in generating sensitivity to both staff and girl students on various gender issues. It organizes interactive sessions to create awareness on gender sensitization. The College has adopted Mentor-Mentee Scheme to solve various issues. Lectures of eminent personalities are organized to create legal awareness, health and hygiene among the girl students. An Anti-ragging Committee is constituted to prevent instances of ragging in the college campus.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures** Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words)** Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The solid waste is disposed of in remote places. To minimize

the problem of waste disposal, separate dustbins are provided in the College campus. Blue colored dustbin is kept for dry waste and green colored dustbins are used for wet waste. Dry wastes, mainly leaf, litter, etc. are allowed to decompose systematically over a period. Single use plastics are discouraged inside the campus. Notices are displayed in the main gate and various other points in the campus so as to discourage the use of plastic items. In lieu of plastics, paper bags are encouraged for use. For e-waste management, our institution has a committee which supervises the condition of e-wastes like non-working computers, monitors, printers, memory cards, printer cartridges, etc. The Committee suggests to set sell the non-working e-wastes following the stipulated rules and regulations.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered**

C. Any 2 of the above

<b>vehicles</b> <b>3. Pedestrian Friendly pathways</b> <b>4. Ban on use of Plastic</b> <b>5. landscaping with trees and plants</b>	
File Description	Documents
Geo tagged photos / videos of the facilities	<b>No File Uploaded</b>
Any other relevant documents	<b>No File Uploaded</b>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</b> <b>1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>B. Any 3 of the above</b>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>
<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>D. Any 1 of the above</b>

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The students from the entire Assam state comes to study in our college. The students from various caste, community, religion, and socio-economic status are admitted in the College on the basis of their merit, resulting in a rich cultural diversity amongst our students. Admission process is carried out as per the rules and regulations of the Government of Assam. The College plays an effective role of catalyst to maintain peace and national integration. It regularly organizes different activities for inculcating tolerance, harmony towards cultural diversity. The NCC, NSS and the Students' Union, along with faculty members observe the Independence day, the Republic Day, etc. to inculcate patriotism in student's mind, lectures are organized on freedom movement of India, pay tribute to the freedom fighters, and pay homage to the sons of the soil like Deshbhakta Tarun Ram Phookun, Lokopriya Gopinath Bordoloi, and Bharat Ratna Dr. Bhupen Hazarika. During fresher's social and college week functions, students showcase their talents in various programs which represent their cultural values. It also helps them to inculcate tolerance and harmony towards culture, religion, language, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution is working as per the Acts, Statutes and ordinances of Gauhati University and the directions from the Department of Higher Education, Government of Assam. The institute displays all relevant information regarding academic, administrative, research, student support services, etc. on the college website. The fundamental rights and duties, National Anthem, Pledge, and value based thoughts are clearly displayed in the campus. Many of our teachers deliver lectures on Constitutional obligations, national unity and social harmony in the college. The College Foundation day is celebrated in our institution on 18th of August every year and organizes a Foundation Day Lecture by eminent personalities. The Environment Day (5th June), international Yoga Day (21st June), International Women's Day (8th March), are organized by the institution from time to time.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**  
**4. Annual awareness programmes on Code of Conduct are organized**

**C. Any 2 of the above**



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

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

Yes. The college celebrates Independence Day, Republic Day, The Environment Day (5th June), international Yoga Day (21st June), International Women's Day (8th March), etc..

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### A. Library Orientation Program

1. Title of the Practice::Library Orientation Program

2. Objectives: I. To enable the students select relevant books for preparing seminar papers and project reports.

3. The Context The Program is conducted for the students of the UG level once in a year.

4. The Practice The Program is executed as special classes but in the normal academic routine.

5. Evidence of Success The Program has been giving effective results for which purpose it is generally undertaken.

6. Problems: I. The volume of the students is large. II. Teaching staff is too nominal.

#### 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

2. Goal: I. To acquaint the students with the course/subject pattern.

3. The Context The Program is conducted at the UG level.

4. The Practice: The Program is administered on the undergraduate students who get admission in the first semester class.

5. Evidence of Success: The students are found aware of different aspects of the course curriculum as well as the evaluation system.

6. Problems: I. The volume of the students is large. II. Teaching staff is too nominal..

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Nalbari Commerce College, Nalbari, is a premier co-educational institution of higher education primarily imparting education in commerce. Experiencing the vacuum and realizing the urgent need of such an institution, a good number of personalities from different walks of lives comprising of educationists and intellectuals, social workers, thinkers, businessmen had made a drive to establish Nalbari Commerce College in the late eighties of the past century. The pioneering zeal and endeavour

of those learned persons gave birth to the college on 18 August, 1979. Since its inception, the college has been striving to achieve its vision of imparting commerce graduate. The college is distinctive in this sense that the students graduated from the college with B.Com. degree are all well established. Most of the commerce graduates are self employed and only a few are working in govt or private establishments. Besides being self-employed, they are also capable of creating job opportunities for other educated as well as uneducated youths. Most of the commerce graduates are now working as Chartered Accountants, Company Secretaries, entrepreneurs, businessman and many more. There is not a single graduate who is unemployed. This makes the institution distinctive.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

#### Plan of Action for the Academic Session 2022-2023

1. Submission of Data for AISHE
2. Preparation of Academic Calendar
3. Preparation of Prospectus
4. Participation in NIRF
5. Introduction of Vocational Courses