

# **SELF STUDY REPORT**

## **NALBARI COMMERCE COLLEGE**

P.O.: Chowkbazar, Dist.: Nalbari

State: Assam, Pin: 781334

(Affiliated to Gauhati University)



Prepared for Submission to  
**National Assessment and Accreditation Council (NAAC)**  
**Bangalore, India**

By  
Co-ordination Committee  
Nalbari Commerce College  
Nalbari, Assam

2004

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**Nalbari Commerce College  
Nalbari**



**PREPARED FOR SUBMISSION TO THE  
NATIONAL ASSESSMENT AND ACCREDITATION  
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# SELF-STUDY REPORT

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Principal He Can See  
Nalbari Commerce College  
Nalbari, Assam



## Preface:

Nalbari Commerce College, Nalbari, Assam was established in the year 1979 with a view to imparting higher education in Commerce to the students of a large area of North Bank of Brahmaputra. The college initially introduced Pre-University (plus two) classes and later upgraded its status by introducing UG classes in 1985 after receiving due recognition and obtaining necessary affiliation from G.U. It is the only commerce college in the erstwhile North Kamrup district of the State, comprising North Kamrup, Nalbari and Barpeta district of today. After obtaining recognition from the G.U., which is again affiliated to the Association of Indian Universities, the college had commenced major/honours respectively in three distinct departments namely Commerce (Banking), Accountancy and Business Management. It has at present altogether 14 regular teachers excluding two part-time teachers, seven employees (Grade-III & Grade-IV) and 204 students in college community in 2003-2004 academic session. The college receives financial assistances/resources from Govt. of Assam in the form of GIA meant for salary only while the concerned Govt. is provided with funds from UGC, New Delhi.

During the eighth decade of the twentieth century the state of Assam witnessed a favourable environment for establishment of industries. The process appeared to have started with purchasing of land particularly by the side of the National Highway at the outskirts of the city of Guwahati and different big townships of the state.

The scenario naturally raised a hope for employment opportunities in private sector undertakings to be established in near future, particularly amongst youth having academic degrees in commerce.

Nalbari Commerce College, which was established amidst such an atmosphere, witnessed an encouraging response from the student community through enrolment in the college during eighties and nineties. Unfortunately the insurgency problem, surfaced in this part of India during the later half of the nineties proved to be a stumbling block in the path of economic development of the region through industrialization. The whole scenario dramatically changed gradually from bad to worse. It ultimately had an adverse effect on institutions of higher education imparting commerce education, particularly the institutions established in rural areas like ours. Unimaginative policy of encouraging growth of junior colleges and higher secondary schools, imparting Arts education only too led to declining trend in the sphere of enrolment in UG classes in commerce colleges.

Commerce education at the secondary level may be of great help in this regard as glimpse of commerce education they get at secondary level would be helpful to the students while choosing faculty at the higher secondary level.

The college is located in village Japarkuchi, an outskirts area of Nalbari District Headquarter of Assam. It is about seventy kilometer from Guwahati, the capital city of the State. The college has 1.3 acres area of land of its own. It may be mentioned here that it has not been able to provide residential quarter for Principal, Teachers nor hostel for the students so far. Of course, presently negotiation with the State Govt. is being made to have a site for hostel on the land lying near the college campus.



It is also noteworthy to mention that during the eighth & Ninth decade, the college witnessed warm response in case of admission from students. The declining trend in the present decade is due to lack of separate recruitment policy for commerce graduates in Govt. Departments, lack of industrilisation in the district in particular and the state in general, narrow scope of self-employment for want of financial, technical and atmospherical support. The experience based strategic programmes can contribute to the community engagement by developing human resources properly by way of enabling them to be self-employed. The thrust on such recent programmes by the college keeps this view in mind in order to create entrepreneurs. It has viewed this in the light of present policies of privatization of economic sectors in the country, leading to creation of opportunities for employment in private sector and self-employment. Value added programmes with qualitative advancement are assured to be provided to the student community to make them fit for promoting ventures at their own motivation developed by such programmes.

Fortunately National Accreditation and Assessment Council (NAAC) has come forward to asses and evaluate the affairs of the colleges of the country and to suggest measures in right direction. To avail this opportunity the college desires to be assessed and audited its present activities by the Council and to receive suggestions in appropriate direction. Keeping this in view a co-ordination committee has been constituted to prepare a Self-Study Report with the Principal i/c as its chairman, three faculty members Sri Atul Ch. Haloi, Sri Dharamchand Jain and Sri Bibhuti Bhushan Das as its members. To assist the co-ordination committee seven sub-committees have been formed. These committees extended sincere co-operation in the collection and analysis of the data available. The data were collected on



seven criteria in formats (as given in the manual of NAAC) through verification of documents and through interaction with concerned persons when required. The data are used to analyse performance on the basis of seven criteria and to identify thereby the strengths and weakness of the college.



Office of the  
**Nalbari Commerce College**  
P.O.- Chowkbazar, Nalbari- 781 334  
(Assam)

Ref No.....

Date.....

**Resolution**

*Copy of the Resolution No. 16, adopted by the Governing Body of Nalbari Commerce College, in its meeting held on 28/9/2003.*

**Resolution No. 16**

**Dated 28/09/2003**

**“It is resolved that the Principal of Nalbari Commerce College be authorised/directed to take all necessary steps for doing the needful for the preparation of the Self Study Report (SSR) of the college and send SSR to NAAC within 31<sup>st</sup> December, 2003 as required for the Assessment and Accreditation of the college by NAAC.**

(A.C. Baruah)  
Principal i/c  
Nalbari Commerce College, Nalbari



Office of the  
**Nalbari Commerce College**  
P.O.- Chowkbazar, Nalbari- 781 334  
(Assam)

Ref No.....

Date.....

**Preparatory Committee, Nalbari Commerce College, 1979**  
**(In the General meeting held on 08/03/79)**

**President:**

*Sri(Dr) Nripendra Malla Buzar Barua*  
College Road, Nalbari

**Vice President:**

*Sri Badan Chandra Talukdar, Advocate*  
Gopal Bazar, Nalbari  
*Sri Girin Choudhury, Social Worker*  
Malikuchi, Nalbari

**General Secretary:**

*Sri Pramod Chakravarty, M.A.*  
Sr. Journalist & Lecturer, Nalbari College.  
*Sri(Dr) Chandra Kanta Talukdar, Social Worker*  
Malikuchi, Nalbari

**Seretary:**

*Sri Dharam Chand Jain, Writer, Journalist*  
N.T. Road (Bata Chowk), Nalbari.  
*Md. Ismail Ali, Social Worker*  
N.T. Road , Nalbari



*Prof. Chiranjiv Jain, M. A. Lecturer, Tihu College*

Gopal Bazar, Nalbari

*Md. Habibar Rahman, Social Worker*

N.T. Road, Nalbari

*Sri Padam Kr. Jain, Social Worker*

N.T. Road, Nalbari.

**Treasurer:**

*Sri Ramgopal Bajaj, Social Worker*

Station Road, Nalbari.

**Members**

*Sri Jnanendra Malla Buzar Baruah,*

Chairman, Nalbari Municipal Board.

Nalbari

*Dr. Harekrishna Goswami, Veteran Social Worker*

College Road, Near Jain School, Nalbari.

*Sri Mahi Kanta Goswami,*

Principal, Basic Training Centre, Nalbari

*Sri Surya Coudhury, Advocate*

Palla Road, Nalbari.



Office of the

# Nalbari Commerce College

P.O.- Chowkbazar, Nalbari- 781 334

(Assam)

Ref No.....

Date.....

## First Governing Body

*(Formed on 17/10/79)*

### President:

*Sri(Dr) Nripendra Malla Buzar Barua*

College Road, Nalbari

### Secretary:

*Sri Pramod Chakravarty, M.A.*

Sr. Journalist & Lecturer, Nalbari College.

*Sri(Dr) Chandra Kanta Talukdar, Social Worker*

Malikuchi, Nalbari

### Members:

*Sri Trailokya Nath Goswami,*

Former Principal, Nalbari College, Nalbari.

*Sri Surya Coudhury, Advocate*

Palla Road, Nalbari

*Dr. Harekrishna Goswami, Veteran Social Worker*

College Road, Near Jain School, Nalbari.

*Sri Mahi Kanta Goswami,*

Principal, Basic Training Centre, Nalbari

*Sri Badan Chandra Talukdar, Advocate*

Gopal Bazar, Nalbari

*Sri Padam Kr. Jain, Social Worker*

N.T. Road, Nalbari

*Md. Habibar Rahman, Social Worker*

N.T.Road, Nalbari

*Sri Ramgopal Bajaj, Social Worker*

Station Road , Nalbari.

*Sri Jnanendra Malla Buzar Baruah,*

Chairman, Nalbari Municipal Board.

Nalbari



### **List of abbreviations:**

<b>A.C.S.</b>	<b>: Assam Civil Service.</b>
<b>A.H.S.E.C.</b>	<b>: Assam Higher Secondary Education Council.</b>
<b>Alt.</b>	<b>: Alternative.</b>
<b>App.</b>	<b>: Approximately.</b>
<b>As.</b>	<b>: Assamese.</b>
<b>B. Com.</b>	<b>: Bachelor of Commerce.</b>
<b>Com.</b>	<b>: Commerce.</b>
<b>D.C.</b>	<b>: Deputy Commissioner.</b>
<b>D.I. &amp; C.C.</b>	<b>: District Industries and Commerce Centre.</b>
<b>D.H.E.</b>	<b>: Director of Higher Education.</b>
<b>D.R.D.A.</b>	<b>: District Rural Development Agency.</b>
<b>Ext. No.</b>	<b>: Extension Number.</b>
<b>G.B.</b>	<b>: Governing Body.</b>
<b>G.I.A.</b>	<b>: Grants-in-Aid.</b>
<b>G.O.</b>	<b>: Government Organisation.</b>
<b>G.U.</b>	<b>: Gauhati University.</b>
<b>H.S.</b>	<b>: Higher Secondary.</b>
<b>I/C</b>	<b>: In-charge.</b>
<b>IGNOU</b>	<b>: Indira Gandhi National Open University.</b>
<b>IIE</b>	<b>: Indian Institute of Entrepreneurship.</b>
<b>MIL</b>	<b>: Modern Indian Languages.</b>
<b>M.L.A.</b>	<b>: Member of Legislative Assembly.</b>
<b>MoU</b>	<b>: Memorandum of Understanding.</b>

M.P.	: Member of Parliament.
M.P.L.A.D.	: Member of Parliament Local Area Development Fund.
NCC	: Nalbari Commerce College.
NCC	: National Cadet Corps.
NDIC	: Nalbari District Industries Centre.
NGO	: Non-Government Organisation.
NSS	: National Social Service.
PMRY	: Prime Minister Rojgar Yojna.
P.O.	: Post office.
P.U.	: Pre-University.
RS	: Rajya Sabha.
Sq. ft.	: Square feet.
Sq. m.	: Square metre.
Sr.	: Senior.
Sub.	: Subject.
UGC	: University Grants Commission.

## Part-I

### Format for Self-study

#### I. Profile of the College

1. Name and address of the college:

**NALBARI COMMERCE COLLEGE**  
**P.O.- CHOWKBAZAR**  
**P.S.- NALBARI**  
**DISTRICT- NALBARI**  
**PIN – 781 334**

2. For communication:  
(Office)

Name	Area/ STD code	Tel. No.	Ext. No	Fax	e-mail
Principal : <b>SRI AJOY CH. BARUAH</b>	03624	220969			
Vice-Principal : <b>SRI RAMESH GOSWAMI</b>	03624	220969			
Steering Committee Coordinator: <b>M.C. BARMAN</b>	03624	220969			

(Residence)

	Area / STD code	Tel. No.(s)	Fax	e-mail
Principal <b>SRI AJOY CH. BARUAH</b>	03624	222841		
Vice-Principal <b>SRI RAMESH GOSWAMI</b>	03624	223109		
Steering Committee Co-ordinator <b>M.C. BARMAN</b>	03624	221421		



3. What are the goals and objectives of the institution and where are they stated?

- To provide education and training
- To equip the products for getting them employed or self-employed
- To inspire the students for higher education

The goals and objectives are stated in the Prospectus of the college, the copies of which are distributed among the prospective students.

4. What major considerations (that is education; training; employment; access; equal opportunities) are addressed by the goals and objectives?

- Education
- Training
- Employment
- Equal opportunities

5. Financial Category of the college:

Grant-in-aid ☒  
Self-financing ☐  
Government funded ☐

6. Type of college:

Affiliated ☒ Constituent ☐

7. Date of establishment of the college:

Month & Year  
(07-1979)

8. Dates of UGC recognition:

The college has not yet been recognized by U.G.C.

	Month & Year (mm-yyyy)
i. Under 2f	----
ii. Under 12B	----

9. Does the University Act provide for autonomy?

Yes ☐ No ☒

If yes, has the college applied for autonomy?

10. Campus area in acres:

1.3 acres

11. Location of the college:

Urban ☐  
Semi-urban ☐  
Rural ☒  
Tribal ☐  
Any other (specify)

12. Current number of academic programmes offered in the college under the following categories: (Enclose the list of academic programmes offered)

Programmes	Number
UG	1
PG	
Certificate course	
Diploma	
PG Diploma	
M.Phil.	
Ph.D.	
Any other (specify) H.S.	1
Total	2

- 12 b) List the departments in the College: Faculty wise:

Faculty of Commerce
Departments: Accountancy, Business Management & Finance,
Any Other Departments General Consisting of Statistics, Economics, English, M.I.L. (Assamese, Hindi)

13. Give details of the self-financing courses offered by the institution. **NIL**

Programme	Level of Study	Cut off marks at entry level in %	Student Strength

14. State the norms and procedures for recruitment of teaching and non-teaching staff of the college. (Details may be enclosed ) (APPENDIX-V)

The norms of recruitment of teaching staff are as per the guidelines of UGC and as per the directions from the Director of Higher Education, Assam. The process of recruitment of teaching staff involves the following steps-

- (1) Resolution by the Governing Body to this effect.
- (2) Advertisement in the leading dailies.
- (3) Receipt of applications from the prospective candidates
- (4) Constitution of temporary Selection Committee consisting of 2 Experts, 1 GB member, Principal of the college and Head of the concerned Department.
- (5) Selection of candidates through interview.
- (6) Appointment as per the resolution of the GB.

For non-teaching staff other than the librarian, the college itself determines the norms of recruitment. So far as the recruitment of librarian, same process i.e. the process of recruitment of lecturer is followed.



15. Number of permanent and temporary members of the teaching staff at present:  
(APPENDIX-I)

	Female	Male	Total
<b>Permanent teachers (Total)</b>	<b>1</b>	<b>13</b>	<b>14</b>
No. of teachers with Ph.D. as the highest qualification			
No. of teachers with M.Phil. as the highest qualification			
No. of teachers with PG as the highest qualification	<b>1</b>	<b>13</b>	<b>14</b>
<b>Temporary teachers (Total)</b>		<b>1</b>	<b>1</b>
No. of teachers with Ph.D. as the highest qualification			
No. of teachers with M.Phil. as the highest qualification			
No. of teachers with PG as the highest qualification		<b>1</b>	<b>1</b>
<b>Part-time teachers* (Total)</b>	<b>1</b>	<b>1</b>	<b>1</b>
Part-time teachers with Ph.D. as the highest qualification			
Part-time teachers with M.Phil. as the highest qualification			
Part-time teachers with PG as the highest qualification	<b>1</b>		<b>1</b>

\* ~~Besides the temporary teacher another~~ <sup>the IITe</sup> part time teacher has been engaged to handle the subject of Information Technology that has been introduced by the University this year. He is ~~a~~ <sup>a</sup> B.Sc. PGDCA.

Of course he is not PG but a science graduate with PGDCA

16. Number of members of the non-teaching staff of the college at present:  
(APPENDIX-IA)

	Female	Male	Total
Administrative staff	---	4	4
Technical staff	---	---	---

17. Number of students enrolled in the college for the current academic year according to regions and countries:

(APPENDIX-II)

Student enrolment	UG			PG			M.Phil			Ph.D			Diploma / Certificate			Self-Financing		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
No. of students from the same state where the college is located	106	14	120															
No. of students from other states																		
No. of NRI students																		
No. of overseas students																		

18. Details of the last two batches of students:

	<b>Batch 1</b>			<b>Batch 2</b>		
	Year of entry: 1999			Year of entry: 2000		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	25	---	25	45	--	45
Drop-outs * Within four months of joining * Afterwards	9	---	9	23	---	23
Appeared for the final year examination	16	---	16	22	---	22
Passed in the final exam	16	---	16	4	---	4
Passed in first class						
Ranks, if any						

\* So far as the reasons of dropout of enrolled students is concerned, it may be mentioned here that the area where the college is located is insurgency afflicted. Sometimes untoward incidents take place all of a sudden. Unfortunately such incidents, say for killing of eleven persons during Dewali, 2000 culminated into unrest. As a result, non-Assamese (meant by community only) students either opt for leaving their study or leaving for other colleges outside Nalbari.

19. Give a copy of the last annual budget of the college with details of plan and non-plan revenue / expenditure. (Attach separately)

**(APPENDIX-III A & II B)**

20. What is the institutions's '**unit cost**' of education? [ unit cost = total annual expenditure budget (actuals) divided by the number of students enrolled]  
unit cost calculated excluding salary component may also be given.

	U.G	U.G+H.S.
Excluding Salary	Rs. 1980.16	Rs. 1083.05
Including Salary	Rs. 39,109.16	Rs. 21,391.17



21. What is the temporal plan of academic work in the college:

- Semester System ☐  
Annual System ☒  
Credit based credit system ☐  
Any other (specify) ☐

22. Tick the support services available in the college from the following:

- Central library ☒  
Computer centre ☐ Proposed  
Health centre ☐  
Sports facilities ☒  
Press ☐  
Workshop ☐  
Hostels ☐  
Guest house ☐  
Housing ☐  
Canteen ☒  
Grievance redressal cell ☐  
Non-resident centre ☐  
Any other (specify) ☐

23. How many students have passed the following examinations in the last five years?

- UGC - CSIR (NET) Examination  
UGC - SLET Examination  
GATE  
Indian Civil Services Examinations  
GRE  
TOEFL  
GMAT

Any other (specify) ☐ 3 A.C.S.

The college is very poor in keeping systematic records of the above examinations.

24. How many students UGC-CSIR / GATE qualified candidates have registered for research in the college?

No

25. Furnish the following details(in figures) for the last three years:

- Working days of the college
- Working days of the library
- Teaching days of the college
- Books in the library
- Journals/Periodicals subscribed by the library
  - National :
  - International :
- Computers in the college
- Research projects completed and their total outlay
- Teachers who have received national recognition for teaching/research/consultancy
- Teachers who have received international recognition for teaching/research/consultancy
- Teachers who have attended international seminars
- Teachers who were resource persons at national seminars/workshops

2001-02	2002-03	2003-04
278	279	278
2001-02	2002-03	2003-04
278	279	278
2001-02	2002-03	2003-04
144	157	144
2913		

08  
Nil  
Nil  
Nil  
01  
Nil

26. Give the number of ongoing research projects and their total outlay.

☐ No

27. Does the college have collaborations/ linkages with international institutions?

Yes ☐ No ☒

If yes, list the MoUs signed and furnish the important details of those collaborations.

28. Does the management run other educational institutions besides the college?

Yes ☐ No ☒

If yes, give details.

29. Give details of the resources generated by the college last year through the following means:

<i>Source of funding</i>	<i>Quantum (Rs.)</i>
i. Donations	9,500/-
ii. Fund raising drives	
iii. Alumni Association	
iv. Consultancy	
v. Self-financing courses	
vi. Any others	
vii.	



## II. Criterion-wise Inputs

### **Criterion I : Curricular Aspects**

1. How are institutional mission and goals reflected in the curricula?

The college was established with the mission and vision of injecting in the minds of the students the concept of work culture, moral values and fair means and to be self-employed or get employed in private sector undertakings so that they do not become burden on the society. They would rather contribute to the economy instead. The mission and goals are reflected in the curricula to an extent.

2. What is the range of programme options available to the students for awards such as degrees, certificates and diplomas?

3.

**Degree Programme only**

3. What is the proportion of the following components in the programme options?

Knowledge **60** Skills **40**

**Note: The proportion is assumed to be so.**

4. Are programmes flexible enough to offer students the following benefits?

- a) Time frame matching student convenience ☒
- b) Horizontal mobility ☐
- c) Elective options ☒
- d) Non-core options ☒

5. How often are the existing curricula for a subject reviewed and updated ?

The curricula are revised and updated by the University to which it is affiliated

What are the courses introduced by the college during the last three years? Give details.

No

6. How long does it take to introduce a new programme of study after it has been conceptualised?

No new programme has yet been introduced. Efforts are being made for making each and every student of the college computer literate.

7. What are the contributions of the institution in the curriculum design of the university?

The university to which the college is affiliated designs the course curriculum. Some of the selected teachers are invited to the process of redesigning course curriculum and university from time to time. Accordingly they participate in the process of designing course curriculum and moderation of papers setting as well.

8. Has there been an academic audit by the university?

Various information such as periodical statements regarding students performance in different final examinations, student-teachers ratio, attendance report, work-load of teachers etc. are submitted whenever asked by the University to which the college is affiliated though there has not been a systematic audit by the University.

9. Furnish details of the following aspects of curriculum design:

- a) Innovation such as modular curricula

Nil

- b) Inter/multidisciplinary approach

Nil

9. Any other highlights.

Regarding consistency of programmes of teaching and learning with the goals and objectives of the Institution in sight, the college has recently started the process of students' feedback on different aspects [ APPENDICES-IV(A) and IVB]

## Criterion II : Teaching-learning and Evaluation

1. How are students selected for admission into various courses?

- a) through special entrance tests ☐
- b) through interviews ☐
- c) through their academic record ☒
- d) through combination of the above ☐

2. a. Is there a provision for assessing students' knowledge and skills for a particular programme(after admission)?

Yes ☐ No ☒

If yes, cite examples.

b. Does the college provide bridge/remedial courses to the educationally disadvantaged students?

Yes ☒ No ☐

If yes, cite examples.

The college generally undertakes a 15 days special programme for the educationally disadvantaged students after holding the test exams. The concerned class teachers separately for each class execute the programme.



c. How are advanced learners challenged to work ahead of the rest?

✓ The advanced learners are provided necessary guidance for better results including personal counseling and career guidance provided they come forward voluntarily and possess high ambition. However, the college treats all students equally.

3. Does the college encourage the teachers to make a teaching-plan?

✓ Yes ☒ No ☐

If yes, give details.

The concerned class teachers themselves prepare the teaching plan according to the prescribed proforma supplied by the college. The teaching plan includes the no. of classes to be taken, chapters, topics to be taught etc.

4. Are syllabi unitised according to a teaching schedule through the semester/year?

Yes ☐ No ☒

If yes, give details of implementation in terms of monitoring, mid-course correction, etc.

5. How does the college supplement the lecture method of teaching with other learner-centred teaching methods?

✓ The college supplements the lecture method of teaching with usual classroom lecture system, by encouraging interaction. The interaction so encouraged helps the students to go deep into the course contents. Further, group discussion system among the students also helps in teaching-learning process of the college.

6. Is there a facility to prepare audio visuals and other teaching aids?

Yes ☐ No ☒

If yes, give details.

7. Furnish the following:

- Teaching days **144 days**
- Working days **278 days**
- Work load **18-23 classes per week according to class routine**
- Ratio of full-time teachers to part-time teachers (last two years): **2001-2002- 7:1**  
**2002-2003- 7:1**
- Ratio of teaching staff to non-teaching staff (last two years):  
**2001-2002- 16:10=8:5**  
**2001-2002- 16:10=8:5**
- Percentage of classes taught by full-time faculty

62% in the Department of English and 100% in case of other Departments

8. Are evaluation methods communicated to students at the beginning of the year?

Yes ☒ No ☐

If yes, give details.

The prospectus of the college contains the evaluation methods and the same is distributed among the students before the admission, which enables them to know about the evaluation process and methods.

9. Does the college monitor the overall performance of students at the beginning of the year?

Yes ☐ No ☒

If yes, give details:

10. How are teachers recruited? When and how are new teaching positions created? Give details.

( Please refer to APPENDIX-V)

A resolution in the meeting of the G.B. of the college is adopted whenever need of recruitment of a new teacher arises. The recruitment process of a teacher starts with an advertisement in a leading newspaper. The advertisement contains the criteria of recruitment and selection as prescribed by U.G.C. and as per the rules framed by the D.H.E., Assam.

So far the creation of new post is concerned it depends on the enrolment of students in the college. Change in course curriculum by the University to which it is affiliated, also results in creation of new teaching positions. It is however to be noted that no new teaching position has been created in our college during the last two years.

However the authority and responsibility for recruitment of Part-Time teachers are entrusted with the Principal of the college subject to the subsequent approval of the Governing Body.

In the case of colleges where appointment is made by the college, give the following details for the last two years:

Does not arise as no teaching post has been created during last two years.

11. Provide the following information about the teaching staff recruited during the last two years.

Does not arise as no teaching position has been created during last two years.

12. Does the college have the freedom and the resources to appoint and pay temporary / *ad hoc* teaching staff?

Yes ☒ No ☐

If yes, give details.

The principal is empowered to appoint temporary/adhoc teaching staff whenever need arises and to pay from the college fund subject to subsequent approval by the G.B.

If no, how are additional projects/expansion managed?

13. Number of teaching staff who have attended seminars / conferences / workshops as participants / resource persons in the last two years:

	Participants	Resource persons
National level	2	.....
International level	1	.....



14. Does the college follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension?

Yes ☒ No ☐

If yes, how are teachers encouraged to use the feedback?

The feedback is received from the self-appraisal of the faculty engaged in teaching research and extension activities by the college authority once a year. The concerned faculty member gaps the bridge if he/she possesses weakness regarding research and academic activities, easy accessibility to the students, students-teachers relationship etc. through group discussion. (Please refer to APPENDIX – VI)

15. Does the college follow any other teacher performance appraisal method?

Yes ☒ No ☐

If yes, give details of the same and state how the results of the appraisal are used.

A questionnaire for performance appraisal of all teachers has been designed to get students' feedback and these questionnaires have already been distributed among all the students. After receiving feedback from the students necessary corrective measures would be suggested by the authority as the process has been started of late.

\* Please refer to APPENDIX IV (A)

16. Does the college collect student evaluation on campus experience?

Yes ☒ No ☐

If yes, what are the significant feedback from students and how have they been used?

The process of student's feedback on campus experience has been started by this year, but the students have not yet submitted the questionnaires.

17. Does the college conduct refresher courses/seminars/conferences/symposia/workshops/programmes for faculty development?

Yes ☐ No ☒

If yes, give details.

18. Give details on a few faculty development programmes and the number of teachers who benefited out of them, during the last two years:

The college does not conduct such programmes.

19. How many members of faculty have received teaching awards?

Nil.

20. Give details of the contribution of the faculty in different committees.

The college does not conduct such programmes.

21. Furnish information about significant teaching innovations of the college.

Nil.

22. What are the national and international linkages established for teaching and/or research?

Nil.

23. Any other highlights?

Nil.

### Criterion III: Research, Consultancy and Extension

1. Is research a significant activity of the college?

No

2. How does the college promote research?

- PG Students doing project work
- Teachers are given study leave
- Teachers provided with seed money

- Research Committee for submitting project proposals
- Adjustment in teaching schedule

The college does not follow of the above-mentioned ways. Four numbers of teachers have been carrying out research activities as part time research scholar.

3. Is the college a recognized center for Ph.D.? ☒ No

4. What percentage of teachers are engaged in active research in the college? (guiding research scholars, operating projects, publishing regularly etc.) Give details.

Nil.

5. How many are full time research scholars and how many have registered as part time scholars? (Research scholar means M.Phil. or Ph.D. Student)

full-time	----
part-time	04

6. How many Ph.D.s have been awarded during the last five years?

Nil.

7. Does the college provide financial support to research students?

Yes ☐ No ☒

8. Provide details of the ongoing projects:

Total no of projects	Nil
Total outlay in Rs.	Nil

9. Give details of ongoing projects funded by external agencies.

Does not arise.

10. Does the college publicise the expertise available for consultancy services?

Yes ☐ No ☒

If yes, give details.

11. Does the college have a designated person for extension activities?

Yes ☒ No ☐



If yes, indicate the nature of the post.

Full-time ☐

Part-time ☐

Additional charge ☒

12. Indicate the extension activities of the college and its details:

- |                                   |                                     |                             |                                     |
|-----------------------------------|-------------------------------------|-----------------------------|-------------------------------------|
| i. Community development          | <input checked="" type="checkbox"/> | ii. Social work             | <input checked="" type="checkbox"/> |
| iii. Health and hygiene awareness | <input checked="" type="checkbox"/> | iv. Medical camp            | <input checked="" type="checkbox"/> |
| v. Adult education and literacy   | <input type="checkbox"/>            | vi. Blood donation camp     | <input type="checkbox"/>            |
| vii. AIDS awareness               | <input type="checkbox"/>            | viii. Environment awareness | <input type="checkbox"/>            |
- Any others :

Apart from community development and social work activities undertaken by the college from time to time, the college also provides assistance in the form of volunteers to other agencies in holding Health and Hygiene Awareness programme, Medical Camps etc.

13. Are there any outreach programmes carried out by the college other than NSS & NCC, for example Population Education Club, Adult Education, National Literacy Mission or any other?

Yes ☒ (Adult Education) No ☐

14. How are students and teachers encouraged to participate in extension activities?

The college authority undertakes some extension activities like Health and Hygiene, Community Development, Social Work, etc. from time to time. The college authority itself chalks out the programmes. The students participants are explained the significance of these extension activities. The programmes are executed on selected holidays, Sundays as deemed convenient. Wholehearted co-operation is enjoyed from the college authority.

20  
Should  
prepare  
before  
submitting  
at 7/5/20

15. Does the college work and plan the extension activities along with NGO's and GO's?

No

16. Any other highlights:

Nil

## Criterion IV: Infrastructure and Learning Resources

1. Enclose the master plan of the college campus indicating the existing buildings and the projected expansion in the future.

Enclosed

2. How does the college plan to meet the need for augmenting the infrastructure to keep pace with academic growth?

The college has been making plans for temporary resource mobilization like Gift Coupon Draw, donations from time to time for augmenting the infrastructure to keep pace with the academic growth.

3. How does the college maintain its infrastructure?

Generally infrastructure of the college is maintained from the college development fund. Fund raised from Gift Coupon Draw, temporary grant from the govt., donation and subscription are the other sources of maintenance of infrastructure of the college.

4. How does the college ensure optimum utilisation of its infrastructure facilities?

Optimum utilization of the infrastructure is reflected while the college itself and other agencies use the facilities available to the college. These includes holding of usual classes, institution of college functions, holding public functions, facilitating the library equipment both by the teachers and students. Strict precautionary measures are taken so that the infrastructural facilities are not used detrimental to the greater interest of the college.

5. Does the college encourage use of the academic facilities by external agencies?

Yes ☒ No ☐

If yes, give details.

The various academic facilities particularly the library facilities, community hall of the college are allowed to use by local clubs, sanghas, samities for holding and instituting seminars, quiz, conference etc.

6. What efforts are made to keep the campus beautiful and pollution free?

Gardening and implantation are two major considerations of the college to keep the college campus beautiful and pollution free.

7. Is there an advisory committee for the library?

Yes ☒ No ☐

8. Is the library interconnected with other libraries for inter-library borrowing ?

Yes ☐ No ☒

9. Is there a book bank facility in the central library?

Yes ☐ No ☒

10. Are the following activities of the central library computerised?

- |                                       |                                     |                       |                                     |
|---------------------------------------|-------------------------------------|-----------------------|-------------------------------------|
| i. Lending of books                   | <input checked="" type="checkbox"/> | ii. Purchase of books | <input checked="" type="checkbox"/> |
| iii. Lending of audio-visual material | <input type="checkbox"/>            | iv. Book bank         | <input type="checkbox"/>            |
| v. Stock verification                 | <input checked="" type="checkbox"/> |                       |                                     |

Any others

vi.

vii.

11. Provide the number of books/ journals/ periodicals that have been added to the central library during the last two years and their cost.

	The Year before last		The Year before	
	Number	Total cost	Number	Total cost
i. Text books	61	Rs.6251	67	Rs.7231
ii. Other books	22	Rs.1715	8	Rs.320
iii. Journals/ periodicals				
Any others				
iv.				
v.				



12. Does the library have the following facilities?

- Reprography ☐
- Computers ☒
- Audio & Video Cassettes ☐
- Internet ☐
- Any other (specify)

13. Furnish the following details :

- Working days of the library 278 days
- Working hours of the library From 10. A.M. to 5 P.M.
- Total no of books in the library 2913
- Journals/periodicals subscribed 2
- Titles in the library Nalbari Commerce College Library

14. Is there a central computer facility in the college?

Yes ☐ No ☒

If yes, give the configuration and other hardware and software details.

15. Give the working hours of the computer centre and its access on holidays and off hours.

The college has not yet been recognized as a computer center but in this respect it is noteworthy that a computer project has been submitted to Deputy Commissioner, Nalbari for sending the same, with recommendation for approval to Sri Man Mohan Singh, Hon'ble Member, Parliament (R/S) from his Area Development Fund. The project is expected to be sanctioned within a short period. **(APPENDIX-VIII)**

16. How many departments have computers of their own ? Give the configuration and other details.

Four departments vis-a-vis Accountancy, Finance, Management do have computer sets of their own. Each of them has only one computer set. One general department consisting of the following departments English, Statistics, Economics, Hindi, Assamese, possesses only one computer set for all.

17. What is the output of the centre in developing computer aided learning packages in various subjects during the last three years?

Does not arise

18. How are computers and their accessories maintained in the computer centre and other locations of the college?

Does not arise

19. Does the college make use of the services of inter-university centers like IUCAA, IAS, INFLIBNET etc?

No

20. What are the various health services available to the students, members of the teaching and non-teaching staff of the college?

The college does not have well-equipped health service facilities but a doctor named Dr. Umesh Chakrabarty has been engaged to provide medical treatment to the college community if and when required. It is noteworthy that he has been providing his services honourarily. First aid facilities are available in the college. (APPENDIX-IX)

21. What are the physical and infrastructure facilities available in the sports and physical education centre? Give details.

Though there is no physical education center in the college, it encourages and assists the students to acquire efficiency in the sports of his/her choice. The college itself has the following sports equipments- Volleyball, Cricket, Table Tennis, Football, Javelin, shot-put etc. Though the college does not have its own playground, it utilizes the nearby Nalbari College playground for different outdoor games with due permission of the Nalbari College Authority.

22. What are the incentives given to outstanding sports persons?

Nil

23. Give details of the participation of students during the last year at the university, state, regional, national and international meets.

	Participation of students	Outcome
State	Nil	Nil
Regional	Nil	Nil
National	Nil	Nil
International	Nil	Nil

24. What are the major physical and infrastructure facilities available in the workshop and centre for instrumentation?

Ours being single faculty commerce college the college does not have such workshop.

25. What percentage of students have hostel accommodation?

The college does not have any hostel of its own. (Hostel is proposed)

26. Give details of the hostel facilities available in the campus?

The college does not have any hostel of its own. However the college authority assists the students in getting private hostel facilities. Moreover the college has applied for government land for construction of college hostel.

27. Any other highlights :

Nil

## Criterion V: Student Support and Progression

1. Furnish the following details:

- Percentage of students appearing for the qualifying exam after the minimum period of study

48.9%

- Drop out rate

51.1%

- Progression to employment and further study (UG to PG or PG to Ph.D.)

1. Employment Rate	33.7%
2. Self employment rate	63.5%
3. Higher Study	1.4%
4. Unemployed	1.4%

\* From the records of Alumni Meet on 30th November 2003.



- Prominent Positions held by alumni

1. State Civil Servants.
2. Tax Superintendent
3. Tax consultant
4. Advocate
5. Finance Officer
6. Lecturer
7. Leading Businessman

2. How many students have passed the following examinations in the last five years?

UGC-CSIR(NET) Examination

UGC-SLET

GATE

Indian Civil Services Examinations

GRE

TOEFL

GMAT

Any others      **ACS- 3**

In fact the college has not kept systematic records of progression to employment and to higher studies.

3. Does the college publish its updated prospectus annually?

Yes ☒      No ☐

If yes, what are the contents of the prospectus?

The college publishes the prospectus annually. The usual contents of the prospectus are institutional profile, admission process, evaluation process, courses offered, library information, examination and attendance, identity card, scholarship and merit award, student mutual fund, students union, general rules and regulations, governing body, faculty members, research activities, fee structures of different courses, academic calendar etc.

4. What kind of financial aids are available to students from the central government, state government, the institution and others? Give details.

The following 4 kinds of financial aids are available to the students

- a) Merit cum means scholarship from the college
- b) Merit awards – I. Kesharimal Rara Merit Award.  
- II. Dr. N.M.B. Memorial Merit Award

(These two awards are provided to the students who secure highest marks in B.Com. final examination and +2 (Com) final examination.)

- c) S/C, S/T, O.B.C. scholarship from the state govt.
- d) Financial aid from the Council for Expansion of Commerce Education, Assam ( on merit ground)

5. Mention the number of students who have received financial aid during the last two years.

Financial aid	Year before last	Year before
i. Merit scholarship	02	02
ii. Merit-cum-Means		10
Any others iii. SC/ST/OBC (State Government) iv.	10	

6. Does the college have an employment cell and a placement officer who offers career counselling to students? If yes, give details of the cell and its office.

☒ No

- i. Employment cell: ☐

Role:

- ii. Placement officer: ☐

Role:

7. Do teachers participate in academic and personal counselling? Give details.

Yes ☒ No ☐

Academic personal counseling is informally done as the college has <sup>no</sup> a formal counseling cell for this purpose. /no

8. How many students were employed through placement service during the last year?

	UG students	PG students	Research scholars
i. Local firms/companies	----	----	----
ii. Central government	-----	----	----
iii. State government	-----	----	----
iv. Public sector undertaking	-----	----	----
v. Private sector	-----	----	----

9. Does the employment cell motivate the students to seek self-employment?

Yes ☐ No ☒

The college does not have a formal employment cell and students desirous for employment are always inspired to be self-employed by the teacher.

If yes, how many are self-employed?

10. Does the college have an Alumni Association?

Yes ☒ No ☐

If yes, indicate the activities of the Alumni Association.

Earlier no Alumni Association was in the college, but an Alumni Association has been formed at the Alumni Meet held on 30<sup>th</sup> November 2003, at the college premises. The byelaws and activities of the Alumni Association are yet to be determined.

11. How are the policies and criteria of admission made clear to prospective students?

The policies and criteria are made clear to the prospective students through the prospectus of the college. Sometimes an advertisement also is published to this effect. The prospectus contains details of admission process, course offered, fee structure etc.

(Please refer to APPENDIX-X)



12. State the admission policy of the college with regard to overseas students.

No separate admission policy for the overseas students is there.

13. What are the support services given to overseas students?

Nil

14. What are the recreational / leisure time facilities available to students?

- |                             |                                     |                         |                                     |
|-----------------------------|-------------------------------------|-------------------------|-------------------------------------|
| i. Indoor games             | <input checked="" type="checkbox"/> | ii. Outdoor games       | <input type="checkbox"/>            |
| iii. Nature Clubs           | <input type="checkbox"/>            | iv. Debate Clubs        | <input type="checkbox"/>            |
| v. Student Magazines        | <input checked="" type="checkbox"/> | vi. Cultural Programmes | <input checked="" type="checkbox"/> |
| vii. Audio Video facilities | <input type="checkbox"/>            |                         |                                     |
| Any others                  |                                     |                         |                                     |

Any other highlights :

NIL

## Criterion VI: Organisation and Management

1. Does the college have an efficient internal co-ordinating and monitoring mechanism?

Yes ☒ No ☐

If yes, give details.

So far as coordinating and monitoring mechanism of the college is concerned, the whole academic and administrative affairs are entirely conducted by the Principal who is also the secretary of the Governing Body as per the college management rule and as per the guidance and direction of the Governing Body from time to time. These are also decentralized among the concerned constituents of the college. The heads of the departments play a pivotal role in case of allocation of academic affairs and monitoring the same. As regards to administration, the Principal with the help of administrative staff manages the college administration. The Librarian himself as per rules and guidance of and directions from the Principal conducts the affairs of the library.

2. Were any committees/external agencies appointed during the last three years to improve the organisation and management?

Yes ☐ No ☒

If yes, what were the recommendations?

3. Does the college have an inbuilt mechanism to check the work efficiency of the non-teaching staff?

Yes ☒ No ☐

Give details.

With a view to improving the work efficiency of the office staff a committee headed by the Principal assisted by the departmental heads is there and office assistants are given necessary training from time to time, if and when felt necessary.

4. Is there a special committee for preparing the academic calendar?

Yes ☒ No ☐

5. During the last two years have all the decisions of the selection committee been approved by the governing body?

Yes ☒ No ☐

If no, give reasons.

6. Does the college conduct professional development programmes for non-teaching staff?

Yes ☐ No ☒

If yes, give details

7. What is the current tuition and other fee structure in government supported and self-financing courses?

**Government supported**

S. No.	Programme	Tuition	Library	Laboratory	Others	Hostel	Mess
1.	B.Com. (general)	720/- p.a	30/-p.a.	----	725/- p.a	----	----
2.	B.Com.(Major)	840/- p.a	30/-p.a	----	725/- p.a	----	----
3.	H.S.(+2 Com.)	600/- p.a	30/-p.a	----	560/- p.a	----	----
4.	B.Com. Part-I			100/- p.a.			

**Self-financing**

S. No.	Programme	Tuition	Library	Laboratory	Others	Hostel	Mess

8. Have there been changes in the tuition and other fees during the last three years, give details. **NO**

The tuition fee and other fee have been changed this year 2003 by the University.

Year	Tuition fee	Library fee	Laboratory (computer)	Others
2000				
2001				
2002				



9. Furnish the amount spent under the various heads of expenditure last year.

Head of Expenditure	Budget provided	Amount actually spent in Rs.
Salary to the teaching Staff (Sanctioned & Approved Post)	34,75,770/-	34,75,771/-
Salary to the teaching Staff (Non Sanctioned Post)	20,000/-	10,000/-
Traveling Allowance etc.	16,000/-/-	16,028/-
Contingencies	15,000/-	20,442/-
Furniture.	3,000/-	-----
College Development Expenditure	20,000/-	5,465/-
Repairing Works.	5,000/-	2,895/-
Students' Union Expenditure	15,000/-	4,380/-
Printing & Stationary	5,000/-	9,840/-
College Examination Expenditure	12,000/-	252/-
University & Council's Registration & Enrolment Fees Payment	12,050/-	5,955/-
Electricity & Telephone Bill	12,000/-	11,230/-
Library Books & Journals	7,000/-	5,955/-
Surplus	1,530/-	-----
	36,19,350/-	total ;

10. During the last two years did the college have an excess/deficit budget?

Yes ☐ No ☒

11. Is there an internal audit mechanism?

Yes ☒ No ☐

12. What are the various welfare programmes of the college? Give details.

The welfare programmes of the college are meant for more particularly to the students community. Apart from the Government scholarships the college provide merit cum means scholarship to the economically weaker students.

13. Is there a grievance redressal cell in the college?

Yes ☒ No ☐

If yes, how does it deal with grievances of the employees and others?

A formal Grievance Redressal Cell headed by the Principal has been constituted in the college of late. Before this, grievances of the employees and the others were lodged before the Principal in writing or verbally. Quickest redressal of the grievance is emphasized so that overall academic atmosphere is not affected.

14. List the various loan facilities available to the members of the teaching and the non-teaching staff of the college. What are the requirements and the eligibility criteria necessary to obtain loans that are available?

The college does not have the facility of loan to the teachers and the non-teaching staff but at the time of crisis both the categories can avail salary advances subject to the following term and conditions.

- a) The Governing Body fixes the maximum amount of salary advance.
- b) Only permanent teachers and employees can have this facility.
- c) Repayment of advance is made in installments from monthly salaries of the concerned, as and when drawn and the no. of installments is fixed.

15. What is the procedure of the college to purchase major items?

The major items of the college are purchased as per the decisions of the purchase committee which it deems fit.

16. Any other highlights :

**Nil**

## Criterion VII : Healthy Practices

1. Has the college adopted any mechanism/ process for internal quality checks?

Yes ☐

No ☒

If yes, give details.

2. Is the College sensitised to latest managerial concepts such as strategic planning, team-work, decision making and computerisation?

Yes ☒

No ☐

3. Does the college have

⇒ Twinning programmes ☐

⇒ Student Exchange Programmes ☐

⇒ MoU's with

• Industries ☒

• Research organisations ☐

Note: The College has recently entered into an agreement with District Industries Centre, Nalbari. Under this agreement a batch of beneficiaries under the PMRY Scheme would be trained up as prospective entrepreneurs. The programme is likely to be implemented in April, 2004.  
(APPENDIX-XIII)

4. What are the national / international linkages established by the college for training and research?

The college has established no national and international linkages for training and research.

5. How does the college strengthen the regular academic programmes through other complementary systems like self-financing courses, non-formal mode and distance education?

The college does not have self-financing courses, non-formal modes and distance education programmes for strengthening the regular academic programmes.



6. What are the practices of the college to impart value based education?

No steps have been taken earlier for any value based education but the college from the next academic session would undertake such programme.

7. How does the college inculcate civic responsibilities among the students?

The students are inspired personally.

8. What are the efforts of the college towards allround personality development of the learners?

The college has taken no significant efforts for all round personality development.

9. How is the college geared to achieve its specific goals and objectives?

A Master Plan has been chalked out with this aim in view.

10. What are the efforts of the college to bring in "community orientation" in its activities?

Nil

11. Indicate the efforts to promote general / transferable skills among the students such as

a. Capacity to learn

\* By providing practical assignments to the students to promote the capacity to learn.

b. Communication skills

\* By motivating the students to interact amongst themselves and with teachers as well.

c. Numerical skills

\* By the use of various relevant statistical tables.

d. Use of information technology

\* By supplying various electronic devices concerned with Information Technology.

e. Work as a part of a team and independently

\* By asserting topics for group discussion and providing field work.

12. Any other college specific innovations, which have contributed to its growth.

NIL

### III Inputs from the departments

1. Name and address of the department: **General (English),  
Nalbari Commerce College,  
Nalbari.**

2. Telephone Number/s: **(03624) 220969**

3. Date of establishment of the department: **H.S.-1979  
UG -1984**

4. Built-up Area of the department in sq.m.: **13.34 sq.m.**

5. List of different programmes (Level of study = Certificate /Diploma/ UG/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG	H.S. (+2) Commerce & Degree (Commerce)	Pass marks in HSLC Examination	H. S. – 84
		Pass marks in HSSLC	B.Com.- 104
			Total- 188

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	One	Nil	One
Teacher with Ph.D. or equivalent as the highest qualification	Nil	Nil	Nil
Teacher with PG or equivalent as the highest qualification	One	Nil	One
Teacher with other specific eligible qualification (specify)	Nil	Nil	Nil
Technical staff	One	Nil	One
Administrative staff	Nil	Nil	Nil

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic Matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\* Limited autonomy only in academic matter, particularly in evaluating the students internally

If yes, to what extent?

8. Number of students in the department in the current year:

	Male	Female	Total
Students from the same state where the college is located	<b>142</b>	<b>14</b>	<b>156</b>
Students from other states of India	Nil	Nil	Nil
NRI students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand total	<b>142</b>	<b>14</b>	<b>156</b>

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

10. Furnish the following details (in figure):

- Books in the department library: **40**
- Journal/periodicals subscribed by the department: **Nil**
- Computer in the department: **1**
- Research project completed during the last three years and their total outlay: **Nil**
- Ongoing research projects: **Nil**
- Teachers who have attended national/international seminars during the last two years: **Nil**
- Teachers who have been resource persons at Workshops/seminars during the last two years: **Nil**



11. Details of the last two batches of students:

	Batch-1(2001-2002)			Batch-2(2002-2003)		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	35	Nil	35	33	Nil	33
Drop-outs	2	Nil	2	4	Nil	4
Appeared for the final year examination	33	Nil	33	29	Nil	29
Passed in the final examination	32	Nil	32	29	Nil	29
Passed in the first class	Nil	Nil	Nil	Nil	Nil	Nil
University ranks, if any	Nil	Nil	Nil	Nil	Nil	Nil

12. What are the sanctioned teaching staff strength and the present position?

Sanctioned : 1 (One)

Filled : 1 (One)

13. How often were national/international seminars, workshops etc. organized at the departments? Nil

14. Are there any national or international links/collaborations for teaching, research or both? Nil

15. (a) List the teaching staff, with their designations, qualification, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the teaching staff	Designation	Highest qualification	Specialisation	Age	Sex
Md. Rouchan Ali	Selection Grade Lecturer	M.A.(Eng)	English language	58 yrs. 2 months as on Oct, 03	Male

(b) Experience of the teachers: **32 (Thirty two years)**

Name of the teacher	UG	PG	Research
Md. Rouchan Ali	32 yrs.	Nil	Nil

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc. **Nil**

17. What percentage of the faculty is in active research (guiding research scholars operating projects, publishing regularly, etc.) ? **Nil**

18. List the major thrust areas within the subjects in which research activities are being pursued.

\* **Nil**

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19. Give details of ongoing projects funded by external agencies

Funding Agency	Amount (Rs.)	Duration (years)	Collaboration, if any
<b>Nil</b>			

20. What are the basic and advanced facilities, available and (like Botanical garden, field laboratories, animal house, computing facilities, major equipment, mortuary, post mortem facilities, experimental surgery and medical facilities etc. acquired over the years? **Nil**

21. What is the total no of publications ( add the list) of the department in the last five years? **Nil**

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable? Nil

23. What is the average work-load in terms of actual contacts lectures per week per teacher?

- 23 periods in a week.

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

- 5 Hours as abided by the college routine.

25. Does the department monitor over all performance of students through regular assessments ?

Yes ☒

No ☐

If yes, give methods and details of assessment.

**\* By holding Unit test and providing remedial measures from time to time.**

26. How do the teachers update themselves for discharging their teaching/research responsibility ? Give details.

**\* By holding group discussion with the students and by interaction with them. Moreover, Refresher courses and Summer Institutes have been completed.**

27. What is the annual budget allocation of the college to the department ?

Nil

28. How much of the research funding has been generated by the teachers from other agencies ?

Nil

29. Do the teacher offer consultancy services and earned revenue for the college / department ?

Yes ☐

No ☒

If yes, how much has been earned during the last two years ?



30. Furnish the following details

Particulars	UG	PG	Research
Ratio of application to available seats	<b>1:1</b>	<b>Nil</b>	<b>Nil</b>
Success rate (examination results)	<b>65%</b>	<b>Nil</b>	<b>Nil</b>
Progression to higher education rate	<b>30%</b>	<b>Nil</b>	<b>Nil</b>
Employment rate	<b>Not known</b>	<b>Nil</b>	<b>Nil</b>
Ratio of part time teachers to full time teachers	<b>1:1</b>	<b>Nil</b>	<b>Nil</b>
Ratio of academic staff to administrative staff	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

31. Furnish the following data:

- Ratio of students to teachers **68:1**
- Number of research papers published **Nil**

32. Has the department received any special support for teaching or research?

Yes ☐

No ☒

33. Any other information, which highlights the unique achievement of the department:

**No unique achievement is registered .**

## Inputs from the departments

1. Name and address of the department: **General (Assamese),  
Nalbari Commerce College,  
Nalbari.**
2. Telephone Number/s: **(03624) 220969**
3. Date of establishment of the department: **H.S.-1979  
UG -1984**
4. Built-up Area of the department in sq.m.: **13.34 sq.m.**

5. List of different programmes (Level of study = Certificate /Diploma/ UG/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG	H.S. (+2) Commerce & Degree (Commerce)	Pass marks in HSLC Examination	H. S. – 22
		Pass marks in HSSLC	B.Com.- 30
			Total- 52

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	One	Nil	One
Teacher with Ph.D. or equivalent as the highest qualification	Nil	Nil	Nil
Teacher with PG or equivalent as the highest qualification	One	Nil	One
Teacher with other specific eligible qualification (specify)	Nil	Nil	Nil
Technical staff	One	Nil	One
Administrative staff	Nil	Nil	Nil

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic Matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\* Limited autonomy only in academic matter, particularly in evaluating the students internally

If yes, to what extent?

8. Number of students in the department in the current year:

	Male	Female	Total
Students from the same state where the college is located	92	2	94
Students from other states of India	Nil	Nil	Nil
NRI students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand total	92	2	94

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes                      No  
☒                      ☐

10. Furnish the following details (in figure):

- Books in the department library: 100
- Journal/periodicals subscribed by the department: Nil
- Computer in the department: 1
- Research project completed during the last three years and their total outlay: Nil
- Ongoing research projects: Nil
- Teachers who have attended national/international seminars during the last two years: Nil
- Teachers who have been resource persons at Workshops/seminars during the last two years: Nil



11. Details of the last two batches of students:

	Batch-1(2001-2002)			Batch-2(2002-2003)		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	39	Nil	39	13	Nil	13
Drop-outs	10	Nil	10	3	Nil	3
Appeared for the final year examination	29	Nil	29	10	Nil	10
Passed in the final examination	27	Nil	27	10	Nil	10
Passed in the first class	Nil	Nil	Nil	Nil	Nil	Nil
University ranks, if any	Nil	Nil	Nil	Nil	Nil	Nil

12. What are the sanctioned teaching staff strength and the present position?

Sanctioned : 1 (One)

Filled : 1 (One)

13. How often were national/international seminars, workshops etc. organized at the departments? Nil

14. Are there any national or international links/collaborations for teaching, research or both? Nil

15. (a) List the teaching staff, with their designations, qualification, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the teaching staff	Designation	Highest qualification	Specialisation	Age	Sex
Sri Ramesh Goswami	Lecturer	M.A (As) (Double)	Language & Literature	51 yrs. on March, 03	Male

(b) Experience of the teachers: 32 (Thirty two years)

Name of the teacher	UG	PG	Research
Sri Ramesh Goswami	24 yrs.	Nil	Nil

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc. Nil

17. What percentage of the faculty is in active research (guiding research scholars operating projects, publishing regularly, etc.) ? Nil

18. List the major thrust areas within the subjects in which research activities are being pursued.

\* Nil  
\*  
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\*  
\*

19. Give details of ongoing projects funded by external agencies

Funding Agency	Amount (Rs.)	Duration (years)	Collaboration, if any
Nil			

20. What are the basic and advanced facilities, available and (like Botanical garden, field laboratories, animal house, computing facilities, major equipment, mortuary, post mortem facilities, experimental surgery and medical facilities etc. acquired over the years? Nil

21. What is the total no of publications ( add the list) of the department in the last five years? Nil



22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable? Nil

23. What is the average work-load in terms of actual contacts lectures per week per teacher?

- 19 periods in a week.

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

**\* Time spent as per college routine and as asked by the Principal.**

25. Does the department monitor over all performance of students through regular assessments ?

Yes ☒

No ☐

If yes, give methods and details of assessment.

**\* By holding Unit test and providing remedial measures from time to time.**

26. How do the teachers update themselves for discharging their teaching/research responsibility ? Give details.

**\* By holding group discussion with the students and by interaction with them. Moreover, Refresher courses and Summer Institutes have been completed.**

27. What is the annual budget allocation of the college to the department ? Nil

28. How much of the research funding has been generated by the teachers from other agencies ? Nil

29. Do the teacher offer consultancy services and earned revenue for the college / department ?

Yes ☐

No ☒

If yes, how much has been earned during the last two years ?



30. Furnish the following details

Particulars	UG	PG	Research
Ratio of application to available seats	1:1	Nil	Nil
Success rate (examination results)	90%	Nil	Nil
Progression to higher education rate	Nil	Nil	Nil
Employment rate	Nil	Nil	Nil
Ratio of part time teachers to full time teachers	1:1	Nil	Nil
Ratio of academic staff to administrative staff	Nil	Nil	Nil

31. Furnish the following data:

- Ratio of students to teachers 94:1
- Number of research papers published Nil

32. Has the department received any special support for teaching or research?

Yes ☐

No ☒

33. Any other information, which highlights the unique achievement of the department:

**No unique achievement is witnessed.**

## Inputs from the departments

1. Name and address of the department: **General (Hindi),  
Nalbari Commerce College,  
Nalbari.**
2. Telephone Number/s: **(03624) 220969**
3. Date of establishment of the department: **H.S.-1979  
UG -1984**
4. Built-up Area of the department in sq.m.: **13.34 sq.m.**

5. List of different programmes (Level of study = Certificate /Diploma/ UG/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG	H.S. (+2) Commerce & Degree (Commerce)	Pass marks in HSLC Examination	H. S. – 84
		Pass marks in HSSLC	B.Com.- 104
			Total- 188

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	One	Nil	One
Teacher with Ph.D. or equivalent as the highest qualification	Nil	Nil	Nil
Teacher with PG or equivalent as the highest qualification	One	Nil	One
Teacher with other specific eligible qualification (specify)	Nil	Nil	Nil
Technical staff	One	Nil	One
Administrative staff	Nil	Nil	Nil

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic Matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\* Limited autonomy only in academic matter, particularly in evaluating the students internally

If yes, to what extent?

8. Number of students in the department in the current year: 12

	Male	Female	Total
Students from the same state where the college is located	12	---	12
Students from other states of India	Nil	Nil	Nil
NRI students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand total	12	---	12

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes                      No  
☐                      ☒

10. Furnish the following details (in figure):

- Books in the department library: 105
- Journal/periodicals subscribed by the department: Nil
- Computer in the department: 1
- Research project completed during the last three years and their total outlay: Nil
- Ongoing research projects: Nil
- Teachers who have attended national/international seminars during the last two years: Nil
- Teachers who have been resource persons at Workshops/seminars during the last two years: Nil



11. Details of the last two batches of students:

	Batch-1(2001-2002)			Batch-2(2002-2003)		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	3	Nil	3	1	Nil	1
Drop-outs	Nil	Nil	Nil	Nil	Nil	Nil
Appeared for the final year examination	3	Nil	3	1	Nil	1
Passed in the final examination	3	Nil	3	Nil	Nil	Nil
Passed in the first class	Nil	Nil	Nil	Nil	Nil	Nil
University ranks, if any	Nil	Nil	Nil	Nil	Nil	Nil

12. What are the sanctioned teaching staff strength and the present position?

Sanctioned : 1 (One)

Filled : 1 (One)

13. How often were national/international seminars, workshops etc. organized at the departments? **None**

14. Are there any national or international links/collaborations for teaching, research or both? **None**

15. (a) List the teaching staff, with their designations, qualification, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the teaching staff	Designation	Highest qualification	Specialisation	Age	Sex
Sri Dharamchand Jain	Lecturer	M.A.(Hindi)	language	58 yrs. as on Oct, 03	Male

(b) Experience of the teachers: **24 ( Thirty two years)**

Name of the teacher	UG	PG	Research
Sri Dharamchand Jain	24 yrs.	Nil	Nil

\* 15 years as lecturer and 9 years as tutor.

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc. **Nil**

17. What percentage of the faculty is in active research (guiding research scholars operating projects, publishing regularly, etc.) ?

**Nil**

18. List the major thrust areas within the subjects in which research activities are being pursued.

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\*

**Nil**

19. Give details of ongoing projects funded by external agencies

Funding Agency	Amount (Rs.)	Duration (years)	Collaboration, if any
Nil			

20. What are the basic and advanced facilities, available and (like Botanical garden, field laboratories, animal house, computing facilities, major equipment, mortuary, post mortem facilities, experimental surgery and medical facilities etc. acquired over the years? **Nil**

21. What is the total no of publications ( add the list) of the department in the last five years? **Nil**



22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable? **Nil**

23. What is the average work-load in terms of actual contacts lectures per week per teacher?

- 19 periods in a week.

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

- As per the class routine and academic assignment by the Principal.

25. Does the department monitor over all performance of students through regular assessments ?

Yes ☐

No ☒

If yes, give methods and details of assessment.

26. How do the teachers update themselves for discharging their teaching/research responsibility ? Give details.

\* By holding group discussion among the colleagues.

27. What is the annual budget allocation of the college to the department ?

**Nil**

28. How much of the research funding has been generated by the teachers from other agencies ?

**None**

29. Do the teacher offer consultancy services and earned revenue for the college / department ?

Yes ☐

No ☒

If yes, how much has been earned during the last two years ?



30. Furnish the following details

Particulars	UG	PG	Research
Ratio of application to available seats	1:1	Nil	Nil
Success rate (examination results)	95%	Nil	Nil
Progression to higher education rate	Not known	Nil	Nil
Employment rate	Not known	Nil	Nil
Ratio of part time teachers to full time teachers	Nil	Nil	Nil
Ratio of academic staff to administrative staff	Nil	Nil	Nil

31. Furnish the following data:

- Ratio of students to teachers 12:1
- Number of research papers published None

32. Has the department received any special support for teaching or research?

Yes ☐

No ☒

33. Any other information, which highlights the unique achievement of the department:

**There is no such unique achievement .**

## Inputs from the departments

1. Name and address of the department: **General (Economics),  
Nalbari Commerce College,  
Nalbari.**
2. Telephone Number/s: **(03624) 220969**
3. Date of establishment of the department: **H.S.-1979  
UG -1984**
4. Built-up Area of the department in sq.m.: **13.34 sq.m.**
5. List of different programmes (Level of study = Certificate /Diploma/ UG/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG	H.S. (+2) Commerce & Degree (Commerce)	Pass marks in HSLC Examination	H. S. – 22
		Pass marks in HSSLC	B.Com.- 30
			Total- 52

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	2	Nil	2
Teacher with Ph.D. or equivalent as the highest qualification	Nil	Nil	Nil
Teacher with PG or equivalent as the highest qualification	2	Nil	2
Teacher with other specific eligible qualification (specify)	Nil	Nil	Nil
Technical staff	Nil	Nil	Nil
Administrative staff	Nil	Nil	Nil

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic Matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\* Limited autonomy only in academic matter, particularly in evaluating the students internally

If yes, to what extent?

8. Number of students in the department in the current year:

	Male	Female	Total
Students from the same state where the college is located	177	27	204
Students from other states of India	Nil	Nil	Nil
NRI students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand total	177	27	204

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes                      No  
☒                      ☐

10. Furnish the following details (in figure):

- Books in the department library: 86
- Journal/periodicals subscribed by the department: Nil
- Computer in the department: 1
- Research project completed during the last three years and their total outlay: Nil
- Ongoing research projects: Nil
- Teachers who have attended national/international seminars during the last two years: Nil
- Teachers who have been resource persons at Workshops/seminars during the last two years:

1. Sri A.C. Baruah
2. Sri K.C. Barman



11. Details of the last two batches of students:

	Batch-1(2001-2002)			Batch-2(2002-2003)		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	45	Nil	45	21	Nil	21
Drop-outs	19	Nil	19	6	Nil	6
Appeared for the final year examination	35	Nil	35	21	Nil	21
Passed in the final examination	26	Nil	26	15	Nil	15
Passed in the first class	Nil	Nil	Nil	Nil	Nil	Nil
University ranks, if any	Nil	Nil	Nil	Nil	Nil	Nil

12. What are the sanctioned teaching staff strength and the present position?

Sanctioned : 2 (Two)

Filled : 2 (Two)

13. How often were national/international seminars, workshops etc. organized at the departments? Not Yet

14. Are there any national or international links/collaborations for teaching, research or both? Not Yet

15. (a) List the teaching staff, with their designations, qualification, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the teaching staff	Designation	Highest qualification	Specialisation	Age	Sex
Sri A.C.Baruah	Lecturer	M.A (Eco)	Banking	50 Yrs.	Male
Sri K.C. Barman	Lecturer	M.A (Eco)	Banking	40 Yrs	Male

(b) Experience of the teachers:

Name of the teacher	UG	PG	Research
Sri A.C.Baruah	24 yrs.	Nil	Nil
Sri K.C. Barman	15 yrs.	Nil	Nil

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc. Nil

17. What percentage of the faculty is in active research (guiding research scholars operating projects, publishing regularly, etc.) ?

18. List the major thrust areas within the subjects in which research activities are being pursued.

\* Nil  
\*  
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\*  
\*  
\*

19. Give details of ongoing projects funded by external agencies:

Not available.

Funding Agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like Botanical garden, field laboratories, animal house, computing facilities, major equipment, mortuary, post mortem facilities, experimental surgery and medical facilities etc. acquired over the years? Nil

21. What is the total no of publications ( add the list) of the department in the last five years? Not available.



22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable? **Nil**

23. What is the average work-load in terms of actual contacts lectures per week per teacher?

- 18 periods per week.

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

**\* Time spent as per college routine and as assigned by the authority.**

25. Does the department monitor over all performance of students through regular assessments ?

Yes ☒

No ☐

If yes, give methods and details of assessment.

**\* By holding different internal exams.**

26. How do the teachers update themselves for discharging their teaching/research responsibility ? Give details.

- By holding group discussion among the teachers.
- By participating Refresher Course, Seminar etc.
- By responding to the students' feedback.

27. What is the annual budget allocation of the college to the department ?

**\* No separate budget allocation is there to the department.**

28. How much of the research funding has been generated by the teachers from other agencies ?

**Not applicable still .**

29. Do the teacher offer consultancy services and earned revenue for the college / department ?

Yes ☐

No ☒

If yes, how much has been earned during the last two years ?



30. Furnish the following details

Particulars	UG	PG	Research
Ratio of application to available seats	1:1	Nil	Nil
Success rate (examination results)	70%	Nil	Nil
Progression to higher education rate	Not Known	Nil	Nil
Employment rate	Not Known	Nil	Nil
Ratio of part time teachers to full time teachers	Nil	Nil	Nil
Ratio of academic staff to administrative staff	Nil	Nil	Nil

31. Furnish the following data:

- Ratio of students to teachers 92:1
- Number of research papers published Nil

32. Has the department received any special support for teaching or research?

Yes ☐

No ☒

33. Any other information, which highlights the unique achievement of the department:

Unique achievement is not recorded still.

## Inputs from the departments

1. Name and address of the department: General (Statistic & Mathematics),  
Nalbari Commerce College,  
Nalbari.

2. Telephone Number/s: (03624) 220969

3. Date of establishment of the department: H.S.-1979  
UG -1984

4. Built-up Area of the department in sq.m.: 13.34 sq.m.

5. List of different programmes (Level of study = Certificate /Diploma/ UG/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG	H.S. (+2) Commerce & Degree (Commerce)	Pass marks in HSLC Examination	H. S. – 22
		Pass marks in HSSLC	B.Com.- 30
			Total- 52

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	Nil	One	One
Teacher with Ph.D. or equivalent as the highest qualification	Nil	Nil	Nil
Teacher with PG or equivalent as the highest qualification	Nil	One	One
Teacher with other specific eligible qualification (specify)	Nil	Nil	Nil
Technical staff	Nil	<del>One</del>	<del>One</del>
Administrative staff	Nil	Nil	Nil

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic Matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\* Limited autonomy only in academic matter, particularly in evaluating the students internally

If yes, to what extent?

8. Number of students in the department in the current year:

	Male	Female	Total
Students from the same state where the college is located	49	18	67
Students from other states of India	Nil	Nil	Nil
NRI students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand total	49	18	67

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes                      No  
☒                      ☐

10. Furnish the following details (in figure):

- Books in the department library: 40
- Journal/periodicals subscribed by the department: Nil
- Computer in the department: 1
- Research project completed during the last three years and their total outlay: Nil
- Ongoing research projects: Nil
- Teachers who have attended national/international seminars during the last two years: Bibha Das
- Teachers who have been resource persons at Workshops/seminars during the last two years: Nil



11. Details of the last two batches of students:

	Batch-1(2001-2002)			Batch-2(2002-2003)		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	25	Nil	25	45	Nil	45
Drop-outs	9	Nil	9	23	Nil	23
Appeared for the final year examination	16	Nil	16	22	Nil	22
Passed in the final examination	16	Nil	16	04	Nil	04
Passed in the first class	Nil	Nil	Nil	Nil	Nil	Nil
University ranks, if any	Nil	Nil	Nil	Nil	Nil	Nil

12. What are the sanctioned teaching staff strength and the present position?

Sanctioned : 1 (One)

Filled : 1 (One)

13. How often were national/international seminars, workshops etc. organized at the departments? **Not yet**

14. Are there any national or international links/collaborations for teaching, research or both? **Not yet**

15. (a) List the teaching staff, with their designations, qualification, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the teaching staff	Designation	Highest qualification	Specialisation	Age	Sex
Sri Bibha Das	Sr.Lecturer	M.Sc.	Demography	40	Female

(b) Experience of the teachers: 14 (Forteen years)

Name of the teacher	UG	PG	Research
Sri Bibha Das	14 yrs.	Nil	Nil

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc. Nil

17. What percentage of the faculty is in active research (guiding research scholars operating projects, publishing regularly, etc.) ?

Nil

18. List the major thrust areas within the subjects in which research activities are being pursued.

\* Nil

\*

\*

\*

\*

19. Give details of ongoing projects funded by external agencies Nil

Funding Agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like Botanical garden, field laboratories, animal house, computing facilities, major equipment, mortuary, post mortem facilities, experimental surgery and medical facilities etc. acquired over the years? Nil

21. What is the total no of publications ( add the list) of the department in the last five years? Not available



22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable? **No**

23. What is the average work-load in terms of actual contacts lectures per week per teacher?

- 19 periods a week.

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

\* **As abided by class routine and as asked by the Principal.**

25. Does the department monitor over all performance of students through regular assessments ?

Yes ☒ No ☐

If yes, give methods and details of assessment.

\* **By holding Unit test and providing remedial measures from time to time.**

26. How do the teachers update themselves for discharging their teaching/research responsibility ? Give details.

\* **By participating in Refresher courses, interacting with the students, discussing with the principal and the colleagues and responding to the students' feed back report.**

27. What is the annual budget allocation of the college to the department ?

**Provision of departmental budget allocation is absent in the college.**

28. How much of the research funding has been generated by the teachers from other agencies ? **Nil**

29. Do the teacher offer consultancy services and earned revenue for the college / department ?

Yes ☐ No ☒

If yes, how much has been earned during the last two years ?



30. Furnish the following details

Particulars	UG	PG	Research
Ratio of application to available seats	1:1	Nil	Nil
Success rate (examination results)	18.2 %	Nil	Nil
Progression to higher education rate	30%	Nil	Nil
Employment rate	Not known	Nil	Nil
Ratio of part time teachers to full time teachers	Nil	Nil	Nil
Ratio of academic staff to administrative staff	Nil	Nil	Nil

31. Furnish the following data:

- Ratio of students to teachers 67:1
- Number of research papers published Nil

32. Has the department received any special support for teaching or research?

Yes ☐

No ☒

33. Any other information, which highlights the unique achievement of the department:

**No unique achievement is witnessed.**

## Inputs from the departments

1. Name and address of the department: **Accountancy**  
**Nalbari Commerce College,**  
**Nalbari.**

2. Telephone Number/s: **(03624) 220969**

3. Date of establishment of the department: **H.S.-1979**  
**UG –1984**

4. Built-up Area of the department in sq.m.: **13.34 sq.m.**

5. List of different programmes (Level of study = Certificate /Diploma/ UG/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG	H.S. (+2) Commerce & Degree (Commerce)	Pass marks in HSLC Examination	H. S. – 84
		Pass marks in HSSLC	B.Com. – 120 (including Pass & Major, later being fourteen)
			Total- 204

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	Three	Nil	Three
Teacher with Ph.D. or equivalent as the highest qualification	Nil	Nil	Nil
Teacher with PG or equivalent as the highest qualification	Three	Nil	Three
Teacher with other specific eligible qualification (specify)	Nil	Nil	Nil
Technical staff	Nil	Nil	Nil
Administrative staff	Nil	Nil	Nil

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic Matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Limited autonomy only in academic matter, particularly in evaluating the students internally

If yes, to what extent?

8. Number of students in the department in the current year:

	Male	Female	Total
Students from the same state where the college is located	177	27	204
Students from other states of India	Nil	Nil	Nil
NRI students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand total	177	27	204

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes                      No  
☒                      ☐

10. Furnish the following details (in figure):

- Books in the department library: 92
- Journal/periodicals subscribed by the department: Nil
- Computer in the department: 1
- Research project completed during the last three years and their total outlay: Nil
- Ongoing research projects: Nil
- Teachers who have attended national/international seminars during the last two years: Nil
- Teachers who have been resource persons at Workshops/seminars during the last two years:

Sri A.C. Haloi  
Sri U. Talukdar



11. Details of the last two batches of students:

	Batch-1(2001-2002)			Batch-2(2002-2003)		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	25	Nil	25	45	Nil	45
Drop-outs	9	Nil	9	23	Nil	23
Appeared for the final year examination	16	Nil	16	22	Nil	22
Passed in the final examination	16	Nil	16	4	Nil	4
Passed in the first class	Nil	Nil	Nil	Nil	Nil	Nil
University ranks, if any	Nil	Nil	Nil	Nil	Nil	Nil

Note: As per curriculum of GU subjects in UG classes are common and compulsory.

12. What are the sanctioned teaching staff strength and the present position?

Sanctioned : 3 (Three)

Filled : 3 (Three)

13. How often were national/international seminars, workshops etc. organized at the departments? Nil

14. Are there any national or international links/collaborations for teaching, research or both? Nil

15. (a) List the teaching staff, with their designations, qualification, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the teaching staff	Designation	Highest qualification	Specialisation	Age	Sex
Sri Atul Ch. Haloi	Sr.Lecturer and HOD	M.com	Accy & taxation	43 yrs	Male
Sri Prasanna Sarma	Sr.Lecturer	M.com	Accy & taxation	42 yrs	Male
Sri Umesh Talukdar	Sr.Lecturer	M.com, M.A.(Eco)	Accy & taxation	42 yrs	Male

(b) Experience of the teachers:

Name of the teacher	UG	PG	Research
Sri Atul Ch. Haloi	18 yrs	Nil	Final Registration obtained from GU
Sri Prasanna Sarma	15 yrs	Nil	
Sri Umesh Talukdar	15 yrs		Process completed & Ph.D. expected

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc. **Nil**

17. What percentage of the faculty is in active research (guiding research scholars operating projects, publishing regularly, etc.) ?

**Nil**

18. List the major thrust areas within the subjects in which research activities are being pursued.

\*  
\*  
\*  
\*  
\*

**Nil**

19. Give details of ongoing projects funded by external agencies **Nil**

Funding Agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like Botanical garden, field laboratories, animal house, computing facilities, major equipment, mortuary, post mortem facilities, experimental surgery and medical facilities etc. acquired over the years? **Nil**

21. What is the total no of publications ( add the list) of the department in the last five years? **Nil**



22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable? Nil

23. What is the average work-load in terms of actual contacts lectures per week per teacher?

- 20 periods per teacher in a week.

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

**\* Time spent as per college routine and as asked by the Principal.**

25. Does the department monitor over all performance of students through regular assessments ?

Yes ☒

No ☐

If yes, give methods and details of assessment.

**\* By holding Unit test and providing remedial measures from time to time.**

26. How do the teachers update themselves for discharging their teaching/research responsibility ? Give details.

**\* By holding group discussion with the students and by interaction with them. Moreover, Refresher courses and Summer Institutes have been completed.**

27. What is the annual budget allocation of the college to the department ?

Nil

28. How much of the research funding has been generated by the teachers from other agencies ?

Nil

29. Do the teacher offer consultancy services and earned revenue for the college / department ?

Yes ☐

No ☒

If yes, how much has been earned during the last two years ?



30. Furnish the following details

Particulars	UG	PG	Research
Ratio of application to available seats	1:1	Nil	Nil
Success rate (examination results)	100%	Nil	Nil
Progression to higher education rate	30%	Nil	Nil
Employment rate	Not known	Nil	Nil
Ratio of part time teachers to full time teachers	Nil	Nil	Nil
Ratio of academic staff to administrative staff	Nil	Nil	Nil

31. Furnish the following data:

- Ratio of students to teachers 68:1
- Number of research papers published Nil

32. Has the department received any special support for teaching or research?

Yes ☐

No ☒

33. Any other information, which highlights the unique achievement of the department:

**No unique achievement is witnessed.**

## Inputs from the departments

1. Name and address of the department: **Business Organisation & Management  
Nalbari Commerce College,  
Nalbari.**
2. Telephone Number/s: **(03624) 220969**
3. Date of establishment of the department: **H.S.-1979  
UG -1984**
4. Built-up Area of the department in sq.m.: **11.52 sq.m.**
5. List of different programmes (Level of study = Certificate /Diploma/ UG/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG	H.S. (+2) Commerce & Degree (Commerce)	Pass marks in HSLC Examination	H. S. – 84
		Pass marks in HSSLC	B.Com. – 120 (including Pass & Major, later being six)
			Total- 204

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	Three	Nil	Three
Teacher with Ph.D. or equivalent as the highest qualification	Nil	Nil	Nil
Teacher with PG or equivalent as the highest qualification	Three	Nil	Three
Teacher with other specific eligible qualification (specify)	Nil	Nil	Nil
Technical staff	Nil	Nil	Nil
Administrative staff	Nil	Nil	Nil

7. Does the department have academic, administrative and financial autonomy?

Academic Matters	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Limited autonomy only in academic matter, particularly in evaluating the students internally

If yes, to what extent?

8. Number of students in the department in the current year

	Male	Female	Total
Students from the same state where the college is located	177	27	204
Students from other states of India	Nil	Nil	Nil
NRI students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand total	177	27	204

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes

No



- Unit tests are held, discussions are made with faculty members & drawbacks of students are tried to eliminate.

10. Furnish the following details (in figure):

- Books in the department library: 115
- Journal/periodicals subscribed by the department: Nil
- Computer in the department: 1
- Research project completed during the last three years and their total outlay: Nil
- Ongoing research projects: Nil
- Teachers who have attended national/international seminars during the last two years: Nil
- Teachers who have been resource persons at Workshops/seminars during the last two years:

Sri M.C. Barman  
Sri B.B. Das



11. Details of the last two batches of students:

	Batch-1(2001-2002)			Batch-2(2002-2003)		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	25	Nil	25	45	Nil	45
Drop-outs	9	Nil	9	23	Nil	23
Appeared for the final year examination	16	Nil	16	22	Nil	22
Passed in the final examination	16	Nil	16	4	Nil	4
Passed in the first class	Nil	Nil	Nil	Nil	Nil	Nil
University ranks, if any	Nil	Nil	Nil	Nil	Nil	Nil

**Note:** As per curriculum of GU subjects in UG classes are common and compulsory.

12. What are the sanctioned teaching staff strength and the present position?

Sanctioned : 3 (Three)  
Filled : 3 (Three)

13. How often were national/international seminars, workshops etc. organized at the departments? **Not yet**

14. Are there any national or international links/collaborations for teaching, research or both? **Not yet**

15. (a) List the teaching staff, with their designations, qualification, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the teaching staff	Designation	Highest qualification	Specialisation	Age	Sex
Sri M.C. Barman	Sr.Lecturer and HOD	M.com	Human Resource Management	43 yrs	Male
Sri B.Talukdar	Sr.Lecturer	M.com	Personnel Management	43 yrs	Male
Sri B. B. Das	Lecturer	M.com	Management	29 yrs	Male

(b) Experience of the teachers:

Name of the teacher	UG	PG	Research
Sri M.C. Barman	18 yrs	Nil	Thesis is ready to submitted.
Sri B.Talukdar	14 yrs	Nil	Provisional registration is over
Sri B. B. Das	6 yrs	Nil	

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc. Nil

17. What percentage of the faculty is in active research (guiding research scholars operating projects, publishing regularly, etc.) ? Nil

18. List the major thrust areas within the subjects in which research activities are being pursued.

\*  
\*  
\*  
\*  
\*

Nil

19. Give details of ongoing projects funded by external agencies Nil

Funding Agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like Botanical garden, field laboratories, animal house, computing facilities, major equipment, mortuary, post mortem facilities, experimental surgery and medical facilities etc. acquired over the years? Nil

21. What is the total no of publications ( add the list) of the department in the last five years? Nil



22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable? **Nil**

23. What is the average work-load in terms of actual contacts lectures per week per teacher?

- **18 classes per week.**

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

**\* Time spent as per college routine and as asked by the Principal.**

25. Does the department monitor over all performance of students through regular assessments ?

Yes ☒

No ☐

If yes, give methods and details of assessment.

**\* By holding Unit test and providing remedial measures from time to time.**

26. How do the teachers update themselves for discharging their teaching/research responsibility ? Give details.

**\* By holding group discussion with the students and by interaction with them. Moreover, Refresher courses and Summer Institutes have been completed.**

27. What is the annual budget allocation of the college to the department ?

**No separate budget allocation to the dept. is there.**

28. How much of the research funding has been generated by the teachers from other agencies ?

**Not applicable still.**

29. Do the teacher offer consultancy services and earned revenue for the college / department ?

Yes ☐

No ☒

If yes, how much has been earned during the last two years ?



30. Furnish the following details

Particulars	UG	PG	Research
Ratio of application to available seats	1:1	Nil	Nil
Success rate (examination results)	73 %	Nil	Nil
Progression to higher education rate	30%	Nil	Nil
Employment rate	Not known	Nil	Nil
Ratio of part time teachers to full time teachers	Nil	Nil	Nil
Ratio of academic staff to administrative staff	Nil	Nil	Nil

31. Furnish the following data:

- Ratio of students to teachers 68:1
- Number of research papers published Nil

32. Has the department received any special support for teaching or research?

Yes ☐

No ☒

33. Any other information, which highlights the unique achievement of the department:

**No unique achievement is witnessed.**

## Inputs from the departments

1. Name and address of the department: **Commerce (Banking)  
Nalbari Commerce College,  
Nalbari.**

2. Telephone Number/s: **(03624) 220969**

3. Date of establishment of the department: **H.S.-1979  
UG -1984**

4. Built-up Area of the department in sq.m.: **11.52 sq.m.**

5. List of different programmes (Level of study = Certificate /Diploma/ UG/ PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG	H.S. (+2) Commerce & Degree (Commerce)	Pass marks in HSLC Examination	H. S. – 60
		Pass marks in HSSLC	B.Com. – 96 (including Pass & Major, later being six)
			Total- 156

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	Two	Nil	Two
Teacher with Ph.D. or equivalent as the highest qualification	Nil	Nil	Nil
Teacher with PG or equivalent as the highest qualification	Two	Nil	Two
Teacher with other specific eligible qualification (specify)	Nil	Nil	Nil
Technical staff	Nil	Nil	Nil
Administrative staff	Nil	Nil	Nil

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic Matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Limited autonomy only in academic matter, particularly in evaluating the students internally

If yes, to what extent?

8. Number of students in the department in the current year:

	Male	Female	Total
Students from the same state where the college is located	142	14	156
Students from other states of India	Nil	Nil	Nil
NRI students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand total	142	14	156

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Unit tests are held, discussions are made with faculty members & drawbacks of students are tried to eliminate.

10. Furnish the following details (in figure):

- |  |                 |
|--|-----------------|
| • Books in the department library:   | 100             |
| • Journal/periodicals subscribed by the department:  | Nil             |
| • Computer in the department:  | 1               |
| • Research project completed during the last three years and their total outlay:           | Nil             |
| • Ongoing research projects:   | Nil             |
| • Teachers who have attended national/international seminars during the last two years:    | Nil             |
| • Teachers who have been resource persons at Workshops/seminars during the last two years: | Sri Ashok Sarma |



11. Details of the last two batches of students:

	Batch-1(2001-2002)			Batch-2(2002-2003)		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	25	Nil	25	45	Nil	45
Drop-outs	9	Nil	9	23	Nil	23
Appeared for the final year examination	16	Nil	16	22	Nil	22
Passed in the final examination	16	Nil	16	4	Nil	4
Passed in the first class	Nil	Nil	Nil	Nil	Nil	Nil
University ranks, if any	Nil	Nil	Nil	Nil	Nil	Nil

**Note:** As per curriculum of GU subjects in UG classes are common and compulsory.

12. What are the sanctioned teaching staff strength and the present position?

Sanctioned : 2 (Two)  
Filled : 2 (Two)

13. How often were national/international seminars, workshops etc. organized at the departments? **Not yet**

14. Are there any national or international links/collaborations for teaching, research or both? **Not yet**

15. (a) List the teaching staff, with their designations, qualification, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the teaching staff	Designation	Highest qualification	Specialisation	Age	Sex
Sri Ashol Sarma	Sr.Lecturer	M.com	Management	42 yrs	Male
Sri Ramani Barman	Sr.Lecturer	M.com	Finance	40 yrs	Male

(b) Experience of the teachers:

Name of the teacher	UG	PG	Research
✓ Sri Asmita Sarma (Ashok Sarma)	17 yrs	Nil	
Sri Ramani Barman	15 yrs	Nil	

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc. **Nil**

17. What percentage of the faculty is in active research (guiding research scholars operating projects, publishing regularly, etc.) ?

**Nil**

18. List the major thrust areas within the subjects in which research activities are being pursued.

\*  
\*  
\*  
\*  
\*

**Nil**

19. Give details of ongoing projects funded by external agencies **Nil**

Funding Agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like Botanical garden, field laboratories, animal house, computing facilities, major equipment, mortuary, post mortem facilities, experimental surgery and medical facilities etc. acquired over the years? **Nil**

21. What is the total no of publications ( add the list) of the department in the last five years? **Nil**



22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable? **Nil**

23. What is the average work-load in terms of actual contacts lectures per week per teacher?

- **23 classes per week.**

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

**\* Time spent as per college routine and as asked by the Principal.**

25. Does the department monitor over all performance of students through regular assessments ?

Yes ☒

No ☐

If yes, give methods and details of assessment.

**\* By holding Unit test and providing remedial measures from time to time.**

26. How do the teachers update themselves for discharging their teaching/research responsibility ? Give details.

**\* By holding group discussion with the students and by interaction with them. Moreover, Refresher courses and Summer Institutes have been completed.**

27. What is the annual budget allocation of the college to the department ?

**No separate budget allocation to the dept. is there.**

28. How much of the research funding has been generated by the teachers from other agencies ?

**Not applicable still.**

29. Do the teacher offer consultancy services and earned revenue for the college / department ?

Yes ☐

No ☒

If yes, how much has been earned during the last two years ?



## **Part-II**

### **Self study Report (Self Analysis)**

Criterion-wise strengths and weaknesses as perceived by the Co-ordination Committee (constituted for the purpose of preparing Self-Study Report of the college) are explained below-

#### **I. Curriculum Aspects:**

Though the college is a single faculty one and has been offering only Undergraduate programme, it is in a better position to play a pivotal role in providing commerce education in the state. Besides undergraduate programme H.S. (+2) (Com.) course has also been undertaken by the college *ab initio*. As has been stated earlier there are three major (honours) courses viz Accountancy, Banking and Management offered by the college. The course i.e. Three years B.com Course is very practical, job-oriented, relevant to present situation and conducive for getting oneself-employed.

Regarding professional courses endeavors are being carried out for making the institution a Computer Education Centre. Here, it is noteworthy that a project of Rs. 14 lack (app.) has been submitted to Sri Manmohan Singh, Member of Parliament (R/S) through the Deputy Commissioner, Nalbari. From reasonable source it has come to knowledge that the project is going to be sanctioned and likely to be implemented within 2004.

So far as the designing of the new course is concerned the Gauhati University to which the college is affiliated does it, as the affiliated colleges do not have autonomy in this regard. However it is worth mentioning that the faculty members of the college contribute to the redesigning of courses if and when sought by the university.

30. Furnish the following details

Particulars	UG	PG	Research
Ratio of application to available seats	1:1	Nil	Nil
Success rate (examination results)	100 %	Nil	Nil
Progression to higher education rate	30%	Nil	Nil
Employment rate	Not known	Nil	Nil
Ratio of part time teachers to full time teachers	Nil	Nil	Nil
Ratio of academic staff to administrative staff	Nil	Nil	Nil

31. Furnish the following data:

- Ratio of students to teachers 78:1
- Number of research papers published Nil

32. Has the department received any special support for teaching or research?

Yes ☐

No ☒

33. Any other information, which highlights the unique achievement of the department:

**No unique achievement is witnessed.**



The strongest weakness of the institution is that it has not yet been in a position to introduce various relevant professional courses due to lack of its infrastructural facilities and resources. Further, it is still in the state of infancy. It has not been able to provide other academic opportunities as ought to have been. No sincere efforts so far have been made for periodical review of the goals and objectives of the institution. Before now there was no provision for obtaining students feedback on course curriculum.

## **II. Teaching, Learning and Evaluation:**

The college is located at a rural but an easily approachable place about one kilometer away from the Nalbari District Headquarter. Besides the students from nearby Districts the students from Indo-Bhutan area have been aspirants for getting admission into the college. No test is held for admission to both (+) Course and Three Years Degree Course. It follows a simple admission process i.e. admission on the basis of their academic records in qualifying examination. The college does not take any assessment programme after admission to evaluate the knowledge base of the students.

Before now the college did not undertake any formal bridge/remedial course for educationally disadvantaged students. But from this year an attempt has been made to provide a 15 days special programme for the educationally disadvantaged students. However all students are treated equally and no discrimination is made in teaching – learning process of the college. The advanced learners are given necessary guidance for better results including personal counseling by Career Guidance Cell provided they come forward voluntarily.

The recruitment involves the steps (1) Resolution of the Governing Body to this effect; (2) Advertisement in the leading dailies



accordingly; (3) Receipt of applications; (4) Constitution of Temporary Selection Committee consisting of two experts who are generally eminent educationists, one Governing Body member, Principal of the college and concerned Head of the Department. It is however worth mentioning that no recruitment of faculty has been made during the last two years.

The college has also started the process of self-appraisal for evaluation of the faculty members who are engaged in teaching, research and extension activities (Appendix annexed). The students' feedback on teachers and campus experiences has been proved to be very conducive for determining the performance for self-development and for taking corrective measures.

The institution is very weak in the following aspects-

- (1) In conducting symposiums, seminars conferences and faculty development programmes.
- (2) In making significant teaching innovations.
- (3) Establishing national/international linkages for teaching and research.

However efforts are being made to remove these lacunas.

### **III. Research, Consultancy and Extension:**

The college is not a recognized center for Ph.D., nor is research a significant activity of the college. Some of the teachers have registered as part time scholars for Ph.D. under Gauhati University. One of them has submitted his thesis recently and has done well in viva. It is expected that he would obtain his Ph.D. soon.

However in case of extension activities like community development, Health and Hygiene, Social Work etc., the college has extended enough assistance to various agencies and organization in the

form of volunteer service. The college authority itself chalks out the programmes. The significance of such programmes is explained to the student participants. Such programmes are implemented on selected Sundays and holidays.

The greatest limitation of the college is that it does not possess sufficient infrastructure for all these three areas viz. Research, Consultancy and Extension. The college is far behind in case of recognising research, consultancy and extension activities as a culture.

#### **IV. Infrastructure and Learning Resources:**

The college does possess an area of approximately 50,509 sq ft.(5427 sq.m.) of land within its campus. One Community Hall (4,171 sq. ft.), two Assam Type Buildings (5,084 sq. ft. & 1,089 sq. ft.) and one single storied RCC Building (1,763 sq. ft.), Cycle stand (1,358 sq. ft.) are the key resources of the college. Moreover one Chali shed (527 sq.ft.), Night Chowkidar residence (528 sq. ft.), are there which is going to be replaced as soon as the Computer Education Centre is implemented by March, 2004. The college at present 8 computers under operation engaged in teaching, administration and library. Future projects and expansion plans may be seen in the master plan enclosed herewith.

Besides central library, the college has four departmental libraries though not having good number of collections. At present only 2913 books relevant to commerce education and other aspects are in the central library. Only 158 books have been added to the central library during the last two years due to lack of financial resources. The college library does not have book bank facility, collection of audio-visual cassettes, Internet facility. The college has not yet been recognized as Computer Education Centre. Four departments viz. Accountancy,



Management, Banking & General departments have computers of their own. The college does not have well-equipped health service facilities but a doctor has been engaged to facilitate medical treatment if and when required. It should be noted that he has been providing his services honorary. First-aid facilities are available in the college.

The students desirous to acquire efficiency in sports of his/her choice are always assisted by the college authority. It has itself sports facilities for volley-ball, table-tennis, football, javelin, shot-put etc. though the college does not have its own playground, it utilizes the Nalbari College playground for different outdoor games with due permission of the Nalbari College authority.

#### **V. Students Support and Progression:**

The success rate of the college is highly encouraging which has reached the boom point of 100% in certain years. However, the poor performance of B.Com. Part-II Examination of last year (2003) was an exception. The satisfactory result of earlier years were because of the fact the faculty members engaged in teaching have been providing continuous need based support to the students. The average success rate of the college during the last seven years is 71.9 %. It has the provision of yearly students' feedback on teachers and on campus experience (Formats annexed) from which the faculty members are in a position to take necessary corrective measures for the weakness within themselves. Except records of the final year examinations of the courses offered by the college, the institution is very poor in keeping records of the progression to PG or other higher courses. So is the case in keeping records of progression to the employment.

The institution publishes its prospectus annually (Annexed). The usual contents of the prospectus are the college profile, courses offered



by the college, fee structures of different courses, course curriculum, name of the faculty members, academic calendar, evaluation process etc. the college has made arrangement to provide merit cum means scholarship from the college fund. It is however to be noted that the provisions of merit scholarship and S/C, ST, OBC scholarship have been there, from the early stage of the college.

Earlier no Alumni Association was in the college. However one Alumni Association was constituted in an Alumni Meet held on 30<sup>th</sup> Nov 2003 at the college premises. The activities of the Alumni Association are yet to be determined and the bylaws yet to be adopted.

The college has neither an employment cell nor has a placement officer designated for career counseling to the students. However efforts are being made to establish a career-counseling cell next year. Informal career counseling to the students by the faculty members in this regard provides a great help to them. Another point to be noted is that due to the limited scope in case of employment in Govt. and Private Sector, the teachers always inspire the students for self-employment.

Still another limitation, i.e. regarding students support is there. The college at present is neither in good position to provide various facilities like special accommodation, welfare programmes, Police clearance etc. to overseas students, nor does it have scope of attracting the overseas students. Again, the students of the college are provided limited sports facilities.

## **VI. Organisation and Management:**

The college has a usual organizational structure like other Government aided colleges have in the state. Governing Body is the supreme authority for decision and policy making. All major decisions such as recruitment of teaching and non-teaching staff, constitution of

important committees, taking disciplinary action, approval of audit reports etc. are taken by the Governing Body. The principal is the administrative and academic head of the institution. He is also the ex-officio secretary of the Governing Body. The principal through his rights and powers possessed by virtue of his designation executes resolutions adopted by the Governing Body. The Director of Higher Education, Assam, subsequently approves decisions, which require government recognition. Committees consisting of the members from teaching staff, non-teaching staff including the Principal and the librarian are there to handle different aspects of the college. The decisions of these committees are generally executed.

Regarding academic affairs, departmental heads assist the principal where the later allocates respective duties to the other faculty members. The Principal is the administrative head. Four office assistants assist him while performing his official functions. Besides these, the librarian is a major constituent of the organizational structure of the college. He performs duties pertaining to the library with the help of a library bearer. Grade IV employees are at the bottom of the administrative hierarchy.

The tuition fee from the students is charged as per the University guidelines. Of course it may be mentioned that such a rate of fee is negligible in its true sense. It is only Rs.720/-p.a. for B.Com.(General) and Rs.840/- p.a. for B.Com.(Honours) course. For +2 students it is only Rs.600/- p.a. The library fee is also very nominal and charged equally from each and every student @ Rs.30/- p.a. only. The rate of tuition fee stated above is after revision with the increasing effect of 100 per cent in 2003.

So far as the budget is concerned, the institution largely depends upon the Government grants-in-aid. The other sources of revenues are



tuition fees, admission fees, examination fees, library fees, and electricity fees etc., which are collected from the students. Sometimes donation received by the college also becomes a source of revenue. No other sources like fund raising drives, Alumni Association, self-financing courses have been exploited for financial resource mobilization. Regarding audit the audit process is two-dimensional. The college appoints Chartered Accountants as internal auditor as per the resolution of the Governing Body of the college. The auditors of the local fund perform the function of audit on behalf of the state govt.

## **VII. Healthy Practices:**

The growth of unique and innovative practices of the college has not been satisfactory as should have been. The college has neither adopted any mechanism for internal quality checks nor has it sensitized the latest managerial concepts like strategic planning, teamwork, computerization etc. The college has established no national and international linkages for training and research. So is the case with the question of strengthening the regular academic programmes through other complementary courses. However college has taken steps for imparting value based education and inculcating civic responsibilities among the students. The college has also entered into an agreement with the District Industries Centre, Nalbari. Under this agreement a batch of beneficiaries under Prime Minister Rojgar Yojana (PMRY) would be trained up in the college so that they can establish themselves as entrepreneurs in different fields. The project may also be source of resource mobilization in future. The project is likely to be implemented sometime in April 2004. Efforts are being made to make each and every entrants computer literate as soon as the college is recognized as Computer Education Centre. In this respect efforts are also being made



to enter into MOU with other agencies like IIE, NEDFI and others with a view to motivating the students to become entrepreneurs.

It is noteworthy that one organization i.e. Council for Expansion of Commerce Education (CECE) Assam was constituted on 2<sup>nd</sup> June 2002 under the initiative of the college authority, for expansion and popularization of commerce education in Assam. The jurisdiction of the Council is at present confined to the Nalbari District only. The ex-students who have engagements in various fields have also been included in this council. The organization has already undertaken various programmes like financial assistance to poor meritorious students who are admitted in the college, providing computer set to the college, holding of awareness camps in different secondary level educational institutions.

### **Summary:**

Nalbari Commerce College, being an institution of higher education in Commerce has been playing a vital role in imparting education in respective field to the youths. As was its mission at the time of its inception, college has been able to provide facility to youths interested to acquire education in this discipline of higher education. The facility of specialization in three groups i.e. Accountancy, Management and Banking is being offered to the aspirants at the U.G. level. However, considering the present day need some thrust areas have been identified to be explored in future. It has accordingly been decided to establish a computer centre and introduce some diploma courses in computer education. Due to lack of resources of the college, its authority has approached Sri Manmohan Singh, M.P. (Rajya Sabha) from Assam through the President of the college Governing Body Dr. Bhumidhar Barman and Deputy Commissioner, Nalbari for sanctioning a

fund from his Area Development Fund for establishment of a Computer Centre at Nalbari Commerce College. The Project Report has already been submitted and the approval of this project with sanctioning of necessary funds is almost at the final stage. Further, emphasis is given on introduction of Diploma Courses in Management Education. Observing the narrow scope of employment for commerce graduates in Govt. departments these days, the college proposes to introduce vocational courses in trades like Sericulture, Pisciculture, Floriculture, Carpentry and others to equip them with the know how to get them self-employed.

For achieving greater efficiency in teaching in the fast changing scenario of higher education, computer sets are installed in different departments. Other possible efforts would be made to provide the teaching staff to keep them ever ready for assisting the students' community in the teaching learning process.

Students feedback system, which has already been introduced in the college, will give an opportunity to evaluate the performance of teachers and therefore it will be continued and strengthened further. The experience to be gathered from it, we may expect a great help to the teaching learning process. For upgrading the qualities of the students' field works, seminar, group discussion and such other programmes will be undertaken.

It is, at this moment expected that with proper direction and recognition from the NAAC and execution of its future plans, the college would be able to march ahead to meet the challenges of higher education and contribute towards building a good society.



**G.U. Ordinance**

**GAUHATI UNIVERSITY**

GUWAHATI – 781014

ORDINANCE ON PERMISSION AND AFFILIATION OF DEGREE  
COLLEGES TO THE GAUHATI UNIVERSITY,

*(Framed under Section 23 (e) of the Gauhati University Act, 1947, as amended  
upto date and approved by the Executive Council vide Resolution No. 97/12/137  
dated 09-08-97)*



**GAUHATI UNIVERSITY**

Guwahati - 781014

1998



# GAUHATI UNIVERSITY

GUWAHATI - 781014

## ORDINANCE ON PERMISSION AND AFFILIATION OF DEGREE COLLEGES TO THE GAUHATI UNIVERSITY, 1997

*(Framed under Section 23 (e) of the Gauhati University Act, 1947, as amended upto date and approved by the Executive Council vide Resolution No. 97/12/137 dated 09-08-97)*

1. Short title : This ordinance may be called the Ordinance on Permission and Affiliation of Degree Colleges in Arts, Science and Commerce, 1997.
2. Extent of Application : It shall have the like extent as the Gauhati University Act, 1947 as amended upto date.
3. Date of Commencement : It shall come into force immediately.
4. Definitions : In this Ordinance unless there is anything repugnant in the subject or context.
  - (1) 'Act' means the Gauhati University Act, 1947 as amended upto date.
  - (2) 'Government' means the Government of Assam.
  - (3) 'State Government' means the Government of the State of Assam.
  - (4) 'Governing Body' means the Governing Body constituted under relevant Rules, Ordinance and statutes as the case may be.
  - (5) 'Affiliation Committee' means the Committee appointed by the Executive Council to examine the cases of permission and affiliation of Colleges under the University.
  - (6) 'Inspector of Colleges' means the Inspector of Colleges appointed by the University as such and other person as may be authorised by the Vice-Chancellor in this behalf.

- (7) 'Degree College' means a College imparting education up to three Year Degree Course in Arts/Science or Commerce streams.
- (8) Words and expressions not defined in this ordinance shall have the same meanings as in the Act.
- (9) Sponsoring Body means a body duly elected in a public meeting of the locality properly organised and held on the Municipality/Town Committee/Panchayat.

5. Application for Establishment of a new degree College:

When it is proposed to establish a new Degree College within the territorial Jurisdiction of the University, the Sponsoring Body or in the case of Govt. College, the

Secretary to the Govt. of Assam, Education Department, shall submit an application in the prescribed form with the fee as prescribed by the E.C. to the Registrar not later than 31st December of the year prior to the year in which it is intended to start the College. No application from an individual or a group of individuals or a private trust shall be entertained for the purpose. The prescribed application form shall contain the following particulars: -

- (1) Particulars of the Sponsoring Body;
- (2) Need of the proposed Degree College in the area;
- (3) Faculty proposed to be introduced;
- (4) Subjects proposed to be introduced;
- (5) Distance of the proposed College from the existing Degree Colleges Within a radius of 15 Kms;
- (6) Particulars about land with site plan and proposed accommodation of the college along with a copy of line plan of the proposed college building;
- (7) Financial resources of the proposed College.
- (8) Number of feeder Higher Secondary (+2) Sections in the area.



- (9) Number of Higher Secondary School Leaving Certificate Examination passed students from the Schools and College, of the area in the preceding 3-year wise.

6. Screening of Application:

Every such application shall at first be screened by the Inspector of Colleges with particular reference to the points mentioned under clauses 5 and 8 above. The Inspector of Colleges shall submit the screening report to the Registrar within 31st March of the year.

7. Permission to establish a new College:

(1) Permission to establish a new college shall be considered on the merit of the Screening report submitted by the Inspector of Colleges and the concurrence of State Government. Where the screening report does not satisfy the essential requirements laid down under clause 6th application shall be rejected straight way.

(2) In case of satisfactory screening report from the Inspector of Colleges as to the need and feasibility of the proposed Degree College the University shall cause an inspection report shall be placed before the Affiliation Committee within 31st May of the year for its consideration. The Executive Council after due consideration, of the report of the Affiliation Committee, accept the proposal for starting a new College or reject the application. In the case of acceptance in shall grant the proposal with its recommendation by a resolution to the State Govt. for their concurrence for starting the proposed new College.

(3) The Executive Council on receipt of necessary concurrence from the State Govt. shall accord permission to establish the proposed Degree College and shall issue necessary directions to the sponsoring body to implement the following requirements under time bound period.

- a) The proposed College shall have its own land with a minimum area of 8 bighas in one contiguous plot. In case, the concerning sponsoring body constructs multistoried building the requirements of land may be relaxed to four bighas. | 4
- b) A fund of at least Rs.1, 50,000/- (one lack fifty thousand) in the name of the proposed college to be invested in Savings Bank account or Post Office or in a Nationalised Bank.



Provided that in case of Govt. College this requirement may be waived but all the conditions prescribed under the statutes, Ordinances, Rules and any other directives of the University shall have to be fulfilled.

(4) Permission granted under this sub-clause shall be valid for a period of 12 months from the date of issue of the order.

8. Application for opening a new Faculty/new subjects(s) in the existing faculty in an existing college:

When it is proposed to open a new Faculty/new subject(s) in the existing faculties of an affiliated College, the Governing Body or in case of a Govt. College, the Secretary to the Govt. of Assam in the Education Department shall submit an application in the prescribed form with fees as prescribed by the University to the Registrar not later than 31<sup>st</sup> December of the year prior to the year in which it is intended to open the subject/subjects. The application should contain the following particulars.

- (1) Need of the proposed faculty/subjects.
- (2) Subject or subjects proposed to be introduced.
- (3) Distance of the College from other neighbouring College or Colleges where the particular faculty/subject/subjects are available.
- (4) Proposed arrangement for additional accommodation required for new faculty/subject or subjects.
- (5) Financial Provision for expansion of the Library.
- (6) Financial resources of the College and provisions made for the new faculty/subjects for additional staff.
- (7) Arrangement for Laboratory/Laboratories and museum where necessary in case of faculty/subject involving practical and laboratory works.
- (8) Any other relevant matter as prescribed in the form.
- (9) Screening of applications for opening new faculty or Subject(s) (as in Sec 6).

9. Permission for opening new faculty of subject(s):

Permission to start a new faculty or new subject(s) in an existing College shall be considered on merit and on the basis of the satisfactory screening report submitted by the Inspector of Colleges and the concurrence of the State Govt. when the College satisfies the conditions for opening new faculty/subject(s) the Registrar shall cause an inspection with the prior approval of the Vice-Chancellor, provided that inspection in respect of non-laboratory subject(s) may not be insisted upon. On receipt of a satisfactory inspection report the

Affiliation Committee after scrutiny may recommend to the Executive Council for grant of permission for opening the proposed faculty/subject(s) in the College subject to the receipt of concurrence of the State Govt.

- (1) The Executive Council on receipt of necessary concurrence from the State Govt. shall accord permission to establish the proposed Degree College and shall issue necessary directions to the sponsoring body to implement the following requirement under time bound period.
- (2) A fund of at least Rs.1, 50,000/- (one lack fifty thousand) in the name of the proposed College to be invested in Savings Bank account of Post Office or in a Nationalised Bank.

Provided that in case of Govt. Colleges this requirement may be waived, but all the conditions prescribed under the Statutes, Ordinances, Rules and any other directives of the University shall have to be fulfilled.

- (3) Permission granted under this sub-clause shall be valid for a period of 12 months from the date of issue of the order.

10. Limitations in starting a new College.

A new Degree College shall ordinarily be permitted at the first instance to start 1<sup>st</sup> year degree class in Arts of Commerce only. A College shall be permitted to start Classes only in two faculties in phases.



Provided that in the case of proposal sponsored by the State Govt. permission may be granted to start 1st year class of the Degree Course in Science alone or along with Arts or Commerce in the same year.

Provided also that a College sponsored by a body other than a State Govt. may be permitted to start Science Classes at the first instance if all conditions as laid down in the ordinance are fully satisfied.

Provided further that a College may be allowed to start 1<sup>st</sup> year degree class in a third faculty at a stage when it has been fully developed in the existing faculties and all conditions prescribed from time to time are fulfilled.

11. Permission to start 2nd year Class in General Course.

Permission to start first year class in the General Course shall not automatically imply permission to go ahead to start the 2nd year class in the immediate next year. Application for permission to start the 2nd year class should be submitted in the prescribed form along with prescribed Fee on or before 31st December of the preceding year. Permission for starting the 2nd year class may be granted by the Vice-Chancellor or the satisfactory report of the Inspector of Colleges.

Provided that if the College granted permission to start 2nd year class must obtain affiliation before presenting students for the Part - I Degree Examination. If the College fails to obtain temporary affiliation, such students for the purpose of examination and will not be allowed to appear in the Part - I Examination as regular candidates. If the college fails to obtain affiliation up to part - I standard for three consecutive sessions, its permission for the first year class shall be withdrawn.

12. General requirements of Affiliation in General Course:

A College shall fulfill the following requirements to obtain temporary affiliation up to the Part - I General Course.

- (1) Possession of its own building on its own land with minimum accommodation as prescribed.
- (2) Minimum enrolment of 80 students in a single faculty, which may be relaxed only in the case of education ally backward areas and women's Colleges.



- (3) Staff requirement as prescribed herein after.
- (4) At least 2000 standard Volumes in the library for a single faculty.
- (5) Regularity in payment of salary to the staff.
- (6) Adequate arrangement for holding general, tutorial and laboratory classes.
- (7) Provisions in the time-table for periods up to at least 45 minutes duration in every shift and at least two periods together for each laboratory class.
- (8) Satisfactory management and regularity in holding classes in attendance of teaching staff, in attendance of students and satisfactory maintenance of discipline among students and staff.
- (9) The college shall have a duly constituted Governing Body for its management.
- (10) Proper maintenance of essential records such as applications for Admission Register, Fee Register, Attendance Register of staff and students, tutorial records, Merit Register, Cash Book, Stock Register, Proceeding Book of the Governing Body and general accounts of the College.
- (11) Investment of a Reserve Fund of Rs.1, 00,000 in N.S.C. Or fixed deposit in Nationalised Bank, for a minimum period of 6 years in the name of the College besides a regular working fund of Rs.50, 000.00 in Bank Or Postal accounts.
- (12) Satisfactory provision for recreational and sanitary facilities for both men and women.
- (13) Fully equipped laboratories in its own building as herein after prescribed in the case of laboratory subjects and adequate financial provision for laboratory equipments, furniture and fittings for the second year degree class to be started in the following year.
- (14) That the College rules fixing the fees to be paid by the students do not generate an undesirable competition with existing college in the neighbourhood.

- (15) That the requirements as laid down by the University at the time of granting permission have been duly fulfilled.

13. Granting of Temporary Affiliation up to Part - I standard in General Course.

A College must apply for temporary affiliation up to Part - I standard in the prescribed

form with fees, within 30th Sept. of the year in order to obtain formal affiliation to present students for the next Part - I Degree Examination.

The Inspector of Colleges shall inspect the college within 31st December and shall submit his Inspection report to the Registrar. The report shall then be considered by the Affiliation Committee, and its recommendation shall be submitted to the Executive Council for its decision.

If the Executive Council is satisfied with the Inspector's report and the recommendation of the Affiliation Committee than it may grant temporary affiliation up to Part - I standard for such periods as it deems necessary or may refuse affiliation.

14. Permission and granting of Temporary affiliation up to Part - II in General Course.

A College having affiliation up to Part - I Standard in the General Course shall be automatically permitted to start the 3rd year class in general Course but formal affiliation up to Part - II standard shall depend upon a satisfactory inspection report on the fulfillment of all necessary requirements regarding staff, Library accommodation, Laboratories as prescribed. The College must obtain temporary affiliation up to Part - II standard before presenting students for the Part - II Degree Examination.

A College must apply for temporary affiliation up to Part - II standard in prescribed form along with fees within 30th September of the year in order to obtain temporary affiliation to present candidates for the next Part - II degree Examination as regular students.

The Inspector of Colleges shall inspect the College and shall submit his inspection report to the Registrar. The report shall then be considered by the Affiliation Committee, and its recommendation shall be submitted to the Executive Council for its decision.



The Executive Council, after consideration of the report of the affiliation Committee, may grant temporary affiliation up to Part - II standard for a specified period and by a resolution request the State Govt. to grant their concurrence. On receipt of concurrence, the College will be informed accordingly.

If the College fails to obtain affiliation up to Part - II standard, the students shall not be allowed to appear as regular candidates in the part - II Degree Examination and the College shall have to apply again fulfilling its deficiencies. For affiliation in every case the College shall abide by the specific directives of the University regarding permissible course (s) and subject (s) as the case may be and the maximum number of students to be admitted in each case.

15. Submission of statement of Particulars.

The Principal of the College shall submit a written statement of particulars to the Inspector of Colleges at the time of Inspection as indicated below.

- (1) In the case of new affiliation up to any particular standard the statement of particulars shall be prepared in accordance with the relevant provisions laid down in this Ordinance.
- (2) In the case of extension of affiliation in a new subject or major course in a subject the statement shall contain the relevant information concerning the particular subject as indicated in the Ordinance and full particulars regarding fulfillment of the requirements laid down, if any, by the Executive Council.
- (3) In the case of extension of affiliation from one class to the next higher class the statement shall contain the information in terms of the relevant provision of this ordinance and full particulars regarding fulfillment of the requirements specially laid down by the University.
- (4) In the case of renewal of affiliation the statement shall contain full particulars regarding making up of the deficiencies pointed out by the Inspector of College and fulfillments of their requirements laid down by the University in its previous decision on the College.
- (5) Up to date enrolment in each class with men and women students shown separately, for each shift.



- (6) Number of students in each subject, General and Major to be shown separately, in each subject in each year class/shift wise.
- (7) Number of tutorial or practical groups in each year class of each shift with the number of students in each group.
- (8) A copy of the full time table of each shift together with a separate statement of breakup showing how many periods per week a student is required to attend in each subject in each year class lectures, tutorials and practical being shown separately.
- (9) Total number of lectures, tutorials and practical (number of periods) held during the current session up to the date of inspection in each subject of each year, class and in each shift.
- (10) Up to date list of the teaching staff in position giving names, age, subject, designation, qualifications with percentage of aggregate marks in the Mater's degree examination, the University form where such teachers passed, the year of passing the Master's degree examination, date of joining salary and other allowances permanent or temporary, part-time or whole time post, probationary or confirmed and the work-load number of periods shift wise lectures tutorials, seminars and particular being shown separately) In case of a part-time teacher the Institution of his whole time employment shall be named and the original copy of the permission obtained from his whole time employer shall be shown to the Inspector of Colleges.
- (11) Number of books in the library on the date of Inspection subject wise for the Degree General standard of Degree Major standard to be shown separately.
- (12) Up to-date list of journals subscribed.
- (13) Up to-date financial position under different heads Reserve fund, working fund, students fund, Scholarship fund etc.)
- (14) Number and dates of the University receipts against payment of all dues to the University.
- (15) Date of submission of statistical returns to the University showing the year.

- (16) Such other information as may be required by the Inspector of Colleges.

16. Permission to start Degree Major Course.

A College shall be required to fulfill the following requirements for starting Major Course in a subject in the first year degree class.

- (1) Major course in any subject may be permitted to start only in an affiliated College provided that the College has obtained temporary affiliation in the same subject in the General Course up to the third year (Part - II) degree course.
- (2) Requisite teaching staff as prescribed hereunder.
- (3) Additional Class rooms additional laboratory accommodation as prescribed.
- (4) Adequate financial provision for the purchase of laboratory equipment as prescribed by the Ordinance.
- (5) At least 100 volumes of Major Course standard books in the subject concerned in the library.
- (6) At least one standard journal dealing with subject concerned to be subscribed for the College library.
- (7) All the requirements laid down in the ordinance for affiliation up to degree standard in the general course;

Provided that generally no permission shall be granted to any College to start Major course in more than two subjects in a single year and in deficiencies in staff and accommodation for other general course are yet to be fulfilled.

17. Application for starting 1<sup>st</sup> year class in Major Course:



An application in prescribed form for permission to start Major Course in any subject in the first year degree class shall be submitted to the Registrar with a fee as prescribed within 31st December of the year proceeding the year in which class is intended to be started.

The Inspector of Colleges on being directed by the Vice-Chancellor shall inspect the College and submit his report to the Registrar within 31st March. The report shall then be considered by the Affiliation Committee and its recommendation shall be submitted to the Executive Council. The Executive Council after due consideration may accept the proposal or reject it. In case of acceptance, it shall forward the proposal with its recommendations by a resolution to the State Govt. for their concurrence for starting the major course from the current session.

The Executive Council on receipt of necessary concurrence from the State Govt. shall accord permission to open the proposed Major Course or courses subject to the fulfillment of the requirements as hereinafter prescribed.

18. Permission to start 2nd year class in Major Course and temporary affiliation up to Part - I standard. Permission to start 2nd year class in Major course in a subject shall be granted in the manner as in clause.

19. Granting to temporary Affiliation up to Part - I in Major Course:

A College permitted to start Major course (s) in first year class shall have to fulfill the following requirements in order to obtain affiliation up to Part - I in Major Course.

- (1) All the requirements under clauses, 9 & 13 of the ordinance for the General Course and for the Major Course.
- (2) Requisite teaching staff and regularity in payment of the staff.
- (3) Fully and properly equipped laboratories as prescribed in the case of science subjects.
- (4) Properly arranged museum where it is essential.
- (5) Regularity in holding classes, attendance of staff and students in maintenance of tutorial seminar and laboratory where essential and in holding periodical examinations and proper maintenance of records thereof.



- (6) All other requirements that may have been laid down at the time of granting permission.

The Principal of a College shall submit a written statement of particulars to the Inspector of Colleges before hand at the time of inspection as indicated in clause 12 of the ordinance.

The College shall be granted temporary affiliation in Major Course up to part - II in manner laid down in clause 12.

If in the opinion of the Executive Council the report is not satisfactory for the purpose of permission to proceed to the Second Year Degree Class in the Major Course, the Classes in the Major Subject or subjects concerned shall be dissolved immediately and the students concerned shall either switch over to the corresponding General Course or get admitted into any other College duly affiliated up to Major Course standard in the subjects concerned.

20. Granting of permission to 3rd year and temporary affiliation up to Part - II in Major Course:

A College having obtained affiliation up to second year class (part - D) in the Major Course shall be automatically permitted to proceed to the third year class also but formal affiliation up to part - II standard depend upon a satisfactory inspection report on the fulfillment of all necessary requirements regarding staff, library, accommodation and laboratories as prescribed.

21. Submission of Application of Affiliation:

A College must apply for affiliation in the prescribed form along with prescribed fees within 30th September of the proceeding year or other to obtain formal affiliation and permission to present students for the next part - II Degree Examination. The Executive Council after considering the report of Affiliation Committee, may recommend grant of Temporary affiliation for a specified period and by a resolution request the Govt. to grant concurrence. On receipt of the concurrence, the College will be informed accordingly.

If the College fails to obtain affiliation up to part - II, the students will not be allowed to appear as regular students from that College and the College shall have to apply again fulfilling its deficiencies.

For affiliation in every case the college shall abide by the specific directives of the University regarding the permissible course or courses and subject(s) as the case may be and the maximum number of students to be admitted in each case.

22. Extension of Affiliation in a new subject(s):

- (1) A College affiliated up to degree standard for one year or more and seeking only extension of affiliation in a new subject or subjects within the Degree General standard in the Faculty shall submit an application in prescribed form with prescribed fee not later than 31st December of the year preceding the year in which the extension of affiliation is required. The college shall be inspected to examine the facilities available therein for purpose. Permission to start classes shall be granted with the concurrence of the State Govt. by the Executive Council on the basis of recommendation of the Affiliation Committee.
- (2) Affiliation in such a case may be granted by the Executive Council on the recommendation of the Affiliation Committee for a specific period and under specific guidelines, if any, on a satisfactory inspection report from the Inspector in Colleges on fulfillment of the prescribed requirements regarding staff accommodation Library and such particulars as may be necessary.
- (3) Generally no application for extension of affiliation will be considered, if the college has not completely fulfilled its existing requirements for affiliation up to part - II standard.

23. Renewal of Temporary Affiliation:

A College seeking renewal of temporary affiliation shall submit an application in the prescribed form with fees not less than 31st March of the year in which the renewal affiliation is required. Such renewal of temporary affiliation shall be subject to the fulfillment of the conditions laid down by the University at the time of temporary affiliation and to a satisfactory inspection report and shall be granted by the Executive Council on the recommendation of the Affiliation Committee. It shall be within the discretion of Executive Council, if it approves the application, to grant temporary affiliation for a further year or more but not exceeding three years at a time.



24. Permanent Affiliation:

On receipt of an application with prescribed fees from the College authority, a College shall be granted permanent affiliation with the concurrence of the State Govt. up to any standard or in any supplied course or courses only when the Executive Council is satisfied through an inception report to the effect that the College has been working on sound lines, has good management, is properly staffed, has equipped laboratories, museums and library, has financial stability, has its own land and permanent buildings and prescribed accommodation and has complied with the University Statute, Ordinance, rules, regulations and other directives issued by the University from time to time. Provided that no College shall be granted permanent affiliation before the expiry of five years from the year of its first affiliation up to T.D.C. Part-II standard. Provided further that the College shall pay the prescribed annual fees for each academic session with 31 March of the Year.

The status for the College with permanent affiliation shall be reviewed at any interval of every three years through inspection to see if the College is running on sound lines in all respects. The inspection fee fixed by the University is to be paid by the College.

In case of permanent affiliation in a subject (General or Major Course) a College shall have to apply with necessary fee on attaining the temporary affiliation status for a minimum period of 3 (three) years in that particular subject.

25. Dissolution of a College:

No College shall be dissolved or abolished by its Governing Body without making prior arrangement for admission of its students in any other affiliated College or Colleges and without making arrangements for employment of the permanent members of the teaching staff and also without obtaining prior approval of the State Govt. the University and the University Grants Commission regarding settlements of any property including library books and laboratory equipments which might have been acquired by the College with financial assistance from the University Grants Commission and from the State Govt. as case may be. Provided, that no College shall be dissolved or abolished under any circumstances during an academic session.

26. Power to lay down new condition:

The Executive Council shall have the power to lay down new general specific guidelines on affiliation and prescribe new general specific guidelines on affiliation and prescribed new requirements with respect to staff, building



equipments, library, laboratories funds or other relevant matters in order to maintain academic standard.

27. Admission of Students:

No student shall be admitted into any College in any course of instruction in a college before permission to start classes is granted by the University. Breach of this rule may be sufficient ground for refusal to grant permission.

28. Withdrawal of Affiliation:

The Executive Council by a resolution shall have the power to recommend to the State Govt. to withdraw any affiliation or permission from a College at any time whenever if in the opinion of the Executive Council, the College has failed to comply with Statutes, Ordinances, Rules, Regulations or any other directives of the University or the College authorities have failed to maintain order and discipline in the Colleges or the normal and proper functioning of the College has become impossible due to mismanagement of the affairs of the College or for any other reason.

29. Minimum Staffing Patterns:

In order to obtain necessary permission and subsequent affiliation to various Faculties and Subjects the College must maintain in the minimum teaching staff as prescribed hereunder.

30. Affiliation Fee:

Applications for permission to start a College, to open an additional Faculty or additional subject(s) or renewal or extension of temporary affiliation or permanent affiliation shall be submitted, accompanied by fees as may be prescribed by the Executive Council from time to time.

Such fee shall not be refunded or carried over in any circumstances.

31. Library:

The College library shall have accession of at least 200 volumes of degree standard textbooks and Reference Books every year.

32. Inspection Report:

The Inspection Report regarding affiliation or permission of a College shall not be communicated to the College before a final decision is taken thereon by the Executive Council. The copy of the report, after the decision, may unless withheld under, order of the Vice-Chancellor for any reason whatsoever, be sent to the College and to the Director of Higher Education of the State Govt. for information, guidance and necessary action.

33. Enrolment Fees:

Every student admitted to the affiliated College shall be required to pay an annual enrolment fee at the rate to be prescribed by the Executive Council from time to time.

34. Interpretation:

- (1) If any dispute arises as to the interpretation of any of the provisions of this ordinance, the interpretation given by Affiliation Committee and due approval by Vice-Chancellor shall be final and binding.

35. Qualifications and age of Lecturers:

As recommended by the U.G.C. from time to time.

36. Qualifications and age of the Principal:

The permanent Principal of a College shall be a whole time officer, possessing integrity commanding personality and organizing ability. He should have U.G.C. Norms of academic qualifications at the time of appointment as lecturer, with at least 10 year's experience as teacher in an affiliated College or University or as and Educational Administrator in an Institute of Higher Education/Education Deptt. Govt. of Assam.

Age of retirement shall be 60 Years.

37. Minimum requirements of teaching staff for Three Year Degree Course.

Course	Subject	Upto 1 <sup>st</sup> Year	Upto 2 <sup>nd</sup> Year	Upto 3 <sup>rd</sup> Year
BA (General)	English,	1	2	2
	MIL (For each subject)	1	1	1
	MIL (Electives)	1	2	2
	For each elective other Elective (each elective)	1	2	2
BA (General) & BA (Major)	English as Major	2	3	4
	Other Subjects (For each subject)	2	3	4
B.Sc. (General)	Non Laboratory Subject (for each subject)	1	2	2
	Laboratory Subject (for each subject) (For a batch of 75 students in 3 groups)	1	2	3
B.Sc. (General) & B.Sc. (Major)	Non Laboratory Subject (for each subject )	2	3	4
	Laboratory subject (for each subject)	3	5	7
B.Com. (General)	English,	1	1	1
	MIL (for each subject)	1	1	1
	Economics	1	2	2
	Auditing & Accountancy	1	2	2
	Business Organization and Management	1	2	2
	Commercial Law	1	1	1
	Mathematics and Statistics	1	1	1

B. Com. (Major) : For each Major Course subject viz. Accountancy, and Banking and Business Management there shall be one more lecturer in addition to those prescribed for General course.



- N.B. 1 : One more teacher will be required in each subject, if the College has Higher Secondary Section.
- N.B. 2 : In a College providing instruction in more than one Faculty there shall be one additional Lecturer in each of English and M.I.L. subject(s) other than which has been shown for one faculty.
38. Interpretation:
- (1) If any dispute arises as to the interpretation of any of the provisions of this ordinance, the interpretation given by Affiliation Committee and due approval by Vice-Chancellor shall be final and binding.
  - (2) No. fee for permission/affiliation shall be accepted by the University after the due date.
39. Repeal and Saving:
- (1) The revised ordinance on Affiliation of Colleges. in Arts, Science & Commerce. 1991 (as amended up to date) is hereby repealed.
  - (2) Not withstanding such repeal, anything done or any action taken under the said ordinance shall be deemed to have been taken under the corresponding provisions of this ordinance.
  - (3) Further, notwithstanding anything contained in these Rules the Executive Council shall have powers to decide any matter as and when deemed necessary.

## APPENDIX - I

Estimates for minimum accommodation for Science, Arts and Commerce College.

### General Outline :

1. Estimates are shown separately for opening Colleges in Arts, Science or Commerce.

2. Where the Science or the Commerce Faculty is proposed to be opened in an existing Arts College the minimum approximate additional accommodation will be required in the matter of class rooms, laboratory rooms and museums as shown in the tabular forms separately, but not in the matter of office rooms, Library room, common room which will depend on the total number of students in the College.

#### Arts Colleges :

1. The following estimate is based on enrolment of 120 in Degree General and 30 on the average in each subject for major Class.
2. For Arts upto Degree 3rd year with Major three big rooms two medium sized rooms, and three small rooms are prescribed for the purpose of holding General, tutorial and Major Classes. Further, for each Major subject started, one additional room measuring about 38 sq. meter will be necessary.

#### Science College :

1. For a College Science, Office and other rooms shown in a tabular form for Arts are to be provided. Besides the Provisions shown in the tabular form for Science, three rooms of size about 56 Sq.m. are to be provided to hold classes.

For Major, one room in each subject is provided.

2. The following estimates are based on an enrolment of 75 students in Degree General and 20 students in Degree Major in each subject.
3. For Physics General one dark room is provided for both Optical and Galvanometric experiments.
4. For Zoology provision is made for one room for specimens and preparation and another room for store and instruments.
5. Open space of atleast 90 Sq. M. adjacent to the Botany laboratory should be made available for botanical garden.

#### Commerce College :

Minimum requirements of floor space for Commerce College teaching Degree Course with Major :-

1. Where an Arts College is extended to include Commerce Faculty, additional provision must be made in respect of class rooms and museum. Other arrangements for accommodation may remain the same for the purpose of minimum requirement.

2. The museum of a Commerce College should be 90 sq.mt.

3. The estimate is based on an enrolment of 400 students in Degree General and 30 in each subject for major.

4. For an exclusive Commerce College the required minimum accommodation is shown in the tabular form for Commerce College.

Arts College with Major :

Rooms	Ist Year	2nd Year	3rd Year	Total
1. Class Room	90 sq.m. 38 sq.m. 38 sq.m.	90 sq.m. 38 sq.m. 30 sq.m.	120 sq.m.	
Sub-total :	158 sq.m.	158 sq.m.	120 sq.m.	436 sq.m.

For each major subject started one additional room measuring 38 sq.m. will be necessary.

2. Office and other room :

Principal's Office room	-	30 sq.m.
Teachers' Common room	-	38 sq.m.
Office room	-	30 sq.m.
Library	-	100 sq.m.
Reading room	-	90 sq.m.
Boy's Common room	-	56 sq.m.
Girls' Common room	-	38 sq.m.

Total area - 818 sq.m.



Commerce College with Major :

Rooms	1st year	2nd year	3rd year
Class room	75 sq.m.	75 sq.m.	75 sq.m.
	36 "	36 "	36 "
	30 "	30 "	30
Principal's Office			
rooms	30 "		
Prof. Common			
room	36 "		
Office room	30 "		
Library	100 "		
Boy's Common			
room	55 "		
Girls' Common			
room	36 "		
Reading room	90 "		
Museum	90 "		
Total area	: 608 sq.m.	141 sq.m.	105 sq.m.

N B. :- The breadth of each room should approximately be 8 M. to 9.5 M.

# Science College with Major,

Class	Physics Genl. Major	Chemistry Genl. Major	Botany Genl. Major	Zoology Genl. Major	Common
Class room	- 18	- 18	- 18	- 18	
Library	86 56	90 56	85 45	86 45	56X3 = 168
Dark room	30 38	- -	- -	- -	
Balance room	- -	18 18	- -	- -	
Fume Cup					
Board	- -	5 5	- -	- -	
Sample room	- -	15 15	- -	- -	
Preparation					
room	- -	- -	30 -	- -	
Store room	- -	- -	30 -	- -	
Sitting room	30 -	30 -	18 -	18 -	
Galvanometer					
room	18 -	- -	- -	- -	
Physical					
Laboratory	- -	30 -	- -	- -	
Seminar	- 30	- 30	- 30	- 30	
Herbarium and/ or Museum	- -	- 46	46 -	56 -	
	146 160	158 172	210 93	160 93	168

## Summing up :

- Degree General  $146+160+210+160+168 = 844 \text{ sq.m.}$
- Degree Major  $160+168+93+93 = 514 \text{ sq.m.}$

Total = 1358 sq.m.

N B. :- All figures are to be read sq./meters.

# G.U. Regulation

GAUHATI UNIVERSITY

GUWAHATI-14

Regulation for B. Com. (TDC) Course

(Revised 1992)

1. There shall be a course of study in the affiliated colleges of the university leading to the degree of bachelor of commerce (B.Com). It shall consist of two parts: part-I ( for the first two years) and Part-II (for the third year).

## Admission Requirements

Admission to part-I Course:

2. (A) Admission to Ist year B.Com. Class in all affiliated Colleges of this University shall be open to those candidates who have passed the Higher Secondary Examination (10+2) in Commerce with the subjects viz. Book keeping & Accountancy, and Buiness organisation and commercial Practice, Sales Management and Advertising/ Banking/ Commercial Arithmetic of the Assam Higher Secondary Education council (AHSEC) or Central Board of Secondary Education (Commerce stream) recognised as such by the University.

Provided that a student from Arts and Science Stream without having passed in any of the above subjects may also be admitted provisionally to the B.Com. Part-I Course on condition that he/ she must pass in the subjects in the Higher secondary Examination of the Assam Higher Secondary Education Council-Viz. Book-Keeping & Accountancy and Business Organisation and Commercial Practice Course before Proceeding to B.Com. Part-I Examination. Provided further that B.Com. Part-I result of the student admitted Provisionally, will be kept with held if he fails to pass the Higher Secondary subjects mentioned above.

(B) A B.Com. Student of an affiliated college of this University may got himself / herself transferred to another affiliated college in the same class on



production of transfer certificate along with conduct certificate and attendance records.

(c) provided that under special circumstances a B.Com. student of another University who had passed the 1<sup>st</sup> year examination under that University with subjects relevant to the syllabus of the University, may be admitted to the 2nd year class of the Part-I course in any affiliated college under this University on transfer and on production of transfer certificate, 1<sup>st</sup> year pass certificate, Conduct Certificate, University Migration Certificate, attendance Certificate, etc. The attendance at lectures to his/her credit shall be carried over on admission and shall be computed for the purpose of part-I examination.

(d) Provided further that a commerce graduate of this University or any other University shall not be admitted to B.Com. degree course again.

#### Admission to Part-II Course:

3. Admission to Part-II course (3rd year class) shall be open to all those students who had passed or appeared at the part-I B. Com. Examination of this University as Regular candidates.

#### Subjects for the B. Com. Part-I Course

4. A student offering general course in Part-I (1<sup>st</sup> and second year classes) shall offer the following subjects:

Group-A 1. English

2. MIL (Assamese/ English/ Bodo/ Hindi/ Manipuri/ Nepali/Mizo/ Urdu) and Alternative English

Group-B 3. Principles of Economics

4. Economic Development & Planning in India.

Group-C 5. Accountancy-I

6. Accountancy-II

- Group-D 7. Business Organisation  
8. Corporation Finance  
Group-E 9. Money, Banking & Trade  
10. Law & Practice of Banking

### MAJOR COURSE

5. A student may offer major course in any one of the following subjects: -

1. Accountancy
2. Management
3. Banking
4. Rural Development

(A) A student offering Major in Accountancy will study

- (i) Financial Accounting
- (ii) Higher Accounting

In lieu of two papers of Group 'C' other subjects as stated in group-A,B,D,E will remain same.

(B) A student offering Major in Management will study

- (i) Principles of Organisation and Management.
- (ii) Financial Management.

In lieu of two papers of Group-D. other subjects as in Group-A. B. C. & E will remain same.

(C) A student offering Major in Banking will study-

- (i) Indian Financial System
- (ii) Law and Practice of Banking

In lieu of two Papers of Group-E. Other subjects as stated in Group-A.B.C.& D will remain same.

(D) A student offering Major in Rural Development will study-

- (i) Co- operation
- (ii) Rural Development

In lieu of two Paper of Group-E Other subjects as stated in Group-A.B.C.& D will remain same.

### Distribution of Marks of B.Com. part-I

#### GROUP-A

English	100(1 Paper)
MIL or Alternative English	100(1 Paper)

#### GROUP-B

Principles of Economics	100(1 Paper)
Economic Development and Planning in India	100(1 Paper)

#### GROUP-C

Accountancy-I	100(1 Paper)
Accountancy-II	100(1 Paper)

#### GROUP-D

Alternative two papers for Major students in Accountancy	100(Each Paper)
Business Organisation	100(1 Paper)
Corporation Finance	100(1 Paper)

Or

Alterative 2 papers for Major Students in Management.	100(each paper)
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#### GROUP-E

Money, Banking and Trade	100(1 Paper)
Law & Practice of Banking	100(1 Paper)

Or

Alternative 2 paper for Major Students in Banking/ Rural Dev.	100(1 Paper)
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### B.Com. PART-II (General Course)



7. A student of the B.Com. Part-II (3<sup>rd</sup> year class)  
General course shall offer the following subjects:

**GROUP-F**

11. Business Mathematics and Statistics

Or

Resource studies

12. Secretarial Practices and Company Law

**GROUP-G**

13. Commercial Law

13. Auditing

**B. Com. PART-II (MAJOR COURSE)**

8. A student of the B.Com. Part-II (3<sup>rd</sup> year class) with Major shall offer the following subjects.

**GROUP-F**

11. Business Mathematics and Statistics.

12. Secretarial Practice and Company Law.

**GROUP-G**

13. Commercial Law

14. Auditing.

**GROUP-H (for students offering Major in Accountancy)**

15. Management and Cost Accounting

16. Taxation

(for Students offering Major in Management)

15. Personnel Management

16. Principles of Marketing Management

(for students offering Major in Banking)

15. Indian Currency and Banking System.

16. Rural & Cooperative Banking

(for students offering Major in Rural Development)

15. Rural Marketing

16. Rural & Cooperative Banking

9. Distribution of Paper & Marks of B.Com. Part-II

#### GENERAL COURSE :

Group F.      2 Papers      100 marks each paper

Group G.      2 Papers      100 marks each paper

#### MAJOR COURSE :

Group F.      2 Papers      100 marks each paper

Group G.      2 Papers      100 marks each paper

Group H.      2 Papers      100 marks each paper

N.B. : (a)      Overall total marks for General Course  
                     = 1000 (Part-I) + 400 (Part-II)      = 1400

(b)      Overall total marks for Major Course  
                     = 1000 (Part-I) + 600 (Part-II)      = 1600

#### DISTRIBUTION OF LECTURES

10 (a) The minimum number of Lectures to be delivered for a paper of 100 marks shall be 85 for each year, each period being of atleast 45 minutes duration. Provided that the Executive Council may grant relaxation to this rule in special cases.

#### TUTORIAL CLASSES :

10. (b) There shall be Tutorial Classes (during the first two years of the course) and the total number of tutorials in any subject should not be less than 15% of the total number of class lectures delivered.

#### EXAMINATIONS :

11 (a) A candidate for B.Com degree examination of Part-I and Part-II shall be examined annually in the subjects as such a time as may be fixed by the University. The Part-I examination shall be held at the end of the Second Year and Part-II at the end of the third year class.

(b) In B.Com Examination, each theory paper of 100 marks will be of 3 (three) hours duration.

#### ELIGIBILITY TO SIT FOR PART-I AND PART-II EXAMINATIONS

12. (a) A student who has prosecuted a course of studies for not less than two academic years in a college affiliated to this university (or in more than one affiliated colleges in the case of a student who has got himself / herself transferred as per rules) may be admitted to the B.Com. Part-I Examination as a regular candidate. Provided that a student admitted to the Second year class in an affiliated college on transfer from other Universities shall also be eligible to sit in the examination as a regular candidate.

(b) A student shall not be eligible to sit for the part-I or part-II examination as a regular candidate if he/she has not attended a minimum 65% of lectures delivered in each subject separately.

(c) A student shall not be allowed to appear from a college in the subject (s) which has not been granted affiliation.

Provided that this is relaxable in case of prescribed MIL subject (s), payment of requisite fees.

Provided further that a student who has attended requisite number of classes in a non-affiliated college may be allowed to appear at the B.Com part-I



and part-II Examination, through another affiliated college after obtaining necessary permission from the University and on payment of prescribed fees.

(d) A candidate who had passed part-I examination of this university or who had arrear in not more than two groups of part-I and who had prosecuted a course of studies in a college affiliated to this University for a period not less than one academic year in the 3<sup>rd</sup> year class may be allowed to appear at the B.Com. part-II examination as a regular candidate.

#### FORMS AND FEES FOR THE EXAMINATION :

13. Every candidate sent up for the B.Com part-I examination or part-II examination must submit his/her application in prescribed form to the University within the date fixed for the purpose. All the application forms for admission to the examination must be forwarded by the principal concerned testifying :

- i) Eligibility of the candidates to appear at the Examination.
- ii) Good conduct of the candidate.
- iii) Satisfactory progress of the candidates in studies during the course.
- iv) Fulfilment of 65% of attendance at lectures delivered for each subject.

A candidate for University Examination shall be required to pay such fees as may be prescribed by the University From time to time.

Examination fees once paid is neither refundable nor transferable.

14. A candidate for the B. Com. Examination of part-I part ii shall be examined in the subjects in the manner as may be laid down from time to time.

#### REQUIREMENT OF PASS MARKS

##### (Part-I Examination)

15. In order to pass the B.Com. Part-I Examination (General or Major Course) a candidate must obtain the minimum marks as shown below :

1. Group A :      1. English      30 out of 100 marks

	2. MIL	30 out of 100 marks
2. Group B :	3. Subject	30 out of 100 marks
	4. "	30 out of 100 marks
3. Group C :	5. "	30 out of 100 marks
	6. "	30 out of 100 marks
4. Group D :	7. "	30 out of 100 marks
	8. "	30 out of 100 marks
5. Group E :	9. "	30 out of 100 marks
	10 "	30 out of 100 marks

Provided that in order to pass in group B.C.D.E. a candidate must obtain at least 33% marks in aggregate of these groups. Thus, the minimum total marks required to be obtained in order to pass the examination is 324.

### REQUIREMENT OF PASS MARKS

#### (Part-II Examination)

16. In order to pass the B.Com. Part-II examination, a candidate must obtain the minimum marks as shown below :

#### A) FOR GENERAL COURSE :

Group F :	1. Subject	30 out of 100 marks
	2. "	30 out of 100 marks
Group G :	3. "	30 out of 100 marks
	4. "	30 out of 100 marks

Total 132 out of 400 Marks

(33%) in aggregate

#### B) FOR MAJOR COURSE :

Group F :	1. Subject	30 out of 100 marks
	2. "	30 out of 100 marks
Group G :	3. "	30 out of 100 marks

Group H :	4. "	30 out of 100 marks
	5. "	30 out of 100 marks
	6. "	30 out of 100 marks
Total		198 marks out of 600 marks (33%) in aggregate.

17. (A) If a candidate appears in all the subject but fails to pass in not more than groups in the part-I Examination he/she may be allowed to appear in the part-II examination on condition that he/she must pass in the subject (s) at any of the three examinations immediately following the original one.

If a candidate absents himself/ herself in one subject and passes in all other subjects of part-I examination, he/she may be allowed to sit for part-II examination on condition that he/she must pass in that subject at any of the three examinations immediately following the original examination :

(B) A candidate having arrears of part-I examinations shall have the option to clear first the arrear subject (s) and then to proceed to the part-II examination or to take the part-II examination simultaneously with the arrear subject (s).

(C) If a candidate obtains pass marks in the arrear subject (s), he/she will be deemed to have passed the part-I examination as a whole.

(D) A candidate having arrear subject (s) may also appear in all the subjects or his/her part-I examination if he/she so desires. But in the case he/she shall not be allowed to appear at the part-II examination simultaneously with his/her part-I examination.

(E) If a student cannot pass or appear in the arrear subject (s) of part-I within the period mentioned in (A) above, his/her admission to the part-I and part-II examination (if applicable) shall automatically be cancelled. He/she shall then be required to appear in all the subjects prescribed for part-I at any one both of the next two examinations after attending a regular course of studies in the second year class immediately proceeding the examination in which he/she wishes to



appear and there after he/she shall prosecute a fresh course of studies in the third year class in order to be eligible to appear at the part-II examination.

(F) If a student cannot pass the part-I examination as a whole within five years from the date of his/her original examination, he/she shall prosecute a full course of studies for the full period prescribed in order to be eligible to appear at any subsequent part-1 examination.

(G) Original Examination in these regulations shall mean the examination to which a candidate is eligible to sit for immediately after/his her completion of the prescribed course.

(H) Notwithstanding anything stated above, a student of the B.Com. Course will not be allowed to appear at the part-2 examination later than five years from the date of passing the part-2. Such a student, may however, be permitted to reappear at the B.Com. part-I examination after taking admission in the B.Com. second year class.

RULES FOR ABSENTEE AND UNSUCCESSFUL  
CANDIDATES OF PART-I AND PART-II EXAMINATION (S)  
OF THE UNIVERSITY

18. (A) If a candidate appears in all the subjects but fails to pass in not more than two subjects (including Major) in the Part-I examination, he/she may be allowed to appear in the Part-II examination on condition that he/she must pass in all the arrear subjects in the same attempt at any of the three Examinations immediately following the original examination.

Note : The term "Original Examination" in these regulations shall mean the one at which a candidate sits for the first time immediately after the completion of the course.

(B) If an arrear subject is Major, he/she may switch over to General Course if he/she so desires and appear in the corresponding General subject (which will be the corresponding elective language in case of language Major subject)

(C) Such a candidate will have the option either to take the Part-II Examination simultaneously with the arrear subject(s) of Part-I, or to clear the arrear subject(s) or Part-I first and then to proceed to the Part-II examination. If he/she appears simultaneously, pending clearance of the arrear subject(s) as provided for in 15(A) above.

(D) If the candidate obtains pass marks in the arrear subject(s), he/she will be deemed to have passed the Part-I Examination as a whole.

(E) A candidate having arrear subject(s) may appear in all the subjects of his/her Part-I Examination if he/she so desires. But in that case he/she shall not be allowed to appear at the Part-II Examination simultaneously with his/her Part-I examination.

(F) If such a student cannot pass the subject(s) of Part-I within the period mentioned in sub-section (A) above his/her admission to the Part-I and Part-II examination shall automatically be cancelled. He/she will then be required to appear in all the subjects prescribed for Part-I at any of the next two Examinations after attending a regular course of studies in the Second Year Class immediately preceding the Examination, and thereafter he/she shall prosecute a fresh course of studies in the Third Year Class in order to be eligible to appear at the Part-II Examination.

If the candidate fails to pass again in not more than two subjects of part-I he/she will be governed by sub-section (A) above, provided that he/she must pass Part-I Examination as a whole within 5 (five) years from date of his /her original examination.

If such a student cannot pass the part-I examination within the time limit laid down in sub-section (f) above, he/she shall prosecute a fresh course of studies for the full period prescribed in order to be eligible to appear at any subsequent Part-I Examination.



The above decision will come into force from the Examination of 1999.

19. RULES FOR REPETITION OF PAPER OF PART-I EXAMINATION (Only for Students having Major):

Successful students of B.Com. (TDC) part-I Examination of this University with Major course subject may be allowed to repeat any one of the improve their performance in the Major subject in the immediately next part-I examination. Such a candidate shall be eligible to sit for the repeat paper along with the part-II examination simultaneously in the interest of the students the better of the two marks secured in the paper concerned shall be considered for declaration of their B.Com.(TDC) part-I result.

Such candidates shall be required to fill in prescribed forms and pay the prescribed fees.

Provided that the candidates having arrear in any subject (s) shall not be eligible for repeating any paper for the purpose of improvement of result.

#### CLASSIFICATION OF RESULTS

20. A) A candidate who passes both the part-I and part-II B.Com. Examinations shall be deemed to have passed the B.Com. Examination as a whole and shall be eligible for the Degree of Bachelor of Commerce (B.Com.)

B) In the case of candidates of General Course, the total marks to be counted will be 1,400 (1000+400) marks and the result will be declared as follows:

- |      |                              |             |
|------|------------------------------|-------------|
| i)   | Those securing 840 and above | I Division  |
| ii)  | Those securing 560-839       | II Division |
| iii) | Those securing 456-559       | Simple pass |



C) In the case of candidates having Major, the total marks for the graduation of their result will be 1200 marks (600 marks of CDE groups of part-I examination + 600 marks of part-II examination and the result will be declared as follows :

- |      |                             |             |
|------|-----------------------------|-------------|
| i)   | Those securing 720 or above | I Class     |
| ii)  | Those securing 480-719      | II Class    |
| iii) | Those securing 396-479      | Simple pass |

The results of the candidates, who have passed with major, will be declared separately as per their Major subject and the same should be mentioned in their pass certificate.

\* \* \* \*

**Nalbari Commerce College, Nalbari**  
**Academic Calender for the session 2001-2002 (1/07/01-30/06/02)**

(The College will reopen on 1/07/01 after the summer vacation and classes start from 1/07/01)

Month/Year	Classes	Holidays & Cancellation of class	Sundays	Administrative working days	Class days
1	2	3	4	5	6
July-2001	2-7, 9-14, 16-21, 23-28, 30-31	-----	1, 8, 15, 22, 29	26	26
	Total-	-----	5	26	26
August-2001	1-4, 6-11, 13-14, 16-18, 21-25, 27-31	Independence Day-15, Tithi of Sri Sri Sankardev-20	5, 12, 19, 26	25	25
	Total-	2	4	25	25
September-01	1, 3-6, 8, 11-15, 17-23, 30	Freshmen Social 1 day, Tithi of Sri Madhabdev-7, Janmanstami-10, Janmotsav of Sri Sri Sankar Dev-20	2, 9, 16, 23, 30	22	21
	Total-	3+1	5	22	21
October-01	1, 3-6, 8-13, 15-16, 18-20	Birth day of Mahatma Gandhi-2, Kati Bihu-17, Puja Vacation & Autumn Reces, Lakshmi Puja-22-31	7, 14, 21, 28	16	16
	Total-	11	4	16	16
November-01	1-2, 5-10, 12-13, 16-17, 19-24, 26-29	Election of Students' Union-3, Kali Puja & Dewali-14, 15, Birth Day of Guru Nanak- 30.	4, 11, 18, 25	23	22
	Total-	3+1	4	23	22
December-01	1, 3-8, 10-12	Preparatory Exam- 13-15, 18-22, 24, 26-29, 31, Id-UI-Fitre- 17, Christmas Day- 25	2, 9, 16, 23, 30	24	10
	Total-	2+14	5	24	10
January-02	7-12, 17-18, 20-25	New years Day-1, College Week-2-6, Magh Bihu-14-16, Republic Day- 26, Study leave-27-31	6, 13, 20, 27	22	14
	Total-	5+8	4	22	14
February-02		Study leave-1-2, 4-9, 11-16, 19-23, Saraswati Puja-13, H.S. Final Exam-25-28	3, 10, 17, 24	23	
	Total-	1+23	4	23	
March-02		H.S.1st yr & Final & B.com. Exam-1-2, 4-9, 11, 13-16, 18-23, 25-27, 30, Sivaratri-12, Dol Jatra & Good Friday-28, 29	3, 10, 17, 24, 31	23	
	Total-	3+23	5	23	
April-02		Bohag Bihu -13-16, H.S. 1st yr. & Final Exam. and B.com. 1st yr. Exam.-1-6, 8-12, 17-20, 22-27, 29-30	7, 14, 21, 28	23	
	Total-	3+23	4	23	
May-02	2-4, 6-11, 13	May Day-1, Summer Vacation-14-31	5, 12, 19, 26	26	10
	Total-	1+16	4	26	10
June-02		Summer Vacation -1-30	2, 9, 16, 23, 30	25	0
	Total-	25	5	25	0

**Grand Total- Class Days- 144, Holidays/Sundays- 87, Administrative Working Days- 278, Cancellation of Classes other than Holidays & Sundays ( Including Study Leave )- 134.**

**Important Notes**

\* After all the Final Examinations are over sometime in April, 2002, regular classes will be held for H.S. 2nd year and TDC 2nd year. Exact dates will be notified by the Principal in due time.



**Nalbari Commerce College, Nalbari**  
**Academic Calender for the session 2002-2003 (1/07/02-30/06/03)**  
*(The College will reopen on 1/07/02 after the summer vacation and classes start from 1/07/02)*

Month/Year	Classes	Holidays & Cancellation of class	Sundays	Administrative working days	Class days
1	2	3	4	5	6
July-02	1-6,8-10,15,20,22-27 29-31	----- -----	7,14,21,28	27	27
	Total-		4	27	27
Aug-2002	1-3,5-10,12-14,16-17, 19-24,26,29,31	Independence Day-15, Tithi of Sri Sri Madhabdev-28, Janmastami-30,	4,11,18,25,	24	24
	Total-	3	4	24	24
September-02	2-7,9-14,16-21,23-28, 30	Freshmen Social 1 day	1,8,15,22,29	25	24
	Total-	+1	5	25	24
October-2002	1,3-5,7-10,21-26,28-31	Birth day of Mahatma Gandhi-2, Puja Vacation & Autumn Recess, Kati Bihu, Lakshmi Puja-11-20	6,13,20,27	18	18
	Total-	9	4	18	18
November-02	1-2,6-9,11-16,18,20- 23,25-30	Election of Students' Union-7, Kali Puja & Dewali-4-5, Birth Day of Guru Nanak- 19.	3,10,17,24,	23	22
	Total-	3+1	4	23	22
December-02	2-7,9-14	Preparatory Exam- 16-21,23- 24, 26-28,30- 31, Christmas Day- 25	1,8,15,22,29	25	12
	Total-	1+13	5	25	12
January-03	2-4,11,13,18,20-22, 24-25	New years Day-1, College Week-6-10, Magh Bihu-14-16, Silpi Divas-17, Netaji-23, Republic Day- 26, Study leave-27-31	5,12,19,26	21	11
	Total-	6+10	4	21	11
February-03		Study leave-1-2,4-9,11-16,19-23, Saraswati Puja-6, Id- Uj-Juha-12-13, H.S. Final Exam-25-28,	3,10,17,24	21	
	Total-	3+21	4	21	
March-03		H.S.1st yr & Final & B.Com. Exam-1-2,4-9,11,13-16, 18-23,25-27,30, Sivaratri- , Dol Jatra & Good Friday-	2,9,16,23,30	23	
	Total-	3+23	5	23	
April-03		Bohag Bihu -14-17, H.S. 1st Yr. & B.Com. 1st yr.Exam.- 1-5,8-12,18-19,22-26,29-30	6,13,20,27	22	
	Total-	4+22	4	22	
May-03	2-3,5-10,12-15,17, 19-24	May Day-1, Budha Purnima 16, Summer Vacation-25- 31	4,11,18,25	25	19
	Total-	2+6	4	25	19
June-03		Summer Vacation -1-30	2,9,16,23,30	25	0
	Total-	+25	5	25	0

**Grand Total- Class Days- 157, Holidays/Sundays- 86, Administrative Working Days- 279**  
**Cancellation of Classes other than Holidays & Sundays ( including Study Leave 24 days)- 122.**

**Important Notes**

After all the Final Examinations are over sometime in April, 2003, regular classes will be held for H.S. 2nd year and TDC 2nd year.  
 Exact dates will be notified by the Principal in due time.



# Nalbbari Commerce College, Nalbari

## Academic Calender for the session 2003-2004 (1/07/03-30/06/04)

(The College will reopen on 14/07/03 after the summer vacation and classes start from 14/07/03)

Month Year	Classes	Holidays & Cancellation of class	Sundays	Administrative working days	Class days
	2	3	4	5	6
July-2003	14-19, 21-26, 28-31	Summer Vacation -1-12	6, 13, 20, 27	27	16
	Total-	+ 11	4	27	16
August-2003	1-2, 4-9, 11-14, 16, 18, 20-23, 25-28, 30	Independence Day-15, Janmastami-19, Tithi of Sri Sri Sankardev-29	3, 10, 17, 24, 31	23	23
	Total-	3	5	23	23
September-03	1-6, 8-13, 16-20, 22-27, 29-30	Tithi of Sri Madhabdev-15, Freshmen Social-2days	7, 14, 21, 28	25	23
	Total-	1+2	4	25	23
October-03	1, 13-17, 20-23, 27-31	Birth day of Mahatma Gandhi-2, Janmotsav of Sri Sri Sankar Dev, Puja Vacation & Autumn Reces, Lakshmi Puja-2-11, Kati Bihu-18, Kali Puja & Dewali-24-25.	5, 12, 19, 26	15	15
	Total-	12	4	15	15
November-03	1, 4-7, 10-15, 17-22, 24-25, 28-29	Election to Students' Union-3, Guru Nanak's Birth Day 8, Local Holidays for Ras Festival-1day, Id-UI-Fitre-26-27.	2, 9, 16, 23, 30	21	20
	Total-	4+1	5	21	20
December-03	1-6, 24, 26-27, 29-31	Preparatory Exam- 8-13, 15-20, 22-23, Christmas Day-25	7, 14, 21, 28	26	12
	Total-	1+14	4	26	12
January-04	6-10, 12, 16-17, 19-24	College Week-1-5, Magh Bihu-13-15, Republic Day, & Saraswati Puja- 26, Study Leave-27-31	4, 11, 18, 25	23	14
	Total-	4+9	4	23	14
February-04		Id-Uz-Zuha-2, Study Leave- 3-7, 9-14, 16-17, 19-21 Sivaratri-18, H.S. Final Exam- 23-28.	1, 8, 15, 22, 29	22	
	Total-	2+22	5	22	
March-04		Maharam-2, Holi-6-7, H.S. Final & B.com. Exam-1, 3-5, 8-13, 15-20, 22-27, 29-31	7, 14, 21, 28	25	
	Total-	2+25	4	25	
April-04	19-24, 26-30	H.S. 1st yr. & B.A. Exam-1-3, 5-8, 10, 12, Good Friday-9, Bohag Bihu-13-17	4, 11, 18, 25	20	11
	Total-	6+9	4	20	11
May-04	3-8, 10-13	May Day-1, Budha Purnima-16, Summer Vacation-14-31	2, 9, 16, 27, 30	25	10
	Total-	1+15	5	25	10
June-04		Summer Vacation -1-5, 7-12, 14-19, 21-26, 28-30	6, 13, 20, 27	26	
	Total-	+26	4	26	

**Grand Total- Class Days- 144, Holidays/Sundays- 88, Administrative Working Days- 278.**  
**Cancellation of Classes other than Holidays & Sundays (including Study Leave)- 134,**

### Important Notes

- \* There will be two Unit Tests in the year 2003-2004 in addition to the Preparatory Examinations. The two Unit Tests will be held in October and November of 2003 and the Preparatory Examination will be held in the first part of December, 2003.
- \* H.S. 2nd year and TDC 2nd year classes will start on 15th July, 2003; TDC 3rd year major classes will be held from the dates to be notified by the concerned departments.
- \* After all the final examinations are over sometime in April, 2004, regular classes will be held for H.S. 2nd year and TDC 2nd year final year. Exact dates will be notified by the Principal in due time.

# ANNUAL REPORT OF NALBARI COMMERCE COLLEGE

(As on 31<sup>st</sup> December 2001)

## Introduction:

Nalbari Commerce College, Nalbari is a premier co-educational Institution of Higher Education in commerce situated in the district of Nalbari. There was not a single commerce college or any other college having commerce faculty in the district till the establishment of this college and there was no scope of higher education even at the Pre-University or Higher Secondary level in this discipline. Hence, a few well-meaning citizens and educationists had realized the vacuum and their un-tiring efforts culminated in the establishment of Nalbari Commerce College on the 16<sup>th</sup> July 1979. The college was established with the mission and vision of injecting the concept of work culture in the minds of students, elevating their moral valued and fair means and to be self-employed or get employed in the public as well as private sector undertakings so that they do not become burden on the society. Rather, it was expected that they would contribute to the economy instead. The following report covering basically three areas viz. Academic, Administration & Management and Infrastructure of the college reflects the position and over all scenario of the college.

## Courses Offered by the College:

The college has offered the following subjects during the academic session 2001-2002.

(I) H.S. (+2) Commerce

(II) B.COM. (Both Pass & Honours)

The +2 commerce course is conducted by the Assam Higher Education Council (A.H.S.E.C.). Subjects taught under this stream are:

01. Book-keeping & Accountancy. (Core)



02. Business Organisation & Commercial Practice. (Core)
03. Commercial Arithmetic & Elementary of Statistics. (Elective)
04. Banking. (Elective)
05. Economics. (Elective)
06. English. (Compulsory)
07. MIL. (As., Hindi)/ Alt. English (Elective)

The Three Years Degree Course (2+1) in Commerce course is conducted by the Gauhati University. The subjects under this course are as follows:

#### General Course:

- 01.Accountancy.                      02. Business Organisation & Management.
03. Money, Banking & Trade      04. Corporation Finance.
05. Law & Practice of Banking.   06. Economics.
07. English.                              08. MIL.(As.,Hindi)/Alt. English.
09. Business Mathematics and Statistics. 10. Auditing.
11. Secretarial Practice & Company Law. 12.Commercial Law.

#### Major Course:

01. Accountancy. 02. Management. 03. Banking.

Faculty Members Engaged in the Teaching Process (2001-2002)

Name of the Faculty Members	Departments
01 Ajoy Ch. Baruah	Economics
02. Md. Rouchan Ali.	English
03. Dharam Chand Jain	MIL(Hindi)
04. Ramesh Goswami	MIL(As.)
05. Atul Ch. Haloi	Accountancy
06. Manik Ch. Barman	Management



07. Prasanna Sarma	Accountancy
08. Umesh Talukdar	Accountancy
09. Ashok Kr. Sarma	Commerce
10. Ramani Barman	Commerce
11. Birendra Talukdar	Management
12. Bibhuti Bhusan Das	Management
13. Kanak Ch. Barman	Economics
14. Mrs. Bibha Das	Statistics

**Part time Teachers Engaged in the Teaching Process (2001-2002):**

01. Dipankar Sarma	English
02. Mrs. Tarali Baruah	MIL (As.)

**Status of Faculty Members:**

01. 1 (One) No. of Selection Grade Lecturer.
02. 8 (Eight) Nos. of Senior Grade Lecturer.
03. 5 (Five) Nos. of Lecturer.
04. 2 (Two) Nos. of Part-Time Lecturer.

**Report from the Principal**

1. The poor position of enrolment of the college has adversely affected the college this session. The intake capacities and number of students actually admitted in different classes are as follows-

Class	Intake capacity	No. of students actually admitted
H.S. 1 <sup>st</sup> year	100	26
H.S. 2 <sup>nd</sup> year	100	31
B.Com 1 <sup>st</sup> year	100	21
B.Com. 2 <sup>nd</sup> year	100	25
B.Com. 3 <sup>rd</sup> year	100	14

2. Notwithstanding the poor enrolment position of the college the performance of the examinees appearing from the college is very encouraging. The success rate of different final examinations during the session 2001-2002 are as follows-

Examinations	Number of students appeared	Number of students passed	Passed percentage
H.s. 1 <sup>st</sup> Year Final	23	23	100 %
H.S. 2 <sup>nd</sup> Year	35	22	63 %
B.Com. Part I	35	21	60 %
B.Com. Part II	16	16	100 %
Average Pass % age			80.75 %

The good result in the different final examinations are due to sincere efforts, dedication and perseverance on the part of the teaching staff and need based teaching they have provided.

3. Except the Govt. Grants-in-Aid meant for salary, tuition fees, temporary govt. grants, donation etc. the college has not been yet exploited any other sources. The total Grants-in-Aid from the Govt. for the session 2001-2002 is Rs. 31,54,700/- (Thirty One Lac Fifty Four Thousand and Seven Hundred only). The total amount utilized for salary is Rs. 34,38,571/-. The unit cost of the students enrolled into college is Rs. 29,389/- (Total amount utilized for salary for the session divided by number of students enrolled in the said session.)

Due to lack of financial sources of the college it has not been possible to provide adequate amount of remuneration to the part time teachers and non-teaching staff serving in the non-sanctioned post.

4. The management of the college has been conducted partly by a special body and partly by a governing body in the session as the former was dissolved by the government through an official gazette in 2002.

The members of the Special Body are as follows:

I. Dr. Alaka Sarma, M.L.A.

:President.



59 No. Nalbari L.A.C.

- II. Sri Ramesh Goswami :Secretary.  
Principal, Nalbari Commerce College.
- III. Dhiren Barman (Educationist) :Member.
- IV. Madan Malakar (Social Worker) :Member.
- V. Ramen Barman (Educationist) :Member.
- VI. Rabin Das (Educationist) :Member.
- VII. Atul Ch. Haloi (Representative of the  
Teaching Staff) :Member.
- VIII. Jyotirmoy Das (Representative of the  
Non-Teaching Staff) :Member.

The members of the subsequent Governing Body are as follows:

- I. Dr. Bhumidhar Barman. :President.  
Minister of Health & Family Welfare,  
Govt. of Assam.
- II. Sri Ramesh Goswami :Secretary.  
Principal, Nalbari Commerce College.
- III. Dr. Chandra Kanta Talukdar :Member.
- IV. Jamini Kanta Sarma :Member.
- V. Ram Gopal Bajaj :Member.
- VI. Basanta Pathak :Member.
- VII. Leena Deka :Member.
- VIII. Dharam Chand Jain :Member.  
(Teachers' Representative)
- IX. Umesh Talukdar :Member.  
(Teachers' Representative)
- X. Munindra Pathak :Member.  
(Non-Teaching Staff Representative)



In conclusion it may be noted that the college is far behind to be recognized as a center of excellence. Reforms are being made for overall academic, financial administrative development so that it can play a pivotal role in providing commerce education in the state.

Sd/- Ramesh Goswami  
Principal, i/c  
Nalbari Commerce College,  
Nalbari.

# ANNUAL REPORT OF NALBARI COMMERCE COLLEGE

(As on 31<sup>st</sup> December 2002)

## Introduction:

Nalbari Commerce College, Nalbari is a premier co-educational Institution of Higher Education in commerce situated in the district of Nalbari. There was not a single commerce college or any other college having commerce faculty in the district till the establishment of this college and there was no scope of higher education even at the Pre-University or Higher Secondary level in this discipline. Hence, a few well-meaning citizens and educationists had realized the vacuum and their un-tiring efforts culminated in the establishment of Nalbari Commerce College on the 16<sup>th</sup> July 1979. The college was established with the mission and vision of injecting the concept of work culture in the minds of students, elevating their moral valued and fair means and to be self-employed or get employed in the public as well as private sector undertakings so that they do not become burden on the society. Rather, it was expected that they would contribute to the economy instead. The following report covering basically three areas viz. Academic, Administration & Management and Infrastructure of the college reflects the position and over all scenario of the college.

## Courses Offered by the College:

The college has offered the following subjects during the academic session 2002-2003.

(I) H.S. (+2) Commerce

## (II) B.COM. (Both Pass & Honours)

The +2 commerce course is conducted by the Assam Higher Education Council (A.H.S.E.C.). Subjects taught under this stream are:

01. Book-keeping & Accountancy. (Core)
02. Business Organisation & Commercial Practice. (Core)
03. Commercial Arithmetic & Elementary of Statistics. (Elective)
04. Banking. (Elective)
05. Economics. (Elective)
06. English. (Compulsory)
07. MIL. (As., Hindi)/ Alt. English (Elective)

The Three Years Degree Course (2+1) in Commerce course is conducted by the Gauhati University. The subjects under this course are as follows:

### General Course:

- |  |   |
|--|---|
| 01. Accountancy.                         | 02. Business Organisation & Management. |
| 03. Money, Banking & Trade               | 04. Corporation Finance.                |
| 05. Law & Practice of Banking.           | 06. Economics.                          |
| 07. English.                             | 08. MIL.(As.,Hindi)/Alt. English.       |
| 09. Business Mathematics and Statistics. | 10. Auditing.                           |
| 11. Secretarial Practice & Company Law.  | 12. Commercial Law.                     |

### Honours Course:



02. Accountancy. 02. Management. 03. Banking.

**Faculty Members Engaged in the Teaching Process (2002-2003)**

Name of the Faculty Members	Departments
01 Ajoy Ch. Baruah	Economics
02. Md. Rouchan Ali.	English
03. Dharam Chand Jain	MIL(Hindi)
04. Ramesh Goswami	MIL(As.)
05. Atul Ch. Haloi	Accountancy
06. Manik Ch. Barman	Management
07. Prasanna Sarma	Accountancy
08. Umesh Talukdar	Accountancy
09. Ashok Kr. Sarma	Commerce
10. Ramani Barman	Commerce
11. Birendra Talukdar	Management
12. Bibhuti Bhusan Das	Management
13. Kanak Ch. Barman	Economics
14. Mrs. Bibha Das	Statistics

**Part time Teachers Engaged in the Teaching Process (2002-2003):**

01. Dipankar Sarma	English
02. Mrs. Sushila Bhuyan	MIL (As.)

**Status of Faculty Members:**

01. 1 (One) No. of Selection Grade Lecturer.
02. 8 (Eight) Nos. of Senior Grade Lecturer.
03. 5 (Five) Nos. of Lecturer.
04. 2 (Two) Nos. of Part-Time Lecturer.

### **Management & Administration:**

Members of Governing Body (2002):(From 1<sup>st</sup> Jan. 2002 to 31<sup>st</sup> Dec. 2002)

President: Dr. Bhumidhar Barman  
Minister of Health & Family Welfare,  
Govt. of Assam.

Secretary: Sri Ramesh Goswami

Members:

Sri Basanta Pathak  
Dr. Chandra Kanta Talukdar  
Sri Ram Gopal Bajaj  
Sri Jamini Kanta Sarma

Members from Teaching Staff:

Sri Dharam Chand Jain  
Sri Umesh Talukdar

Members from Non-Teaching Staff:

Sri Munindra Pathak

### **College Administration:**

**Administrative Head:** Sri Ramesh Goswami

Principal, i/c

**Assistants:**

Sri Gautam Bhagawati

(Under suspension, but likely to be re-instated)

Sri Munindra Pathak

Sri kailash Haloi

Sri Praneswar Barman

### **Library Administration:**

**Administrative Head:** Sri Jyotirmoy Das

Librarian.

**Library Bearer:** Sri Ramani Kalita

### **Infrastructure**

Area of Land possessed by the college: 60,000 sq. ft. (App.)

**Buildings:**

01. 1 (One) Assam Type Building used as classroom for different departments.



02. 1 (One) Community Hall used as Library-cum-Students' Union Office-cum-Auditorium Hall.

03. 1 (One) R.C.C. Building used as classroom.

04. 1 (One) Shed used occasionally as classroom.

Books in the Library: 2838 Nos.

### **Academic Affairs:**

Academic Head: Sri Ajoy Ch. Baruah.

Vice-Principal, i/c.

Departmental Heads: Atul Ch. Haloi. (Accountancy & Auditing)

Sri Manik Ch. Barman. (Management)

### **Admission Committee (H.S. First Year):**

01. Sri Ajoy Ch. Baruah. (Convener)

02. Sri M.C. Barman. (Member)

03. Sri Umesh Talukdar. (Member)

04. Sri Bibhuti Bhusan Das. (Member)

### **Admission Committee (T.D.C. First Year)**

01. Sri Ajoy Ch. Baruah. (Convener)

02. Sri D.C. Jain. (Member)

03. Sri A.C. Haloi. (Member)

04. Sri Ramani Barman. (Member)

### Report from the Principal:

01. The college has been suffering from the poor enrolment position due to a number of reasons such as location of the college in an outskirt area, inflection of more insurgency problem in the district in particular, wrong strategy of the state government regarding employment opportunities for commerce graduates, lack of infrastructural amenities in the college and others. However, efforts are being made to remove such shortcomings within the scope and to the extent possible.
02. Being the Principal and Secretary as well to the Governing Body of the college, endeavors have been made to execute all the decisions made at the meeting of the same Body.
03. So far as the academic performance (meant by success rate of the students in the Final Exams) of the college, it is highly encouraging which has even reached the boom point of cent per cent in certain years in both the +2 level and graduate level examinations. The average success rate during the last 7 years period 71%.
04. In mobilization of financial resource, except the Govt. Grant received for salary to the staff, tuition fee, other temporary Govt. Grants and donation received to some extent, the college does not have any other source to be adopted for which the college could not proceed ahead as it ought to do.
05. In teaching practice, the departmental heads are asserted the responsibility of allocating duties to the teachers in respective departments, where the others i.e. teachers of lone-man departments

are asked to discuss their problems with Principal. Teachers are found very sincere and dedicated to their duties.

06. The whole affairs of the library are carried out by the Librarian who is assisted by a library bearer. Of course, the college library does not possess a good collection of books and periodicals nor does it have book-bank facility, Internet facility, etc.

Date: 31/12/2002

Place: Nalbari, Assam.

Sd/-

(Ramesh Goswami)

Principal i/c

Nalbari Commerce College,

Nalbari.



## COMMITTEES AND SUB-COMMITTEES

The college authority constitutes different committees for supervising, monitoring different activities of the college in overall atmosphere in the college. The following committees/sub-committees constituted for the year.

1. Admission Sub-Committee
2. Examination Committee
3. Academic Council G.U.
4. Literacy Sub-Committee
5. Election Sub-Committee
6. Purchase Sub-Committee
7. Construction Sub-Committee

(Library)

### 1. Admission Sub-Committee:

The admission Sub-Committee handles matters relating to admission of students into the plus two stages and First Degree class. The Sub-Committee is constituted with one of the teachers as its convener and four other teachers as its members as its members.

### 2. Examination Sub-Committee:

The Examination Sub-Committee handles and look after matter relating to smooth conduction of internal examination. The final examination committee constituted separately by the college authority as per guidelines of the Gauhati University and the Assam Higher Secondary Education Council (AHSEC).

### 3. Academic Council:

The Academic Council monitors/look after the academic matters of the college. The council prepares an academic calendar in accordance with

the Academic Calendar of the University to which the college is affiliated and bears the responsibility of execution of the same. Apart from this the council drafts prospectus and chalk out the class routine. The council is headed by the Principal of the college. All the heads of the departments are its members and one of them is appointed as Convener.

#### **4. Library Sub-Committee:**

The library committee constituted with the librarian as its convener and a few members of the teaching staff as its members. The committee chalk out a list plan for purchasing of books, journals etc.

#### **5. Election Sub-Committee:**

The Election Sub-Committee is constituted with a purpose of conducting election to the Students' Union Body of the college with one of the teachers as its convener and a few other teachers as its members. However every efforts is made to constitute the Students' Union Body through consensus.

#### **6. Purchase Sub-Committee:**

The Purchase Sub-Committee is constitutes with the Principal as its convener and a few of the teacher as its members to chalk out a plan and prepare a budget for purchase of major items.

#### **7. Construction Committee:**

The construction committee is constituted with one of the Governing Body (GB) members as its Chairman, the Principal/Secretary of the college as its convener and a few Governing Body members and teacher as its members to look after and implement major plans of construction.



# Assam Non-Governmental College Management

## (Amendment) Rules 2001

### 1. Short title, application and commencement :-

- (i) These rules may be called the Assam Non-Government College Management (Amendment) Rules 2001.
- (ii) They shall come into force on the date of their publication in the Official Gazette :- June 16, 2001.
- (iii) They shall be applicable to Non-Government Colleges in Assam affiliated by any Central or State University of Assam and in receipt of Deficit Grants-in-Aid or ad-hoc grants-in-Aid, from the State Government.

### 2. Definition :- In these rules, unless there is anything repugnant in the subject or context

- (a) "College" means a Non-Government College.
- (b) "Constitution" means the Constitution of India.
- (c) "Director" means the Director of Higher Education, Assam.
- (d) "Governing Body" means the body constituted under rule 3.
- (e) "Governor" means the Governor of Assam.
- (f) "Management" means the body, group of persons administering the affairs of a Non-Government College including academic affairs as well as the affairs relating to assets and liabilities of a Non-Government College in fair manner within the framework at established financial and administrative Principal of the State Govt. (from time to time).
- (g) "Non-Government College" means colleges for Higher Education in the Post-Secondary course, established and situated in Assam, affiliated by any Central or State University of Assam and receiving the concurrence of the State Government.
- (h) "President" means the President of Government Body.
- (i) "State Government" means the Government of Assam.
- (j) "Secretary" means the Secretary of the Governing Body.

### 3. Constitution of the Governing Body :-

Every Non-Government College affiliated to any Central or State University of Assam and duly concurred by the State Government, shall be governed by a Governing Body to be constituted by the Director.

### 4. Composition of the Governing Body :-

- (i) The Government Body shall consist of :-
  - (a) One President.
  - (b) One Secretary, the Principal of the College shall be the ex-officio Secretary of the Governing Body.

Provided that if circumstance so demands, the director may nominate Vice-Principal or the senior most member from the teaching staff of the College to act as the Secretary in lieu of the Principal of the College, for a period of six month, and beyond that period with the State Government's prior approval.



5. **The times of Governing Body** shall be for a period of three years from the date of its constitution. The term may, however, be extended for another period of two years by the director with prior approval of the State Government.

Provide that if the Director is satisfied at any time that a particular Governing Body is not functioning in the best public interest, the Director may dissolve the Governing Body and constitute a fresh Governing Body there after, recording his view with reason there of through a speaking order for the purpose.

6. **Taking over the management of a Non-Government College :-**

In the event of mismanagement of the affairs of a Non-Government College, the State Government may take over the control and management of the College for a period not exceeding six months, and make arrangement for the management of the College in such manner as may be considered necessary and the arrangement as may be deemed necessary.

7. **Accountability of the Governing Body :-**

The Governing Body, constituted under rule 3, shall be responsible for the proper financial management, including the upkeepment of the assets of the Non-Government College and management of its academic affairs. The Governing Body shall see that the teachers perform their duties in classes and examination and attend the College as per norms of the UGC. A self appraisal report regarding performance from every teacher shall be attained annually by the G.B. and forward the same to the Director, Higher Education for perusal.

8. **Secretary of the Governing Body to report to the Director :-**

The Secretary of the Governing Body, shall be responsible to report to the Director about any deviation of financial norms and procedures or any loss of assets of the College immediately whenever comes to his notice.

9. **Restriction of some members to attend the Governing Body :-**

No member of the Governing Body, being an employee of the College, shall attend any meeting of the Governing Body at which any matter relating to his pay, promotion or conduct is under discussion. But it shall be open to the President to call him for making any statement or representation on the subject but he shall have to leave the meeting after doing so, when decision is to be taken.

10. **Restriction of some members to enter into contract for works of the College :-**

No member of a Governing Body shall enter into any contract for work, supply of materials or for any sale or purchase with the Governing Body.

11. **Disqualifications :-**

Any member, who absents himself for more than four consecutive meetings of the Governing Body, without informing the President, shall cease to be a member of the Governing Body and the Secretary shall report the fact to the Director for record. Further, the nomination of member of the Governing Body shall be void owing to any of the following grounds :-

- (i) if he become insolvent.
- (ii) if by reasons of physical or moral turpitude he becomes incapable of acting as such.
- (iii) on death or resignation.
- (iv) on his being convicted of a criminal offence involving moral turpitude.

#### **12. Vacancy in Governing Body :-**

(a) Any occurrence of vacancy in the Governing Body shall be reported by the Secretary forthwith to the Director who shall there upon take steps to fill up such vacancy in the manner in which it was originally filled up.

(b) No act or proceeding of the Governing Body shall be invalid merely because of any vacancy of its members.

#### **13. Meeting of the Governing Body :-**

(a) The Governing Body shall meet at least once in every four months but it may meet at shorter intervals also, if circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary.

(b) A meeting of the Governing Body shall be called by the secretary with the consent of the President, if it is not a requisition meeting by the  $\frac{2}{3}$  (two-third) members of the Governing Body, with not less than 7 (seven) days notice.

(c) The Notice of a meeting shall set forth the business to be transacted at the meeting and no business other than so stated shall be transacted except with the consent of three-fourth of the members present.

(d) Except any emergency meeting, which shall be so notified, all meetings of the Governing Body shall be held in the College premises.

#### **14. Proceedings of the meeting of the Governing Body :-**

(a) The minutes of the proceedings of the meeting shall be recorded in the proceeding book by the Secretary and signed by all the members present.

(b) If any note of dissent is given by any member it shall be recorded in the proceedings book.

(c) All records of the Governing Body shall be kept in the College Office and the Head of the College shall be responsible to present all such records properly and safely.

#### **15. Presiding over the meeting :-**

The meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to preside over the meeting.

#### **16. Quorum :-**

At least seven members of the Governing Body shall form a quorum of the meeting.

#### **17. Secretary to make correspondence :-**



Under the direction of the Governing Body, the Secretary shall make all correspondence with the appropriate authority on behalf of the Governing Body.

Provided that no correspondence shall be made direct to the State Government, but it however, can be addressed through the Director.

**18. Governing Body to obtain prior approval of the Director in certain matters :-**

The minutes of the proceeding of the Governing Body meeting shall be sent to the Director and the concerned affiliating University. No final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching or non-teaching staff including that of the Principal or any construction works involving Rs. 1,00,000 (One Lack) or more shall be undertaken by the Governing Body without the prior approval of the Director.

Provided that so far as Non-Government Colleges are concerned who are not brought under deficit system of GIA. the Governing Bodies are not required to send the proceeding of the meeting to the Director but it will be open for the Director to call for the proceeding. If any complaint is received against the Governing Body and any direction given by the Director on it shall be final and binding on the Governing Body of the College.

**19. Duties of the Governing Body :-**

In general the following are earmarked as duties of a Governing Body in respect of Non-Govt. Colleges receiving deficit Grants-in-Aid :-

(a) To undertake financial management of the Colleges, to utilise the Grants-in-Aid received from the State Government, University Grants Commission and any fund collected as authorised subscription and fund received as fees from the students for the academic purpose of the Colleges including payment of salary etc. to the teaching and non-teaching staff of the College.

(b) To arrange for the maintenance of the College building, furniture and equipments as required, including playground, auditorium, libraries etc.

(c) To grant leave to the teaching and non-teaching staff subject to the existing leave rules, other than casual leave and arrangement made to fill up the vacancies, should be reported to the Director and to concerned affiliating University.

(d) To appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Govt. with scrupulous compliance of the University Grants Commission guidelines and State Government instructions and policies.

(e) To arrange for half-yearly internal audit for all College funds and verification of stocks, furniture and other assets.

(f) To submit annual audited accounts preferably audited by a Chartered Accountant latest by thirtieth June of every year, in respect of the preceding financial year.



(g) To reply to audit objection or inspection notes on the Accounts of the Colleges audited or inspected by the Inspector/Author of the Education Department/Director of Local Audit, Assam and the Accountant General, Assam.

(h) To submit annual report with statistics in respect of the enrolment of students stream-wise, subject-wise, results, teaching days held, performance of lectures in an academic session to the Director and the affiliating University concerned.

(i) To oversee the functioning of the disbursing officer and disbursing the stipend/scholarship sanctioned to the students in time, as well as to strive for preservation of an excellent academic standard of the College.

(j) Except scholarship money and students union fund all other funds of the College shall be jointly operated by the Secretary and the President, where the President is not willing to operate funds jointly, the Governing Body may appoint one treasurer amongst the members for the purpose of joint operation of the College funds.

(k) With the approval of the Governing Body, the Secretary shall utilise the grants for the purpose for which it is sanctioned and submit the Utilisation Certificate to the concerned sanctioning authority in time, with intimation to the Director.

(l) The Secretary shall disburse the deficit Grants-in-Aid sanctioned by the Director towards the salary of teaching and non-teaching sanctioned staff of the College within a week from the date of receipt of the grants.

(m) If any excess amount of Grant-in-Aid sanctioned towards salary, the excess amount shall be refunded to the Director by the Secretary immediately.

#### **20. Grounds of suspension of Grants-in-Aid :-**

Failure of submission of annual accounts, report duly signed by the President and the Secretary of the Governing Body in respect of preceding financial year, may attract stoppage of Grant-in-Aid by Director suo moto, after the expiry of 30th June, every year.

Provided that on failure in respect of maintenance of a consistent academic achievement by a particular Non-Government College as a whole or a failure to abide by the Government guidelines issued from time to time, the State Government may instruct the Director to suspend Grants-in-Aid with 30 day's prior notice.

#### **21. Other functions of the Governing Body :-**

The Governing Body is authorised :-

(a) To determine the general scheme of the studies of the College, subject to approval of the affiliating University concerned as well as the State Government, to be obtained through the Director with regards to the inclusion of additional subject, introduction of Major Course in any existing subjects or opening of new faculty and creation of additional posts.

(b) To consider and initiate projects for improvement of the College, including prohibitions of taking private tuition by teaching staff.

(c) To deal with the discipline and conduct of the teaching and non-teaching staff of the College.

(d) To grant fee remission under rules prescribed by the State Government or with the approval of the Director.

(e) To deal with the academic calendar within the norms of University Grants Commission and to compel scrupulous compliance of the guidelines in respect of working days and holding of classes etc.

(f) To ensure that all the duties regarding teaching and examination, co-curriculum and extra-curriculum activities are duly performed by the teachers of the College.

## **22. Submission of Annual Accounts :-**

The Secretary of the Governing Body shall ensure submission of Audited Annual Accounts and Annual Administration Report to the Director.

## **23. Interpretation :-**

If any question arises relating to the interpretation of these Rules, the decision of the State Government shall be final.

**ANURAG BHATNAGAR**

Commissioner & Secretary to the Govt. of Assam  
Education (Higher) Department



# NALBARI COMMERCE COLLEGE

## Nalbari- 781 335 (Assam)

### INTERNAL AUDIT REPORT OF THE NALBARI COMMERCE COLLEGE FOR THE PERIOD FROM 1<sup>ST</sup> APRIL 2001 TO 31<sup>ST</sup> MARCH 2002

#### 1. INCUMBECY:

The following person were the Principal and the Secretary of the college during the period under Audit.

- a) Principal(i/c) **SRI RAMESH GOSWAMI, M.A.**  
b) Secretary (Ex-Officio) **SRI RAMESH GOSWAMI, M.A.**

#### 2. Closing Bank Balance of General Fund and Other Funds account was as follows:

1. General Fund	909	134067.00	Nil
2. Library Fund	21611	1078.00	Nil
3. Union Fund	21609	2419.00	Nil
4. Magazine Fund	21610	17330.00	Nil
5. College Development Fund	21606	58230.00	Nil
6. Games Fund	21613	1861.00	Nil
7. Students Mutual Aid Fund	22294	5365.00	Nil
8. Examination Fund	21607	21730.50	Nil
9. Common Room Fund	21614	6110.00	Nil
10. Reserve Fund	21615	47569.83	Nil
Total		295760.42	Nil

#### 3. Governments Grants:

Months	Amount in Rupees
April	536000.00
May	268000.00
June	285000.00
July	285000.00
August	285000.00
September	285000.00
October	285000.00
November	285000.00
December	285000.00
January	570000.00
February	70700.00
March	3154700.00
Total	



**NALBARI COMMERCE COLLEGE**  
**Nalbari- 781 335 (Assam)**

**4. RECEIPT AND PAYMENT ACCOUNT**

As per Annexure "A"

**5. SCHOLARSHIP**

As per Annexure "B"

**6. OBSEVANCE IN RESPECT OF MAINTANENCE OF ACCOUNTS**

As per Annexure "C"

**7. TRANSFER OF FUND**

It is noticed there has been some inter fund transfer during the year.

**8. MIS-APPROPRIATION FUND**

As per previous audit report the opening balance of cash in hand of Rs. 28056.90 were misappropriated by the suspended Principal Sri Ramen Baruah. The necessary step should be taken to recover the amount from the suspended Principal Sri Ra men Baruah.

**NALBARI COMMERCE COLLEGE**  
**Nalbari- 781 335 (Assam)**

**ANN3EXURE "A"**

Receipts	Amount (Rs.)	Payments	Amount (Rs.)
To, Opening Balance	28056.90	By, Examination Fund (Exp. Details- 1)	50904
Cash in hand with suspended Principal	1323684.52	By, Union Fund (Exp. Details- 2)	3868.00
Cash at bank	37692.00	Library Fund (Exp. Details- 3)	8473.00
By Monthly Fees 70% 26384.40 30% 11307.60	3480.00	College Development Fund (Exp. Details- 4)	7830.00
By Games Fee	3480.00	By Games Fund (Exp. Details- 5)	4500.00
By Union Fund	1080.00	Common Room Fund (Exp. Details- 6)	2854.00
By Students Mutual Fund Fee	17400.00	Students Mutual Fund (Exp. Details- 7)	500.00
By College Development Fund and Building Fee	4640.00	By Reserve Fund (Exp. Details- 8)	35319.10
By Magazine Fee	3480.00	By Salary Gross	4234020.00
By Common Room Fee	4130.00	By Bank Charges	200.00
By Library Fee	53825.00	By Closing Balance of Cash t hand	295760.42
By Examination Fee	1160.00	Cash in hand with suspended Principal Sri Ramen Baruah(OB)	28056.90
By Admission Fees Received	300.00		
By Fine	1275.00		
By Enrolment Fee	3480.00		
By Afflation Fee	2285.00		
By Registration Fee	530.00		
By Identity Card Fee	5800.00		
By Electricity Charges	4640.00		
By Printing Charges	10836.00		
By Other Fee	5593.00		
By Bank Interest	738.00		
By Admit Card Writing Charges	3154700.00		
By Govt. Grant towards Salary of Sanction Staff			
Total	4672285.42	Total	4672285.42

# NALBARI COMMERCE COLLEGE

Nalbari- 781 335 (Assam)

## Examination Fund Expenses (Exp. Details- 1)

Final Examination Expenses	45029.00
Printing and Stationery	1133.00
Annual Examination Expenses	3750.00
Traveling Expenses	992.00
Total	50904.00

## Union Fund Expenses (Exp. Details- 2)

Freshmen Social Expenses	1668.00
College Week Expenses	2200.00
Total	3868.00

## Library Fund Expenses (Exp. Details- 3)

Library Card/Stationery Expenses	.....
Books	8473.00
Total	8473.00

## College Development Fund Expenses (Exp Details- 4)

Building Repairing	4000.00
Gate Inauguration Expenses	3220.00
Electrical Repairing	520.00
Miscellaneous Expenses	90.00
Total	7830.00

## Games Fund Expenses (Exp. Details- 5)

Library Card/Stationery Expenses	.....
Books	8473.00
Total	8473.00

## Common Room Fund Expenses (Exp. Details- 6)

Printing and Stationery	854.00
Freshmen Social Expenses	1000.00
College Week Expenses	1000.00
Total	2854.00

## Student Mutual Fund Expenses (Exp. Details- 7)

Donation / Award	500.00
Total	500.00



### Reserve und Expenses (Exp. Detail- 8)

Printing and Stationery	3341.00
Traveling Expenses	10790.00
Registration Fee	3840.00
Electricity Expenses	5406.00
Telephone Expenses	893.00
Part Time Remuneration	9920.00
Miscellaneous Expenses	1128.40
Total	35319.10

### Details of Bank Interest (Exp. Details- 9)

	A/C No.	Interest Received
Library Fund	21611	195.00
Union Fund	21609	130.00
Magazine Fund	21610	530.00
College Development Fund	21606	1942.00
Games Fund	21613	112.00
Student Mutual Aid Fund	22294	218.00
Examination Fund	21607	594.00
Common Room Fund	21614	228.00
Reserve Fund	21615	1644.00
Total		5593.00

## BANK RECONCILIATION STATEMENT

### GENERAL FUND ACCOUNT No. 909

Balance as per Bank Statement	63367.09
Add: Cheque Deposited into Bank	70700.00
Bank Balance as per Cash Book (Total)	134067.09

### RESERVE FUND ACCOUNT No. 21615

Balance as per Bank Statement	47733.83
Less: Cheque Issued but not presented into Bank 64.00 100.00	164.00
Bank Balance as per Cash Book (Total)	47569.83

NALBARI COMMERCE COLLEGE  
Nalbari- 781 335 (Assam)

**REPORT**

We have conducted the internal audit of account of Scholarship as per the records available in the Books of Accounts and in the Cash Book and the acknowledgement register and other relevant papers before us for the year ended 31<sup>st</sup> March 2002.. This part of accounts represents only for the scholarship amount received from the Project Director I.T.D.P. and paid by Nalbari Commerce College towards payment to different students enrolled during the relevant session.

As is evident, no amount of scholarship was received from the Project Authority. The college authority acted as an agency for this purpose. An amount unclaimed remaining in the account are to be refunded to the paying authority after due interval along with account treated as part II of main account and as such it has not been incorporated in the general cash book of the college and as such there is no scope of mixing up with the college fund. Every effort is being made to find out a clear and accurate account of scholarship so far as recorded in the cashbook. The amount showed refundable with immediate effect and acknowledgement receipt to be kept posted in the acknowledgement register.

**NALBARI COMMERCE COLLEGE**  
**Nalbari- 781 335 (Assam)**

ANNEXURE "B"

STATEMENT SHOWING RECEIPT AND PAYMENT ACCOUNT OF SCHOLARSHIP OF  
 NALBARI COMMERCE COLLEGE FOR THE YEAR ENDED ON 31<sup>ST</sup> MARCH 2002

Receipts	Amount (Rs.)	Payments	Amount (Rs.)
To, Opening Balance Cash at bank	9134.10	By, Payment made to different students vide their stamped acknowledgement in the register	.....
To, Bank Interest	364.00	By, Closing Bank Balance	9498.10
Total Rupees	9498.10	Total Rupees	9498.10



**NALBARI COMMERCE COLLEGE**  
**Nalbari- 781 335 (Assam)**

**ANNEXURE "C"**

**OBSERVATION IN RESPECT OF MAINTENANCE AND ACCOUNTS**

1. professional Tax deducted out of the salary during the year not paid to the government treasury in time. It is the duty of the college authority to pay the tax in time under Assam Professional Tax Act.
2. No TDS has been deducted from the salary paid to the staff as required to be deducted under section 194 of Income Tax Act 1961.
3. No Ledger Account for expenditure has been maintained. It is suggested that such account is to be maintained.
4. Payment of salary to the staff has been vouched with the acquaintance roll register maintained by the college.
5. No physical verification of fixed assets & other assets was carried by us.
6. As we have been appointed as auditor on 06.07.2002 therefore we have not checked the routine transaction.
7. We are not in a position to give our comments whether higher authority has followed established plan, policies, and procedure.
8. It is suggested that all corrections should be attested by the office .
9. In the Bank Book maintained in the college , page wise total should be done and the balance should be carried forward to the next page.
10. In Fees Receipt Register the receipt should be maintained yearly in separate pages.
11. All payments are being made in cheques. There is no cash transaction except payment of examination charges to Gauhati University and AHSEC, Guwahati.
12. The find that was misappropriated by the former suspended has not been recovered till date.

For D.K. Bajaj & Co.  
Chartered Accountants  
Nalbari

**NALBARI COMMERCE COLLEGE**  
**Nalbari- 781 335 (Assam)**

**INTERNAL AUDIT REPORT OF THE NALBARI COMMERCE COLLEGE**  
**FOR THE PERIOD FROM 1<sup>ST</sup> APRIL 2002 TO 31<sup>ST</sup> MARCH 2003**

**1. INCUMBECY:**

The following person were the Principal and the Secretary of the college during the period under Audit.

- a) Principal(i/c) **SRI RAMESH GOSWAMI, M.A.**  
b) Secretary (Ex-Officio) **SRI RAMESH GOSWAMI, M.A.**

**2. Closing Bank Balance of General Fund and Other Funds account was as follows:**

1. General Fund	909	134067.00	Nil
2. Library Fund	21611	1714.0	Nil
3. Union Fund	21609	7934.00	Nil
4. Magazine Fund	21610	25355.00	Nil
5. College Development Fund	21606	86695.00	Nil
6. Games Fund	21613	7360.00	Nil
7. Students Mutual Aid Fund	22294	6499.00	Nil
8. Examination Fund	21607	31626.50	Nil
9. Common Room Fund	21614	7800.00	Nil
10. Reserve Fund	21615	56354.03	Nil
Total		249679.42	Nil

**3. Governments Grants:**

Months	Amount in Rupees
April	317000.00
May	283000.00
June	323000.00
July	-----
August	566000.00
September	424000.00
October	353790.00
November	283000.00
December	293000.00
January	397000.00
February	82000.00
March	-----
Total	3321790.00

**NALBARI COMMERCE COLLEGE**  
**Nalbari- 781 335 (Assam)**

**4. RECEIPT AND PAYMENT ACCOUNT**  
As per Annexure "A"

**5. SCHOLARSHIP**  
As per Annexure "B"

**6. TRANSFER OF FUND**  
It is noticed there has been some inter fund transfer during the year.

**7. MIS-APPROPRIATION FUND**

As per previous audit report the opening balance of cash in hand of Rs. 28056.90 were misappropriated by the suspended Principal Sri Ramen Baruah. The necessary step should be taken to recover the amount from the suspended Principal Sri Ramen Baruah.



**NALBARI COMMERCE COLLEGE**  
**Nalbari- 781 335 (Assam)**

**ANN3EXURE "A"**

**RECEIPT AND PAYMENT ACCOUNT FOR THE YEAR ENDED ON 31<sup>ST</sup> MARCH, 2003**

Receipts	Amount (Rs.)	Payments	Amount (Rs.)
To, Opening Balance	28056.90	By, Examination Fund (Exp. Details- 1)	50904
Cash in hand with suspended Principal	1323684.52		
Cash at bank	37692.00	Library Fund (Exp. Details- 3)	8473.00
To Monthly Fees			
70% 38480.80			
30% 16191.20			
To Games Fee	3480.00	College Development Fund (Exp. Details- 4)	7830.00
To Union Fund	3480.00	By Games Fund (Exp. Details- 5)	4500.00
To Students Mutual Fund Fee	1080.00	Common Room Fund (Exp. Details- 6)	2854.00
To College Development Fund and Building Fee	17400.00	Students Mutual Fund (Exp. Details- 7)	500.00
To Magazine Fee	4640.00	By Reserve Fund (Exp. Details- 8)	35319.10
To Common Room Fee	3480.00	By Salary Gross	4234020.00
To Library Fee	4130.00	By Bank Charges	200.00
To Examination Fee	53825.00	By Closing Balance of Cash t hand	295760.42
To Admission Fees Received	1160.00	Cash in hand with suspended Principal Sri Ramen Baruah(OB)	28056.90
To Fine	300.00		
To Enrolment Fee	1275.00		
To Affiliation Fee	3480.00		
To Registration Fee	2285.00		
To Identity Card Fee	530.00		
To Electricity Charges	5800.00		
To Printing Charges	4640.00		
To Other Fee	10836.00		
To Bank Interest	5593.00		
To Govt. Grant towards Salary of Sanction Staff	3154700.00		
Total	4672285.42	Total	4672285.42

# NALBARI COMMERCE COLLEGE

**Nalbari- 781 335 (Assam)**

## Examination Fund Expenses (Exp. Details- 1)

Final Examination Expenses	45029.00
Printing and Stationery	1133.00
Annual Examination Expenses	3750.00
Traveling Expenses	992.00
Total	50904.00

## Union Fund Expenses (Exp. Details- 2)

Freshmen Social Expenses	1668.00
College Week Expenses	2200.00
Total	3868.00

## Library Fund Expenses (Exp. Details- 3)

Library Card/Stationery Expenses	.....
Books	8473.00
Total	8473.00

## College Development Fund Expenses (Exp Details- 4)

Building Repairing	4000.00
Gate Inauguration Expenses	3220.00
Electrical Repairing	520.00
Miscellaneous Expenses	90.00
Total	7830.00

## Games Fund Expenses (Exp. Details- 5)

Library Card/Stationery Expenses	.....
Books	8473.00
Total	8473.00

## Common Room Fund Expenses (Exp. Details- 6)

Printing and Stationery	854.00
Freshmen Social Expenses	1000.00
College Week Expenses	1000.00
Total	2854.00

## Student Mutual Fund Expenses (Exp. Details- 7)

Donation / Award	500.00
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NALBARI COMMERCE COLLEGE  
Nalbari- 781 335 (Assam)

REPORT

We have conducted the internal audit of account of Scholarship as per the records available in the Books of Accounts and in the Cash Book and the acknowledgement register and other relevant papers before us for the year ended 31<sup>st</sup> March 2002.. This part of accounts represents only for the scholarship amount received from the Project Director I.T.D.P. and paid by Nalbari Commerce College towards payment to different students enrolled during the relevant session.

As is evident, no amount of scholarship was received from the Project Authority. The college authority acted as an agency for this purpose. An amount unclaimed remaining in the account are to be refunded to the paying authority after due interval along with account treated as part II of main account and as such it has not been incorporated in the general cash book of the college and as such there is no scope of mixing up with the college fund. Every effort is being made to find out a clear and accurate account of scholarship so far as recorded in the cashbook. The amount showed refundable with immediate effect and acknowledgement receipt to be kept posted in the acknowledgement register.



**NALBARI COMMERCE COLLEGE**  
**Nalbari- 781 335 (Assam)**

ANNEXURE "B"

STATEMENT SHOWING RECEIPT AND PAYMENT ACCOUNT OF SCHOLARSHIP OF  
 NALBARI COMMERCE COLLEGE FOR THE YEAR ENDED ON 31<sup>ST</sup> MARCH 2002

Receipts	Amount (Rs.)	Payments	Amount (Rs.)
To, Opening Balance Cash at bank	9134.10	By, Payment made to different students vide their stamped acknowledgement in the register	.....
To, Bank Interest	364.00	By, Closing Bank Balance	9498.10
Total Rupees	9498.10	Total Rupees	9498.10

**NALBARI COMMERCE COLLEGE**  
**Nalbari- 781 335 (Assam)**

ANNEXURE "C"

**OBSERVATION IN RESPECT OF MAINTENANCE AND ACCOUNTS**

1. professional Tax deducted out of the salary during the year not paid to the government treasury in time. It is the duty of the college authority to pay the tax in time under Assam Professional Tax Act.

2. No TDS has been deducted from the salary paid to the staff as required to be deducted under section 194 of Income Tax Act 1961.

3. No Ledger Account for expenditure has been maintained. It is suggested that such account is to be maintained.

4. Payment of salary to the staff has been vouched with the acquaintance roll register maintained by the college.

5. No physical verification of fixed assets & other assets was carried by us.

6. As we have been appointed as auditor on 06.07.2002 therefore we have not checked the routine transaction.

7. We are not in a position to give our comments whether higher authority has followed established plan, policies, and procedure.

8. It is suggested that all corrections should be attested by the office .

9. In the Bank Book maintained in the college , page wise total should be done and the balance should be carried forward to the next page.

10. In Fees Receipt Register the receipt should be maintained yearly in separate pages.

11. All payments are being made in cheques. There is no cash transaction except payment of examination charges to Gauhati University and AHSEC, Guwahati.

12. The find that was misappropriated by the former suspended has not been recovered till date.

For D.K. Bajaj & Co.  
Chartered Accountants  
Nalbari

## MASTER PLAN

**Statement regarding utilization of existing buildings and structures:**

The total area of the college surrounded by a brick wall is 50,509 sq. ft. (5427 sq. m.). The college has three Assam Type Buildings including a Community Hall, one RCC Building, one Temporary Kacha Structure, one Cycle Stand and one Night Chowkidar's temporary quarter. A brief description regarding the utilization of the same is being given below-

Sl. No.	Name of the Building	Total Area	Present Utilization	Area	Remarks
01.	DRDA Community Hall	4171 sq ft.	a) Library cum Reading Room b) Hall used as Class Room and for Meetings, Functions etc. c) Boys' Common Room	1161 sq. ft.  2408 sq. ft.  602 sq.ft.	----
02.	RCC Building	1763 sq.ft.	Class Room	1763 sq.ft.	--
03.	Temporary Shed (Chali)	1527 sq.ft.	Temporary Class Room	1527 sq.ft.	----
04.	Assam Type Building	1072.5 sq.ft.	Principal cum Office Room	1072.5 sq.ft.	----
05.	Temporary Structure	527 sq.ft.	Night Chowkidar's Quarter.	527 sq.ft.	----
06.	Assam Type Building	4836 sq.ft..	a) Three Class Rooms b) Girls' Common Room (including Lavatory.) c) Teachers' Common Room (including Toilet.)	2635 sq. ft.  480.5 sq. ft.  1720.5 sq. ft.	----
07.	A Road Side C I Sheet Shed	1358 sq. ft.	Cycle Stand	1358 sq. ft.	----



# MASTER PLAN OF THE COLLEGE

A Master Plan to be implemented within 2010 has been chalked out. A brief description of the plan as envisaged is being given below. Moreover, a sketch map of Nalbari Commerce College showing the state of the college after implementation of the Master Plan is being sent with the S.S.R.

1. Construction of Assam Type Building with an area of 4192.5 sq. ft. after dismantling the existing Kacha Structure used at present as temporary classroom.

(a) Computer Centre with an area of 1235 sq.ft.

(b) Teachers' Conference Rom with an area of 975 sq.ft.

(c) Canteen cum Dining Room with an area of 1332.5 sq.ft. in place of the existing temporary Canteen.

(d) Canteen Kitchen with an area of 650 sq. ft.

2. Construction of an Assam type Quarter with an area of 527 sq. ft. for Night Chowkidar after dismantling the existing Kacha Structure.

3. Construction of an RCC Building with an area of 4428 sq.ft. for the following proposed purposes-

(a) A Reading Room with an area of 820 sq.ft.

(b) A Library Room with an area of 1066 sq.ft.

(c) Two Classrooms with an area of 2542 sq. ft.

4. Shifting of existing Principal Chamber cum Office Room to the existing RCC Building after necessary innovation. Then the present Principal's Chamber cum Office Room will be converted to Classroom.

5. A developed beautiful garden in place of the existing one.

6. Establishment of a Pickle manufacturing industry utilizing different fruits as raw materials. Students including ex-students would be involved in this project.

7. Establishment of training cum production centre like *Japi* and other such handicrafts.

8. Introduction of Diploma Course in Marketing Management.

9. Development of a Nursery along with Herbal Medicine Plant.

10. Opening of a centre of IGNOU.

11. Introduction of following short term courses in Computer education-

- a) PGDCS (One Year)
- b) DCS (One Year)
- c) DTP (Three Months)
- d) Tally (Six Months)
- e) CAS (Three Months)

## Conclusion:

The college anticipates receipt of financial resources from different sources for the implementation of the plan in a phased manner. For example, it is almost certain that the college would be able to implement the opening of a Computer Centre in the college from the funds to be received from M.P. Area Development Fund of Hon'ble Dr. Manmohan Singh, M.P., Rajya Sabha. The project has already been submitted and the same has been sent to the Hon'ble M.P. by the D.C. Nalbari with a strong recommendation. The

Hon'ble Health & Family Welfare Minister Dr. Bhumidhar Barman, who is at present the President of the college Governing Body, has been taking keen interest in getting the required approval from the Hon'ble M.P. The college has moved for allotment of Govt. land near the college for construction of college hostel. A positive result is expected in near future. The local M.L.A. Sri Madan Kalita and the M.P. Sri Madhab Rajbanshi have also assured of rendering financial help from their respective Area Development Funds. The college has already undertaken a Gift Coupon Project from which a good amount may be expected. The college expects a good response from the Alumni Association towards implementation of some proposed projects. The college will try its level best to exploit different sources like fund raising drive, donations from well-wishers and Development Grants from the state govt.

We strongly hope and believe that the college would be able to turn this dream reflected in the Master Plan into a reality.

\*\*\*\*\*





# LEGENDS

EXISTING	PROPOSED

## Appendix-I

### NALBARI COMMERCE COLLEGE

#### DEPARTMENT WISE FULL-TIME TEACHERS

SL. NO.	DEPARTMENT	NO. OF TEACHERS
01	Assamese	01
02	English	01
03	Economics	02
04	Hindi	01
05	Accountancy & Auditing	03
05	Business Management	03
06	Commerce	02
07	Statistics	01
Total		14

#### DEPARTMENT WISE PART-TIME TEACHERS

SL No.	DEPARTMENT	NO. OF TEACHERS
01	English	01
02	I .T.	01

N.B. The service of the part time teacher in the department of Information Technology would be discontinued as soon as the session is over.

## Appendix-IA

### LIBRARY ADMINISTRATION

SL. NO.	DESIGNATION	NO. OF EMPLOYEES
01	Librarian	01
02	Library Bearer	01

### OFFICE ADMINISTRATION

SL. NO.	DESIGNATION	NO. OF EMPLOYEES
01	Upper Division Assistant	01
02	Lower Division Assistant	03
03	Grade -IV	04

Note: Out of the Four Grade -IV employees one has been serving in the Non-Sanctioned post.



# CLASS-WISE ENROLMENT OF THE STUDENTS

Session 2002-2003 & 2003-2004

Class	2002-2003			2003-2004		
	Male	Female	Total	Male	Female	Total
B.Com. -I	46	8	54	33	6	39
B.Com.-II	21	1	22	52	8	60
B.Com.-III	23	--	23	21	--	21
Total	90	9	99	106	14	120
H.S.-I	44	15	59	28	2	30
H.S.-II	16	7	23	43	11	54
Total	60	22	82	71	13	84

# Appendix-III A

## ANNUAL BUDGET OF NALBARI COMMERCE COLLEGE For the period 1<sup>st</sup> June 2002 to 31<sup>st</sup> May 2003 (PLAN)

Revenue Receipt		Expenditure	
Particulars	Amount (in Rs.)	Particulars	Amount (in Rs.)
Govt. Grant for salary	34,40,000/-	Salary to the teaching Staff (Sanctioned & Approved Post)	34,75,770/-
Students' Tuition fees(H.S.& T.D.C)	72,000/-	Salary to the teaching Staff (Non Sanctioned Post)	20,000/-
Students' Admission fees	2,200/-	Traveling Allowance etc.	16,000/-
Library fees	6,600/-	Contingencies	15,000/-
Registration & Enrolment fees	12,050/-	Furniture.	3,000/-
Students' Union, Games & Common Room Fees	19,800/-	College Development Expenditure	20,000/-
College Examination fees	12,200/-	Repairing Works.	5,000/-
College Electricity fees	11,000/-	Students' Union Expenditure	15,000/-
Students' Welfare, Identity fees	2,600/-	Printing & Stationary	5,000/-
Casual Students' Admission fees	7,500/-	College Examination Expenditure	12,000/-
College Development fees	33,000/-	University & Council's Registration & Enrolment Fees Payment	12,050/-
Last Year's Budget Surplus	400/-	Electricity & Telephone Bill	12,000/-
		Library Books & Journals	7,000/-
		Surplus	1,530/-
Total	36,19,350/-	Total	36,19,350/-

# Appendix-III B

## ANNUAL BUDGET OF NALBARI COMMERCE COLLEGE For the period 1<sup>st</sup> June 2001 to 31<sup>st</sup> May 2002 (PLAN)

Revenue Receipt		Expenditure	
Particulars	Amount (in Rs.)	Particulars	Amount (in Rs.)
Govt. Grant for salary	34,20,000/-	Salary to the teaching Staff (Sanctioned & Approved Post)	34,66,600/-
Students' Tuition fees(H.S.& T.D.C)	66,600/-	Salary to the teaching Staff (Non Sanctioned Post)	16,800/-
Students' Admission fees	2,000/-	Traveling Allowance etc.	15,000/-
Library fees	6,000/-	Contingencies	10,000/-
Registration & Enrolment fees	9,256/-	Furniture.	3,000/-
Students' Union, Games & Common Room Fees	18,000/-	College Development Expenditure	15,000/-
College Examination fees	11,000/-	Repairing Works.	4,000/-
College Electricity fees	10,000/-	Students' Union Expenditure	14,000/-
Students' Welfare, Identity fees	2,000/-	Printing & Stationary	3,000/-
Casual Students' Admission fees	7,500/-	College Examination Expenditure	10,000/-
College Development fees	30,000/-	University & Council's Registration & Enrolment Fees Payment	9,625/-
Last Year's Budget Surplus	.....	Electricity & Telephone Bill	7,000/-
		Library Books & Journals	8,000/-
		Surplus	400/-
Total	35,82,725/-	Total	35,82,725/-





( To be submitted at the time of filling in Final Examination Forms)

Name of the Subject :

Name of the Teacher :

Qualities of the teacher শিক্ষক/শিক্ষয়িত্রী গৰাকীৰ গুণ সমূহ	Rating ( tick ✓ )				
	Very good উত্তম	Good ভাল	Average মধ্যম গড়	Poor দুৰ্বল	Very poor অতি দুৰ্বল
Communication skills সংলাপ (কথোপকথন) পটুতা					
Interest generated by the teacher শিক্ষক/শিক্ষয়িত্রী গৰাকীৰ দ্বাৰা ছাত্ৰ-ছাত্ৰীৰ মনত উন্মেষণ					
Ability to integrate course material with environment/ other issues to provide a broader perspective বহু দৃষ্টিভঙ্গী যোগাব পৰাকৈ পৰিবেশ / অন্যান্য বিচাৰ্য বিষয়ৰ সৈতে পাঠ্য-বিষয় সমূহক সংহত কৰণৰ সক্ষমতা					
i) Accessibility of the teacher in and out of the class (including availability of the teacher to motivate outside class discussion) শিক্ষক/শিক্ষয়িত্রী গৰাকীৰ শ্ৰেণীৰ ভিতৰে বাহিৰে ছাত্ৰ-ছাত্ৰীৰ অভিগম্যতা (ওচৰ চাপিব পৰা গুণ, শ্ৰেণী বহিৰ্ভূত আলোচনাত ছাত্ৰ- ছাত্ৰীক প্ৰবৃত্ত কৰিবলৈ উপস্থিত থকাকে ধৰি)					
ii) Ability to design quizzes/examination/home assignments/projects to test understanding of the course অধ্যয়নক্ৰমৰ বোধগম্যতা অন্বেষণ কৰিবলৈ আশু-প্ৰশ্ন/পৰীক্ষা/গৃহপাঠ/ প্ৰকল্প প্ৰস্তুতিৰ ক্ষেত্ৰত শিক্ষক/শিক্ষয়িত্রী গৰাকীৰ সক্ষমতা					
iii) Willingness of the teacher for remedial suggestions to students' deficiency. ছাত্ৰ-ছাত্ৰীৰ শৈক্ষিক অপূৰ্ণতা নিৰাময়ৰ বাবে প্ৰতিকৰমূলক পৰামৰ্শ আগবঢ়োৱাৰ ক্ষেত্ৰত শিক্ষক/শিক্ষয়িত্রী গৰাকীৰ ইচ্ছা প্ৰকাশ					
iv) Knowledge base of the teacher (as perceived by you) শিক্ষক/শিক্ষয়িত্রী গৰাকীৰ জ্ঞান সম্ভাৰ(তুমি অনুভৱ কৰামতে)					
v) Sincerity/commitment of the teacher শিক্ষক/শিক্ষয়িত্রী গৰাকীৰ কৰ্তব্য-নিষ্ঠা/প্ৰতিশ্ৰুতিবদ্ধতা					
vi) Ability of the teacher to clearly and satisfactorily answer the question put by the Students ছাত্ৰ-ছাত্ৰীয়ে সোধা প্ৰশ্নৰ উত্তৰ শিক্ষক/শিক্ষয়িত্রী গৰাকীয়ে স্পষ্টকৈ আৰু সন্তোষজনক ভাবে দিব পৰাৰ সক্ষমতা					
vii) Overall comment on the teacher's performance. শিক্ষক/শিক্ষয়িত্রী গৰাকীৰ কাৰ্য সম্পাদনৰ ওপৰত সামগ্ৰীক মতামত (মন্তব্য)					

## Appendix- IVB

☎ 220969

**NALBARI COMMERCE COLLEGE**  
**P.O.-CHOWKBAZAR ❖ NALBARI-781334 (ASSAM)**  
**STUDENT'S FEEDBACK ON CAMPUS EXPERIENCE**  
**FOR THE SESSION : 200 - 200**

Name of the student	:	<input type="text"/>
Class	:	<input type="text"/>
Roll No.	:	<input type="text"/>
Total number of teachers under whom you have learned ?	:	<input type="text"/>
How many of them did effective teaching ?	:	<input type="text"/>
How many teachers used audio/visual aids in the class room, and in which subjects ?	:	<input type="text"/>
How many teachers used charts/models in the class room ?	:	<input type="text"/>
Are you benefited by the college library ? If so, how ?	:	<input type="text"/>
Give a remark on academic atmosphere, teacher-student relationship of the college	:	<input type="text"/>
Disciplined Department in your opinion	:	(i) <input type="text"/>
	:	(ii) <input type="text"/>
	:	(iii) <input type="text"/>
Give a remark on college administration	:	<input type="text"/>
0. In which subject of your combination, classes are not held regularly ?	:	<input type="text"/>

Signature



## Appendix-V

### GOVERNMENT OF ASSAM

#### EDUCATION (HIGHER) DEPTT: DISPUR: GUWAHATI -6

NO. B (2) H. 242/2002/240

Dated Dispur, the 20<sup>th</sup> Feb' 2003

To The Director of Higher Education, Assam,  
Kahilipara, Ghy -19.

SUB:- FRESH GUIDELINES TO BE FOLLOWED FOR SELECTION OF  
CANDIDATES FOR APPOINTMENT OF PRINCIPAL, LECTURERS  
ETC. IN DEECIT GRANTS-IN-AID COLLEGES OF ASSAM.

SIR,

The following fresh guidelines and procedure are framed for proper and effective implementation of all concerned by superseding the earlier Notification No. EPG/1021/91/5 dt. 17.6.92 in this regard.

- 1) A. For selection of candidate for appointment of Principal, the Governing Body of the college shall constitute a Selection Committee as follows :
  - i) President of the Governing Body, Chairman & Commissioner
  - ii) Two members of the Governing Body / Member (Not belonging to the teaching staff.)
  - iii) Secretary of the Governing Body / Member provided he/she is not a candidate for the post of Principal. In such case Vice-Principal / Senior most head of the Deptt.
  - iv) Three well known educationists / Member
  - v) Two Vice-Chancellor's nominees, out of whom one should be an expert.

Two - third majority will constitute the quorum.

Norms for the post of Principal of a deficit Grant-in-Aid Colleges :

- a) The candidate must be a Selection Grade Lecturer.
- b) Age above 40 years.
- c) The candidate must be empanelled in the select list prepared by the State Selection Board, Assam and from valid panel which is approved by Govt. only.
- d) Marking system of different counts will be as follows :

Academic

Teaching

Administrative

Extra



Qualifications	Experience (above 10 yrs)	Experience	Curricular Activities	Inter-Remark view
Mxm. 65	Mxm. 10 1 pt. in each year	Mxm. 5 1pt. in each year	Mxm. 5	Mxm. 15 100

		Marking for academic qualification.					
HSLC H.S.	Degree	Post Graduate		M.Phil	Ph.D.	Research Paper & Articles.	
1 <sup>st</sup> Divn. or Class	10	10	10	10+5 (for gold medal)	5	10	Mxm. 5 (1pt. for each paper/articles)
2 <sup>nd</sup> Divn. or Class	5	5	5	7 (55-60%)			
Distinction	6			5 (50-55%)			
3 <sup>rd</sup> Divn.	3	3	3	3 (45-50%)			

However the credit marks should be provided for H.S.L.C. Examination to those candidate who passed 4 (four) year Higher Secondary examination by calculating average marks of the 3 (three) examination i.e. H.S. graduation and Master Degree examination.

#### 1.B. Selection of Lecturer :

The College Governing Body shall constitute a Selection Committee for a term of two year i.e. from the date of constitution with the following members :

- (1) Chairperson of the Governing Body of the college or his/her nominee to be the Chairperson of the Selection Committee.
- (2) The Principal of the concerned college.
- (3) One Senior Teacher/Head of the Department (of the concerned subject) preferably having not less than 10 years of service as a teacher.
- (4) Two nominees of the Vice-Chancellor of the affiliating University of whom one should be a subject expert.
- (5) Two subject experts not connected with the college to be nominated by the chairperson of the Governing Body out of a panel names approved by the Vice-Chancellor.

Two third majority will be constitute the quorum

**Norms for the post of lecturer –**

- (a) Good academic records with at least 55% (no rounding off) of the marks or and equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E and F at Master Degree level, in the relevant subject from an Indian University or an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET/SLET).

- (b) For S.C./ S.T. candidate the minimum marks will be 50% (rounding off).  
 (c) Age : Maximum 36 years. For S.C./ S.T. candidate maximum 41 years or as determined by Govt. of Assam from time to time.  
 (d) Marking system will be as follows :

#### SEVEN POINT SCALE

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT			
'O' = Outstanding	5.50 - 6.00	75-100			
'A' = Very good	4.50 - 5.49	65-74			
'B' = Good	3.50 - 4.49	55-64			
'C' = Average	2.50 - 3.49	45-54			
'D' = Below average	1.50 - 2.49	35-44			
'E' = Poor	0.50 - 1.49	25-34			
'F' = Fail	0 - 0.49	0-24			
Academic Qualifications	Teaching experience	Knowledge of the subject	Interview	Total	
Maximum 65	Maximum 5 (1 point for One year only for complete Year of teaching in Govt. / Deficit colleges only)	15	15	100	

#### Making for academic qualifications :

HSLC	HS	Degree	Post Graduate	M.Phil	Ph.D.	Research Paper and articles
Max. 10 (10% of the P.C. obtained in the HSLC Examination)	Max. 10 (10% of the P.C. obtained in the Examn.)	Max. 10 (1-% of the P.C. obtained in the Major/ honours subject or 10% of marks in grand total for not having	Max. 10+5 (for gold medallist) 10% of the P.C. obtained in the examn.	5	10	Max. 5 (1 point for each publications in reputed journals only.

		major / honours				
--	--	-----------------	--	--	--	--

However the credit marks should be provided for H.S.L.C. Examination to those candidates who passed 4 (four) year Higher Secondary examination by calculating average marks of the examination.

### 1. © Selection of Non Teaching Staff :

There shall also be a Selection Committee for selection of Non-teaching staff. The College Governing Body shall constitute a Selection Committee with the following member for a term of two years with effect from the date of constitution :

- |    |   |            |
|----|---|------------|
| 1) | Principal   | - Chairman |
| 2) | Vice-Principal or Sr. Most Head of<br>The Deptt. of the College | - Convenor |
| 3) | One member of the G.B. / S.B.                                   | - Member   |
| 4) | One member of the G.B. from<br>Teaching Staff.                  | - Member   |

Marking will be as follows :

Academic Qualification Max. 15	Practical test for typing etc. Max. 20	Experience Max. 5 (1 pt. for each completed year of service.	Interview Max. 10	Total 50
--------------------------------------	--	--	----------------------	-------------

Academic Qualification markings :

	HSLC	H.S.	Degree
1 <sup>st</sup> Division / Class	5	5	5
2 <sup>nd</sup> Division / Class	4	4	4
3 <sup>rd</sup> Division / Class	3	3	3 (Simple)
or Compartmental			



The Principal of the College shall notify the number of vacancies to the District Employment Exchange on receipt of the list of candidates supplied from the District Employment Exchanges, the Principal shall issue calling letters only to those enlisted candidates and selection panel of eligible candidates through the Selection Committee.

2. In case of any dispute in the constitution of Selection Committee (s), the Director of Higher Education, Assam's decision shall be final. Similarly, in case of any dispute arises out of the selections of candidates both teaching and non-teaching) or if any member of the Selection Committee expresses in writing in such matter, the Principal of the colleges shall immediately refer the matter to the Director of Higher Education, Assam whose decision shall be final.

You are accordingly requested to kindly issue detailed instruction to all concerned accordingly for strict compliance.

Yours faithfully,

Sd/ Dr. P. Saran  
Commissioner & Secy. to the Govt. of Assam  
Education (H) Deptt.

Memo Nol. B(2) H. 242/2002/240\_A Dt. Dispur, the 20<sup>th</sup> Feb'2003

Copy forwarded to :

1. P.S. to Minister, Education, Assam for information of the Minister.
2. P.S. to Minister of State, Education for information of the Minister.
3. Chairman, State Selection Board, Assam for information and necessary action.

4. Inspector of Colleges, Office of the Director of Higher Education, for information.
5. The Registrar, Gauhati High Court for favour of information with reference to High Court Order in W.P. GCC No. 4948/2000 dtd. 25.6.2002 and W.A. No. 449/02 dtd. 27.8.02
6. The Secretary, Governing Body, ..... for information and necessary action. Also, it is informed that age and earlier empanelled list is not a bar for those candidates who appeared earlier for the post of Principal of your college.
7. Registrar, Gauhati University/Dibrugarh University/Assam University, Silchar for favour of information and necessary action.

By order etc.

Deputy Secy. to the Govt. of Assam  
Education (H) Deptt.

## Appendix-VI

# Nalbari Commerce College, Nalbari

## SELF APPRAISAL REPORT

PERIOD FROM ..... TO... ..

1. Name of the teacher.....
2. Date of birth .....
3. Designation: Lecturer / Senior Lecturer / Selection Grade/ Lecturer / Demonstrator
4. Department .....
5. Date of joining: .....
6. a) Educational Qualification .....  
b) Other Qualification.....
7. Topics taught to the students of
  - a) H.S. I
  - b) HS. II:
  - c) T.D.C. Part I: (Use separate sheets if necessary)  
(General).....  
(Major).....
  - d) T.D.C. Part II (Use extra sheets if necessary)  
(General).....  
(Major).....
8. a) Have you been able to complete the topics  
you proposed to cover during this period?

Yes/No

If no, please give reasons

b) What steps do you propose to cover the unfinished part of your topics?
9. Are you satisfied with your work during this period?



Yes/No

If no, please give details

10. Give details of research and academic activities other than teaching during this period. Mention research and other publications, if any, during this period (Attach extra sheets if necessary)

11. Indicate areas of your extension activities during the year. Give details of your involvement in these activities.

12. Mention your response to the request of the Principal towards undertaking development and other activities of the college, including examination, admission, students' union activities etc..

13.a) What according to you, is the response of your students to the class lectures delivered by you?

Very good / Good / Not up to the expectation

b) What is the performance of your students on the topics taken by you in the examinations?

Very good/Good/Average/Below Average

14.a) What, according to you, is your relationship with your principal?

Cordial / Formal

b) What, according to you, is your relationship with your colleagues?

Cordial / Friendly / Formal

c) What, according to you, is your relationship with your office and other supporting staff?

Cooperative / Positive / Formal

d) What, according to you, is your relationship with your students?

Cordial / Cooperative / Professional

15. Any suggestion you would like to make regarding further improvement of your department. (Use extra sheet if necessary)

16. Any suggestion you would like to make regarding further improvement of the college. (Use extra sheet if necessary)

Signature.

.....  
Date

Last date of submission:.....

## APPENDIX-VII

### RESEARCH ACTIVITIES

Sri Umesh Talukdar has already completed the process for Ph.D. and it is expected that he would be able to obtain Ph.D. soon.

The following teachers have also nearly completed their Research Works for their Ph.D. dissertations to submit at Gauhati University.

NAME	TOPICS
1. Sri Manik Ch. Barman-	Infrastructure for Agricultural Development in Assam- with special reference to Nalbari District.
2. Sri Birendra Talukdar-	Personnel Management Practices in Small Scale Industry in Assam A case study of Kamrup District.
3. Sri Atul Ch. Haloi-	A study of Infrastructural Facilities with special emphasis on Transport and Power in Assam.

**Appendix -VIII**

GOVT. OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER, NALBARI  
(PLANNING & DEVELOPMENT BRANCH)

NO.NDC-722/2001/4

Dtd. 29/10/02

To

Dr. Manmohan Singh,  
Honourable MP & Leader of the Opposition  
Rajya Sabha, New Delhi.

Sub: Application praying for sanction of Grant from MPLAD Fund.

Sir,

I have the honour to forward herewith an application with plan & estimate duly prepared by Executive Engineer, PWD(B) amounting to Rs.15 lacks for Construction of Assam type Building for Computer Education at Nalbari Commerce College.

The institution is situated at Nalbari Town and needs financial assistance for development of extensive Computer Education Technology.

The project is expected to be beneficial to a Commerce Graduate for self-employment in future.

Yours faithfully

Deputy Commissioner  
Nalbari

Memo No. NDC-722/2001/4-A

Dtd 29/10/02

Copy to:-

1. The Commissioner & Secretary to the Govt. of Assam, Planning & Development Department, Dispur.
2. The Principal i/c cum Secretary, Commerce College, Nalbari for information.



Appendix -IX



Office of the  
**Nalbari Commerce College**  
P.O.- Chowkbazar, Nalbari- 781 334  
(Assam)

Ref No NCC/13(D) 2002/559(A)

Date 23/09/2002.

From:  
*Sri Ajoy Chandra Baruah*, Principal i/c,  
**Nalbari Commerce College**,  
P.O. Chowkbazar, Pin- 781334  
Dist.- Nalbari (Assam)

To,  
*Dr. Umesh Chakravarty*,  
Nalbari

**Subj: Appointment as Honorary Doctor.**

Dear Sir,

Let me offer my thanks and gratefulness on behalf of our college to you for agreeing to render honorary services as a doctor to our college for the remaining period of 2003 and for another two years, i.e. 2003 and 2004, if and when required.

Hence you are hereby appointed formally as an Honorary Doctor of our college for the period cited above.

With sincere regards.

***Sincerely yours***

(R. Goswami)  
Principal i/c  
Nalbari Commerce College, Nalbari

## **Appendix-X**

### **PROSPECTUS OF NALBARI COMMERCE COLLEGE, NALBARI. 2003-2004**

#### **PROFILE**

Nalbari Commerce College, situated near Nalbari town is a premier co-educational institution of higher education in Commerce in the district of Nalbari. There was not a single Commerce college or any college having Commerce faculty in the district of Nalbari till the establishment of Nalbari Commerce College and there was no scope for Commerce education even at the P.U. or Higher Secondary level in the district. A few well-meaning citizens and educationist realised this vacuum and their untiring efforts culminated in the establishment of Nalbari Commerce College on 16th July, 1979 with Late Dr. Nripendra Malla Buzar Baruah as its founder President, renowned literature and educationist late Trailokya Nath Goswami as founder Principal, Sri Pramod Ch. Chakravorty & Dr. Chandra Kanta Talukdar as Joint Secretary. The active support and co-operation of Sri Ramani Barman, then Minister of State for Education, Social Welfare etc. from the very beginning gave a boost to their efforts. Ultimately due to the blessings of then Education Minister of Assam Dr. Bhumidhar Barman, who is at present the President of the College Governing Body, the college was brought under Deficit Grants in Aid Scheme with effect from 1.4.92. The college had a daunting task ahead of making the people, particularly the guardians conscious about the fact that Commerce education is an important alternative to Arts & Science. The college has succeeded in this direction to a limited extent and is still striving to achieve the desired goal.

#### **VISION**

Present Indian economic scenario reflects various problems of human resource development and unemployment. The formal education system has not been in a position to make a student self-dependent. Again the number of formally educated students does not commensurate with the number of employment opportunities particularly in the government job market. Taking these factors into consideration the college has always been endeavouring to make the students fully equipped towards confronting with the struggles and challenges that the present economic scenario has thrown.



The college emphasises on injecting the concept to be self-employed along with work culture, moral values and fair means in the minds of the students ultimately holding patronage to the private sector. Our firm belief is that the product created by the college would not be a burden on the society, rather it would contribute a lot to the economy.

### **MOTTO**

The emblem with open book and the rising sun symbolises awakening and enlightenment, the book provides and the rays of the sun symbolise the rays of wisdom, the college spreads all around and the words mean "*Let us acquire knowledge to enlighten our minds*".

### **COLLEGE MAIN GATE**

The main gate of the college was constructed in the name and memory of Late Dilip Ch. Kalita who was the first General Secretary of the Nalbari Commerce College Students' Union Body. An energetic youth Dilip Kalita who established himself as a successful businessman lost his life in a tragic accident.

### **EVALUATION PROCESS**

The evaluation process of the students enrolled in the college is of two folds. First, an internal evaluation by way of holding internal examinations like Unit Test, Terminal Examination, Test Examination is made with a view to making them ready to appear and to come out success in the final examination. In this respect question papers are set by class teachers and moderated in presence of Departmental Heads. The teachers evaluate answer Scripts accordingly and the heads supervise the process adopted. Secondly, the convention examination are announced and conducted by the concerned authority namely (1) Assam Higher Secondary Council (2) Gauhati University are held, where students are finally evaluated by the examination process of both the two

### **ADMISSION**

One seeking Admission into the college must apply to the college in the prescribed form supplied by the college authority on payment of a minimum charge. The student must produce the relevant documents and testimonials and two copies of pass-port size photograph alongwith the Admission Form. Admission is made purely on the merit basis. A cut-off mark is fixed at the time of admission, subject to the necessity.



Provision for reservation for SC/ST/OBC/MOBC and physically handicapped is there as per Government norms.

Students who intends to study Major Course must apply to the respective Head of the Department separately.

## **COURSE STRUCTURE**

### **HIGHER SECONDARY( Commerce)**

CORE SUBJECTS: 1.Book Keeping & Accountancy  
2. Business Organisation and Commercial Practice

COMPULSORY SUBJECTS: 1. English  
2. M.I.L. (Assamese)\*

\* In lieu of Assamese students may offer one of the following subjects-

1. Alternative English 2. Hindi 3. Bodo 4. Nepali

ELECTIVE SUBJECTS: 1. Economics  
2. Banking  
3. CAES

### **T.D.C. (Commerce) New Course**

**All Papers are compulsory**

#### **T.D.C. PART I Examination (First Year)**

1. Business Communication or Functional M.I.L. (Assamese, Bodo, Hindi)
2. Financial Accounting
3. Business Economics
4. Information Technology
5. Business Mathematics or Fundamental of Insurance
6. Money & Financial System

### **T.D.C. (Commerce) New Course**

**All Papers are compulsory**

#### **T.D.C. PART II Examination (Second Year)**

7. Corporate Accounts
8. Company Law

9. Business Environment
10. Principles of Business Management
11. Law & Practice of Banking
12. Business Organisation & Entrepreneurship development
13. Business Statistics

**T.D.C. (Commerce) New Course**

**All Papers are compulsory**

**T.D.C. PART III Examination (Third Year)**

14. Auditing
15. Financial Management
16. Direct & Indirect Taxes
17. Business Regulatory Framework

**T.D.C. PART III Examination (Third Year) MAJOR**

**GROUPS:**

**ACCOUNTANCY GROUP**

18. Cost Accounting
19. Management Accounting
20. Advanced Financial Accounting

**MANAGEMENT GROUP**

18. Human Resource Management
19. Marketing Management
20. Cost and Management Accounting

**FINANCE GROUP**

18. Rural & Co-operative Banking
19. Financial Market operation
20. International Trade & Foreign Exchange.

*Note- \* Total Marks for B.Com. 3rd Year 700 for Seven Papers, out of which First Four are Compulsory and Three (all of One Group) are optional.*



*\* The Total Marks for B.Com. (Pass) Course are 1700 for 17 Papers and B.Com (Hons) course 2000 for 20 Papers.*

## **COMPUTER EDUCATION**

The Computer education has acquired special significance in the present day scenario of Human Resource Development . As far as the commerce education is concerned, the computer education is one of its integral parts. The economic development of a country or the society directly depends on commerce and trade. Under the circumstances our college has undertaken a computer project as per the advice of the Hon'ble President of Nalbari Commerce College Governing Body Dr.Bhumidhar Barman, Minister for Health & Family Welfare, Assam. Dr. Barman has taken the initiative towards getting approval for Rs.15 lacks for the implementation of the project of Dr. Manmohan Singh, M.P. Delhi from his M.P. Area Development Fund. The college however has not yet received the fund. It is a matter of pleasure that the Council for Expansion of Commerce Education, Assam (H.O. Nalbari Commerce College) has provided computer set to our college with which we are going to start the Computer Education Course. This Year Gauhati University has introduced Information Technology as a compulsory subject in T.D.C. syllabus. This Computer Education Course would directly be helpful in the study of Information Technology.

Students willing to avail the opportunity of Computer Education, apart from compulsory subject Information Technology specified by G.U., have to pay an additional fee of Rs. 100/- p.m..

## **LIBRARY**

The College has a spacious library equipped with latest books relevant to Commerce Education, as the main motto of the institution is to provide Commerce Education to the students. The library has a good collection of books, periodicals, newspapers, and journals along with the facility of spacious reading room within itself. After depositing the Caution Money, a student may avail the facility of borrowing 2 books subject to the yearly renewal of his/her Library Card issued by the authority.



## **EXAMINATION AND ATTENDANCE**

To complete the HS Course, a student has to appear in the H S First year examination at the end of first year, and H S final examination at the end of second year course. Both the examinations are conducted by the Assam Higher Secondary Council and the Council declares the results of both the examinations. A student must pass the first year examination for promotion to the second year class.

To complete the TDC, a student has to appear in the TDC Part I, TDC Part II and TDC Part III Examinations after completion of each yearly course and passing the respective Examinations, conducted by the Gauhati University.

Besides these examinations the students are to appear in Unit Test / Terminal / Preparatory/ Test Examination which are conducted by the college authority during the academic year.

As per AHSEC and GU rules *each and every candidate* to be a regular candidate, must attend 75% of the total classes held in each subject during the academic session.

### **ACADEMIC SESSION**

The academic session of the college usually begins in July.

### **MEDIUM OF INSTRUCTION**

Students may avail both English and Assamese as the medium of Instruction.

### **N.C.C. & SCOUT**

The college has taken necessary steps to implement NCC training for developing the all around qualities of the students. To implement SCOUT training in our college necessary procedures are on in order to encourage the students in developing their sense of devotion, in exploring and motivating their creativities and informing the attitude for helping the poor and the helpless.

### **IDENTITY CARD**

The Identity Card is issued to each and every student at the time of admission on payment of nominal fee of Rs. 10/- only. It is essential for

being recognised as a student of the college. The students must produce the identity card at the time of drawing Scholarship and if and when demanded. In case of loss or damage of the Identity Card, the holding student has to inform *immediately the authority* and a duplicate card would be issued to the concerned student on payment of Rs. 15/-.

### **SCHOLARSHIP**

The following scholarships, as awarded by the State and Central Govts. are provided to the students falling under the provisions:

- 1) National Scholarship
- 2) State Scholarship
- 3) SC/ ST Scholarship
- 4) OBC/ MOBC Scholarship.

### **MERIT AWARD**

To encourage the meritorious students of the college following merit awards are provided to the deserving students:

- 1) Kesharimal Rara Merit Award.
- 2) Dr. Nripendra Malla Buzar Baruah Memorial Merit Award.

In addition to the above Merit Awards the economically weaker students are provided Merit cum Means Scholarship by the college itself and the Council for Expansion of Commerce Education , Assam.

### **STUDENTS' MUTUAL AID FUND**

There is a Students' Mutual Aid Fund in the college for each academic year. This Fund provides financial help to the poor and financially backward meritorious students.

### **UNION FOR CO-CURRICULAR ACTIVITIES**

There is a General Body for Students' Union of the College and every student is treated to be a member of this Union. The secretaries of the Union are elected annually.

### **GENERAL REGULATION**

1. Familiarise yourself with all the College Rules and orders notified from time to time.



2. *Look up the notice board daily as soon as you arrive at and before you leave the College.*
3. Get a cash receipt for all amounts paid in the college office.
4. Observe silence and decorum whether inside or outside the College Premises.
5. Use College property with utmost care and do not tamper with electric and other fitting.
6. Smoking in the College is strictly prohibited.
7. Park your bicycles, scooters in the cycle shed.
9. Be regular in attending your classes. *A lesson missed is missed forever.*
10. Do not move in the Corridors and Verandahs when classes are on.
11. Maintain the sanctity of the Library with quiet decent and helpful conduct.
12. Feel proud of your Alma mater and so acquaint yourself as to make it proud of you. *College is a temple of learning.*
13. Wear a clean and plain dress.
14. Show respect to ladies and be courteous to them.
15. Wish your teachers and elders whenever you meet them.
16. Apply to the Students Aid Fund of the College if you are a poor and needy student.

### **OUR SPECIAL FEATURES**

1. Pre-session classes
2. Intensive guidance
3. Special Classes for average Students
4. Special Classes for Final year students
5. Value oriented programmes
6. Periodic Class Room Examinations

### **ACHIEVEMENT**

The performances of the students of Nalbari Commerce College in the Pre-University/Higher Secondary and Degree (B.Com.) Examinations have all along been fairly good. Even the first batch students who appeared in the Pre-University final Examination in 1980 did very well. Sri Santosh Bhartia secured highest marks under G.U. in Business Methods (B.M.). Four others too secured first division with letter marks in different subjects. The college



has been able to achieve such success in terms of merit and cent percent success in terms of percentage from time to time.

This year also in H.S. Final Examination 4 no of students secured 1st division with letter marks and the pass percentage was 86% against 60 % of the A.H.S.E.C.. In H.S. 1st year Annual Examination under A.H.S.E.C. also passed cent percent against 73% of the A.H.S.E.C.. Nikhil Jain who secured Highest Marks in C.A.E.S. under A.H.S.E.C., Assam and 10 students secured First Division and two amongst them Sri Nikhil Jain and Priyanka Jain secured Star Marks.

#### PRINCIPALS OF THE COLLEGE

1. Sri Trailokya Nath Goswami, M.A.  
*Founder Principal from August, 1979*
2. Dr. Prafulla Dutta Goswami, Ph.D.  
*Principal in charge*
3. Sri Pramod Chakravarty M.A.  
*Principal in charge*
4. Sri Ramen Baruah, M.Com.  
*Principal in charge*
5. Sri Ramesh Ch. Goswami, M.A.  
*Principal in charge*
6. Sri Ajoy Ch. Baruah, M.A.  
*Principal in charge*

#### MEMBERS OF THE PRESENT GOVERNING BODY

<i>President-</i>	Dr. Bhumidhar Barman, <i>Minister for Health &amp; Family Welfare, Assam.</i>
<i>Secretary-</i>	Sri Ajoy Ch. Baruah, <i>Principal in charge.</i>
<b>Members-</b>	
<i>Vice Principal i/c-</i>	Sri Ramesh Ch. Goswami.
<i>Govt. Nominee-</i>	Sri Basanta Pathak.
<i>Lady Member-</i>	Sri Leena Deka.
<i>Educationist-</i>	Sri Jaminee Kanta Sarma.
<i>G.U. Nominee-</i>	Dr. Chandra Kanta Talukdar.

Sri Ram Gopal Bajaj.

*Teaching Staff Nominee*-Sri Dharam Chand Jain.

Sri Umesh Talukdar.

*Office Staff Nominee*- Sri Munindra Pathak.

**Principal i/c-** Sri Ajoy Ch. Baruah, M.A. (Eco)

**Vice- Principal i/c-** Sri Ramesh Goswami, M.A.

#### TEACHING STAFF

##### Department of Assamese

Sri Ramesh Ch. Goswami, M.A.

##### Department of Hindi

Sri Dharam Chan Jain, M.A.

##### Department of English

Sri Rouchan Ali, M.A.

##### Department of Economics

Sri Ajoy Ch. Baruah, M.A.

Sri Kanak Ch. Barman, M.A.

##### Department of Accountancy and Auditing

Sri Atul Ch. Haloi, M.Com. ( Head of the Department)

Sri Prasanna Sarma, M.Com.

Sri Umesh Talukdar, M.Com.

##### Department of Business Management

Sri Manik Ch. Barman, M.Com. ( Head of the Department)

Sri Birendra Talukdar, M.Com.

Sri Bibhuti Bhushan Das, M.Com.

##### Department of Commerce

Sri Ashok Kr. Sarma, M.Com.

Sri Ramani Barman, M.Com.

##### Department of Maths/Statistics

Sri Bibha Das, M.Sc.

## **LIBRARY STAFF**

Sri Jyotirmoy Das, M.Sc., B.L.Isc.,LL.B.( Librarian)  
Sri Ramani Kalita (Library Bearer)

## **NON TEACHING STAFF**

Sri Gautam Bhagawati, B.Sc.	(UDA)
Sri Munindra Pathak, B.Com.	(LDA)
Sri Kailash Haloi, B.Com.	(LDA)
Sri Praneswar Barman, P.Com.	(LDA)
Sri Bhubaneswar Barman	(Grade-IV)
Sri Anil Sarma	(Grade-IV)
Sri Dilip Barman	(Grade-IV)

## **NON SANCTIONED POST**

Sri Manoj Kalita	Lecturer (Part Time)
Sri Gajendra Nath Sarma	(Grade-IV)

## **RESEARCH ACTIVITIES**

Sri Umesh Talukdar has already submitted his Ph.D. dissertations at Gauhati University.

The following teachers have also nearly completed their Research Works for their Ph.D. dissertations to submit at Gauhati University.

<b>NAME</b>	<b>TOPICS</b>
1. Sri Manik Cha. Barman-	Infrastructure for Agricultural Development in Assam- with Special reference to Nalbari District.
2. Sri Birendra Talukdar-	Personnel Management Practices in Small Scale Industry in Assam-A case study of Kamrup District.
3. Sri Atul Ch. Haloi-	A study of Infrastructural Facilities with special emphasis on Transport and Power in Assam.



## COLLEGE DUES AT THE TIME OF ADMISSION

Particulars	H.S. 1 <sup>st</sup> yr.	H.S. 2 <sup>nd</sup> Yr	TDC 1 <sup>st</sup> yr	TDC 2 <sup>nd</sup> yr	TDC 3 <sup>rd</sup> yr
1. Admission fee	10.00	10.00	10.00	10.00	10.00
2. Tuition fee (12 Months)	600.00	600.00	720.00	720.00	720.00
3. Enrolment fee	10.00	10.00	50.00	50	50
4. Registration fee	35.00		150.00		
5. Library fee	30.00	30.00	30.00	30.00	30.00
6. College Building fee	75.00	7.00	75.00	75.00	75.00
7. College Development fee	75.00	75.00	75.00	75.00	75.00
8. Examination (College) fee	50.00	50.00	60.00	60.00	60.00
9. Electricity	60.00	60.00	60.00	60.00	60.00
10. Identity Card	10.00		10.00		
11. Students' Mutual Aid Fund	5.00	5.00	5.00	5.00	5.00
12. Union	30.00	30.00	30.00	30.00	30.00
13. Games	30.00	30.00	30.00	30.00	30.00
14. Magazine	40.00	40.00	40.00	40.00	40.00
15. Common Room	30.00	30.00	30.00	30.00	30.00
16. Printing	40.00	40.00	40.00	40.00	40.00
<b>Total-</b>	<b>1190.00</b>	<b>1145.00</b>	<b>1475.00</b>	<b>1315.00</b>	<b>1315.00</b>

Note: Students offering Major Subject would pay Rs.120.00 at the time of Admission.

## HOLIDAY LIST

**List of Holidays for the offices & classes of affiliated colleges under G.U.  
for the year 2003.**

Months	Dates	Occasion	No. of days
January	13 to 15	Magh Bihu	3
January	26	Republic Day & University Foundation Day	3
February	6	Saraswati Puja	1
February	12	Id -Uz -Zuha	1
March	1	Siva Ratri	1
March	14	Muharram	1
March	18 to 19	Dol Jatra	2
April	13 to 17	Bohag Bihu	5
April	18	Good Friday	1
May	1	May Day	1
May	16	Buddha Purnima	1
August	15	Independence Day	1
August	19	Janmastami	1
August	29	Tithi of Srimanta Sankar Dev	1
September	15	Tithi of Sri Madhab Dev	1
October	2 to 11	Gandhi Jayanti, Durga Puja, Janmotsav of Srimanta Sankar Dev, Lakshmi Puj	10
October	18	Kati Bihu	1
October	24 to 25	Kali Puja & Dewali	2
August	29	Tithi of Srimanta Sankar Dev	1
November	8	Guru Nanak's Birthday	1
November	26 to 27	Id -Ul -Fitre	2
December	25	Christmas Day	1

*\* Summer Holidays for Affiliated Colleges :14th May to 30th June (48 days)*

## Appendix-XI

### Document on the current list of academic programme , duration, fees structure

Programme

U.G.

H.S.

Duration

Three years

Two years

### Current Fee- Structure Of Nalbari Commerce College

Particulars	H.S. 1 <sup>st</sup> yr.	H.S.2 <sup>nd</sup> Yr	TDC 1 <sup>st</sup> yr	TDC2nd yr	TDC 3 <sup>rd</sup> yr
5. Admission fee	10.00	10.00	10.00	10.00	10.00
6. Tuition fee (12 Months)	600.00	600.00	720.00	720.00	720.00
7. Enrolment fee	10.00	10.00	50.00	50	50
8. Registration fee	35.00		150.00		
5. Library fee	30.00	30.00	30.00	30.00	30.00
6. College Building fee	75.00	7.00	75.00	75.00	75.00
7. College Development fee	75.00	75.00	75.00	75.00	75.00
8. Examination (College) fee	50.00	50.00	60.00	60.00	60.00
9. Electricity	60.00	60.00	60.00	60.00	60.00
10. Identity Card	10.00		10.00		
16. Students' Mutual Aid Fund	5.00	5.00	5.00	5.00	5.00
17. Union	30.00	30.00	30.00	30.00	30.00
18. Games	30.00	30.00	30.00	30.00	30.00
19. Magazine	40.00	40.00	40.00	40.00	40.00
20. Common Room	30.00	30.00	30.00	30.00	30.00
16. Printing	40.00	40.00	40.00	40.00	40.00



## Appendix-XII

### ANNUAL BUDGET OF NALBARI COMMERCE COLLEGE

For the period 1<sup>st</sup> June 2002 to 31<sup>st</sup> May 2003 (PLAN)

Head of Expenditure	Budget Provided	Amount Actually Spent In Rs.
Salary to the teaching Staff (Sanctioned & Approved Post)	34,75,770/-	34,75,771/-
Salary to the teaching Staff (Non Sanctioned Post)	20,000/-	10,000/-
Traveling Allowance etc.	16,000/-/-	16,028/-
Contingencies	15,000/-	20,442/-
Furniture.	3,000/-	-----
College Development Expenditure	20,000/-	5,465/-
Repairing Works.	5,000/-	2,895/-
Students' Union Expenditure	15,000/-	4,380/-
Printing & Stationary	5,000/-	9,840/-
College Examination Expenditure	12,000/-	252/-
University & Council's Registration & Enrolment Fees Payment	12,050/-	5,955/-
Electricity & Telephone Bill	12,000/-	11,230/-
Library Books & Journals	7,000/-	5,955/-
Surplus	1,530/-	
Total	36,19,350/-	35,68,265/-

## Appendix-XIII

GOVT. OF ASSAM  
OFFICE OF THE GENERAL MANAGER, DISTRICT INDUSTRIES &  
COMMERCE CENTRE, NALBARI

NO. NDIC-G/548/03/2227

Dated Nalbari the 4th Nov./93

To  
The Principal,  
Nalbari Commerce College,  
Nalbari

Subj: Regarding training to the prospective Entrepreneurs.

Ref: Your letter No. NCC/13/(D) 2003/781, dtd. -1/11/2003.

Dear Sir,

With reference to the above, I would like to inform you that the PMRY training of the Nalbari DI&CC is yet to be started.

In this regard, your appeal may be considered subject to receipt of sanction from the respective bank branches. As such, one batch of training under PMRY will be allotted to your organisation during the month of April/04.

Yours faithfully  
Sd/(illigible)

General Manager  
District Industries & Commerce  
Centre, Nalbari.

# Appendix-XIV(A)

GOVT. OF ASSAM  
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION :: ASSAM : KAHILIPARA  
GUWAHATI - 19

No. G(B)GB 123/2001/7

Dated Kahilipara the 3/9/2002

## O R D E R

In exercise of the power conferred on, vide Notification No. B(2) H 294/2001/4 dated Guwahati the 15<sup>th</sup> June/2001 and Govt. Notification No. B(2)H 294/2000/39 dated 16/10/2001, the undersigned by Rule 3 of the Assam Non. Govt. College Management Rules, 2001 as amended, the Governing Body in respect of the Nalbari Commerce College, situated the District of Nalbari, Assam, and affiliated by the Gauhati University, is hereby constituted with the following persons as shown below with immediate effect for a period of three years :

- |                                   |   |   |
|-----------------------------------|---|---|
| a) President                      | : | Dr. Bhumidhar Barman, Minister, Health etc.             |
| b) Secretary, Ex-Officio          | : | Principal of Nalbari Commerce College                   |
| c) Vice-Principal                 | : | Member Ex-Officio                                       |
| d) Member nominated by the D.H.E. | : | Sri Jamini Sarma, Retd. Vice Principal, Nalbari College |
| e) Member Guardian                | : | Shri Basanta Pathak                                     |
| f) Women Member                   | : | Smt. Leena Deka   |
| g) Member                         | : | To be nominated by the University                       |
| h) Member                         | : | - Do -  |
| i) Member                         | : | Teacher representative (to be elected)                  |
| j) Member                         | : | - Do -  |
| k) Member from Non teaching staff | : | To be nominated   |
| l) Member (Donor)                 | : | Vacant.   |

Sd/- Dr. H.K. Sahoo

Director of Higher Education, Assam.  
Kahilipara, Guwahati-19

Dated Kahilipara the 3/9/2002

Memo No. G(B)GM 77/2001/7 A

Copy to :

1. The Secretary to the Govt. of Assam, Education (Higher) Deptt. Dispur, Guwahati for favour of kind information.
2. President concerned
3. The Dy. Directory (P&S) Directorate of Ptg & Sty. Assam, Guwahati 21 for information and necessary action.
4. The Principal Nalbari Commerce College, for favour of information and necessary action.
5. The Registrar Gauhati University, for information and necessary action.
6. The P.S. to Minister, Education, Assam, Dispur, Guwahati 6. He is requested to bring to the notice of the Hon'ble Minister.
7. The P.S. to Adviser to C.M. (Education), Janata Bhawan Dispur for favour of kind information.
8. Guard file.

Director of Higher Education, Assam  
Kahilipara, Guwahati-19



## Appendix-XIV(B)

**Office Of the Registrar :: Gauhati University**  
GOPINATH BORDOLOI NAGAR :: GUWAHATI - 14



No. GU/AFF/GB/2002/

Date : .....

From :

Registrar, Dr. M.C. Sarma, M.Sc., Ph.D.  
Gauhati University

To

The Principal  
Nalbari Commerce College  
Nalbari

Sub. : Nomination of University representative to College Governing Body.

Ref. EC. Res. No2002/10/151(9) dt21/9/2002

Sir/Madam,

I am to inform you that following persons have been nominated University representatives to the Governing Body of your College. That date of re-constitution of the Governing Body with its composition by the D.P.I., Assam, may please be intimated to the University for information and record.

1. Sri Ramgopal Bajaj, Founder Treasure,  
Nalbari Commerce College.
2. Sri Chandra Kanta Talukdar, Founder Secretary,  
Nalbari Commerce College

Kindly acknowledge receipt.

Yours faithfully

Registrar,  
Gauhati Univeristy

Memo No. GU/AFF/GB/2002/2182-86      Date 8/10/02

Copy forwarded for information and necessary action to :

1. Director of Higher Education, Assam, Guwahati - 19
2. Inspector of Colleges, GU
3. Jt. Registrar, Planning & Dev., GU
4. Sri Ramgopal bajaj, Founder Treasure, Nalbari Commerce College.
5. Sri Chandra Kanta Talukdar, Founder Secretary, Nalbari Commerce College

Registrar  
Gauhati Univeristy

G.U. P./D-450a/2000/13-2-96