SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

NALBARI COMMERCE COLLEGE

PO CHOWKBAZAR, DIST NALBARI

781334

www.nccnalbari.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Nalbari Commerce College, Nalbari, is a premier co-educational institution of higher education primarily imparting education in commerce. Experiencing the vacuum and realizing the urgent need for such an institution, a good number of personalities from different walks of life comprising educationists and intellectuals, social workers, thinkers, and businessmen had made a drive to establish Nalbari Commerce College in the late eighties of the past century. The pioneering zeal and endeavour of those learned persons gave birth to the college on 18 August 1979. It is located in the southern part of the district headquarters and at a distance of about 72 kilometres from the state capital.

Started as a single-faculty commerce college affiliated to Gauhati University, the college came under the deficit Grants-in-Aid system in 1992 and then in 2005 the college was provincialized by the Govt. of Assam as per provisions of the Assam College Employees (Provincialization) Act, 2005. The college was assessed and accredited (1st Cycle) by the National Assessment and Accreditation Council (NAAC) in 2004 with 'C+' Grade. But in 2016, the college was reaccredited at 'A' Grade (CGPA 3.10) by NAAC in its assessment and accreditation of the college for the 2nd Cycle.

Initially, the college started a Pre-University Course in Commerce stream under Gauhati University and then in 1984, it started Bachelor of Commerce (B.Com.) Program. Then from the Academic Session 2015-2016, the college started Master of Commerce (M.Com.) Program. Further, in 2017, Bachelor of Vocational Education in Information Technology under Gauhati University in regular mode was introduced from the Academic Session 2017-2018. The college started Bachelor of Arts (BA) and Bachelor of B.Voc. IT in Retail Management from 2017-2018 and 2019-2020 respectively.

The college was recognized as an Academic Partner of the National Institute of Electronics and Information Technology (NEILIT) and a Training partner of the National Skill Development Corporation (NSDC) and the college has been offering various job-oriented skill development courses since the Academic Session 2022-2023. The college has been offering various PG and UG programs parallelly in distance mode.

Vision

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

Mission

Mission:

1. To provide a quality environment for teaching-learning and research to fulfil students' needs and expectations.
2. To empower students of the college with knowledge and skills for employability, entrepreneurship, and

self-employment.

3. To extend its activities to address socio-economic, cultural, and environmental issues of the region.
4. To improve existing academic, administrative, infrastructural, and technological resources for effective realisation of the mission of the college.

Broad Objectives of the College:

1. To provide opportunities to students of the North-Eastern region for easy access to commerce, arts, and vocational education.
2. To induce knowledge and skills for employability, entrepreneurship, and self-employment of students.
3. To provide skill education for making students self-reliant.
4. To develop skills such as conceptual skills, technical skills and practical skills in the fields of industry, commerce, management and accounting.
5. To prepare a student for a business career or to start a business enterprise of his/her own by familiarizing them with the behaviour of markets, products as well as finance.
6. To develop the ability in each student to identify business opportunities, analyze their risk-return possibilities and support business development.
7. To cultivate in students a business attitude and skills considering its ethical side.
8. To provide basic knowledge of technological tools including computers and their application in business.
9. To develop skills in the use of information technology for business and other activities.
10. To encourage the spirit of work culture among students for national growth.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The college offers a PG Course in Commerce.
2. The college offers a Bachelor of Vocation (B.Voc.) in Information Technology under Gauhati University which provide skill education.
3. The college offers Job-oriented computer courses under NIELIT and PMKVY 4.0 scheme.
4. The teachers are highly research oriented.
5. In-house research projects by students under teachers' guidance are carried out.
6. There is a well equipped Computer Laboratory with 60 numbers of computers.
7. The college has a central library, with a well-stock of textbooks, references and sufficient numbers of journals, magazines, newspapers etc.
8. The college has a Women's Hostel where 33 boarders can be accommodated.
9. The college has one Sports Complex constructed with the UGC grants measuring 2555 sq. ft. which provides necessary indoor and outdoor sports items like Table Tennis, Carom and Badminton.
10. 35 CCTV cameras have been installed at different locations of the college mainly to ensure security.
11. Scholarships from the Government are availed by the students of SC, ST and OBC communities. Economically weaker students are also given benefits like fee waivers, free books etc.
12. The college has a unit of National Cadet Corps (NCC) under 50 Assam Air Sqn NCC Unit, Guwahati having 50 vacancies. Cadets are enrolled on UG programs.
13. There is a National Service Scheme (NSS) Cell in the college. Volunteers are engaged in different social activities.
14. WiFi Internet facility is available for teachers as well as students.

15. Add-on vocational courses in computer application, insurance, taxation, share and stock training and entrepreneurship are offered.
16. The college offers some awards and the awards are sponsored by faculty members of the college. The awards are Best Graduate Award (Sponsored by Dr N. Kalita), Best Reader Award (Sponsored by Librarian), Student of the Year Award (Sponsored by M K Kalita), Best Entrepreneur Award (Sponsored by BB Das), Best Social Worker Award (Sponsored by Dr Devajit Mahanta, Most Inspiring Woman Award sponsored by Dr Rajat Bhattacharjee)

Institutional Weakness

1. The college has been suffering from a shortage of land. It has only 1.3 acres of land where there is no further chance of extension of the existing area.
2. The college has been suffering from a shortage of permanent teaching posts. There are only 14 permanent teaching posts whereas departments like Assamese, English, Mathematics & Statistics, and Information Technology have only 01 posts respectively. The department of Finance which offers major to maximum students at the UG level has only 02 permanent posts.
3. In the colleges of Assam, there is no provision for appointing Physical Instructors and music and Dance Teachers, which has imposed a hindrance in developing these extra-curricular qualities among the students.
4. The college has not been able to provide sufficient funds for departmental research projects.
5. The college has not been able to provide placement services to the pass-out students.
6. The college does not have a Gymnasium for the students.
7. Due to a shortage of land, the college does not have a playground.
8. Though the college has a Women's Hostel, it does not have a Boys' Hostel.

Institutional Opportunity

1. The college can submit a proposal to Govt. of Assam for infrastructural development to divide the large classes into sections for effective teaching-learning.
2. The college can place a proposal to the Govt. of Assam for sanctioning more permanent teaching and non-teaching posts.
3. The college can acquire land in neighbouring areas for playgrounds and Boys' Hostel.
4. The college can organize more National level seminars or workshops in the coming future.
5. The teachers can undertake Minor/Major Research Projects as almost all the faculty members have completed at least one Minor Research Project.
6. The college campus has Wi-Fi internet connectivity. So, the college can make provision for online teaching-learning with due linkage with external organizations.
7. The college can open some more job-oriented courses for the students in order to enhance job opportunities after completion of graduation.
8. The college can organize more extension activities for the students and community on issues like climate change, pollution, inclusion, health awareness, women's rights, child labour, human rights etc.

Institutional Challenge

1. The college will have to challenge the scarcity of permanent teaching and non-teaching posts until the

Govt. of Assam sanctions additional posts.

2. The college will have to challenge the scarcity of funds to purchase land.
3. The college will have to challenge the problem of creating linkage with industries/companies/govt. Organizations to provide placement services to the graduates.
4. The college will have to challenge the students' economic crisis after offering job-oriented courses in self-financing mode as many of the students belong to economically backward families.
5. The college will have to challenge the land crisis to provide hostel facilities to the male students.
6. The college will have to challenge the funding crisis to establish a gymnasium, swimming pool etc. as well as to provide adequate sports facilities to the students due to lack of necessary land and infrastructure facilities.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college offers a diverse range of academic programs catering to the needs of its students and the demands of the evolving job market. It offers a Postgraduate (PG) Course in Commerce, providing advanced knowledge in the field. The college emphasizes vocational education by offering a Bachelor of Vocation (B.Voc.) in Information Technology under Gauhati University, which aims to equip students with industry-relevant skills for better employment opportunities.

In collaboration with various national initiatives, the college offers Job-Oriented NECB 2.0 Courses under the National Institute of Electronics and Information Technology (NIELIT), Guwahati. Additionally, it provides job-oriented courses under the 'Skill Hub Initiative' as part of the Pradhan Mantri Kaushal Vikas Yojana (PMKVY 4.0), which focuses on skill development and enhances employability.

The college also offers specialized major courses in Accountancy, Management, and Finance under the B.Com program and Assamese and Sociology under the B.A. program. To further enhance the employability of students, the institution provides short-term add-on courses in areas like Insurance, Taxation, Share and Stock Trading, and Entrepreneurship, alongside computer courses that complement both undergraduate and postgraduate programs.

Recognizing the importance of communication skills in the modern workforce, the Department of English offers a certificate course in Communicative Skill Development to help students improve their communication abilities.

For those interested in distance learning, the college offers a variety of programs in UG, PG, and PG Diploma courses through distance education. These programs are available in collaboration with Krishna Kanta Handiqui State Open University (KKHSOU), Gauhati University Centre of Distance and Online Education (GUCODE), and the Institute of Distance and Open Learning (IDOL), Gauhati University, making education more accessible for working professionals and students unable to attend regular classes.

Through these varied programs, the college aims to foster skill development, enhance employability, and provide quality education to a diverse student body.

Teaching-learning and Evaluation

The college has established a comprehensive and transparent approach to teaching, learning, and evaluation to ensure the academic growth and success of its students. The Admission Committee plays a crucial role in ensuring transparency in the admission process, making the necessary information available through the college website, prospectus, and notifications in leading newspapers.

To support students from diverse backgrounds, the college offers bridge courses for those coming from other streams, such as Arts and Science, to help them acclimate to their new academic environment. Subject-wise remedial coaching is provided to students who fail in examinations, ensuring that they get the necessary academic support to improve their performance. The college also arranges tutorial classes after regular class hours, offering more personalized attention to students.

In terms of teaching methodologies, faculty members prepare teaching plans and maintain teachers' diaries, which are monitored by the Internal Quality Assurance Cell (IQAC) to track academic progress. While the traditional lecture method remains central, faculty members enhance the learning experience by incorporating seminars, group discussions, and audio-visual aids, along with utilizing the internet to enrich the learning process. Additionally, teachers leverage WhatsApp groups to facilitate communication and ensure that students can access learning materials and updates conveniently.

The college also encourages faculty development through participation in Orientation Courses (OCs), Refresher Courses (RCs), Short-Term Courses (STCs), Seminars, Workshops, and Training Programs, which helps teachers stay current with the latest developments in their fields.

The college adheres strictly to the evaluation system set by the affiliating university, conducting sessional examinations, seminars, and group discussions as part of the assessment process. In addition to academic performance, the evaluation also considers the holistic behaviour of students, ensuring a well-rounded approach to assessing their progress and development. Through these practices, the college ensures a robust academic environment that fosters continuous learning and development.

Research, Innovations and Extension

The college places significant emphasis on research, consultancy, and extension activities, fostering an environment that promotes academic inquiry and community welfare. Faculty members are encouraged to engage in research, and the college proudly boasts of 5 faculty members who have been awarded M.Phil. degrees, while 7 have earned Ph.D. degrees from various universities. Additionally, 4 faculty members are currently pursuing Ph.D. degrees. The college has completed 10 Minor Research Projects (MRPs), with one more ongoing project. Faculty members also receive support in their research endeavours, with the college providing an annual research grant of Rs. 40,000 for one faculty member to carry out an MRP. In 2023, Dr Uddipana Gogoi, Assistant Professor in the Department of Finance, completed her Minor Research Project, and Dr Rajat Bhattacharjee, also from the Department of Finance, has been sanctioned a research grant for 2024.

In addition to faculty-driven research, the college encourages in-house research projects by students under the guidance of their teachers. Departments organize seminars, group discussions, and workshops to cultivate a research culture among students. The college has organized numerous state and national-level seminars, with 1 state-level seminar and 11 national-level seminars sponsored by NAAC, ICSSR, and UGC.

Faculty members actively participate in external workshops, seminars, and conferences, presenting research papers that enhance their academic competencies. Many research papers authored by faculty members have

been published in national and international journals and seminar proceedings.

The college is also committed to extension activities for the benefit of both students and the broader community. These activities include programs on environmental awareness, adult education, blood donation, and health awareness, organized by various college committees, units, and cells. The college participates in the Unnat Bharat Abhiyan by adopting five villages (Karia, Janigog, Mugkuchi, Terechia, and Digheli) and conducting development activities.

Furthermore, the college supports faculty involvement in book writing, with over 50 books published by national publishers. The Career Guidance Cell provides career counselling programs and maintains a register for regular updates on career counselling services offered to students and the public. Through these initiatives, the college supports both academic excellence and community development.

Infrastructure and Learning Resources

The college is well-equipped with modern infrastructure and learning resources that facilitate both academic and extracurricular activities. The campus features 19 classrooms, with 6 of them equipped with projectors to support interactive learning. The college also boasts a Conference Hall with a seating capacity of 120, which is equipped with projectors, laptops, a green board, and other audio-visual tools. For meetings and videoconferencing, there is a Conference Room fitted with digital equipment for recording teaching materials and conducting virtual sessions.

In terms of computer facilities, the college has a Computer Laboratory with 62 computers, and a central library that provides access to a wide range of textbooks, reference materials, journals, magazines, and newspapers. The library also has a Digital Section with 12 Wi-Fi-enabled computers, allowing students to access digital materials and N-List Programs via INFLIBNET. Additionally, the central library has Internet and reprographic facilities and a Book Bank for students. Each department maintains its departmental library for convenience.

The college provides a Digital Printer cum Photocopier for the use of teaching and office staff. A separate building (1240 sq. ft.) houses the Study Centres for Krishna Kanta Handiqui State Open University and Assam State Open School. The college also publishes an annual students' magazine, contributing to the overall student development.

The Women's Hostel can accommodate 33 boarders, while the canteen offers separate seating for teachers and students. The college has a Sports Complex measuring 2555 sq. ft. with indoor sports items such as table tennis, carom, and badminton, alongside a Volleyball Court and Basketball Court on the campus. The college provides necessary facilities for public speaking events, including meetings, seminars, and workshops.

For student health, the college operates a Health Centre attended by part-time doctors, and free health check-up programs and health awareness initiatives are organized regularly. Security is ensured through a 7-foot brick wall around the 1.3-acre campus, 35 CCTV cameras, and a night chowkidar. The security measures extend to the Women's Hostel, which is located within the campus. The Hostel Warden's residence further enhances the safety of the hostel boarders.

Student Support and Progression

The college provides comprehensive support to its students, fostering both academic and personal growth. At the beginning of each academic session, the college publishes an updated prospectus containing essential academic and administrative information to guide students. Financial support is available through scholarships for SC, ST, and OBC students, and economically disadvantaged students benefit from fee waivers and free books.

The college encourages student involvement in co-curricular activities, with a National Cadet Corps (NCC) unit and National Service Scheme (NSS) providing opportunities for social service and leadership development. The college also supports students' participation in events by offering facilities and financial assistance.

To ensure the well-being of students, the college has a Health Centre and provides first-aid services, while organizing health camps for regular checkups. In emergencies, students are referred to nearby hospitals.

The English Department organizes a Communicative Skill Development Course to improve students' communication abilities. For slow learners, the college provides remedial classes and extra support. The college also publishes a student magazine to showcase the talents of students, faculty, and staff.

The college emphasizes career guidance through its Career Guidance Cell and Extension Activity Cell, which organize counselling sessions with experts to help students make informed career choices. The Grievance Redressal Cell and committees for the prevention of sexual harassment and anti-ragging ensure a safe and supportive environment for students.

Wi-Fi is available across the campus, and students have access to add-on vocational courses in areas like computer applications, insurance, and entrepreneurship. Annual sports and cultural events are organized to discover and nurture student talents.

The college also offers various awards sponsored by faculty members to recognize outstanding students in different fields. Additionally, remedial classes and personalized academic support are provided for students at risk of failure.

In terms of progression, the college started M.Com. in 2015-16, and approximately 55% of graduates pursue further studies, while others venture into entrepreneurship or secure jobs in the public or private sectors. The college also provides opportunities for students to pursue higher education through its distance-learning mode.

Governance, Leadership and Management

The governance, leadership, and management of the college are effectively structured, ensuring the smooth functioning of academic and administrative activities. The Governing Body serves as the highest authority in managing internal matters and policy formulation for the development of the institution. It is responsible for approving policies and decisions, including financial matters, and empowering the principal to implement these policies. The principal, with inputs from stakeholders, ensures that the action plans are carried out effectively and monitors their progress for continual improvement.

The Governing Body plays a crucial role in overseeing financial management, approving budgeted amounts, and monitoring the efficient use of resources. For matters related to salary expenditure, an annual budget is prepared and audited by the government auditors. The college also has an internal audit system to track all other expenditures, supported by various committees like the Construction Committee, Purchase Committee, and

Library Purchase Committee.

Leadership within the college is decentralized, with Heads of Departments (HoDs) managing the distribution of syllabi and coordinating departmental activities, such as seminars and workshops. The faculty members actively participate in various academic and administrative committees, providing valuable support to the Principal and contributing to the institution's growth. Teachers are encouraged to engage in research activities and attend seminars, workshops, and other professional development programs to enhance their academic competence.

The Internal Quality Assurance Cell (IQAC) plays an essential role in suggesting policies for the college's academic development, implementing these policies, and working with various committees to ensure their success. The college has a performance appraisal system for teachers, implemented by the IQAC, which includes self-assessments and evaluations by the administration. The information gathered through performance appraisals is used to assign teachers with responsibilities for both personal and institutional development.

The college follows a comprehensive audit mechanism, both internal and external (government), to ensure financial transparency and accountability. All expenditures are made under the approved annual budget and are regularly audited to maintain proper financial management.

Institutional Values and Best Practices

Best Practice 1:

Award of the Late Nripendra Malla Buzarbaruah Research Grants

The Nalbari Commerce College has implemented the Best Practice of awarding the Late Nripendra Malla Buzarbaruah Research Grants to achieve objectives such as promoting a research culture among teachers, encouraging new researchers, recognizing research as part of NEP 2020, honouring the contribution of Late Nripendra Malla Buzarbaruah and providing financial assistance to researchers. Under this Practice, the researcher is granted financial assistance of Rs. 40000/-.

Objectives::

1. To promote a research culture.
2. To align the project with NEP objectives
3. To offer honour to the late Nripendra Malla Buzarbaruah.

Best Practice 2:

Awards For Excellence in Academic, Entrepreneurial, Social and Research

(Sponsored by the Faculty Members of the College)

The Scheme:

Nalbari Commerce College has implemented a best practice of sponsoring cash awards to motivate students in several key areas: academic excellence, entrepreneurial activities, societal contributions, and research work. This initiative aims to foster a culture of excellence and holistic development.

The following awards are being administered in the college under the scheme:

1. **Freedom Fighter Late Lohit Chandra Das Memorial Best Dissertation Award**
2. **Late Ambu Ram Kalita Memorial Students of the Year Award**
3. **Late Debi Ram Das Memorial Best Project Report Award**
4. **Late Putul Bala Das Memorial Best Entrepreneur Award**
5. **Late Late Subhapriya Mahanta Memorial Best Social Activist Award Memorial Best Social Activist Award**
6. **Late Nizara Kalita Memorial Best Graduate Award**
7. **Late Nirmal Ch. Das Best Reader Award**
8. **Late Mrinalini Bhattacharjee Memorial Most Inspiring Woman Award**

Objectives:

The scheme has been executed for the following objectives:

1. To recognize the hard work and dedication of students.
2. To recognize the significance of nurturing an entrepreneurial mindset.
3. To encourage individuals to actively engage in community service.
4. To encourage students to undertake research projects, explore new avenues of knowledge, etc.

Institutional Distinctiveness of Nalbari Commerce College:

Fostering Research & Innovations

Nalbari Commerce College has a distinctive feature regarding the fostering of research culture within the college. It is a provincialized college distinct from other colleges of the state of Assam in research culture. Despite the college's facing financial crisis it has been striving to promote an environment conducive to research and innovative learning approach. This is evident through many more instances that the institution is undertaking. One of the instances that the college is taking initiative is that the college is offering a research grant of Rs. 40000 to the faculty member working in the college itself. The research grant is offered after the name of the late Dr Nripendra Malla Buzar Baruah who happened to be the founder president of the college. The studets also undertake in-house research projects in collaboration with other educational institutions under the initiative of R&D Cell.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	NALBARI COMMERCE COLLEGE
Address	PO Chowkbazar, Dist Nalbari
City	NALBARI
State	Assam
Pin	781334
Website	www.nccnalbari.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Basanta Kalita	03624-220249	9854931937	-	iqacncc@gmail.com
IQAC / CIQA coordinator	Manoj Kumar Kalita	-	8473857096	-	mkkalita131980@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Assam	Gauhati University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	25-07-2008	View Document
12B of UGC	25-07-2008	View Document

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

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

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	PO Chowkbazar, Dist Nalbari	Urban	1.3	2424.88

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Accountancy,Accountancy	48	Higher Secondary	English	120	112
UG	BCom,Management,Management	48	Higher Secondary	English	130	61
UG	BCom,Finance,Finance	48	Higher Secondary	English	90	87
UG	BCom,English,General	48	Higher Secondary	English	340	102
UG	BA,English, General	48	Higher Secondary	English	100	1
UG	BA,Assamese,Assamese	48	Higher Secondary	Assamese	30	10
UG	BCom,Assamese,General	48	Higher Secondary	Assamese	340	158
UG	BA,Assamese,General	48	Higher Secondary	Assamese	100	12
UG	BCom,Information Technology,General	48	Higher Secondary	English	340	260
UG	BA,Sociology,Sociology	48	Higher Secondary	English + Assamese	30	2
UG	BA,Education,General	48	Higher Secondary	English + Assamese	100	10
UG	BA,Political Science,General	48	Higher Secondary	English + Assamese	100	11
UG	BVoc,B Voc Information Technology,Information Technology	48	Higher Secondary	English	25	22

	Software Development						
UG	BVoc,B Voc Retail Management,Retail Management and IT	48	Higher Secondary	English	50	0
UG	BA,Economics,General	48	Higher Secondary	English	100	0
UG	BCom,Economics,General	48	Higher Secondary	English	340	260
UG	BCom,Mathematics And Statistics,General	48	Higher Secondary	English	340	260
PG	MCom,P G Department,	24	BCom	English	50	29
PG Diploma recognised by statutory authority including university	PGDCA,Information Technology,	12	Graduation	English	20	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				1				13			
Recruited	0	0	0	0	1	0	0	1	5	7	0	12
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				12			
Recruited	0	0	0	0	0	0	0	0	6	6	0	12
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				9
Recruited	6	2	0	8
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	11	2	0	13
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	3	3	0	7
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	0	0	0	0	4	0	4
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	6	0	11
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	823	0	0	0	823
	Female	195	0	0	0	195
	Others	0	0	0	0	0
PG	Male	56	0	0	0	56
	Female	26	0	0	0	26
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	327	0	0	0	327
	Female	94	0	0	0	94
	Others	0	0	0	0	0

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

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	46	59	59	47
	Female	10	16	15	21
	Others	0	0	0	0
ST	Male	29	47	36	28
	Female	15	25	25	17
	Others	0	0	0	0
OBC	Male	132	151	149	148
	Female	44	47	46	57
	Others	0	0	0	0
General	Male	458	529	523	525
	Female	155	181	156	174
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		889	1055	1009	1017

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Nalbari Commerce College, Nalbari is an affiliated college under Gauhati University, Guwahati. The college strictly follows courses and curricula prescribed by the affiliating university. However, considering the immense significance of multidisciplinary study in higher education, the college has adopted some measures to acquaint students with diverse aspects of knowledge. Nalbari Commerce College plans to offer a multidisciplinary flexible curriculum that enables multiple entries and exits at the end of the first, second and third years of undergraduate education. It allows students to modify their course of study to their interests and goals by offering a range of core and elective courses. The

curriculum designed by Gauhati University includes a set of required core courses that all students must complete as well as a range of elective courses that students can choose from based on their interests. This allows students to customize their course of study to some extent, while still ensuring that they are receiving a well-rounded education. While the curriculum may be flexible, it is important that the institution maintains the consistency of learning and ensures that students are receiving a high-quality education by providing support and resources to help students succeed and regularly evaluating and revising the curriculum to ensure that it is meeting the needs of students. The institute is making efforts to provide a well-rounded and holistic education that aligns with the goals of the National Education Policy 2020. The college offers a range of multidisciplinary and interdisciplinary programs. The institute has also adopted a Choice Based Credit System which allows students to have flexibility in their course choices and encourages the integration of humanities and science with SEC, MDC and VAC subjects. Overall, the institute is committed to developing the capacities of its students in an integrated manner as outlined in the National Education Policy 2020. To engage in multidisciplinary research culture and scientific innovations and to address perennial socio-economic issues, Add-on courses on Computer Application, Accounting and Publishing, Remote Helpdesk Technician, Software Program under National Skill Development Corporation (NSDC), Assistant Technician, Networking and Storage under National Institute of Electronics and Information technology (NEILIT) and some other Add on certificate courses offered by various department like Fundamentals of Fintech, Start-up Ecosystem, Tally, Fundamental of Journalism etc. have been started. At the academic level, collaboration has been established with various educational and research institutions at the state and national level, Don Bosco University, Indian Institute of Entrepreneurship (IIE), Guwahati, Amtron, Guwahati etc. In addition, collaboration has also been established with government offices like the Nalbari Municipal Board, NGOs, Nalbari Sports Association (NSA), Nalbari etc. to undertake different activities. In toto: 1. Nalbari Commerce College is committed to providing a flexible and multidisciplinary

	curriculum that aligns with the National Education Policy 2020, allowing students to customize their education while ensuring high-quality learning outcomes. 2. The initiatives of the college, including collaborations with various institutions and the introduction of add-on courses, aim to enhance students' skills and prepare them for diverse career opportunities.
2. Academic bank of credits (ABC):	Nalbari Commerce College, as an affiliated institution under Gauhati University, is actively implementing measures in response to NEP 2020, including the establishment of the ABC system to facilitate flexible learning pathways for students. The college is also fostering research and collaboration initiatives to enhance educational quality and support faculty development, thereby promoting a culture of innovation and societal benefit. Nalbari Commerce College is not an autonomous institution, it is an affiliated college under Gauhati University. The college adheres to the norms and guidelines prescribed by the affiliating university which also issues course completion certificates to the students. However, considering the implementation of NEP 2020, the college has been undertaking various measures. The college has formed a committee and appointed a Nodal Officer to take necessary measures for implementing the ABC system. The institution has registered under the ABC to permit its learners to avail the benefit of multiple entries and exits during the chosen program. However, the ABC system has not been started properly. This year the admission of students into UG 1st Semester Class has been done through Govt launched online admission portal 'SAMARTH' and after the creation of the database of students, the ABC system will be implemented. The institution has also taken the initiative to encourage students to enrol in different courses under SAWYAM. For seamless collaboration and internationalization of education, efforts have been made to collaborate with various academic and research institutions by the college at the national and state levels to strengthen research culture which will facilitate multiple entries and exist among the colleges in the long run. To encourage teachers of the college to design their own curricular and pedagogical approaches within the approved framework the college has taken various initiatives

	through the IQAC and Research and Development Cell of the college. For example, the college sanctions research grants of Forty thousand rupees to one faculty member of the college every year to carry out research work in areas that are beneficial for society.
3. Skill development:	Nalbari Commerce College prioritizes skill development by offering a variety of courses and programs that align with the revised curriculum of Gauhati University under NEP 2020. The college's initiatives, including vocational courses and add-on certifications, aim to empower students for self-employment and foster a multidisciplinary research culture. Skill development is one of the most important areas and Nalbari Commerce College strives to excel. Gauhati University has also emphasised skill development in its revised curriculum under NEP 2020 and accordingly all the students irrespective of their discipline and subjects have to choose one skill development paper to appear in the examination. At the institutional level, the college has been offering a B.Voc. course in Information Technology (Software Development) under Gauhati University which is sponsored by Govt. of Assam. The college regularly organises various programs for the students by inviting professional instructors. In addition, to empower students to be self-employed, the college has been offering various add-on certificate courses approved by the National Institute of Electronics and Information Technology (NEILIT) and the National Skill Development Corporation (NSDC). To engage in multidisciplinary research culture and scientific innovations and to address perennial socio-economic issues, Add-on courses on Computer Application, Accounting and Publishing, Remote Helpdesk Technician, Software Programr under National Skill Development Corporation (NSDC), Assistant Technician, Networking and Storage under National Institute of Electronics and Information technology (NEILIT) and some other Add on certificate courses offered by various department like Fundamentals of Fintech, Start-up Ecosystem, Tally, Fundamental of Journalism etc. have been started. The college also established one Creative Hub through which the college is offering hands-on training to students in making decorative items, dolls, bags etc. with clay,

	plastics, bamboo, wood and various waste materials. Faculty members are encouraged to enrol in the Annual Refresher Program in Teaching (ARPIT) under SWAYAM. In addition, Moreover, the college also arranges an advanced proficiency Course in English for the desirous students.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	India possesses a rich heritage of knowledge across various fields, making it essential to integrate this ancient wisdom into modern education for societal benefit. Nalbari Commerce College actively promotes this integration through celebrations of significant national events, language offerings, and cultural programs, thereby fostering a sense of patriotism and appreciation for local heritage among students. The Gauhati University has incorporated some aspects of the Indian knowledge system in its revised syllabus. However, in addition to the prescribed syllabus, Nalbari Commerce College, Nalbari on its part has undertaken some measures in this regard. The college has adopted a policy to celebrate the important events related to great and noble personalities of the country and thereby spread the ideas and thoughts propagated by those noble and great men which is a significant intervention in this direction. Moreover, the college observes various important National and Regional days/events to inculcate among students patriotic and nationalistic feelings. Degree courses are taught both in Assamese and English languages. The college offers Sanskrit as a subject for the students of B.A. in distance mode under Krishna Kanta Handiqui State Open University. Moreover, seminars in Folk and Performing Arts are also organized from time to time to highlight local art and culture among the students. The college conducts cultural programs regularly reflecting cultural heritage from time to time.
5. Focus on Outcome based education (OBE):	Nalbari Commerce College prioritizes student-centric learning by implementing various experiential and participative methods to enhance the educational experience. Key initiatives include orientation classes, hands-on training, and collaborative activities that foster engagement and practical application of knowledge. The college encourages student-centric learning methods in the teaching-learning process. For this purpose, at the beginning of the academic session, orientation classes on Program Outcome (PO), Course Outcome (CO), and Program Specific

	Outcome (PSO) have been conducted under the supervision of the IQAC. Moreover, the emphasis has been given to experiential learning methods like field study, industry visits, visits to higher educational institutions, and invited lectures by eminent academicians. With regard to participative learning, the college gives importance to hands-on training, role play, peer class, book review, preparation of wall magazines, seminars, debates, quizzes, students' club activities, start-up competitions and poster-making competitions. Moreover, group discussion and project work are also referred to as problem-solving activities performed by the students.
6. Distance education/online education:	The integration of ICT and online education has become essential in the teaching-learning process, enabling the college to maintain educational continuity during the COVID-19 pandemic through various digital platforms and resources. The college's commitment to accessible education is further demonstrated by its support for disadvantaged learners and the encouragement of dual degree opportunities through distance learning programs. With this objective in mind, the college provides a blended mode of teaching-learning system accessible to all students. During the countrywide lockdown due to Covid-19 COVID-19-induced pandemic, the college successfully continued online classes throughout the period under the guidance and supervision of IQAC and departmental heads. To facilitate round the clock teaching-learning process which facilitates easy access to learning materials in the form of soft copy or video classes uploaded by the teachers, WhatsApp groups were created separately for each class. Moreover, the college always encourages students to pursue various courses under SAWYAM. Besides, the faculty members regularly use Google Classroom, Zoom and other ICT-based platforms to continue the teaching-learning process. To facilitate the disadvantaged learners, the college started Study Centres of Assam State Open School, Krishna Kanta Handiqui State Open University and Gauhati University Centre of Distance and Online Education and through these Study Centres, the college has been offering various UG and PG Courses. Regular students are also encouraged to take admission in various distance learning courses simultaneously leading to dual

	degrees.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	The Electoral Literary Club (ELC) was established in the college on 22 December 2023.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The college appointed Student's Coordinator and Coordinating faculty members. The ELC of the college comprises of one senior faculty as Nodal Officer, one coordinator from the teaching faculty appointed by the college and a selected student coordinator and five other teachers and students as the members of the club. The ELC of the college is: Nodal Teacher: Dr. Nupur Kalita Teacher Coordinator: Smita Choudhury Student Ambassador: Rahul Kashyap (GS, Students' Union Body) Teacher Member: Mercy Engtipi Priyanka Swargiary Bhagyashree Das The ELC is functional as it has been carrying out various activities for electoral literacy of the students and community people.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	The ELC of the college has been organizing various innovative programs in order to fulfil the objectives of the club. The club organized the following activities: 1. Observation of National Voter's Day 2. Observation of Constitution Day 3. Programs on 'My Vote, My Rights' 4. Awareness Lecture on 'Vote for Better India' The ELC of the college also support the District Administration in conducting various elections. The NCC cadets of 50 Assam Air Sqn NCC Unit of the college are engaged by the college through the ELC in order to maintain discipline in the voting booths. The ELC of the college also take various steps for crating awareness among students regarding their rights of ethical voting and their responsibilities for creating a better India. The ELC is following all the instruction of the District Administration as well as of all the government organization working for creating awareness about voting right among the students
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to	The ELC of the college has been taking initiative for creating awareness among the students and the people of the neighboring areas about the importance of voting in order to constitute a good government for

advancing democratic values and participation in electoral processes, etc.	equal distribution of rights among the citizen. The ELS distributes leaflets among students and others in order to execute its objectives. Besides, there are four vote centres in the college and the ELC members help for the smooth functioning of the election in the centres. The ELC also encourage the other teaching and non-teaching staff of the college to spread the mission and vision of the ELC among the student community so that the students are aware of their importance in advancing democratic values and participation in electoral process. The ELC of the college plans the following activities to be executed before the forthcoming Panchayat Election: 1. Awareness Campaign on importance of voting. 2. Publication of leaflets highlighting citizen's role in advancing democratic values.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	The ELC along with the College Administration identifies the students above 18 years who are yet to be registered as voters and provide them with all necessary facilities of internet and computer to register themselves and also motivating the students by explaining them the pros of being a registered voter.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2023-24	2022-23	2021-22	2020-21	2019-20
1016	1007	1050	879	921

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

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 33

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

2.2

Number of teaching staff / full time teachers year wise during the last five years

2023-24	2022-23	2021-22	2020-21	2019-20
22	31	25	27	27

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2023-24	2022-23	2021-22	2020-21	2019-20
190.84	198.84	125.85	108.35	138.74

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Nalbari Commerce College is affiliated to Gauhati University and the entire course curriculum for degree programme is designed by the University. The Certificate courses are designed by the institution itself. The curriculum planning and delivery through a well-planned documentation is done accordingly.

The planned calendar is forwarded to the routine preparation committee .The committee accordingly prepares the college routine by giving equal importance to all the programmes with proper adjustment of infrastructural facilities. .

The College organizes orientation programme for the students. The Principal, Vice Principal, IQAC co-ordinator and Heads of the departments and teachers orients the students about the course, syllabus, code of conducts, different facilities in the college and rules and regulations.

There is also a provision for a bridge courses for the new comers to the college. It helped the learners to fulfil the gap between their earlier courses and newly entered courses.

Each Department monitors the learning of students through class tests, home assignments, group discussions and seminar presentations.

Each teacher maintains the regular records of the curriculum delivery in Academic Progress Report which is monitored by departmental Heads, Academic council and Principal.

College has adopted experiential learning methods and for that students are taken for field visits. Some of the departments offer project paper for students. Students do their field visit and project work under the guidance of teachers.

Marks are awarded for all activities assigned to the students and complete transparency is made in awarding the marks. Internal assessment marks are made public through display on notice board.

Internal Assessment:

For a Continuous Internal Evaluation, Examination committee of the college prepare a schedule for internal/sessional examination. The students are also informed in advance about the dates of sessional examination. Special Test are taken for Slow learners and absentees. Following the academic calendar, notifications for the Sessional Examination are issued by the college, set the question papers by the concerned departments of the college and examinations are conducted.

For making the internal assessment more transparent, notifications of obtained marks in internal assessments including assignments, seminars and group-discussions are kept in the departments for record.

To check the fairness of evaluation, answer scripts are distributed to students after evaluation.

Regarding assignment, the questions for the assignment are discussed in the class and the students are given stipulated time to submit it.

Records pertaining to internal assessments like attendance sheets, question papers, evaluated answer scripts, mark foils are kept by the Head of Departments which can be checked by the students and their parents.

Remedial classes are arranged if needed and finally, internal assessment marks are supplied to the university for declaration of end-semester results.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 23

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 56.31

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2023-24	2022-23	2021-22	2020-21	2019-20
1190	1182	0	0	372

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

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

Response:

The institution integrates crosscutting issues such as Professional Ethics, Gender, Human Values, Environment, and Sustainability throughout its curriculum in various ways, as seen across subjects and courses as follows:

1. **Professional Ethics**: Professional ethics is emphasized in subjects such as Business Laws, Investing in Stock Markets, Corporate Laws, Insurance & Risk Management, Human Resource Management, Sociology of Education, and more. These courses focus on teaching students about ethical practices within their respective fields, including ethical reporting, transparency in financial practices, corporate governance, and protection against unethical behaviours such as insider trading. The principles of ethics in areas like marketing, insurance, advertising, and business research are also highlighted in various elective courses.

2. **Gender**: The curriculum addresses gender-related issues in several courses. For instance, Business Laws discusses gender equality through topics like women directors and legal rights of women in corporate laws. Human Resource Management touches on workplace diversity and equality, while the Sociology of Family, Marriage, and Kinship explores the role of gender within

family structures and societal norms. Moreover, subjects like Human Resource Management and Organizational Behaviour address gender equity in the workplace and society.

3. **Human Values**: Human values are embedded in many subjects such as Corporate Social Responsibility in Corporate Laws, Human Resource Management, Insurance & Risk Management, and Educational Sociology. These courses teach the importance of social justice, equality, empowerment, and the role of individuals and institutions in fostering a socially responsible and ethical society.

4. **Environmental Sustainability**: Environmental issues are integrated into various subjects to raise awareness of sustainability and its importance. Courses like Environmental Studies, Business Economics, Human Resource Management, and Corporate Governance include topics like renewable and non-renewable resources, forest conservation, pollution control, and sustainable development. The concept of Green Marketing is also discussed in Principles of Marketing, promoting environmentally friendly products and services. Topics like Environmental Concerns in Insurance, Green Governance, and Corporate Social Responsibility (CSR) in business are covered to emphasize corporate responsibility toward the environment.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

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

Response: 18.6

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

Response: 189

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 62

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2023-24	2022-23	2021-22	2020-21	2019-20
394	323	427	342	340

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

2023-24	2022-23	2021-22	2020-21	2019-20
625	580	580	580	580

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 30.25

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2023-24	2022-23	2021-22	2020-21	2019-20
106	99	154	105	108

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

2023-24	2022-23	2021-22	2020-21	2019-20
403	372	372	372	372

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 46.18

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The college prioritizes student-centric approaches and utilizes ICT tools to enhance educational experiences, fostering practical learning, teamwork, and entrepreneurial skills among students. Through various initiatives, including community service, interdisciplinary learning, and the integration of technology, the institution prepares students for successful careers and active participation in governance and societal responsibilities. To achieve this, the college adopts a myriad of methods:

The Departments of B.Voc. IT are equipped with computer labs. Departments regularly undertake educational tours and field trips to acquaint students with the practical aspects of their curriculum.

Departmental Seminars, Group Discussions and Peer-Learning are regularly conducted. These activities allow students to develop teamwork and collaborative learning.

Students are encouraged towards entrepreneurship and for this purpose, the college organises events such as entrepreneurship training programmes, workshops on Research Methodology, IPR, start-up success, innovation and incubation, entrepreneurship and mindset development to involve students in such endeavours. Students are encouraged and assisted in pursuing research projects by the teachers in various departments.

To inculcate a sense of community service and civic responsibility, students are involved in Swachh Abhiyans, cleanliness drive, plantation drive organised by the students union, national service scheme, 50 Assam Air Sqn Assam, green audit cell, Unnat Bharat Abhiyan Cell, Yuva Tourism club etc. Further cadets of 50 Assam Air Sqn involved in annual training camp, combined annual training camp, Ek Bharat Shrest Bharat (EBSB) camp, Pre Vayo Sena Camp and National Trekking camp. To equip students with tools that assist them in their careers after college, workshops on life skills, soft skills, and yoga are regularly organised. Every academic year, an annual College Week is organised where numerous extra-curricular activities and competitions take place.

Students are actively involved in the publication of the College Magazine-Nalbari Commerce College Magazine, competition for departmental Wall Magazines, and active participation in competitions conducted by the Innovations' Institution Council in the areas of life skills, entrepreneurial skills, marketing skills and innovation.

The Institution also arranges Classes, MCQ Tests, Online Tests, Quiz Competition, and essay competitions for the students as a part of problem-solving learning.

To align the curriculum delivered with the changes ushered in by the global digital revolution, and to equip students with an increasingly technology-dependent world, the college encourages the liberal use of ICT in the teaching-learning process. This comprises of Wi-Fi enabled campus for the students and teachers, and the use of virtual platforms like Google Meet, Zoom, Google Classroom, and Google Forms to provide study materials to the students.

The Central Library of the college facilitates students to access e-learning resources. During the lockdown induced by the Covid-19 pandemic, online classes using multiple platforms were successfully adopted by the college. The regular use of Emails, Cloud Storage, and instant messaging platforms have made communication easier between the faculty and the students. A certain number of faculty members have also been instrumental in developing e-learning content for the students and the majority of them

have also done online Faculty Induction Programme.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 97.78

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
25	31	25	27	27

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 34.09

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
13	12	6	7	7

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awareded by UGC recognized universities	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Nalbari Commerce College is affiliated to Gauhati University and as such the college follows the guidelines of Gauhati University in conducting examinations and evaluation. Every year, the University issues an Academic Calendar for the General Degree Colleges and Institutes affiliated to the University. Internal Assessments are done by four measures.

1. Sessional Examination
2. Attendances
3. Group discussion and
4. Assignments/presentation

1. **Sessional Examination Notifications and Conduct**: Notifications for the sessional examinations are issued by the college as per the academic calendar. The concerned departments set the question papers for the examinations.
2. **Invigilation Duty**: The invigilation duty list is prepared by the sessional examination committee members.
3. **Internal Assessment Transparency**: Notifications of obtained marks in internal assessments, including assignments, seminars, and group discussions, are kept in the departments for the record.
4. **Fairness of Evaluation**: Answer scripts are distributed to students after evaluation to check the fairness of the evaluation process.
5. **Assignment Procedure**: The questions for assignments are discussed in class. Students are given a stipulated time to submit their assignments.
6. **Record Keeping**: Records related to internal assessments, such as attendance sheets, question papers, evaluated answer scripts, and mark foils, are kept by the Heads of Departments. These records are available for review by students and their parents.
7. **Academic Counselling**: Academic counselling is conducted based on the student's progression.
8. **Mid-Semester Feedback and Review**: Feedback from students on the mid-semester is assessed

by the departments. Meetings for reviewing students' performance and organizing parent meetings are conducted at the departmental level.

9. **Remedial Classes**: Remedial classes are arranged if required, based on the assessment of students' performance.

10. **Internal Assessment Marks Submission**: Internal assessment marks are submitted to the University for the declaration of end-semester results.

The college has adopted the following mechanisms to deal with grievances pertaining to internal/external examinations.

At the college level

The teachers of the respective courses distribute the evaluated answer scripts to the students to check their answer scripts. This ensures transparency of the internal assessment process. If there is any grievance from the student side, she/he can approach the teacher or Head of the department. Answer scripts of the student who lodged the grievance are reevaluated by another teacher of the department and intimated the marks to the student within 4- 6 days. The grievances if any are sorted out at the department level. Still, if there is any unresolved grievance, the same is referred to the Principal through the Head of the Department.

If any student fails to sit in the sessional exam with valid and authentic reasons and they have applied to the examination committee re-sessional examination is arranged for them with new question papers.

Students' performance review meetings along with parent meets are organized at the departmental level.

Academic counselling is provided by the departments based on students' progression. There is a structured individual feedback system in each department.

At the University level:

If the students' grievances are related to end-semester results, the authority takes the initiative by forwarding the students' application to the University for further action.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the

institution are stated and displayed on website

Response:

As the institution is affiliated to Gauhati University, it follows the curriculum of the affiliating university and offers the stated Programmes offered by the university. Hence, the course outcomes (COs) of the Programmes offered by the institution and the course outcomes of the Programmes offered by the university are the same. The various UG Programmes offered by the parent university are available on the official website of the university which can be downloaded by the affiliating colleges. For all the programmes and courses offered by this college, programme or course-specific outcomes are clearly stated and uploaded on the college website. The teachers of the institution are aware of the Programme and the COs of their concerned subjects and a hardcopy of the same is available in each department for ready reference. The students can avail the same or can search the COs on the parent university website for their reference. Their confusions, if any, are cleared by the faculty members.

Mechanism of Communication of Programme and Course Outcomes:

The College has an effective mechanism to communicate programme and course outcomes to all stakeholders:

Communication to Teachers

Academic Committee Meetings held at the beginning of the academic year ensure the communication of POs, PSOs and COs to the faculty.

Faculty members' participation in the syllabus revision meetings conducted by the University is ensured. This helps the departments to keep alongside each other of the changes and help students attain the maximum benefit out of each programme and course. Changes in the syllabus, if any, are immediately communicated to the faculty and students. Any problem in the prescribed syllabus is communicated by the Academic Council of the college with suggestions for rectification. The IQAC organizes workshops and sessions for faculty on POs, PSOs and Cos.

Communication to students

POs, PSOs and COs are well-displayed on the College website. To communicate the same to the stakeholders the following mechanism is adopted by the college authority:

Each department preserves the hard copy of the syllabi for reference Discussion takes place in the academic meeting regarding programme outcome and course outcome so that the plan for career counselling can be chalked out. The students are oriented about the learning outcome of the course in the orientation meetings as well as in the career counselling programmes held from time to time. In the orientation programme, students are communicated with the placements of the alumni of the various departments.Orientation Programmes are organized before the commencement of the course at college to make aware the students of the course outcomes and programmes offered to them. Every department plans its student-related activities based the particular outcomes. The departments introduce add-on courses, research and development cell organises workshops on research methodology, and conduct in-house projects with M.com students. Academic and administrative audit ensures the successful intimation of course outcomes to the students. The feedback obtained from the students on the teaching-

learning process helps to understand the expected learning outcomes.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

1. Nalbari Commerce College deploys many methods to assess the attainment of Programme Outcomes and Course Outcomes.
2. The college believes in the ideals of Continuous and Comprehensive Evaluation so that the attainment of Course Outcomes remains inclusive and well-rounded.
3. The methods by which this attainment is measured are-
4. Interaction of students in the classroom with the faculty. The range of interaction and communication as expressed by a student allows teachers to measure whether they have benefited from the learning environment or not.
5. Performance of the student in Internal Assessment. and end-semester examinations. This is a method of direct evaluation and is most commonly used by all teachers for a quantitative and objective evaluation of the attainment.
6. After timely completion of the syllabus, course outcome (CO) is evaluated through organizing course-based seminars and workshops, project works and assignments; conducting field surveys and class tests etc.
7. The college also focuses on the achievements of students in extracurricular activities or research/academic activities beyond the purview of their prescribed curriculum.
8. The number of students who have progressed to higher studies also reflects on the attainment of Programme and Course Outcomes. The number of students who were employed (self or otherwise) after the completion of their course is also a good indicator for assessment.
9. The college also has a feedback mechanism in place that collects feedback from students, alumni and employers of the graduated students which provides the college with crucial data required to improve upon the existing teaching-learning methods.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 88.49

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

2023-24	2022-23	2021-22	2020-21	2019-20
266	310	299	245	256

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

2023-24	2022-23	2021-22	2020-21	2019-20
343	332	312	245	323

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.5

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 0

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

2023-24	2022-23	2021-22	2020-21	2019-20
0	0	0	0	0

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

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Nalbari Commerce College, Nalbari has established a sound eco-system for innovation and the Indian Knowledge system. The Institutions Innovation Council in this regard play a pivotal role in integrating the Indian Knowledge System (IKS). Nalbari Commerce College has established a healthy ecosystem for innovation and the Indian Knowledge System (IKS) that actively integrates awareness of Intellectual Property Rights (IPR), supports the creation and transfer of knowledge/technology, and fosters entrepreneurship. The Innovation Council (IIC) plays a pivotal role in this regard, organizing a wide array of activities and events to promote entrepreneurial thinking and innovation among students and faculty members.

1. In the academic year 2023-24, the IIC conducted several impactful activities aimed at fostering innovation, entrepreneurship, and IPR awareness.
2. Among the key activities were workshops, lectures, and competitions on topics such as design thinking, business ideas development, startup legalities, and product-market fit.
3. Notably, a workshop on *Design Thinking, Critical Thinking, and Innovation Design* was held on

27th February 2024. It was followed by a session on *Angel Investment and Venture Capital* funding opportunities for early-stage entrepreneurs.

4. The IIC organized a session on *Accelerator/Incubation Opportunities* and *IPR Management for Startups* to empower students with the knowledge and skills required to venture into business and protect their innovative ideas.

5. The College also celebrated key national days such as *National Entrepreneurship Day* and *National Science Day*, with themed competitions and talks to raise awareness and motivate students.

6. These activities were complemented by self-driven initiatives such as *Innovation in Economics* and *Innovation in Digital Marketing* workshops, promoting knowledge sharing and skill development in the field of innovation.

7. The IIC has partnered with various industry experts and entrepreneurs for the *Impact Lecture Series*, addressing crucial topics like sustainable community development through entrepreneurship and clarifying IPR. These sessions are designed to provide students and faculty with knowledge and understanding from professionals, further strengthening the connection between theoretical knowledge and real-world applications.

8. In collaboration with other institutions, the College hosts inter-institutional competitions, offering a platform for students to showcase their innovations and engage in meaningful exchanges with their peers.

9. In addition to these, the MoU between Nalbari College and Nalbari Commerce College is actively doing work on research between postgraduate students and teachers.

Through these diverse initiatives, Nalbari Commerce College is creating a vibrant ecosystem that supports innovation, fosters entrepreneurship, and ensures the practical application of knowledge, especially in the areas of business, and sustainability. The outcomes of these efforts are reflected in the active participation of students in innovation-related activities, the establishment of business ideas, and the promotion of ethical business practices, particularly in areas such as IPR and sustainable development.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2

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

Response: 40

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

2023-24	2022-23	2021-22	2020-21	2019-20
27	7	3	0	3

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.64

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
2	6	5	5	3

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.3.2

04-02-2025 04:30:26

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

Response: 1.48

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
18	12	6	3	10

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Nalbari Commerce College promotes regular engagement of students in extension activities in the neighborhood as well as in the adopted villages and institution in order to sensitize them to social issues. To fulfill this aim, the institution adopted 5 (Five) villages under Unnat Bharat Abhiyan in 2022. Besides, the college also adopted one school (Mugkuchi M.E. School, Nalbari). The college has been organizing various extension activities through the NCC, NSS, Extension Activity Cell, Red Ribbon Club, Yuba Tourism Club, NCC Creative Hub, Students' Union Body, and other cells of the college under the initiative of the IQAC with due support of teachers and students. The activities conducted during the last five years are stated below.

- National Service Scheme of Nalbari Commerce College organized a lecture on importance of "Human Rights Education" on 7th August 2019.
- National Service Scheme of Nalbari commerce college conducted saplings distribution event on June 5, 2019. Total 64 participants were present in the event.
- Extension activity cell of Nalbari Commerce College observed 5th international yoga divas on 21st June, 2019. Venue of this program was indoor sports complex of Nalbari Commerce

College. On this occasion, Dr. Atul Chandra Haloi, principal, Nalbari Commerce College has spoken about benefits of yoga for health of human being. Further, 20 college staff and 120 students were practiced yoga on this special day.

- The Extension Activity Cell of Nalbari Commerce College organized a cleanliness drive at college campus on 10th September, 2019. Total 6 college teaching and non-teaching staff and 25 students of the college were participated in the event.
- NCC Unit of the college organized blood donation program on 22 May 2022.
- Red Ribbon Club Nalbari commerce college in collaboration with Blood Bank Shwahid Mukanda Kakati Hospital Nalbari organized Blood Donation Camp and Health Awareness Camp on 27th May, 2022. Total 33 participants were present.
- National Service Scheme of Nalbari commerce college conducted plantation of saplings event on 30th July, 2022. Total 10 participants were present in the event.
- NSS Special Camp organized on 5th June 2023 at Balikaria Village, Nalbari. Total 200 students were present in the event.
- Unnat Bharat Abhiyan Cell of Nalabri Commerce College organized on 5th June 2023. Cleanliness Drive and Plantation Program and Environment Awareness Lecture. Prof. Kumud Rabha, Assistant Professor, Nalbari College, Nalbari was the resource person of the program.
- Blood Donation Camp was organized by NCC Unit of Nalbari Commerce College in collaboration with Swahid Mukut Kakati Civil Hospital on 27 May, 2022.
- Unnat Bharat Abhiyan Cell in Collaboration with 50 Assam Air Sqn NCC Unit organized Cleanliness Drive and Plantation Program 6th Oct, 2023. Total 27 students were present at the event.
- Unnat Bharat Abhiyan Cell of Nalbari Commerce college organized a Cleanliness Drive and Plantation Program and Environment Awareness Lecture on 5th June 2023. Prof. Kumud Rabha, Asstt Prof. Nalbari College, Nalbari was the resource person of the program. Total 96 participants were present in the meeting.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Nalbari Commerce College has earned recognition for its extension activities, demonstrating a strong commitment to social responsibility, skill development, and academic excellence.

One of the notable recognitions comes from the Blood Bank at SMK Civil Hospital, where the institution's students and teachers have consistently donated blood as part of a longstanding Memorandum of Understanding (MoU). This activity, held almost every year, has earned the College

appreciation for its role in supporting public health initiatives and promoting the noble cause of blood donation.

Further recognition was bestowed upon the College by the Minister of Higher Education, Assam, for its proactive role in initiating vocational courses under NIELIT (National Institute of Electronics & Information Technology) and the Skill Hub initiative under the Government of India highlighting the efforts effort of the college to enhance employability and provide students with valuable skills that meet industry demands.

The College has received widespread recognition from various non-governmental organizations for its students' outstanding performance in the Higher Secondary Examination (HS) conducted by the Assam Higher Secondary Education Council (AHSEC). Two of our students secured top positions in the examination, a remarkable achievement that has brought the College positive attention from both the public and academic sectors.

In addition to these, the Nalbari District Administration highly appreciated the College for securing the 1st Prize in the March Past organized by the 40 Assam Flying Squadron, National Cadet Corps (NCC). This award highlights the College's commitment to fostering discipline, teamwork, and patriotism among its students.

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 46

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

2023-24	2022-23	2021-22	2020-21	2019-20
13	18	6	6	3

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 4

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Good infrastructure with a barrier-free and eco-friendly environment enhances the quality of teaching-learning process. The college, keeping in mind the well–being of the stakeholders, has provided a well-built atmosphere by increasing the build-up area every year with good ventilated, ICT enabled classrooms and others. The college has a campus area of 6889 sq.m. and built-up area of 2888 sq.m. The college has infrastructural facilities like adequate classrooms, computer laboratories, computing equipments, staff rooms, conference/seminar hall, library with adequate reading space, computer, canteen, indoor sports complex, in-campus women hostel etc.

Classroom: There are 19 numbers of classrooms in the college, out of which 05 classrooms are provided with ICT facilities. In addition, there are 8 LCD projectors in various departments that are used for ICT-enabled learning as per the need. The classrooms are of different dimensions adequate to accommodate sanctioned strengths of different courses.

Computer Laboratories: The college has 01 state-of-the-art Computer Laboratory. There are 60 computers and all are LAN connected with internet facility of 50 mbps. The Computer Laboratory is used for computer classes of B.Com. and B.Voc. IT programs. Besides, the laboratory is also used for holding various add-on computer courses approved by National Institute of Electronics and Information technology (NEILIT) and National Skill Development Corporation (NSDC).

Computer Equipments: There are total 95 computers, out of which 68 are for use by students. At present there are 12 printers, 4 scanner cum printer and 3 Xerox machines in the college. One ICT-enabled seminar hall and one conference room are used for guest lectures/seminars/meetings/conferences.

There is one Video conference room to provide exposure to the students with the class/lecture given by eminent personalities from national/international institutions.

Wi-Fi: The college campus is Wi-Fi enabled.

CCTV Camera: 35 CCTV cameras have been functioning to keep vigil of the entire campus including the women hostel in order to ensure safety and security.

Power Back-up: For uninterrupted power supply, there are 3 generators of 5 KVA, 10 KVA and 100 KVA. respectively. Besides, 2 numbers of 10 KVA online UPS have been installed in the office and computer laboratory respectively.

Solar Light: In the campus of the college, 5 numbers of Solar lights (15 Watt LET based luminaries/fixtune M/ 1500 Lumens (Solar BSZSL) with PIR Sensor, IP65rating) have been installed to save expenditure in electricity and to ensure light in the entire campus.

Biometric Attendance System: Biometric system for staff attendance is used in the college.

Central Library: The well-furnished Central Library of the college is equipped with 15261 textbooks/reference books, a good number of e-books and e-journals under NLIST Program, 6 journals, 9 periodicals/magazines, 3 Newspapers (2 Regional and 1 National), and 1 database, There is one Competitive Examination Corner where books and journals for competitive examinations are kept.

Health Centre: There is a Health Centre in the college which is used for proving primary health care for sick students and staff on emergency ground. The Health Centre also organizes some Health Awareness Programs, Free Health Check-up programs etc.

File Description	Document
Upload Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 10.65

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2023-24	2022-23	2021-22	2020-21	2019-20
4.38	38.69	4.89	1.81	31.43

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The Central Library of Nalbari Commerce College, Nalbari has good collection which includes textbooks, reference books, Journals, Magazines and newspapers. The library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students. Nalbari Commerce College, Nalbari also has 12 departmental libraries along with the Central library. The Central Library is fully automated with SOUL 3.0 ILMS and Barcode technology. It has 15261 printed books and subscription of 6 printed journals, 3 newspapers and 9 magazines. The library has reference books, Minor and Major Research Project Reports, College Magazines etc. Library has a reading room with around 40 seating capacity. There is a separate reading room for Students and Teachers. Library is open from 9:00 AM to 5:00 PM in all working days. A student can borrow 2 books for 15 days, faculty members can borrow 20 books for 90 days. There is a library Advisory Committee for library management including Principal, IQAC Co-Ordinator, Librarian and few Faculty members. The library purchases new books as per the requisition given by the faculty members and students. Faculties are provided with a standard book requisition form which they fill up with the required books and the Librarian forwards the requisition to the Principal and after market survey, the Principal places order of the Books from vendor. Library also has a purchase suggestion box where library users can suggest books to be purchased. Library orientation programme is carried out for new students in where details about the library collection, services, timing and doubts of students if any. Various activities like Lecture Sessions, Group Discussions, Quiz competition, Debate Competition among students are organized regularly. The Librarian's day is also celebrated every year on the birth anniversary of Dr. SR Ranganathan.

Integrated Library Management System (ILMS) in the Library: Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students. The central library of the college is running with the help of SOUL3.0 software through which circulation work of the library

has been started by using bar code in the students' Library card.

Register Attendance: Register based attendance system for both students and staffs.

Book Browsing: The holdings of the library can be searched using OPAC facilities

Digital Library: It has a separate digital library section with 8 computers and all are connected with internet.

Membership of E-Contents: The Library is a member of the INFLIBNET N-LIST facilities. The users can access E-books and E-journals available in the N-LIST database and E-books through NDLI.

Wi-Fi based Library: Library users can use the Airtel Fibre for Wi-Fi service in the reading hall and in the digital library section.

Other Services: Reprographic facility is also available for the library users. The college library is under CCTV surveillance

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The college updates its IT infrastructure regularly to meet the current technical requirements of the college. Every Department has been provided desktops computers along with scanner printer to carry out their academic needs. College has one computer lab for the students as well as faculties. Initially the internet service had been provided in the campus by NIC. Later on the college also adopted internet connection from Jio and BSNL. But due to the connectivity problem the college has adopted Airtel Fibre internet connection (100 MBPS) for providing the internet and Wi-Fi services in the college campus.

Anti-virus is regularly updated. The college has been taking initiatives to run teaching learning process through blended mode of learning. During Covid-19 pandemic period online classes were done through Google Classroom, Google Meet etc. To meet the requirements of digital mode of learning 1 classroom

is being used as digital classroom and Smart Class Room. However, there are facilities of digital

The College administrative office has adequate IT infrastructure. The office works are conducted using software called 'Aamar College' designed and developed by S.S. Technology, Guwahati. The college is planning to maintain the finance and accounts of the College through online using 'Aamar College' software. All admission and examination related works are done through the software. Online Feedback System is also available. College Website is designed and developed by Adroit Digisoft, Guwahati and also updated regularly. A Library Management Software (SOUL 3.0) is installed at the Library to keep track of the library documents. Online Public Access Catalogue (OPAC) service has been provided to the students where they can search the status and location of documents. The whole campus is under CCTV surveillance.

4.3.2

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

Response: 14.94

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 68

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 4.05

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

2023-24	2022-23	2021-22	2020-21	2019-20
9.25	2.37	8.78	1.68	8.83

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 65.05

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
858	667	484	791	370

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

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

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 36.04

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

2023-24	2022-23	2021-22	2020-21	2019-20
514	468	347	0	427

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

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

Response: B. 3 of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 19.33

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
12	62	107	75	10

5.2.1.2 **Number of outgoing students year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
266	310	299	245	256

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	**View Document**
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	**View Document**
Institutional data in the prescribed format	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.45

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

2023-24	2022-23	2021-22	2020-21	2019-20
1	0	3	1	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	**View Document**
Institutional data in the prescribed format	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

5.3 Student Participation and Activities

5.3.1

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

Response: 4

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

2023-24	2022-23	2021-22	2020-21	2019-20
2	2	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3.2

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

Response: 2.8

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
02	02	03	02	05

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1

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

Response:

Nalbari Commerce College has a registered Alumni Association so that it can play a role in the development of the institution, contributing both financially and through various support services. The Alumni Association, recently registered under the *Societies Registration Act, XXI of 1860*, is committed to engaging in the overall development of the College in an organized manner, ensuring that its alumni continue to play an active and positive role.

The alumni provide valuable intellectual and physical support to the current students and the institution. Notably, senior NCC (National Cadet Corps) cadets' mentor and guide the current NCC team, sharing their experiences and lessons learned, thereby contributing to the development of leadership and discipline among the students.

In addition to their involvement in NCC activities, the alumni also actively participate in various extension activities organized by the College. They contribute to *NSS (National Service Scheme) activities*, *blood donation camps*, and initiatives by the *Red Ribbon Club*, promoting social responsibility, health, and community welfare.

The Alumni Association also plays a vital role in the College's intellectual enrichment. Alumni have been part of the *impact lecture series*, sharing their experiences and knowledge with the students. For instance, *Nisha Choudhury* conducted a session on "How to Start a Start-Up," providing valuable insights into entrepreneurship. Furthermore, *Debajit Barman*, an *Assam Gaurav Awardee* and noted fish farmer, spoke about his journey and experiences, inspiring students with real-world success stories.

Moreover, alumni actively engage with the College by participating in class activities as part-time instructors, offering their expertise in various fields in exchange for a nominal honorarium.

The alumni also support the College's academic resources, with some donating books to the College library, enriching the learning environment for future generations of students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

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

Its mission are:

1. To provide quality environment for teaching-learning and research ..
2. To empower students of the college with knowledge and skills for employability, entrepreneurship and self-employment.
3. To extend its activities to address socio-economic, cultural and environmental issues of the region.
4. To improve existing academic, administrative, infrastructural and technological resources..

The objectives of the college are:

1. To provide opportunity to students of North-eastern region for easy access to commerce, arts and vocational education.
2. To induce knowledge and skills for employability, entrepreneurship and self-employment of students.
3. To provide skill education for making students self-reliant.
4. To develop skills such as conceptual skills, technical skills and practical skills in the field of industry, commerce, management and accounting.
5. To prepare a student for a career in business or to start a business enterprise of his/her own by familiarizing them with the behaviour of markets, products as well as finance.
6. To develop ability in each student to identify business opportunities, analyze their risk-return possibilities and support business development.
7. To cultivate in students a business attitude and skills considering its ethical side.
8. To provide basic knowledge of technological tools including computers and its application in business.
9. To develop skills in the use of information technology for business and other activities.
10. To encourage the spirit of work culture among students for national growth.

Grievances accruing from any quarter of the college are met with urgent and effective response. Maintenance of a sense of transparency is encouraged and ensured in such deliberations. There is a continuous process of engagement in place that is carried out through timely convention of meetings

of various cells and committees.

The college has a participative and a decentralized model of functioning. To achieve the stated aims and to ensure inclusiveness in the mechanism of the institutional work, the principal constitutes various committees like Construction committee, Purchase committee, Admission committee, Examination committee, Academic committee, Budget committee, Library committee, RUSA Committee etc. Teachers and Non- teaching staff are members of such committees.

To look into the academic, co-curricular and extension activities, the principal and IQAC constitutes other cells and committees for Grievance Redressal, Anti-ragging monitoring, Extension activities, Sports, Cultural and Literary activities, Women's cell, Internal Complaint, SC/ST/OBC/Minority issues, etc. Students, alumni and parents are also included in these committees and cells.

The Governing Body being the apex body takes the final call regarding various developmental issues concerning the college. The teachers' unit as well as the non-teaching staff through their representatives presents the needs and grievances concerning the college before the Governing Body. Three Parents (One Lady Member) and two University Professors are also appointed as members in the Governing Body. The Governing Body takes decisions based on the consensus of two-third majority of the members of the body present.

File Description	Document
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The vision of Nalbari Commerce College, Nalbari is to motivate and strengthen students in the institution to acquire practical education for being self-employed making them job-givers rather than job-seekers and injecting work culture to confront the challenges that have been emerging. The college being a commerce college, always attempts the long-term objective of making the students self-employed. One of the best examples of the alignment of the objectives with the strategic plan of the college is the emergence of renowned entrepreneurs like Mr Debajit Barman, an alumnus of the college, who was awarded "Assam Gaurav" for his outstanding fish-farming work throughout the nation and abroad. Many of the alumni of the college, have engaged themselves in the entrepreneurial field including a notable number of chartered accountants working in the owned firms.

The long-term strategic goals of the college include:

1. Continuous Curriculum Development,
2. Student Empowerment,
3. Research And Innovations,
4. Community Service and Social Responsibility
5. Academic And Administrative Efficiency.
6. Environmental Sustainability.
7. Infrastructure Development and Technology Integration.

The long-term term strategic goals have been attempted to be executed through the following procedure:

1. Though core curriculum design is done by the affiliating university, the college can develop its own syllabus by taking up the relevant certificate courses and add-on courses so that the students get added knowledge in the relevant field. And the college doing well in this context.
2. The students of the college can be empowered by following the extra-curricular activities, students' participation in college corporate life and assigning meaningful responsibility for their individual growth.
3. The college can act in active research and development and innovations for both the students and faculty members so that it can contribute the social development. The Research and Development Cell of the College is constituted for the purpose and is working to align with the plan.
4. The college and its students can engage themselves in community development and discharging social responsibility. The National Service Scheme (NSS) and the National Cadets Corps Unit of the college are working in this line led by the senior faculty members of the college
5. The college has the opportunity to increase administrative and academic efficiency by observing the prevalent administrative and government guidelines and academic instructions from various academic and professional bodies such as UGC and NAAC.
6. Environmental sustainability has been one of the core objectives of the institution which the college has been emphasising. In this regard, the NSS volunteers are doing their job fulfilling the objective with a wide range of programmes. The college authority also is concerned with the sustainability goal.
7. The college also keeps a major objective of infrastructure development and technology integration. With the financial resources that the college acquires from different sources including government financial assistance, it is striving for the development of required infrastructure and equipping the college with updated technology. Each materialisation of the components of the institutional perspective plan is guided by the policy document the college has adopted.

File Description	Document
Institutional perspective Plan and deployment documents on the website	View Document

6.2.2

Institution implements e-governance in its operations

1. **Administration**
2. **Finance and Accounts**

3.Student Admission and Support
4.Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

College Management always endeavours to create a conducive and hassle-free workplace atmosphere for its employees and undertakes several welfare measures. Following are some welfare schemes that are being implemented and are in regular practice:

Leaves for Teachers and Employees:

- Leaves for academic purposes like FDP, OC, RC, attending seminars, workshops, and conferences.
- Maternity leave, Child Care Leave for female staff.
- Casual, Earned and Medical Leaves for all staff.
- Half-pay Leave
- Commuted Leave
- Leave Not Due
- Duty Leave for teachers for examination-related works and Government duties.

Other Facilities:

1. Group Insurance and Provident Fund as per Govt. rules
2. Free Yoga sessions for all employees
3. Emergency First- Aid facility
4. Provisional Pay Revision for Contractual teaching and non-teaching staff
5. Provision of Employees Mutual Benefit Fund to support financial assistance for medical

treatment or for urgent needs of teachers and employees

6. College Canteen facility for all employees
7. Safe drinking water facility,
8. Department Rooms with washrooms
9. Department Library
10. Teachers Common Room
11. Free Wi-Fi facility
12. Parking space for vehicles of employees
13. Library facility for all faculty members for borrowing materials.
14. Travel Allowance and Daily Allowance for teacher-in-charge accompanying students on off-campus educational trips

Performance Appraisal Mechanism of the Institution:

- With regard to academic performance, the activities and progress of teachers are measured through Annual Performance Indicators (API) and are verified by IQAC and submitted to Subject Experts appointed by the Parent University for promotion of teachers.
- Teachers' classroom performance is appraised through students' feedback. Teachers' engagement in FDP, Orientation, Refresher Courses etc. and their involvement in Examination, Extension and other activities are monitored by the administration.
- A Grievance Redressal Committee is in place for speedy redressal of the grievances of students.
- Academic and Administrative Audit initiated by IQAC also helps to improve the academic and administrative performance of all staff.
- The attendance of teaching and non-teaching staff is recorded both through the bio-metric system and the attendance register.
- Leave records of Teaching and Non-Teaching Staff are maintained through the 'Amar College Software'.
- The Principal regularly interacts with the office staff and reviews their performance in dispensing their assigned duties.
- Regular Internal and External audits are conducted to bring efficiency and transparency to the financial transactions of the institution.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2

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

Response: 0

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

2023-24	2022-23	2021-22	2020-21	2019-20
0	0	0	0	0

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 10.78

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
06	10	05	02	02

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
20	20	20	20	20

04-02-2025 04:30:26

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The institution has a transparent and well planned financial management system in which the State Government, the UGC, the ICSSR and the RUSA are the main funding agencies. Funds are also generated from the reimbursed students' admission fees by the State Government. Fund is also mobilized by the college from some other sources like:

- Students' Admission, examination and other Fee
- Occasional govt grants (RUSA, ICSSR, NEILIT under Central Govt.)
- Centre fees collected by the college by allowing its venue to be used for conducting various Govt. examinations.
- Centre fees collected from Krishna Kanta Handique State Open University.
- Centre fees collected from Assam State Open School.
- Nominal venue fees collected from outside parties for using the Seminar Hall.
- Fund generated by selling organic manure and scraps generated in the college.
- Interests accrued from the savings deposit accounts of the college.
- Funds received for NSS units from government sources.
- Application fees received from candidates applying for recruitment in different posts etc.

For the optimal utilization of all funds, the Governing Body forms various committees like Construction Committee, Purchase Committee, Annual Budget Preparation Committee, RUSA Project Monitoring Unit etc. These committees monitor the proper utilization of funds and submit reports to the Principal. The college also ensures the proper mobilization and optimal utilization of physical and academic resources available in the college. As the college has limited land mass, so utmost care is taken in using

the open spaces. Every new construction was done with proper planning.

The internal audit is conducted yearly by the Institutions audit committee which consists of various stake holders as well as the faculties with expertise in accounting practices. The books of accounts, vouchers for transactions, grant orders and completion reports are all collected and verified. The collected materials are scrutinised to check whether the regulations and accounting principles were followed while maintaining the books of accounts. The balances of cash books are verified with the bank statements and the physical cash in hand available at the end of the year. After the proper verification and scrutiny of the materials, a report is thereby prepared highlighting any discrepancies if found and with suggestions on its rectification. The external audit is conducted by the Department of Audit (Local Fund), Govt. of Assam. The periodicity of such an audit is however at the discretion of the aforementioned department.

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC continuously suggests quality improvement measures for a healthy academic atmosphere. It has contributed in various ways for institutionalizing all the quality assurance strategies and processes. Some of the practices institutionalized in the college as a result of IQAC's initiatives are:

- Designing of College Prospectus, Academic Calendar, Master Routine, College Rules and Regulations, Policy documents etc.
- Maintaining of Staff Attendance through Biometric, and installation of College Automation Software named "Amar College" as part of Learning Management System.
- Institutions' Innovation Cell (Cell) has been guided by IQAC to conduct various activities.
- Unnat Bharat Abhiyan (UBA) Cell has been guided by IQAC to adopt villages and to carry our outreach program for the welfare of the community.
- The Research and Development Cell (RDC) of the college is being guided by the IQAC to conduct research oriented programs.
- Departments have been suggested to keep class diaries, prepare teaching plans and lesson plans.
- Departments have been suggested to conduct remedial classes for slow learners and do mentoring.
- All departments have been encouraged to organize excursions, field trips etc.
- Regular Assessment of Faculty Performance and Appraisal with regard to Career Advancement Scheme (CAS) promotion.
- Conduct of Orientation Programs for students after admission to familiarize them with the syllabus, discipline, code of conducts, Program and Course outcomes.
- Library Orientation is done to make them aware of the facilities offered by library.
- Engages the Career Counselling and Placement Cell to conduct counselling sessions..

- Timely assessment and review of the various activities of the cells and committees and follow up actions were suggested.
- Faculties were encouraged to undertake online mode of teaching during the Covid Pandemic and also incorporate blended mode of learning in the classroom for the benefit of the students.
- Various workshops, seminars, talks have been conducted by the IQAC for the benefit of teaching & non- teaching staff and students.
- As a result of IQAC's initiative Alumni Meets, Guardian Meets have been organized and feedbacks have been collected from parents and alumni.
- The IQAC has regularly submitted the AQAR's to NAAC, Annual Reports to University, and has participated in All India Survey of Higher Education (AISHE) and NIRF.
- It has initiated the process of signing MoU's with other institutions of higher learning, and has adopted villages and feeder schools for conducting outreach programs.
- The IQAC reviews the continuous ·evaluation process, attainment of learning outcomes.
- It encourages the cells and committees to conduct various activities to develop the students' awareness regarding issues like gender sensitivity, employability, community development, personality development etc.
- The college conducted Academic & Administrative Audit, Green Audit and Energy Audit in association with IQAC.
- The IQAC maintains and updates the college website in collaboration with the Department of B.Voc. IT and encourages all the departments to update their departmental profiles in the website for the benefit of all stakeholders.
- The IQAC spreads information anbout the academic events in diferent institution among its staff for their intellectual growth.
- IQAC has taken green initiatives for keeping the campus clean and pollution free.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: B. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Nalbari Commerce College is committed to create a gender equal environment. The college adopts a host of measures to ensure gender equity at both academic and administrative levels. The admission procedure takes into account merit and reservation policies enunciated by the Government in which both genders are given adequate representation. Admission fees are waived for students belonging to BPL category as per Govt. of Assam Rules.

As part of the curriculum, certain departments offer papers containing issues of gender equity and gender sensitization. There is adequate representation of women faculties along with the male counterparts in all the Cells and Committees. The annual students' union election also witness participation and representation of both boys and girls in voting and the Union body.

Apart from it, gender sensitization and awareness programs on mental, physical and menstrual health, capacity building, and skill development programs are conducted in each academic session. International Women's Day is celebrated each year. Anti ragging awareness, grievance redressal, career counseling programs are held from time to time to tap into the issues and problems of the students with special emphasis on the girl students and also provide them opportunity to learn about various employment opportunities and higher education programs.

With regard to infrastructural facilities, separate rest rooms and wash rooms have been built, a triple storied girls hostel for accommodation of outstation girls, has also been constructed for the safety and well being of the students, two sanitary napkin vending machines have also been installed to take care of the menstrual needs of the female students in the Girls' Common Room and Women Hostel.

In order to inculcate the values of communal harmony, peace, patriotism and also promote awareness regarding various social issues and let the students know about their historical roots and legacies the Institution observes events, festivals and commemorative programs of national, regional and global significance with various in house and extension activities. These initiatives help in increasing social consciousness, inculcate humanitarian and democratic ethos and also promote a spirit of unity and diversity in the institution. The various events observed are as follows:-

National events: Republic Day, Independence Day, Yoga Day, Rashtriya Ekta Diwas, Gandhi Jayanti, Teachers' Day, Constitution Day.

Regional and Local festivals: Saraswati Puja, Milad-e Mehfil, Rabha Diwas, Silpi Diwas, Death

anniversary of Dr.Bhupen Hazarika, Swahid Diwas etc.

Apart from the above, different departments, cells, NCC and NSS also organize programs in relation to various significant days such as World Environment Day, Anti-Tobacco Day, Earth Day, World Day against Child Labor. International Girl Child Day, Cancer Awareness Day, Human Rights Day etc. The College foundation day is also observed with august program.

The report of the Gender Audit conducted by the college is attached hereunder.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: D.1 of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

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

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Nalbari Commerce College is consistently working towards promoting tolerance and harmony among staff, students and local people. Various units, societies and bodies of the institution such as NSS, Green Audit Cell, Students' Union,Women's Cell, and Teachers' Unit, regularly organize major events involving all the employees and students of the college along with local communities. A cultural rally reflecting the diverse heritage of the country was organized in 2019. In order to promote cultural diversity, the college celebrates Rabha Divas, Silpi Divas, Bhupen Hazarika Divas etc. In order to promote communal harmony activities like streetplay on witch hunting and superstition, celebration of Human Right Day, National Unity day, girl child day, etc. are observed which promote tolerance, women safety and communal harmony. Major initiatives for promoting an inclusive environment are-

The College is centrally observing Saraswati Puja and Biswakarma puja every year. In these occasions students actively participate across all religious and linguistic categories. It reveals the spirit of inclusion and tolerance among the students.

Further, according to the guidelines of affiliated universities, our college is annually observing the college week with fseven days programmes and students are took part in cultural rally to show cultural identity, peace and harmony. The program involve participation of all sections of students of our college for the development of their cultural, sports related, literary and artistic spheres. It inculcates individual

as well as team spirit among students in the development of their extra-curricular activities. The college is celebrating the International Women's Day to reinforce gender sensitivity among the college fraternity. .Besides, the college along with the NCC and NSS units observes the world environment day as well as earth day to develop environmental awareness among students. Providing the staff with opportunities to utilize two restricted holidays in accordance to the list given by the Government of Assam and their own liguistic communities and cultural identities. Encouraging the students to showcase their cultural heritage and providing them the platform for the same through the organisation of functions like college week, freshmen social amongst many. The institution undertakes different initiatives to sensitize students and employees to the constitutional obligation and to enable them to behave as a responsible citizen. The institution celebrates national festivals like Independence Day, Republic Day, Constitution Day, Gandhi Jayanti etc with great zeal in which students come to know sacrifices of freedom fighters & various aspects of India's Freedom Struggle. The institution tries to inculcate duties & responsibilities as entrusted by the constitution of India through celebration of Constitution Day & National Voters Day. The established Code of Conduct help students and employees to be a responsible citizen.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1

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

Response:

Best Practice 1:

Award of the Late Nripendra Malla Buzarbaruah Research Grants

The Nalbari Commerce College has implemented the Best Practice of awarding the Late Nripendra Malla Buzarbaruah Research Grants to achieve objectives such as promoting a research culture among teachers, encouraging new researchers, recognizing research as part of NEP 2020, honouring the contribution of Late Nripendra Malla Buzarbaruah and providing financial assistance to researchers. Under this Practice, the researcher is granted financial assistance of Rs. 40000/-. It is our privilege to announce the award after the name of Late Dr. Nripendra Malla Buzarbaruah who donated land for establishing this institution of higher learning.

Objectives of the Project:

The objectives of the project are:

1. To promote a research culture.
2. To align the project with NEP objectives
3. To offer honour to the late Nripendra Malla Buzarbaruah.

Context:

1. **Researching is the primary mission of the NEP 2020.**
2. **Research is the driving force of education**
3. **It is one of the activities of the Research and Development Cell of the College.**

Practice:

1. Annually, applications for research proposals are invited from aspiring teachers of the college to submit their applications for research undertakings.
2. The Research and Development (R&D) Cell, headed by the Principal as the Chairman, constitutes an Evaluation Committee responsible for selecting proposals.
3. The committee recommends the most suitable proposals and submits a report to the R&D Cell for further review.
4. Based on the recommendation the R&D Cell sends the offer letter to the selected candidate and asked to apply for financial assistance.
5. The researcher is provided one year for completion of the research project from that of the issue of the offer letter.
6. During the allotted period, the researcher:

1. Completes literature survey
2. Makes necessary data collection
3. Gives progress report after 6 months
4. Gives pre-submission presentation for final submission of the report.
5. Makes final submission of the Report.

Evidence of Performance:

1. First Awardee: Dr. Uddipana Gogoi, an Assistant Professor, in Dept. of Finance was Awarded the first grant (Minor Research Award) for the academic session 2023-24 on "Role of Marketing in Sustainability of Small Tea Growers of Assam." Dr Gogoi's project focuses on the role of marketing strategies in ensuring the sustainability and growth of small tea growers, a key sector for Assam's economy.
2. Dr. Rajat Bhattacharjee, Assistant Professor, Department of Finance, was awarded the grant for his research project titled "A Study on Problems and Prospects of Micro Industries in Nalbari, Assam."
3. The research projects funded by these grants have added to the efforts in fostering a research-driven academic environment.

Best Practice 2:

Awards For Excellence in Academic, Entrepreneurial, Social and Research

(Sponsored by the Faculty Members of the College)

The Scheme:

Nalbari Commerce College has implemented a best practice of sponsoring cash awards to motivate students in several key areas: academic excellence, entrepreneurial activities, societal contributions, and research work. This initiative aims to foster a culture of excellence and holistic development.

The awards encourage students to excel academically, engage in entrepreneurship, and contribute to society through community service. The college supports research efforts by offering financial incentives to promote innovation and academic inquiry. By recognizing students' achievements, the college fosters healthy competition, boosts confidence, and inspires others to strive for excellence.

This practice helps students realize their potential, prepares them for future challenges, and contributes to their personal and academic growth, ultimately encouraging them to become leaders in their fields. The significant matter in this regard is that all the awards are sponsored by the teaching and non-teaching staff of the college.

The following awards are being administered in the college under the scheme:

1. **Freedom Fighter Late Lohit Chandra Das Memorial Best Dissertation Award**
2. **Late Ambu Ram Kalita Memorial Students of the Year Award**
3. **Late Debi Ram Das Memorial Best Project Report Award**
4. **Late Putul Bala Das Memorial Best Entrepreneur Award**
5. **Late Late Subhapriya Mahanta Memorial Best Social Activist Award Memorial Best Social Activist Award**
6. **Late Nizara Kalita Memorial Best Graduate Award**
7. **Late Nirmal Ch. Das Best Reader Award**
8. **Late Mrinalini Bhattacharjee Memorial Most Inspiring Woman Award**

Objectives:

The scheme has been executed for the following objectives:

1. To recognize the hard work and dedication of students who bring a sense of healthy competition among them, inspiring them to continuously improve their performance.
2. To recognize the significance of nurturing an entrepreneurial mindset among students.
3. To encourage individuals to actively engage in community service, volunteer work, and initiatives that bring about positive change.
4. To encourage students to undertake research projects, explore new avenues of knowledge, and contribute to the advancement of their respective fields.
5. To enhance the research culture within the college and prepare students for future academic and professional pursuits.
6. To develop leadership skills among the students by choosing the student of the year from the college.
7. To stimulate the students to develop reading habits

Context:

The scheme has been executed for the following objectives:

1. Better academic performance in the line of NEP 2020.

2. Emphasis on entrepreneurship by the Government of India due to compact job market.
3. Aligning Research with the objectives of NEP 2020.
4. Recognition of the Social contribution of individuals
5. Recognition of Library affairs.
6. Recognition of Professionalism.

Evidence of Performance:

1. Himashri Goswami, who was awarded with the Freedom Fighter Late Lohit Chandra Das Memorial Best Dissertation Award secured 2nd Position in Master of Commerce, from Nalbari Commerce College, under Gauhati University.
2. Baishya, has secured the 7th Position in the +2 Examination under the Assam Higher Secondary Education Council.
3. Nisha Rani Choudhury, an alumnus who earned a Master's from Nalbari Commerce College has become an established entrepreneur in the pickle industry.

1. The percentage of readers in the library has increased by 9% during 2022-23.

File Description	Document
Best practices as hosted on the Institutional website	**View Document**

7.3 Institutional Distinctiveness

7.3.1

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

Response:

Institutional Distinctiveness of Nalbari Commerce College:

Fostering Research & Innovations

The holistic and consistent approach of Nalbari Commerce College to fostering research and innovation makes the institution different. Its commitment to nurturing a research culture, mentoring budding entrepreneurs, and providing practical, real-world learning opportunities sets it apart from other provincialized colleges in Assam. Its blend of academic rigour and hands-on experience creates a dynamic learning environment that empowers students to thrive in the competitive world of entrepreneurship and innovation. This forward-thinking approach helps shape students not just as academics but as innovators and leaders who are ready to address real-world challenges.

Nalbari Commerce College has a distinctive feature regarding the fostering of research culture within the college. It is a provincialized college distinct from other colleges of the state of Assam in research culture. Despite the college's facing financial crisis it has been striving to promote an environment conducive to research and innovative learning approach. This is evident through many more instances that the institution is undertaking. One of the instances that the college is taking initiative is that the college is offering a research grant of Rs. 40000 to the faculty member working in the college itself. The research grant is offered after the name of the late Dr Nripendra Malla Buzar Baruah who happened to be the founder president of the college. Such an initiative not only promotes research culture but also inspires the faculty members to undertake research work in different fields. In the academic session 2023-24 Dr. Uddipana Gogoi was awarded the grant and successfully completed her project and submitted the report. Likewise, Dr. Rajat has been awarded the research grant for the academic session 2024-25 and is now pursuing his project. This is one of the major thrusts the college is performing that other colleges of the state of Assam are probably not.

Secondly, the college is dedicated to encouraging to enhancement of research skills among the students. It has been constantly offering 2 awards for the students who show excellence in research. The student carrying out research works at the postgraduate level and getting the highest marks in the dissertation is offered the best dissertation award. In the UG level too, the student getting the highest mark in the project report is offered the best project report award. It deserves mentioned here that the awards are sponsored by the teachers working at the institution. The attempt brings competitiveness into the minds of the students and the students try to show excellence. Such an initiative is not probably undertaken by the provincialized college in Assam.

To promote the research culture among the students of the college, in addition to the research required under the syllabus, the postgraduate students carry out in-house research projects funded by the college. The students are grouped and assigned a relevant topic supervised by one or two teacher-supervisors. They accomplish their works collectively and the Research and Development Cell of the college patronises in writing the reports. While conducting their work they are provided financial, intellectual, and logistic support by the college.

Before conducting the in-house research projects, a 7-day workshop on research methodology in social science is conducted by the R&D Cell of the college. The workshop equips the students with the basics of research to carry out research. The students are allowed to participate in the workshop free of cost. A group of 10 students are made to conduct one research project. Teachers from the college and other higher education institutions are invited to participate in the workshop as resource persons. The college teachers serve the workshop without any remuneration.

Based on these initiatives, Nalbari Commerce College stands out due to its comprehensive approach to fostering innovation and entrepreneurship. The college not only organizes a wide array of events—such as impact lecture series, mentoring sessions, and workshops on topics like fintech, IPR, and sustainable development—but also provides opportunities for students to engage directly with local entrepreneurs and professionals. This combination of academic guidance, practical exposure, and focus on community-driven entrepreneurship helps nurture both the skills and mindset required for future innovators, making it distinct from other institutions.

The college has been organising several calendar activities concerning business idea development, which were scheduled around the year. Workshops like "How to Develop New Business Ideas" (November 23, 2023), "Workshop on Design Thinking, Critical Thinking and Innovation Design" (February 27, 2024),

and "Angel Investment or Venture Capital Funding Opportunity" (August 27, 2024) were very extensively conducted as scheduled quarter activities.

Celebratory events like a Speech competition on National Entrepreneurship Day, and a session on "India's Initiative Towards Energy Conservation" (December 14, 2023) reveal the institution's commitment towards innovation. Novelties are also reflected in self-driven activities in creative competitions directly related to innovations and entrepreneurship. "Fundamentals of Fintech & Innovation" (September 28, 2023), "Spell Bee Competition" (March 12, 2024), and "IT Quiz on Innovation and IPR" (August 14, 2024) were able to demonstrate the innovative talents and critical thinking of the students.

The Mentoring Sessions on National Education Day (November 11, 2023) and others such as the "Startup Day Celebration" (January 16, 2024) and "Inter-Institutional Competition for Innovation and Entrepreneurship" (August 30, 2024) demonstrate the college's continuous efforts to mentor budding entrepreneurs and facilitate their transition from conceptualization to real-world application. The college's Entrepreneurship Skill Development sessions, including activities like "Entrepreneurship & Innovation as Career Opportunity" and "Achieving Problem-Solution Fit & Product-Market Fit," aim to equip students with both the knowledge and mindset required to succeed in the dynamic field of entrepreneurship.

The college organizes competitions and inter-institutional meets to encourage students to apply their creativity and innovative thinking. Events like the Intra-College Business Plan Competition (May 30, 2024) and the Inter-Institutional Competition for Innovation and Entrepreneurship (August 30, 2024) provide platforms for students to showcase their entrepreneurial ideas and compete with peers from other institutions.

File Description	Document
Appropriate web in the Institutional website	[View Document]()

5. CONCLUSION

Additional Information :

NIL.

Concluding Remarks :

The Self Study Report (SSR) to be placed before the National Assessment and Accreditation Council (NAAC) covers the overall aspects of Nalbari Commerce College. The institution recognises the need for assessment of the institution by the National Assessment and Accreditation Council (NAAC). The SSR to this effect provides an in-depth analysis of the strengths, challenges and ongoing efforts towards quality enhancement and institutional development. Being part of the assessment process, the Self-Study Report has been prepared with utmost care so that nothing significant is left out.

The institution has been emphasising the need for research and innovation with the resources available in the college. To achieve the vision and mission of the college it has employed a new generation of faculty equipped with up-to-date knowledge to cater for the needs of the new generation of learners. It has also attempted to create the required intellectual and physical infrastructure, library, laboratory, classrooms, and sports infrastructure. It is expected that with the effort of all the stakeholders of the institution, it will be able to contribute to the NEP objectives.

The college believes in good governance and optimal utilisation of resources. At the institutional level, although the institution is governed by the governing body, it forms several committees like the purchase committee, construction committee, library committee etc. In the context of teaching, learning and evaluation several committees such as the Research and Development Cell, institutions Innovation Council, Internal Examination Committee, Teachers Council etc. have been formed so that a good academic environment is created. The college emphasizes student-centric initiatives.

This SSR highlights the college's achievements, identifies areas for further improvement, and outlines the strategies that will be implemented to achieve its long-term vision. The continuous efforts to strengthen academic integrity, improve infrastructure, enhance student support systems, and ensure financial accountability are central to the college's mission of delivering quality education and creating a positive impact on society.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)** Answer before DVV Verification : Answer After DVV Verification :23 Remark : Input edited excluding skill oriented courses and repeated courses.
1.2.2	*Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years* 1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years Answer before DVV Verification: <table><tr><td>2023-24</td><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td></tr><tr><td>1249</td><td>1214</td><td>0</td><td>0</td><td>607</td></tr></table> Answer After DVV Verification : <table><tr><td>2023-24</td><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td></tr><tr><td>1190</td><td>1182</td><td>0</td><td>0</td><td>372</td></tr></table> Remark : Input edited w.r.t 1.2.1
1.3.2	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)** 1.3.2.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 202 Answer after DVV Verification: 189
3.2.2	*Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years* 3.2.2.1. **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years** Answer before DVV Verification: <table><tr><td>2023-24</td><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td></tr></table>

35	11	5	0	4

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
27	7	3	0	3

Remark : After reviewing the documents input comes as it is, As Copy pasted report will not be considered. Input edited as Workshop on Career Counselling Sessions, Personality and Entrepreneurship Development, Online Admission Procedure for Non-teaching Staff,Orientation Programme on E-governance and E-college,Workshop on Academic and administrative Audit,Lecture session on Har Ghar Trianga Azadi Ka Amrit Mohotsav,Training to non-teaching staff on Application of Gauhati University Website for Examination Purpose,IBM Skill Orientation Programme,ICSSR Sponsored National Seminar on Atmanirbhar Bharat,Viksit Bharat @2047,Workshop on Yoga awareness will not be considered in this metric.

3.5.1	*Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*
	Answer before DVV Verification :
	Answer After DVV Verification :4
	Remark : As per the MoUs provided by HEI, one MoU is blur and the Mou with same institution or same trust shall not be considered. Input edited accordingly.

4.1.2	*Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*
	4.1.2.1. **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
13.8	40.2	6.7	3.7	39.6

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
4.38	38.69	4.89	1.81	31.43

4.3.2	**Student – Computer ratio (Data for the latest completed academic year)**
	4.3.2.1. **Number of computers available for students usage during the latest completed academic year:**
	Answer before DVV Verification : 68
	Answer after DVV Verification: 68

4.4.1	*Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)*
	4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
23.2	20.8	15.3	6.1	17.8

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
9.25	2.37	8.78	1.68	8.83

5.1.4	*The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*

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

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: B. 3 of the above
Remark : HEI has not conducted any awareness programs. Input edited accordingly.

5.3.1	**Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years**

5.3.1.1. *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
0	2	2	0	0

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
2	2	0	0	0

Remark : Input edited as per the certificates provided for clarification.

5.3.2	Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)
	5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
903	777	756	14	1017

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
02	02	03	02	05

Remark : Events cannot be split into activities and Multiple activities on the relatively closer dates, it will be considered as one only, hence input edited accordingly.

6.2.2	*Institution implements e-governance in its operations*
	1. **Administration**
	2. **Finance and Accounts**
	3. **Student Admission and Support**
	4. **Examination**
	Answer before DVV Verification : A. All of the above
	Answer After DVV Verification: A. All of the above
6.3.3	*Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years*

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
20	27	11	9	11

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
06	10	05	02	02

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20

21	16	14	14	15

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
20	20	20	20	20

6.5.2	**Quality assurance initiatives of the institution include:** 1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented** 2. **Academic and Administrative Audit (AAA) and follow-up action taken** 3. **Collaborative quality initiatives with other institution(s)** 4. **Participation in NIRF and other recognized rankings** 5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.** Answer before DVV Verification : A. Any 4 or more of the above Answer After DVV Verification: B. Any 3 of the above
7.1.2	**The Institution has facilities and initiatives for** 1. **Alternate sources of energy and energy conservation measures** 2. **Management of the various types of degradable and nondegradable waste** 3. **Water conservation** 4. **Green campus initiatives** 5. **Disabled-friendly, barrier free environment** Answer before DVV Verification : A. 4 or All of the above Answer After DVV Verification: D.1 of the above Remark : Input edited considering the option 4 as per the supporting documents provided.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 46 Answer after DVV Verification : 33
1.2	**Number of teaching staff / full time teachers year wise during the last five years** Answer before DVV Verification: 	2023-24	2022-23	2021-22	2020-21	2019-20	 |---|---|---|---|---|
25	31	25	27	27 | Answer After DVV Verification: | 2023-24	2022-23	2021-22	2020-21	2019-20	

22	31	25	27	27

2.1	**Expenditure excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
62.1	71.8	31.3	16.2	138.7

Answer After DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
190.84	198.84	125.85	108.35	138.74

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