



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	K. C. DAS COMMERCE COLLEGE
• Name of the Head of the institution	Dr. Hrishikesh Baruah
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03612733691
• Mobile No:	9864030992
• Registered e-mail	kcdccollege@gmail.com
• Alternate e-mail	hbaruah@hotmail.com
• Address	Chatribari
• City/Town	Guwahati
• State/UT	Assam
• Pin Code	781008
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Gauhati University				
• Name of the IQAC Coordinator	Dr. Runjun Phookun				
• Phone No.	03612733791				
• Alternate phone No.	7002038872				
• Mobile	9435196941				
• IQAC e-mail address	kcdcc.iqac2020@gmail.com				
• Alternate e-mail address	runjunphookun@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://kcdccollege.ac.in/iqac_pdf/AQAR_KCDCC2019_20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://kcdccollege.ac.in/pdf/Academic%20Calendar%202020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	NA	2006	17/10/2006	16/10/2011
6.Date of Establishment of IQAC			16/06/2003		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
K. C. Das Commerce College	National Service Scheme	Gauhati university	2021	44500	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			9		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>Published a book entitled "COMPENDIA" with ISBN 978-93-89500-34-9 in December 2020</p>		
<p>A two day National Seminar on Education and Sustainable Development: Issues and Challenges in context of North East India was organized on 8th & 9th January, 2021</p>		
<p>Admissions for dual stream- BA with Honors in Economics and B.Sc. Regular Course with Economics-Statistics-Mathematics combination was started w.e.f. the Academic Session 2020-21</p>		
<p>A national level Online Essay Competition for all UG and PG students was organized in 2020</p>		
<p>A national webinar on Modern Teaching Techniques was organized in association with IBS Business School, Kolkata on 11th July, 2020</p>		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
To start the construction of a new multistoried academic building of the College	The construction of the new academic building was started on 3rd August, 2021
To start a community research initiative under Research & Development Cell of the College	The R & D Cell and NSS Cell conducted a study on the Prospects of Eco-Tourism in Ranikhamar, a village in the Rabha-hasong zone, Kamrup district
To publish the college campus Bulletin "KCIAN"	KCIAN for the 2021 was published
To establish an e-resource centre in the college Library	An e- resource centre was established and started functioning in 2021 with 30 computers
To publish selected dissertations of M.Com students in book form with ISBN	"COMPENDIA"- an assemblage of 15 research articles was published in December, 2020 with ISBN: 978-81-921278-3-5
To conduct an international webinar in the Month of July 2021	One multidisciplinary international web seminar on "Some Aspects of Global Economy during Covid 19 Pandemic" was organized in association with LB (PG) College, Panipat, Haryana
To launce self developed Learning Management System (LMS): a software application for further strengthening of administration, documentation, tracking, reporting, automation and delivery of educational courses	The self developed LMS was formally inaugurated on 7th November, 2021, on the occasion of 38th Foundation Day Celebration
To encourage faculty members for publishing papers, books, chapters	A number of faculty members have published books and research papers in various national and international journals and edited books

13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <tr> <td>Name</td> <td>Date of meeting(s)</td> </tr> <tr> <td>Governing Body</td> <td>01/02/2022</td> </tr> </table>		Name	Date of meeting(s)	Governing Body	01/02/2022
Name	Date of meeting(s)				
Governing Body	01/02/2022				
14. Whether institutional data submitted to AISHE					
<table border="1"> <tr> <td>Year</td> <td>Date of Submission</td> </tr> <tr> <td>2019-20</td> <td>24/03/2020</td> </tr> </table>		Year	Date of Submission	2019-20	24/03/2020
Year	Date of Submission				
2019-20	24/03/2020				
Extended Profile					
1. Programme					
1.1 Number of courses offered by the institution across all programs during the year	7				
<table border="1"> <tr> <th>File Description</th> <th>Documents</th> </tr> <tr> <td>Data Template</td> <td style="text-align: center;">View File</td> </tr> </table>		File Description	Documents	Data Template	View File
File Description	Documents				
Data Template	View File				
2. Student					
2.1 Number of students during the year	2191				
<table border="1"> <tr> <th>File Description</th> <th>Documents</th> </tr> <tr> <td>Data Template</td> <td style="text-align: center;">View File</td> </tr> </table>		File Description	Documents	Data Template	View File
File Description	Documents				
Data Template	View File				
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	380				
<table border="1"> <tr> <th>File Description</th> <th>Documents</th> </tr> <tr> <td>Data Template</td> <td style="text-align: center;">View File</td> </tr> </table>		File Description	Documents	Data Template	View File
File Description	Documents				
Data Template	View File				

2.3	659
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	51
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	24
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	26
Total number of Classrooms and Seminar halls	
4.2	70
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	89
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Academic year starts with "Deeksharambh" program where students are

made aware about the scope of the academic programs.

The College prepares Academic Calendar, Master Routine, and Departmental Class Routines for effective delivery of the curriculum. The departments prepare the lesson plans accordingly. Practical classes are also held as per the requirement of the course.

Apart from conventional classroom teaching, guest lectures, field trips, educational tours, industrial visits, and social awareness programs are conducted. Students are encouraged to participate in extracurricular activities.

Departmental library facility is available in every department. During Covid period, classes were held and materials were provided online.

Besides text and reference books, the College Library houses periodicals and journals.

The Career Guidance and Placement Cell of the College organizes various programmes like workshops, seminars, free coaching classes, etc. to make students job market ready.

The IQAC collects feedback on curricula from all the stakeholders for taking appropriate reforms and actions. The Principal conducts meetings with the teaching staff to take stock of various academic and allied issues and also ensures timely and effective completion of the syllabus. Academic audit has been conducted in the academic session 2020-21 by external peers for further improvements in the academic activities.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Evaluation is an integral part of teaching-learning process. Examination Committee work out plans and reforms in evaluation system by keeping regular interactions with IQAC and all the Heads of the departments

Apart from university prescribed methods like assignments and tutorials, more relevant methods such as class test, online multiple choice questions, home assignments, guest lectures, project work, internship etc. are experimented in the internal assessment. As per the academic calendar, tentative schedule for examinations is prepared and displayed in the college website and notice board.

The examination committee monitors and conducts internal examinations in the college. The teachers submit the question papers to the examination committee for both online and offline examinations. The assessment work is carried out by the concerned faculties. The results are prepared within the stipulated time and communicated to the students in the classroom as well as displayed on the notice board. The Departments of Accountancy, Management, Finance, M.Com, and BBA also assess the learning levels of the students by assigning them some projects and internships.

The college conducts student-parent-teacher meets in which their performance is discussed.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in C. Any 2 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

05

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

14

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

15

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

15

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The college offers six programs and fourteen add on courses in which each and every issue such as civic sense and responsibility, gender, environment, sustainability and human values are addressed. Naturally each teacher integrates all these issues as a part of the teaching-learning process. Total 199 courses offered in all programmes have one or other cross-cutting issue as part of curriculum. Accordingly, departments organize various activities to address these cross-cutting issues.

Apart from these issues included in the syllabi of the affiliating University, College takes various steps to inculcate these issues among the students. Gender sensitization programme, environmental awareness programme, health awareness programmes are organized by different Cells, Departments, or by the Institution as a whole. The College carries out various programmes like tree plantation, public awareness campaign on different socio-economic and environmental issues. The NSS and NCC Units of the College actively participate in the national flagship programmes and address cross-cutting issues at community level. In order to strengthen mentally and physically, yoga training is provided to students. College creates awareness on the health & hygiene among the girl students. Workshops on issues like women empowerment, women entrepreneurship, women safety & security, etc. are organized from time to time.

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

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year

05

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

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

615

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1015

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

308

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

2.2 - Catering to Student Diversity

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

Students are assessed on the basis of classroom performance, individual interactions, class tests and participation in diverse activities in the College. To orient the students regarding the course outcome of the programs offered, a "Deeksharambh Week" is observed at the beginning of every academic session.

Teachers try to identify students' potential, and then help them by taking extra classes as and when required. Teachers are also available on email and whatsapp groups to clear doubts of the students. A wide range of academic activities like class tests, career guidance, field study, projects, dissertations are undertaken for the benefits of the students.

To motivate the advanced learners to excel, Best Graduate and Best Reader Awards are provided regularly on the College Foundation Day each year. To facilitate meritorious but financially weak students, "Basanta Kr. Das and Basanti devi Award" was given to 15 no. of students in the year 2020-21.

In the CBCS system, students are required to make course choices based on their core competence, aptitude, and skill. The teachers guide the students regarding the scope of different courses being offered as well as provide guidance in making the choices.

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

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

Number of Students	Number of Teachers
2191	51

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

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

Methods of teaching:

Experiential Learning - Each department encourages students to get an experience about what they are exactly studying in the books. Departments of Accountancy, Management, Finance, and M.Com. organize workshops for the benefits of the students. Management, BBA, & BCA departments conduct internship program and industrial visits for the students.

Participative Learning - This type of learning is clearly visible in the actual learning process of our college where students participate actively in each and every departmental event such as seminar, group discussion, projects, chart and the skill based add on courses. Students are encouraged to ask questions and share their thoughts in the class and assessed by Peer Learning.

Problem-Solving Method - To enhance the learning experience through problem solving methods Project Works, Assignments, Industrial Visits, etc. are adopted by the concerned departments.

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

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

Even though the faculty members are well familiar with all the latest ICT tools, to strengthen their knowledge, college conducts as well as encourages them to attend training programmes, FDPs, webinars, seminars, workshops related to ICT use or innovation in teaching-learning.

All departments use, wherever necessary, PPT and multimedia to simplify the syllabus in a more meaningful way. To help the students, teachers' keep pace with the changing scenario, library is regularly updated with online resources. An E-Resource Center, with thirty computers, is available for the student and teachers.

Currently, College has conducted a test run of all internal exams in online mode through self developed college LMS (Learning Management System). The college also has its own self developed College App through which the teachers and students shares the notes, study materials and all departments give assignments of their respective subjects.

Institution has created its online repository. The College Library consists of good number of educational CDs and DVDs. Social media is skillfully used by the college through its Whatsapp group, Facebook account and all these links are visible on the front page of the website.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://elearn.kcdccollege.ac.in/index.php

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

2.3.3.1 - Number of mentors

51

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

2.4 - Teacher Profile and Quality

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

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

23

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

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

2.4.3.1 - Total experience of full-time teachers

1114

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Examination Committee prepares as well as works out plans and reforms in evaluation system in consultation with the IQAC and all the Heads of the departments.

Apart from university prescribed methods like assignments and tutorials, more relevant methods such as class test, multiple choice questions, guest lectures, project work, internship etc. are experimented in the internal assessment. As per the academic calendar, tentative schedule for different activities is prepared and displayed in the college website and notice boards. Currently, college has started conducting all internal exams in online mode through self developed college LMS (Learning Management System).

The Examination Committee monitors and conducts internal examinations in the college. All the teachers submit the question papers to the examination committee. There are fourteen skill oriented value added courses which are also assessed by the concerned teachers.

Sessional examinations are conducted and assessment work is carried out by the concerned teacher. Results are prepared and communicated to the students in the classroom as well as displayed on the notice board. Students are guided on the basis of their results. The college conducts student-parent-teacher meets in which their performance is discussed.

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

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

and efficient

IQAC consistently work on the student centric activities. It interacts with exam committee and the students. All examination related grievances are addressed by the Examination Committee where the Principal is the chairperson.

If any grievance occurs, students need to apply to the Examination Committee. The Committee discusses with the concerned teacher and solves issue at the initial level. Internal exam related queries are settled with the students till they are satisfied. There is a zero tolerance policy for malpractices by the students.

The institutional reforms in continuous evaluation system aim at creating interest in study and to make the students more familiar with the university examination pattern. The institutional measures used for the evaluation are to direct and lead the students confidently towards university examination. Hence there is very little scope for grievances regarding evaluation. The students have the freedom to use the suggestion box to put in the note of query/suggestion which is considered for internal examination reform.

Mentor Mentee programme also helps students to decide before going to the exam committee with any grievance. It has also reduced stress and anxiety of the students.

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

2.6 - Student Performance and Learning Outcomes

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

To orient the students regarding the course outcome of the programmes and rules and regulations of the college, a "Deeksharambh Week" is observed in the beginning of the academic session. The outcomes of Value Added Courses are displayed in the College website for all the stakeholders.

The college deposes teachers for workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes.

The learning objectives are communicated through various means such as college prospectus, Principal's address to students and parents, and dissemination in classroom by concerned faculty members. Some of the teachers are the members of Board of Syllabus or of syllabus sub committees.

Teachers of every department interact with the students about what they are supposed to get at the end of each program. The program outcomes of all the subjects are clearly made known to the students. Successful alumni students are invited to interact with both the students and teachers at specific events and meetings. They share how the different courses shaped their careers and thus help students appreciate the program. The college organizes career counseling lectures and capability enhancement programs to effectively communicate the learning objectives and expected outcomes.

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

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

The purpose of the students' academic journey is elaborated through Principal address, meetings and classroom interactions. Online and on paper feedback of alumni student helps to evaluate whether students have properly perceived the content of the curriculum.

Close awareness of cross-cutting issues, basic conceptual clarity, life-skills, practical exposure and their behavioral change are few of the parameters to recognize or evaluate the attainment of their course outcomes. Internal assessments and university assessments are substantially helping to evaluate the learning outcomes. The college provides subject related add on, value added education courses to inculcate the actual outcomes. Lectures on competitive examinations, career counseling and soft skills are playing crucial role in the overall development of the students.

Program specific outcomes are measured through both academic and non-academic performances of the students. The performance of the students in the internal and external examinations, in the practical

and assignments, participation in class activities, role in departmental activities are some of the means by which program specific outcomes are measured. Students are measured continuously based on their regularity, their receptiveness, participation in class discussions, their answers to questions asked by the teacher and the overall quality of their conduct.

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

2.6.3 - Pass percentage of Students during the year

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

532

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

2.7 - Student Satisfaction Survey

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

http://kcdccollege.ac.in/feedback_students.php

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

07

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

23

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The Community Research and Development Cell of the College in joint collaboration with the institutional NSS Cell recently conducted a study on 25th to 28th February, 2021 on the prospects of eco-tourism in Rani Khaamaar, Rabha Hasong zone, Kamrup to analyse the prospects of the.

The Red Cross Society of the College has taken up a few programmes like:

1. Blood donation camp on 21/02/2021.

2. Training of volunteers on "Improving flood early warning alert system: Empowering People to action" on 18th and 19th march 2021.

3. A community awareness programme regarding Red Cross Hospital and their facilities on 8th and 9th May 2021.

Other Community Services:

Lending of books and journals to the people of neighborhood area by the Library.

Contribution of one day salary of sanctioned post teachers to "CM Relief Fund", Assam.

Services during Covid pandemic :

1. Covid awareness program in the Chatribari market area.

2. Covid Testing Center in the College, where the Librarian and some faculty member were in-charge.

3. Under "Assam Care", librarian and teachers were involved in communicating with the people staying outside Assam to provide their information to the Government of Assam.

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

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

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

0

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

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

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

07

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

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

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

Red Cross=80 NSS= 110 NCC= 25

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

Nil

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

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

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

03

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The main campus of the College comprises of College Office, Principal Chamber, Library, Faculty Houses, Conference Hall, College Canteen, Day Care Centre, Health Check-up Room, IQAC, ICGC, Accounts Branch, Gymnasium Hall, Quarter for Security Personnel, Boys' Common Room, Examination Branch with Strong Room, IDOL and IGNOU Study Centre, Vice Principal Chamber, Girls' Common Room, Value Added Department, Commerce Lab, NCC Room, Departmental Store Room, R & D

Cell, Computer Lab, Publication Cell, E- Resource Centre. Currently the Day Care centre and Health Checkup Room are temporarily shut down due to ongoing construction of a new building. Other supportive facilities available in the College Campus are wi-fi facilities, Safe drinking water facilities (with coolers), Generator for uninterrupted power supply, Solar Power plant for energy generation. For security and safety, the College has fixed up CCTV cameras. The College has well-furnished Library with text books, reference books, e- journals, e- booklets, etc. The College has Elevator and Ramp facilities for "Divyangjan" and teaching faculties. The College has separate toilet facilities for students (male and female) and staff.

The College has a well maintained Canteen. There is parking facilities for two wheelers and four wheelers for both students and staff.

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

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

The College has played a pro-active and supportive role in grooming students. Specific spaces have been earmarked for extra- curricular activities and made available for students. The College has facilities for indoor games in the campus. Due to paucity of space the College utilizes playgrounds of nearby school to conduct outdoor (major) games like cricket, volley ball, football, etc. However, it has some space on which students can play games such as table tennis, badminton, boxing, chess, ludo, carom, kho-kho, kabaddi, etc. The students participate in various College, State, Inter-zonal, and University level championships and have brought in many laurels.

Yoga is conducted regularly for the students and teachers by in-house faculty members. The students of the College have represented at State, Zonal and University level cultural events. The College has musical instruments like Tabla, Harmonium, Guitar, Dhol & Taal. The students participate in different events like modern, classical and folk dance; mimes; group songs; folk, classical, semi-classical, modern songs, orchestra, etc. of Youth Festivals organized by different Universities and organizations at State and Zonal level.

The College has a well maintained Canteen. There is parking facilities for two wheelers and four wheelers for both students and staff.

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

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

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

35.74

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

4.2 - Library as a Learning Resource

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

The fully automated College Library has made a consistent progress in terms of collection of books, periodicals, e-resources and services. Area of the College Library is 6332 sq. ft (Reading Room 2706 sq. ft). It provides open access facilities that help easy access and use of the library as a learning knowledge centre. The library has total 26,758 books including reference books, 23 journals, 10 daily newspaper, 13 numbers of thesis, UG Project reports and more than 200 M.Com dissertations. The library has access to N-list provided by INFLIBNET Centre, Gandhinagar, Gujrat, for e-books and e-journals. The library is using SOUL 2.0 library management software for creating books and members' database and is being regularly updated. The library has recently opted Institutional Membership of National Digital Library of India (NDLI). A separate computer is provided to the library users for searching the books on Online Public Access Catalogue (OPAC). OPAC is also available in library LAN. Recently the library has installed a cloud based IR (Institutional Repository)System[URL:http://digital.library.kcdcollege.ac.in:8080/jspui/] using a dedicated server with D space open source software.

- Name of ILMS software: Soul 2.0
- Nature of automation (fully or partially): Fully
- Version: 2.0
- Year of Automation: 2008

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **A. Any 4 or more of the above**

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

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

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

0.69

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

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

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

42

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

4.3 - IT Infrastructure

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

- The college has been upgrading IT facilities as per the needs and requirements. Provision is made in the budget for annual maintenance of IT infrastructure.
- The College has developed most of the soft-wares on its own.
- The Hardware maintenance is totally in-house.
- At present the college has 89 computers.
- The Wi-Fi facility is provided in the campus for all the stakeholders free of cost.
- The bandwidth of the internet connection is 10 MBPS.
- The college has a self developed Android application.
- Under active initiation of IQAC and IT and R&D Cell of the College, a dynamic institutional website (www.kcdccollege.ac.in) has been designed to meet the rising demand.
- From 2021 cent percent online admission & online renewal admission have been introduced in all programs including all types of payments.
- Different official e-mail Ids and Whatsapp groups have been created for official in-house communication.
- Application for Casual Leave or Restricted Leave is also done online.
- Self developed online Portal for Value added Department has been introduced in the year 2021.
- A self developed LMS Software was formally inaugurated on 7th November, 2021.

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

4.3.2 - Number of Computers

89

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

4.3.3 - Bandwidth of internet connection in the Institution D. 10 - 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

58.27

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- Important in-vogue regulations are adhered in carrying out various works, especially in the field of construction and purchase.
- The Technical Assets Management Committee keeps a record of technical assets of the college.
- An annual maintenance contract exists with a city-based computer firm for the Institutional ERP.
- The College has a temporary electrician and a plumber to take care of electrical and plumbing works. There are five full time cleaners to keep the campus clean. A casual gardener is appointed for the overall management of the college garden.
- The college has signed an Annual Maintenance Contract for the elevator and for the water purifiers. Servicing of water coolers is also done on a regular basis.
- The generator is well maintained and technical assistance is

sought whenever the need arises.

- The maintenance of Gymnasium and minor games facilities are entrusted to a Professor-in-charge.
- The Class Management and Classroom Arrangement Committee ensure that the classrooms are in proper order.
- The College infrastructure is made available for holding Government and Public examinations on payment of seat rent.
- An annual contract has been signed for providing round the clock security staff on the campus.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1686

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

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

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

15

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

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

857

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

857

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

26

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

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

5.2.2.1 - Number of outgoing student progression to higher education

19

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

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

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

02

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

5.3 - Student Participation and Activities

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

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

07

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

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

The Student Council of the College is an elected body. They play a proactive role in holistic development of the College.

Administrative Level Participation:

The students are actively involved in the Committees like IQAC, Career Guidance and Placement Cell, Library Advisory Committee, Students' Welfare Committee, Students' Redressal Committee, Students' Discipline management Committee, students' Discipline Action Committee, NSS Advisory Committee, NCC Advisory Committee, Canteen Monitoring Committee, Red Ribbon Club, etc.

Extra-Curricular Activities:

NSS, NCC and Students' Union conduct some activities like Swachh Bharat Abhiyan, Cleanliness Drive, Anti Tobacco Movement, and Voluntary Blood Donation Camp. The Students' Union participates in various workshops and seminars organized by the Career Guidance and Placement Cell. In this academic year 2020-21 NSS unit and R&D Cell jointly organized a 4 days camp on the topic "Tobacco and its Ill Effects", "Beti Bachao Beti Pado", "Ayushman Bharat", "Social Media and Its Effect on Daily Life".

With the help of the Students' union, sports, cultural events and competitions are organized in the College. The Students' Union, NCC wing, NSS unit also take keen interest in the celebration of various thematic events in the College campus, viz. Republic Day, Independence Day, College Foundation day, and other events.

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

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

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

08

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

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

Although the Alumni Association of K.C. Das Commerce College has been in existence since 2003, but it has been registered under the Registration of Societies Act XXI of 1860, with 7 numbers of registered alumni. It is acting as one of the important stakeholders of the College and are involved in college activities like flood relief, International Yoga Day, etc.

The College organize at least one alumni meet in a year, the local alumni take initiative for arranging such meetings. The alumni of the College are placed in Industries, educational institutions, business, professional field, entertainment, media industry, academics and social work, etc.

The alumni are very cooperative and have a healthy relationship with the College faculty. Four of our teachers are the members of the Alumni Association who play a key role in binding this group for the development of the students. Alumni members are active members in IQAC.

The Alumni Association has facilitated in installation of street lights from the main gate to the campus with LED bulbs. An electronic notice board has also been donated by our alumni.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The motto, vision and mission of the Institution are as follows:

Motto of the College: To strive, to seek, to learn and not to yield.

Vision of the College: We want to become one of the best Commerce Colleges of the country with the aim to impart value-creating education so as to tap the innate potential of every student. Our teachers and students must shine in society as role models of honesty, integrity, civilized discourse and behavior. We see in them persons who are unfazed in the event of prosperity or decline. The college will be a model institution of harmony, friendship and integration.

Mission of the College: We intend to make our students and teachers responsible citizens, who will cherish a global outlook throughout their lives. We hope to instill in them a scientific spirit of inquiry and a value system that will make them understand the power of ideas and argument and that of continuous learning.

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

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

The Governing Body (GB) is the Apex Policy making body as per Govt. of Assam regulations and is well represented at all levels, from the teaching community, non-teaching staff and parent/guardian members. The affiliating University is also represented by the presence of two nominees who contribute on all policy matters.

A Vice-Principal has been appointed to assist the administration and supervise different academic works, including holding of day to day classes.

IQAC is the nerve centre of the Institution which helps in framing Institutional objectives and targets. IQAC is composed of all stakeholders as prescribed by NAAC.

Heads of the Departments are made responsible for overseeing the day to day academic and administrative tasks of their respective departments and are the chief spokesperson of all departmental issues. HoDs communicate and coordinate with the Principal and Vice Principal.

Various in-house Committees have been constituted by the Principal in consultation with the IQAC coordinator. These committees are represented by the teaching staff and non-teaching staff.

A faculty member is assigned as in-charge for each office bearer of Students' Union (KCDCCSU) for coordinating and monitoring the allotted activities within their tenure.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

IQAC of the College is fully engaged with various aspects of Institutional strategy making and planning process, as per need and vision of the Institution. The IQAC coordinator coordinates with the Principal in the policy making process.

The entire process of construction and campus beautification is very transparent and implemented through tendering process. With the help of ICT facilities and green campus the teaching learning process becomes very enjoyable.

Installation of ERP, test run of self developed LMS (Learning Management System) software have been done for further strengthening of the administration, documentation, tracking, reporting, automation and delivery as well as assessment of teaching learning process.

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

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

Governing Body (GB) is the apex policy making body, headed by a President. Principal is the Secretary of the GB. It comprises of other members as per Government Rules and Regulations.

Administrative hierarchy is headed by the Principal, followed by the Vice-Principal and then by the HODs of the various departments.

The formal organizational structure of the library staff consists of the librarian, library assistant and other subordinate staff.

Every in-house committee is headed by a Convener/ Coordinator, preferably a senior teacher, assisted through other members.

Principal is the Chairperson of some of the in-house committees.

The service conditions of the teaching and non-teaching staff, including appointment and promotion are regulated as per rules & procedures of UGC and Government of Assam. The service rules of the contractual staff are governed by the set of rules drafted by the College authority. Appointments of the contractual teachers are made through proper interview procedure.

Grievance redressal Committee has been set up to deal with all kinds

of issues relating to the employees and students of the College. Anti-Ragging Committee exists for dealing with all kinds of complaints relating to ragging.

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

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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

- Various types of leaves to employees (study leave for Ph.D. work/ FIP/ FDP, etc. to permanent teachers), Maternity Leave, Child Care Leave (for all ladies staff), Medical Leave (for all staff), Duty Leaves for teachers participating in academic courses/ examination work/ Government matters etc.
- Day Care Center facility
- Emergency First Aid Facility
- Group Insurance and Provident Fund/ NPS (for all permanent staff)

- Periodical pay revision for contractual teachers.
- Sports, Yoga, and Gymnasium facilities at free of cost.
- Collection of donations in (monetary form) to address certain problems of the employees as and when need arises.
- Separate seating arrangement for teachers in College Canteen.
- Facility of air-conditioned teachers' common room with attached wash-room facilities.
- Provision of safe drinking water facilities.
- Provision of Institutional emails ID to all faculty members/ administrative Heads for making all official communications.
- Central library facilities to all faculty members for borrowing books.
- Travelling expenditure as per stipulated norms to all teacher-in-charges who accompanying the students in educational field trips.

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

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

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

Nil

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

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

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

03

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

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

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

02

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

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

Every teacher keeps records of daily academic and co-curricular activities in a log book which is periodically monitored by the College authorities. HODs of every department also keep records in the HOD Diary (Departmental Record Register).

For assessing the caliber and potential of teaching and non-teaching

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

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

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

6.4 - Financial Management and Resource Mobilization

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

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

Internal Audit: The internal audit is conducted on an annual basis by a reputed Chartered Accountant Firm appointed by the College authority. The task of conducting internal audit of the college has been presently assigned to the 'Hazarika & Co.', a reputed Chartered Accountant firm based in Guwahati. After the internal audit report is prepared, it is placed before the GB meeting for necessary approval. After acceptance of the internal audit report by the GB, the Directorate of Audit (Local Fund), Government of Assam, is invited to officially audit it. All financial matters are included in the audit process. The institution has completed its audit up to the financial year 2020-21.

Government Audit: The Government audit is carried out by the Directorate of Audit (Local Fund), Government of Assam. The audit is done till 2019-20.

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

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

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

0.45

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

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

To meet the various requirements of funds under various heads of expenses such as construction of new buildings, the College utilizes Govt. grants as well as own funds. Besides various sources from which funds are attained/ generated are: Grants from UGC, Salary grants from Government of Assam, Self-sustaining programs, Surplus fund from different university examination center fees, Center fees of different Government and Non-government examinations, funds generated through auction of scrap/ e-scrap materials, rent from the College Canteen and bakery, interest accrued from fixed deposits at banks.

For renovation and development of existing structures, College Development Fund is used. Fund generated through self-sustaining programs is mainly used for salary of contractual teachers, infrastructure augmentation and maintenance of various physical and academic support facilities.

Classrooms allotted to various Government/ Public bodies for holding examinations on Sundays.

Internet facility is optimally utilized by the faculty members.

Faulty members are also engaged in various Government programs as per Government instructions.

Faculty members of IT and BCA/PGDCA department are fully engaged in

various IQAC support works as well as technical issues of the College.

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

6.5 - Internal Quality Assurance System

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

Practice- 1 Developing Quality Culture among Teachers

The IQAC has been trying to institutionalize number of quality assurance strategies such as digitization of academic and administration facilities, gender equality, strengthening extension activities, etc. Every year IQAC takes review of the status of the teachers' research work, seminar, webinar, workshop participations. One national level seminar was organized. Most of the department organizes seminars, workshops, webinars etc. in association with IQAC.

Practice-2 Quality Enhancement and Sustenance through Academic and Administrative Audit (AAA)

As per feedback received from various stakeholders, internal Academic and Administrative Audit (AAA) is conducted to create the quality culture. Follow up action has been taken regarding the recommendations of the AAA.

The College has recently instituted B.A. (Honors in Economics) and B.Sc regular course with Economics-Statistics-Mathematics Combination.

Value Added department is providing professional and short term certificate courses.

R&D Cell has taken the initiative for community research and ICT extension services.

College takes the initiative to upload academic calendar and publish quality based books annually.

Digital initiatives such as fully online student admission, cashless transactions, development of institutional portal, institutional email IDs to all faculty members and departmental heads, paperless communication through official whatsapp Groups/ emails.

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

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

Introducing New Courses and ensuring Outcome oriented Teaching :

The College has introduced B.A. (Economics honors) and B.Sc (Regular) with Economics-Statistics-Mathematics combination as per the suggestion of the 1st cycle of NAAC. As per GB decision, the College has introduced need-based Value-Added Courses to bridge the gap between the University curricula and the market demands. The College uses methods like project work, internship, field study, industry visit, industry academia meet to support regular teaching-learning methodologies.

To provide quality education the college has signed official MoUs with ICSI, Assam Startup-NEST, and JACEEX, Japan.

Initiative to transform traditional classroom to digitized classrooms.

Apart from traditional teaching methods, LCD Projectors, PPTs, Video Conferencing are also used in teaching-learning process. Resource materials are uploaded in the college app to fulfill the academic needs of the students. Whatsapp groups are created to communicate with the students. Online classes are conducted through Google Meet, Zoom app, Google Classroom, etc. as per the requirements of the students. Online examinations are also conducted for internal assessment. The college has introduced, as a test run, self-developed LMS (Learning Management System) software for further strengthening the process of teaching learning by digitizing delivery, maintenance, and assessment of the students.

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

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

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The College is very keen regarding safety and security of the girl students and women faculties. Entire college campus is under CCTV surveillance, including almost all classrooms whose control panel is in Principal's Chamber. The College has separate Girls' Common Room with attached toilets and separate girls' toilet in each floor. There are separate toilets for lady faculties of the College.

Women Cell of the College organizes all the activities associated with women related issues. It has been involved in generating sensitivity to both staff and girl students on various gender issues. It organizes interactive sessions to create awareness on

gender sensitization.

The College has adopted Mentor-Mentee Scheme to solve various issues. Lectures of eminent personalities are organized to create legal awareness, health and hygiene among the students. An Anti-ragging Committee is constituted to prevent instances of ragging.

One incineration machine has been installed in the girls' common room toilet and one in the toilet for lady faculties. A sanitary napkin vending machine has been installed in the toilet of lady faculties.

There is a Day-Care Center in the College campus for the in-house working mothers to look after their minor children during working hours.

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

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

B. Any 3 of the above

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

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

The solid waste is collected on daily basis by the Guwahati Municipal Corporation (GMC) for proper disposal and recycling in a

garbage carrying van. To minimize the problem of waste disposal, separate dustbins are provided in the College campus. Blue colored dustbin is kept for dry waste and green colored dustbins are used for wet waste. Dry wastes, mainly leaf, litter, etc. are allowed to decompose systematically over a period.

Sanitary napkins are disposed through incineration process to keep the hygiene of the wash rooms. Single use plastics are discouraged inside the campus. Notices are displayed in the main gate and various other points in the campus so as to discourage the use of plastic items. In lieu of plastics, paper bags are encouraged for use.

E-waste management: For e-waste management, our institution has a committee which supervises the condition of e-wastes like non-working computers, monitors, printers, memory cards, printer cartridges, etc. the Committee suggests to set sell the non-working e-wastes following the stipulated rules and regulations. The College is planning to create an "E-waste display" by displaying the e-wastes of the damaged parts of the computers for the benefit of the students.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

D. Any 1 of the above

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-

C. Any 2 of the above

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

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

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

The students from the entire NE region and also from some parts of our country prefer to study in our college. The students from various caste, community, religion, and socio-economic status are admitted in the College on the basis of their merit, resulting in a rich cultural diversity amongst our students. Admission process is carried out as per the rules and regulations of the Government of Assam.

The College plays an effective role of catalyst to maintain peace and national integration. It regularly organizes different activities for inculcating tolerance, harmony towards cultural diversity. The NCC, NSS and the Students' Union, along with faculty members observe the Independence day, the Republic Day, etc. to inculcate patriotism in student's mind, lectures are organized on freedom movement of India, pay tribute to the freedom fighters, and pay homage to the sons of the soil like Deshbhakta Tarun Ram Phookun, Lokopriya Gopinath Bordoloi, and Bharat Ratna Dr. Bhupen Hazarika.

During fresher's social and college week functions, students showcase their talents in various programs which represent their cultural values. It also helps them to inculcate tolerance and harmony towards culture, religion, language, and other diversities.

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

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

The institution is working as per the Acts, Statutes and ordinances of Gauhati University and the directions from the Department of Higher Education, Government of Assam. The institute displays all relevant information regarding academic, administrative, research, student support services, etc. on the college website. The fundamental rights and duties, National Anthem, Pledge, College Anthem and value based thoughts are clearly displayed in the campus. As per the suggestions of the College and to stimulate the minds of the students and the neighborhood, an exceptional practice is initiated by the institution that National Anthem and our College Anthem are compulsorily broadcasted through loudspeaker exactly at 10 AM every day. Many of our teachers deliver lectures on Constitutional obligations, national unity and social harmony in the college. The College Foundation day is celebrated in our institution on 7th of November every year and organizes a Foundation Day Lecture by eminent personalities.

The Environment Day (5th June), international Yoga Day (21st June), International Women's Day (8th March), World Aids Day (1st December), Tourism Day (27th September) etc, have been successfully conducted by the institution from time to time.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is B. Any 3 of the above

a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

The institution celebrates different days of national importance like Republic day, Independence Day. The NCC, NSS unit, Students' Union along with the faculty members observe with fervor and enthusiasm. The death and birth anniversaries of great personalities as well as days of national and international significance like birth anniversary of Sarvepalli Radhakrishnan, death anniversary of Bharat Ratna Dr. Bhupen Hazarika, birth anniversary of Netaji Subhash Chandra Bose, etc. International commemorative days like International Womens' Day (8th March), World Environment day (5th June), and International Yoga day (21st June), National Teachers' Day (5th September are celebrated in the college.

The College Foundation day is celebrated on 7th day of November, every year with a 'Foundation day Lecture" by the renowned academicians and by the personalities of repute.

State festivals like Bhogali Bihu, Saraswati Puja, Viswakarma Puja, etc. are celebrated by the students and all faculty members. These types of festivals develop cultural harmony among the students from various religion and culture.

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

7.2 - Best Practices

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

A) Environment friendly ambience

Objectives:

1. To encourage and create paper free communication.
2. To keep environment balanced through tree plantation.
3. Installation of Solar Power Plant to meet partial energy requirement.
4. To encourage plastic free zone.

The Context- World Environment day is celebrated on 5th June every year by planting trees within the Campus and neighboring educational institutions. The institution has made paper free communication for all. The institution has separate official e-mail ids for all official communications. The office, the accounts branch and the Library are fully automated.

A Rainwater harvesting project has been in progress. The campus of the institute is tobacco free with time to time campaigning for anti-tobacco by the students.

There are provisions for various dustbins like biodegradable and non- biodegradable.

A 30 KW solar rooftop panel has been set up to meet the partial energy requirement of the institute.

B) Value Added Education:

Objectives:

1. To bridge the gap between university curricula and the market demand.
2. To prepare the students for employment.
3. To enhance the benchmark of learning in the institute.

Value Added Courses:**Response:**

The Value Added Education Department of the Institute has been initiated. The institute has framed the syllabus for different Short-term Certificate Courses for the students in the areas of;

- (i) Management
- (ii) Capital Market and Stock Broking
- (iii) Green banking
- (iv) Basics of Accounting, Taxation, and Auditing in Business
- (v) Information Technology
- (vi) Machine Learning with SCI KIT.

Our Institute is known for transforming and empowering students who come from diverse background ranging from underprivileged sections to affluent ones. One of the best practices of our college is helping the poor students with their course books from the 'Book Bank' facility run by the library of our college.

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

7.3 - Institutional Distinctiveness

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

The College believes in implementing the institutional motto, "To Strive, To Seek, To Learn and Not to Yield" in letter and spirit. Apart from offering a quality traditional teaching-learning setup, steps are taken to facilitate the students with an environment which enable them to identify and exploit their latent and innovative talents.

The Department of Value Added Education created with in-house intellectual capital works hard to make the students better prepared for future. The department offers some short term courses which are conducted online after class hours along with CA tutorials. The College also has an 'Agreement' with the Institute of Company Secretaries of India.

The Institution has started to contribute towards community development through the Community Research and Development Cell of the College. Outputs of the research works have been executed in collaboration with institutional NSS and shared with local people.

The College has established an in-house ICT-R&D Cell which has developed majority of the College IT applications which includes websites, app and LMS. A full-fledged ICT extension services for different activities like administration, admission, examination, library management, etc. is being readied for marketing and revenue generation. The Learning Management System and Digital Library Software have been successfully test run.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Academic year starts with "Deeksharambh" program where students are made aware about the scope of the academic programs.

The College prepares Academic Calendar, Master Routine, and Departmental Class Routines for effective delivery of the curriculum. The departments prepare the lesson plans accordingly. Practical classes are also held as per the requirement of the course.

Apart from conventional classroom teaching, guest lectures, field trips, educational tours, industrial visits, and social awareness programs are conducted. Students are encouraged to participate in extracurricular activities.

Departmental library facility is available in every department. During Covid period, classes were held and materials were provided online.

Besides text and reference books, the College Library houses periodicals and journals.

The Career Guidance and Placement Cell of the College organizes various programmes like workshops, seminars, free coaching classes, etc. to make students job market ready.

The IQAC collects feedback on curricula from all the stakeholders for taking appropriate reforms and actions. The Principal conducts meetings with the teaching staff to take stock of various academic and allied issues and also ensures timely and effective completion of the syllabus. Academic audit has been conducted in the academic session 2020-21 by external peers for further improvements in the academic activities.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Evaluation is an integral part of teaching-learning process. Examination Committee work out plans and reforms in evaluation system by keeping regular interactions with IQAC and all the Heads of the departments

Apart from university prescribed methods like assignments and tutorials, more relevant methods such as class test, online multiple choice questions, home assignments, guest lectures, project work, internship etc. are experimented in the internal assessment. As per the academic calendar, tentative schedule for examinations is prepared and displayed in the college website and notice board.

The examination committee monitors and conducts internal examinations in the college. The teachers submit the question papers to the examination committee for both online and offline examinations. The assessment work is carried out by the concerned faculties. The results are prepared within the stipulated time and communicated to the students in the classroom as well as displayed on the notice board. The Departments of Accountancy, Management, Finance, M.Com, and BBA also assess the learning levels of the students by assigning them some projects and internships.

The college conducts student-parent-teacher meets in which their performance is discussed.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum

C. Any 2 of the above

development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

05

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

14

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

15

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

15

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The college offers six programs and fourteen add on courses in which each and every issue such as civic sense and responsibility, gender, environment, sustainability and human values are addressed. Naturally each teacher integrates all these issues as a part of the teaching-learning process. Total 199 courses offered in all programmes have one or other cross-cutting issue as part of curriculum. Accordingly, departments organize various activities to address these cross-cutting issues.

Apart from these issues included in the syllabi of the affiliating University, College takes various steps to inculcate these issues among the students. Gender sensitization programme, environmental awareness programme, health awareness programmes are organized by different Cells, Departments, or by the Institution as a whole. The College carries out various programmes like tree plantation, public awareness campaign on

different socio-economic and environmental issues. The NSS and NCC Units of the College actively participate in the national flagship programmes and address cross-cutting issues at community level. In order to strengthen mentally and physically, yoga training is provided to students. College creates awareness on the health & hygiene among the girl students. Workshops on issues like women empowerment, women entrepreneurship, women safety & security, etc. are organized from time to time.

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

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

05

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

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

615

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1015

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

308

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

2.2 - Catering to Student Diversity

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

Students are assessed on the basis of classroom performance, individual interactions, class tests and participation in diverse activities in the College. To orient the students regarding the course outcome of the programs offered, a "Deeksharambh Week" is observed at the beginning of every academic session.

Teachers try to identify students' potential, and then help them by taking extra classes as and when required. Teachers are also available on email and whatsapp groups to clear doubts of the students. A wide range of academic activities like class tests, career guidance, field study, projects, dissertations are undertaken for the benefits of the students.

To motivate the advanced learners to excel, Best Graduate and Best Reader Awards are provided regularly on the College Foundation Day each year. To facilitate meritorious but financially weak students, "Basanta Kr. Das and Basanti devi Award" was given to 15 no. of students in the year 2020-21.

In the CBCS system, students are required to make course choices based on their core competence, aptitude, and skill. The teachers guide the students regarding the scope of different courses being

offered as well as provide guidance in making the choices.

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

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

Number of Students	Number of Teachers
2191	51

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

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

Methods of teaching:

Experiential Learning - Each department encourages students to get an experience about what they are exactly studying in the books. Departments of Accountancy, Management, Finance, and M.Com. organize workshops for the benefits of the students. Management, BBA, & BCA departments conduct internship program and industrial visits for the students.

Participative Learning - This type of learning is clearly visible in the actual learning process of our college where students participate actively in each and every departmental event such as seminar, group discussion, projects, chart and the skill based add on courses. Students are encouraged to ask questions and share their thoughts in the class and assessed by Peer Learning.

Problem-Solving Method - To enhance the learning experience through problem solving methods Project Works, Assignments, Industrial Visits, etc. are adopted by the concerned departments.

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

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

Even though the faculty members are well familiar with all the latest ICT tools, to strengthen their knowledge, college conducts as well as encourages them to attend training programmes, FDPs, webinars, seminars, workshops related to ICT use or innovation in teaching-learning.

All departments use, wherever necessary, PPT and multimedia to simplify the syllabus in a more meaningful way. To help the students, teachers' keep pace with the changing scenario, library is regularly updated with online resources. An E-Resource Center, with thirty computers, is available for the student and teachers.

Currently, College has conducted a test run of all internal exams in online mode through self developed college LMS (Learning Management System). The college also has its own self developed College App through which the teachers and students shares the notes, study materials and all departments give assignments of their respective subjects.

Institution has created its online repository. The College Library consists of good number of educational CDs and DVDs. Social media is skillfully used by the college through its Whatsapp group, Facebook account and all these links are visible on the front page of the website.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://elearn.kcdcollege.ac.in/index.php

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors**

51

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

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

23

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

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

2.4.3.1 - Total experience of full-time teachers

1114

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Examination Committee prepares as well as works out plans and reforms in evaluation system in consultation with the IQAC and all the Heads of the departments.

Apart from university prescribed methods like assignments and tutorials, more relevant methods such as class test, multiple choice questions, guest lectures, project work, internship etc. are experimented in the internal assessment. As per the academic calendar, tentative schedule for different activities is prepared and displayed in the college website and notice boards. Currently, college has started conducting all internal exams in online mode through self developed college LMS (Learning Management System).

The Examination Committee monitors and conducts internal examinations in the college. All the teachers submit the question papers to the examination committee. There are fourteen skill oriented value added courses which are also assessed by the

concerned teachers.

Sessional examinations are conducted and assessment work is carried out by the concerned teacher. Results are prepared and communicated to the students in the classroom as well as displayed on the notice board. Students are guided on the basis of their results. The college conducts student-parent-teacher meets in which their performance is discussed.

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

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

IQAC consistently work on the student centric activities. It interacts with exam committee and the students. All examination related grievances are addressed by the Examination Committee where the Principal is the chairperson.

If any grievance occurs, students need to apply to the Examination Committee. The Committee discusses with the concerned teacher and solves issue at the initial level. Internal exam related queries are settled with the students till they are satisfied. There is a zero tolerance policy for malpractices by the students.

The institutional reforms in continuous evaluation system aim at creating interest in study and to make the students more familiar with the university examination pattern. The institutional measures used for the evaluation are to direct and lead the students confidently towards university examination. Hence there is very little scope for grievances regarding evaluation. The students have the freedom to use the suggestion box to put in the note of query/suggestion which is considered for internal examination reform.

Mentor Mentee programme also helps students to decide before going to the exam committee with any grievance. It has also reduced stress and anxiety of the students.

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

2.6 - Student Performance and Learning Outcomes

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

To orient the students regarding the course outcome of the programmes and rules and regulations of the college, a "Deeksharambh Week" is observed in the beginning of the academic session. The outcomes of Value Added Courses are displayed in the College website for all the stakeholders.

The college deputed teachers for workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes.

The learning objectives are communicated through various means such as college prospectus, Principal's address to students and parents, and dissemination in classroom by concerned faculty members. Some of the teachers are the members of Board of Syllabus or of syllabus sub committees.

Teachers of every department interact with the students about what they are supposed to get at the end of each program. The program outcomes of all the subjects are clearly made known to the students. Successful alumni students are invited to interact with both the students and teachers at specific events and meetings. They share how the different courses shaped their careers and thus help students appreciate the program. The college organizes career counseling lectures and capability enhancement programs to effectively communicate the learning objectives and expected outcomes.

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

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

The purpose of the students' academic journey is elaborated through Principal address, meetings and classroom interactions. Online and on paper feedback of alumni student helps to evaluate whether students have properly perceived the content of the curriculum.

Close awareness of cross-cutting issues, basic conceptual clarity, life-skills, practical exposure and their behavioral change are few of the parameters to recognize or evaluate the attainment of their course outcomes. Internal assessments and university assessments are substantially helping to evaluate the learning outcomes. The college provides subject related add on, value added education courses to inculcate the actual outcomes. Lectures on competitive examinations, career counseling and soft skills are playing crucial role in the overall development of the students.

Program specific outcomes are measured through both academic and non-academic performances of the students. The performance of the students in the internal and external examinations, in the practical and assignments, participation in class activities, role in departmental activities are some of the means by which program specific outcomes are measured. Students are measured continuously based on their regularity, their receptiveness, participation in class discussions, their answers to questions asked by the teacher and the overall quality of their conduct.

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

2.6.3 - Pass percentage of Students during the year

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

532

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

2.7 - Student Satisfaction Survey

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

http://kcdccollege.ac.in/feedback_students.php

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

07

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

23

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The Community Research and Development Cell of the College in joint collaboration with the institutional NSS Cell recently conducted a study on 25th to 28th February, 2021 on the prospects of eco-tourism in Rani Khaamaar, Rabha Hasong zone, Kamrup to analyse the prospects of the.

The Red Cross Society of the College has taken up a few programmes like:

1. Blood donation camp on 21/02/2021.
2. Training of volunteers on "Improving flood early warning alert system: Empowering People to action" on 18th and 19th march 2021.
3. A community awareness programme regarding Red Cross Hospital and their facilities on 8th and 9th May 2021.

Other Community Services:

Lending of books and journals to the people of neighborhood area by the Library.

Contribution of one day salary of sanctioned post teachers to "CM Relief Fund", Assam.

Services during Covid pandemic :

1. Covid awareness program in the Chatribari market area.

2. Covid Testing Center in the College, where the Librarian and some faculty member were in-charge.

3. Under "Assam Care", librarian and teachers were involved in communicating with the people staying outside Assam to provide their information to the Government of Assam.

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

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

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

0

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

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

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

07

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

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

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

Red Cross=80 NSS= 110 NCC= 25

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

Nil

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

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

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

03

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

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

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

The main campus of the College comprises of College Office, Principal Chamber, Library, Faculty Houses, Conference Hall, College Canteen, Day Care Centre, Health Check-up Room, IQAC, ICGC, Accounts Branch, Gymnasium Hall, Quarter for Security Personnel, Boys' Common Room, Examination Branch with Strong Room, IDOL and IGNOU Study Centre, Vice Principal Chamber, Girls' Common Room, Value Added Department, Commerce Lab, NCC Room, Departmental Store Room, R & D Cell, Computer Lab, Publication Cell, E- Resource Centre. Currently the Day Care centre and Health Checkup Room are temporarily shut down due to ongoing construction of a new building. Other supportive facilities available in the College Campus are wi-fi facilities, Safe drinking water facilities (with coolers), Generator for uninterrupted power supply, Solar Power plant for energy generation. For security and safety, the College has fixed up CCTV cameras. The College has well-furnished Library with text books, reference books, e- journals, e- booklets, etc. The College has Elevator and Ramp facilities for "Divyangjan" and teaching faculties. The College has separate toilet facilities for students (male and female) and staff.

The College has a well maintained Canteen. There is parking facilities for two wheelers and four wheelers for both students and staff.

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

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

The College has played a pro-active and supportive role in grooming students. Specific spaces have been earmarked for extra-curricular activities and made available for students. The College has facilities for indoor games in the campus. Due to paucity of space the College utilizes playgrounds of nearby school to conduct outdoor (major) games like cricket, volley ball, football, etc. However, it has some space on which students can play games such as table tennis, badminton, boxing, chess, ludo, carom, kho-kho, kabaddi, etc. The students participate in various College, State, Inter-zonal, and University level championships and have brought in many laurels.

Yoga is conducted regularly for the students and teachers by in-house faculty members. The students of the College have represented at State, Zonal and University level cultural events. The College has musical instruments like Tabla, Harmonium, Guitar, Dhol & Taal. The students participate in different events like modern, classical and folk dance; mimes; group songs; folk, classical, semi-classical, modern songs, orchestra, etc. of Youth Festivals organized by different Universities and organizations at State and Zonal level.

The College has a well maintained Canteen. There is parking facilities for two wheelers and four wheelers for both students and staff.

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

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

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

35.74

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

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

The fully automated College Library has made a consistent progress in terms of collection of books, periodicals, e-resources and services. Area of the College Library is 6332 sq. ft (Reading Room 2706 sq. ft). It provides open access facilities that help easy access and use of the library as a learning knowledge centre. The library has total 26,758 books including reference books, 23 journals, 10 daily newspaper, 13 numbers of thesis, UG Project reports and more than 200 M.Com dissertations.

The library has access to N-list provided by INFLIBNET Centre, Gandhinagar, Gujrat, for e-books and e-journals. The library is using SOUL 2.0 library management software for creating books and members' database and is being regularly updated. The library has recently opted Institutional Membership of National Digital Library of India (NDLI). A separate computer is provided to the library users for searching the books on Online Public Access Catalogue (OPAC). OPAC is also available in library LAN. Recently the library has installed a cloud based IR (Institutional Repository) System [URL: <http://digitallibrary.kcdcollege.ac.in:8080/jspui/>] using a dedicated server with D space open source software.

- Name of ILMS software: Soul 2.0
- Nature of automation (fully or partially): Fully
- Version: 2.0
- Year of Automation: 2008

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

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

A. Any 4 or more of the above

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

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

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

0.69

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

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

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

42

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

4.3 - IT Infrastructure

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

- The college has been upgrading IT facilities as per the needs and requirements. Provision is made in the budget for annual maintenance of IT infrastructure.
- The College has developed most of the soft-wares on its own.
- The Hardware maintenance is totally in-house.
- At present the college has 89 computers.
- The Wi-Fi facility is provided in the campus for all the stakeholders free of cost.
- The bandwidth of the internet connection is 10 MBPS.
- The college has a self developed Android application.
- Under active initiation of IQAC and IT and R&D Cell of the College, a dynamic institutional website (www.kcdccollege.ac.in) has been designed to meet the rising demand.
- From 2021 cent percent online admission & online renewal admission have been introduced in all programs including all types of payments.
- Different official e-mail Ids and Whatsapp groups have been created for official in-house communication.

- Application for Casual Leave or Restricted Leave is also done online.
- Self developed online Portal for Value added Department has been introduced in the year 2021.
- A self developed LMS Software was formally inaugurated on 7th November, 2021.

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

4.3.2 - Number of Computers

89

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

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

58.27

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- Important in-vogue regulations are adhered in carrying out various works, especially in the field of construction and purchase.
- The Technical Assets Management Committee keeps a record of technical assets of the college.
- An annual maintenance contract exists with a city-based computer firm for the Institutional ERP.
- The College has a temporary electrician and a plumber to take care of electrical and plumbing works. There are five full time cleaners to keep the campus clean. A casual gardener is appointed for the overall management of the college garden.
- The college has signed an Annual Maintenance Contract for the elevator and for the water purifiers. Servicing of water coolers is also done on a regular basis.
- The generator is well maintained and technical assistance is sought whenever the need arises.
- The maintenance of Gymnasium and minor games facilities are entrusted to a Professor-in-charge.
- The Class Management and Classroom Arrangement Committee ensure that the classrooms are in proper order.
- The College infrastructure is made available for holding Government and Public examinations on payment of seat rent.
- An annual contract has been signed for providing round the clock security staff on the campus.

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

STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
1686	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
15	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

857

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

857

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

26

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

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

5.2.2.1 - Number of outgoing student progression to higher education

19

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

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

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

government examinations) during the year

02

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

07

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

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

The Student Council of the College is an elected body. They play a proactive role in holistic development of the College.

Administrative Level Participation:

The students are actively involved in the Committees like IQAC, Career Guidance and Placement Cell, Library Advisory Committee, Students' Welfare Committee, Students' Redressal Committee, Students' Discipline management Committee, students' Discipline Action Committee, NSS Advisory Committee, NCC Advisory Committee,

Canteen Monitoring Committee, Red Ribbon Club, etc.

Extra-Curricular Activities:

NSS, NCC and Students' Union conduct some activities like Swachh Bharat Abhiyan, Cleanliness Drive, Anti Tobacco Movement, and Voluntary Blood Donation Camp. The Students' Union participates in various workshops and seminars organized by the Career Guidance and Placement Cell. In this academic year 2020-21 NSS unit and R&D Cell jointly organized a 4 days camp on the topic "Tobacco and its Ill Effects", "Beti Bachao Beti Padao", "Ayushman Bharat", "Social Media and Its Effect on Daily Life".

With the help of the Students' union, sports, cultural events and competitions are organized in the College. The Students' Union, NCC wing, NSS unit also take keen interest in the celebration of various thematic events in the College campus, viz. Republic Day, Independence Day, College Foundation day, and other events.

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

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

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

08

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

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

Although the Alumni Association of K.C. Das Commerce College has been in existence since 2003, but it has been registered under the Registration of Societies Act XXI of 1860, with 7 numbers of registered alumni. It is acting as one of the important stakeholders of the College and are involved in college activities like flood relief, International Yoga Day, etc.

The College organize at least one alumni meet in a year, the local alumni take initiative for arranging such meetings. The alumni of the College are placed in Industries, educational institutions, business, professional field, entertainment, media industry, academics and social work, etc.

The alumni are very cooperative and have a healthy relationship with the College faculty. Four of our teachers are the members of the Alumni Association who play a key role in binding this group for the development of the students. Alumni members are active members in IQAC.

The Alumni Association has facilitated in installation of street lights from the main gate to the campus with LED bulbs. An electronic notice board has also been donated by our alumni.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of

the institution

The motto, vision and mission of the Institution are as follows:

Motto of the College: To strive, to seek, to learn and not to yield.

Vision of the College: We want to become one of the best Commerce Colleges of the country with the aim to impart value-creating education so as to tap the innate potential of every student. Our teachers and students must shine in society as role models of honesty, integrity, civilized discourse and behavior. We see in them persons who are unfazed in the event of prosperity or decline. The college will be a model institution of harmony, friendship and integration.

Mission of the College: We intend to make our students and teachers responsible citizens, who will cherish a global outlook throughout their lives. We hope to instill in them a scientific spirit of inquiry and a value system that will make them understand the power of ideas and argument and that of continuous learning.

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

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

The Governing Body (GB) is the Apex Policy making body as per Govt. of Assam regulations and is well represented at all levels, from the teaching community, non-teaching staff and parent/guardian members. The affiliating University is also represented by the presence of two nominees who contribute on all policy matters.

A Vice-Principal has been appointed to assist the administration and supervise different academic works, including holding of day to day classes.

IQAC is the nerve centre of the Institution which helps in framing Institutional objectives and targets. IQAC is composed of all stakeholders as prescribed by NAAC.

Heads of the Departments are made responsible for overseeing the day to day academic and administrative tasks of their respective departments and are the chief spokesperson of all departmental issues. HoDs communicate and coordinate with the Principal and Vice Principal.

Various in-house Committees have been constituted by the Principal in consultation with the IQAC coordinator. These committees are represented by the teaching staff and non-teaching staff.

A faculty member is assigned as in-charge for each office bearer of Students' Union (KCDCCSU) for coordinating and monitoring the allotted activities within their tenure.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

IQAC of the College is fully engaged with various aspects of Institutional strategy making and planning process, as per need and vision of the Institution. The IQAC coordinator coordinates with the Principal in the policy making process.

The entire process of construction and campus beautification is very transparent and implemented through tendering process. With the help of ICT facilities and green campus the teaching learning process becomes very enjoyable.

Installation of ERP, test run of self developed LMS (Learning Management System) software have been done for further strengthening of the administration, documentation, tracking, reporting, automation and delivery as well as assessment of teaching learning process.

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

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

Governing Body (GB) is the apex policy making body, headed by a President. Principal is the Secretary of the GB. It comprises of other members as per Government Rules and Regulations.

Administrative hierarchy is headed by the Principal, followed by the Vice-Principal and then by the HODs of the various departments.

The formal organizational structure of the library staff consists of the librarian, library assistant and other subordinate staff.

Every in-house committee is headed by a Convener/ Coordinator, preferably a senior teacher, assisted through other members.

Principal is the Chairperson of some of the in-house committees.

The service conditions of the teaching and non-teaching staff, including appointment and promotion are regulated as per rules & procedures of UGC and Government of Assam. The service rules of the contractual staff are governed by the set of rules drafted by the College authority. Appointments of the contractual teachers are made through proper interview procedure.

Grievance redressal Committee has been set up to deal with all kinds of issues relating to the employees and students of the College. Anti-Ragging Committee exists for dealing with all kinds of complaints relating to ragging.

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

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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

- Various types of leaves to employees (study leave for Ph.D. work/ FIP/ FDP, etc. to permanent teachers), Maternity Leave, Child Care Leave (for all ladies staff), Medical Leave (for all staff), Duty Leaves for teachers participating in academic courses/ examination work/ Government matters etc.
- Day Care Center facility
- Emergency First Aid Facility
- Group Insurance and Provident Fund/ NPS (for all permanent staff)
- Periodical pay revision for contractual teachers.
- Sports, Yoga, and Gymnasium facilities at free of cost.

- Collection of donations in (monetary form) to address certain problems of the employees as and when need arises.
- Separate seating arrangement for teachers in College Canteen.
- Facility of air-conditioned teachers' common room with attached wash-room facilities.
- Provision of safe drinking water facilities.
- Provision of Institutional emails ID to all faculty members/ administrative Heads for making all official communications.
- Central library facilities to all faculty members for borrowing books.
- Travelling expenditure as per stipulated norms to all teacher-in-charges who accompanying the students in educational field trips.

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

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

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

Nil

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

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

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

03

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

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

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

02

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

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

Every teacher keeps records of daily academic and co-curricular activities in a log book which is periodically monitored by the College authorities. HODs of every department also keep records in the HOD Diary (Departmental Record Register).

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

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

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

6.4 - Financial Management and Resource Mobilization

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

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

Internal Audit: The internal audit is conducted on an annual basis by a reputed Chartered Accountant Firm appointed by the College authority. The task of conducting internal audit of the college has been presently assigned to the 'Hazarika & Co.', a reputed Chartered Accountant firm based in Guwahati. After the internal audit report is prepared, it is placed before the GB meeting for necessary approval. After acceptance of the internal audit report by the GB, the Directorate of Audit (Local Fund), Government of Assam, is invited to officially audit it. All financial matters are included in the audit process. The institution has completed its audit up to the financial year 2020-21.

Government Audit: The Government audit is carried out by the Directorate of Audit (Local Fund), Government of Assam. The audit is done till 2019-20.

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

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

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

0.45

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

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

To meet the various requirements of funds under various heads of expenses such as construction of new buildings, the College utilizes Govt. grants as well as own funds. Besides various sources from which funds are attained/ generated are: Grants from UGC, Salary grants from Government of Assam, Self-sustaining programs, Surplus fund from different university examination center fees, Center fees of different Government and Non-government examinations, funds generated through auction of scrap/ e-scrap materials, rent from the College Canteen and bakery, interest accrued from fixed deposits at banks.

For renovation and development of existing structures, College Development Fund is used. Fund generated through self-sustaining programs is mainly used for salary of contractual teachers, infrastructure augmentation and maintenance of various physical and academic support facilities.

Classrooms allotted to various Government/ Public bodies for holding examinations on Sundays.

Internet facility is optimally utilized by the faculty members.

Faulty members are also engaged in various Government programs as per Government instructions.

Faculty members of IT and BCA/PGDCA department are fully engaged in various IQAC support works as well as technical issues of the College.

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

6.5 - Internal Quality Assurance System

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

Practice- 1 Developing Quality Culture among Teachers

The IQAC has been trying to institutionalize number of quality assurance strategies such as digitization of academic and administration facilities, gender equality, strengthening extension activities, etc. Every year IQAC takes review of the status of the teachers' research work, seminar, webinar, workshop participations. One national level seminar was organized. Most of the department organizes seminars, workshops, webinars etc. in association with IQAC.

Practice-2 Quality Enhancement and Sustenance through Academic and Administrative Audit (AAA)

As per feedback received from various stakeholders, internal Academic and Administrative Audit (AAA) is conducted to create the quality culture. Follow up action has been taken regarding the recommendations of the AAA.

The College has recently instituted B.A. (Honors in Economics) and B.Sc regular course with Economics-Statistics-Mathematics Combination.

Value Added department is providing professional and short term certificate courses.

R&D Cell has taken the initiative for community research and ICT extension services.

College takes the initiative to upload academic calendar and publish quality based books annually.

Digital initiatives such as fully online student admission, cashless transactions, development of institutional portal, institutional email IDs to all faculty members and departmental heads, paperless communication through official whatsapp Groups/ emails.

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

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

Introducing New Courses and ensuring Outcome oriented Teaching :

The College has introduced B.A. (Economics honors) and B.Sc (Regular) with Economics-Statistics-Mathematics combination as per the suggestion of the 1st cycle of NAAC. As per GB decision, the College has introduced need-based Value-Added Courses to bridge the gap between the University curricula and the market demands. The College uses methods like project work, internship, field study, industry visit, industry academia meet to support regular teaching-learning methodologies.

To provide quality education the college has signed official MoUs with ICSI, Assam Startup-NEST, and JACEEX, Japan.

Initiative to transform traditional classroom to digitized classrooms.

Apart from traditional teaching methods, LCD Projectors, PPTs, Video Conferencing are also used in teaching-learning process. Resource materials are uploaded in the college app to fulfill the academic needs of the students. Whatsapp groups are created to communicate with the students. Online classes are conducted through Google Meet, Zoom app, Google Classroom, etc. as per the

requirements of the students. Online examinations are also conducted for internal assessment. The college has introduced, as a test run, self-developed LMS (Learning Management System) software for further strengthening the process of teaching learning by digitizing delivery, maintenance, and assessment of the students.

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

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

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The College is very keen regarding safety and security of the girl students and women faculties. Entire college campus is under CCTV surveillance, including almost all classrooms whose control

panel is in Principal's Chamber. The College has separate Girls' Common Room with attached toilets and separate girls' toilet in each floor. There are separate toilets for lady faculties of the College.

Women Cell of the College organizes all the activities associated with women related issues. It has been involved in generating sensitivity to both staff and girl students on various gender issues. It organizes interactive sessions to create awareness on gender sensitization.

The College has adopted Mentor-Mentee Scheme to solve various issues. Lectures of eminent personalities are organized to create legal awareness, health and hygiene among the students. An Anti-ragging Committee is constituted to prevent instances of ragging.

One incineration machine has been installed in the girls' common room toilet and one in the toilet for lady faculties. A sanitary napkin vending machine has been installed in the toilet of lady faculties.

There is a Day-Care Center in the College campus for the in-house working mothers to look after their minor children during working hours.

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

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

B. Any 3 of the above

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

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

The solid waste is collected on daily basis by the Guwahati Municipal Corporation (GMC) for proper disposal and recycling in a garbage carrying van. To minimize the problem of waste disposal, separate dustbins are provided in the College campus. Blue colored dustbin is kept for dry waste and green colored dustbins are used for wet waste. Dry wastes, mainly leaf, litter, etc. are allowed to decompose systematically over a period.

Sanitary napkins are disposed through incineration process to keep the hygiene of the wash rooms. Single use plastics are discouraged inside the campus. Notices are displayed in the main gate and various other points in the campus so as to discourage the use of plastic items. In lieu of plastics, paper bags are encouraged for use.

E-waste management: For e-waste management, our institution has a committee which supervises the condition of e-wastes like non-working computers, monitors, printers, memory cards, printer cartridges, etc. the Committee suggests to set sell the non-working e-wastes following the stipulated rules and regulations. The College is planning to create an "E-waste display" by displaying the e-wastes of the damaged parts of the computers for the benefit of the students.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting

C. Any 2 of the above

Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	D. Any 1 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p>
<p>The students from the entire NE region and also from some parts of our country prefer to study in our college. The students from various caste, community, religion, and socio-economic status are admitted in the College on the basis of their merit, resulting in a rich cultural diversity amongst our students. Admission process</p>

is carried out as per the rules and regulations of the Government of Assam.

The College plays an effective role of catalyst to maintain peace and national integration. It regularly organizes different activities for inculcating tolerance, harmony towards cultural diversity. The NCC, NSS and the Students' Union, along with faculty members observe the Independence day, the Republic Day, etc. to inculcate patriotism in student's mind, lectures are organized on freedom movement of India, pay tribute to the freedom fighters, and pay homage to the sons of the soil like Deshbhakta Tarun Ram Phookun, Lokopriya Gopinath Bordoloi, and Bharat Ratna Dr. Bhupen Hazarika.

During fresher's social and college week functions, students showcase their talents in various programs which represent their cultural values. It also helps them to inculcate tolerance and harmony towards culture, religion, language, and other diversities.

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

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

The institution is working as per the Acts, Statutes and ordinances of Gauhati University and the directions from the Department of Higher Education, Government of Assam. The institute displays all relevant information regarding academic, administrative, research, student support services, etc. on the college website. The fundamental rights and duties, National Anthem, Pledge, College Anthem and value based thoughts are clearly displayed in the campus. As per the suggestions of the College and to stimulate the minds of the students and the neighborhood, an exceptional practice is initiated by the institution that National Anthem and our College Anthem are compulsorily broadcasted through loudspeaker exactly at 10 AM every day. Many of our teachers deliver lectures on Constitutional obligations, national unity and social harmony in the college. The College Foundation day is celebrated in our

institution on 7th of November every year and organizes a Foundation Day Lecture by eminent personalities.

The Environment Day (5th June), international Yoga Day (21st June), International Women's Day (8th March), World Aids Day (1st December), Tourism Day (27th September) etc, have been successfully conducted by the institution from time to time.

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

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

B. Any 3 of the above

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

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

The institution celebrates different days of national importance like Republic day, Independence Day. The NCC, NSS unit, Students'

Union along with the faculty members observe with fervor and enthusiasm. The death and birth anniversaries of great personalities as well as days of national and international significance like birth anniversary of Sarvepalli Radhakrishnan, death anniversary of Bharat Ratna Dr. Bhupen Hazarika, birth anniversary of Netaji Subhash Chandra Bose, etc. International commemorative days like International Womens' Day (8th March), World Environment day (5th June), and International Yoga day (21st June), National Teachers' Day (5th September are celebrated in the college.

The College Foundation day is celebrated on 7th day of November, every year with a 'Foundation day Lecture" by the renowned academicians and by the personalities of repute.

State festivals like Bhogali Bihu, Saraswati Puja, Viswakarma Puja, etc. are celebrated by the students and all faculty members. These types of festivals develop cultural harmony among the students from various religion and culture.

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

7.2 - Best Practices

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

A) Environment friendly ambience

Objectives:

1. To encourage and create paper free communication.
2. To keep environment balanced through tree plantation.
3. Installation of Solar Power Plant to meet partial energy requirement.

4. To encourage plastic free zone.

The Context- World Environment day is celebrated on 5th June every year by planting trees within the Campus and neighboring educational institutions. The institution has made paper free communication for all. The institution has separate official e-mail ids for all official communications. The office, the accounts branch and the Library are fully automated.

A Rainwater harvesting project has been in progress. The campus of the institute is tobacco free with time to time campaigning for anti-tobacco by the students.

There are provisions for various dustbins like biodegradable and non- biodegradable.

A 30 KW solar rooftop panel has been set up to meet the partial energy requirement of the institute.

B) Value Added Education:

Objectives:

1. To bridge the gap between university curricula and the market demand.
2. To prepare the students for employment.
3. To enhance the benchmark of learning in the institute.

Value Added Courses:

Response:

The Value Added Education Department of the Institute has been initiated. The institute has framed the syllabus for different Short-term Certificate Courses for the students in the areas of;

(i) Management

(ii) Capital Market and Stock Broking

(iii) Green banking

(iv) Basics of Accounting, Taxation, and Auditing in Business

(v) Information Technology

(vi) Machine Learning with SCI KIT.

Our Institute is known for transforming and empowering students who come from diverse background ranging from underprivileged sections to affluent ones. One of the best practices of our college is helping the poor students with their course books from the 'Book Bank' facility run by the library of our college.

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

7.3 - Institutional Distinctiveness

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

The College believes in implementing the institutional motto, "To Strive, To Seek, To Learn and Not to Yield" in letter and spirit. Apart from offering a quality traditional teaching-learning setup, steps are taken to facilitate the students with an environment which enable them to identify and exploit their latent and innovative talents.

The Department of Value Added Education created with in-house intellectual capital works hard to make the students better prepared for future. The department offers some short term courses which are conducted online after class hours along with CA tutorials. The College also has an 'Agreement' with the Institute of Company Secretaries of India.

The Institution has started to contribute towards community development through the Community Research and Development Cell of the College. Outputs of the research works have been executed in collaboration with institutional NSS and shared with local people.

The College has established an in-house ICT-R&D Cell which has developed majority of the College IT applications which includes websites, app and LMS. A full-fledged ICT extension services for different activities like administration, admission, examination, library management, etc. is being readied for marketing and revenue generation. The Learning Management System and Digital

Library Software have been successfully test run.

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

7.3.2 - Plan of action for the next academic year

1. To organize one national level and one international level seminar
2. To organize Faculty Development Program (FDP) & Short Term Course (STC)
3. To create linkage between industry and academia
4. To increase the number of Extension Activities and Community Engagement Programs.
5. To encourage the students for competitive examinations and higher education.
6. To encourage the faculty members to take up research and publications.
7. To encourage resource mobilization for augmentation of physical and learning infrastructure for development.
8. To enhance placement activities.
9. To take initiative to increase the number of classrooms
10. To take initiative to have a well equipped auditorium
11. To increase the number of text books and reference books in the college library as well the departmental libraries.
12. To spread ICT Extension Services.