



# OFFICE OF THE PRINCIPAL K.C. DAS COMMERCE COLLEGE

A Provincialised College under the Government of Assam

Chatribari, Guwahati: 781 008, Assam

E-mail: [kcdcollege@gmail.com](mailto:kcdcollege@gmail.com) Web: [www.kcdcollege.ac.in](http://www.kcdcollege.ac.in)

Phones: +91 361 2733691; +91 94357 07157

Dr. Hrishikesh Baruah, M.Sc., Ph.D.  
Principal & Secretary



## 7.2: BEST PRACTICES

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

**Response:**

### A) *Self Reliance and Sustainable Development initiatives*

**Objectives:**

1. Enlighten students about necessity of sustainable development.
2. Develop institutional I.T. sector to become self reliant as well as earn resources.
3. Encourage paperless administration.
4. Inculcate green energy initiatives in the campus.
5. Encourage plastic free life inside the campus.
6. Enlighten people through activities of the Community R&D Cell.

**The Context:**

Carrying capacity of our Earth is already very badly hit courtesy myopic acts of mankind at different scales. Anthropogenic acts have instigated maximum damage in the recent past. It is of utmost necessity that today's youth who will be the future business leaders of the society are enlightened on the issues of sustainable development related principles and practices.

**The Practice:**

The Institution has made it a point to express and share the ideas / views of sustainable development at every possible interaction with students and initiatives to be taken accordingly. The Institution has initiated paper free communication between teaching and non-teaching staff and the students. Communication takes place through e-communication for example; leave applications through DCS, notices, etc. Online internal examination system has been initiated in order to reduce paper works. Study materials are distributed to the students through WhatsApp and College App. Assignments are uploaded on the LMS. Mentor-mentee groups have been formed with teacher-in-charges through WhatsApp group.

**Evidence of Success:**



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1. Institutional Office is largely ERP driven. There is a separate e-mail for internal communication. The office and the accounts branch are fully automated.
2. The I.T. R&D Cell has developed student interactive, digital library and e-learn platforms for teaching learning and evaluation purposes.
3. Communications with the Higher Education Department, Government of Assam, Universities and other organizations are all carried out online.
4. The Institute has switched on to a clean, green and renewable environment. A 30 KW solar rooftop panel, set up under the Solar Power Plant Project of the Ministry of New and Renewable Energy (MNRE), Government of India, exists to meet the partial energy requirement.
5. A Rainwater harvesting setup is in operation.
6. Central Library of the College is also automated. Although the Central Library has a collection of 27430 books in various subjects it is equipped with SOUL 2.0 Library management Software.
7. The Institutional Community Research and Development Cell have worked in financial literacy drives and eco-tourism related studies.
8. Upon initiation, MOOC and audio TLM development team have produced some output.
9. The institute has tried its level best to create a plastic free zone. Moreover there are provisions for various dustbins like biodegradable and non- biodegradable. Environment audit has been done and Eco-Club is vigilant on these aspects.

## **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 prepare students for professional courses like C.A. and C.S.
4. To enhance the benchmark of learning in the institute.

### **The Context:**

With a vision of offering something extra to the students to make them more competent and market relevant the Department of Value Added Education was established using the in-house intellectual capital of the College. Along with add-on certificate courses tutorial support for CA Foundation Course is also initiated.



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## **The Practice:**

The institute has framed the syllabus for different Add-on Short-term Certificate Courses for the students in the areas of:

1. Management
2. Capital Market and Stock Broking
3. Green banking
4. Basics of Accounting, Taxation, and Auditing in Business
5. Information Technology
6. Machine Learning with SCI KIT

A separate portal has been created to provide details of the courses and getting admission. Faculty members work hard to transform and empower students who come from diverse background. These tutorial classes are held in later half of the working days. Reputed Chartered Accountants are invited to take CA tutorial classes.

## **Evidence of Success:**

Although growth of the Department of Value Added Education has been affected by the Covid19 pandemic related issues, stakeholders are making every effort to make this Unit a successful one. Some students have taken admission in the certificate courses and CA classes.



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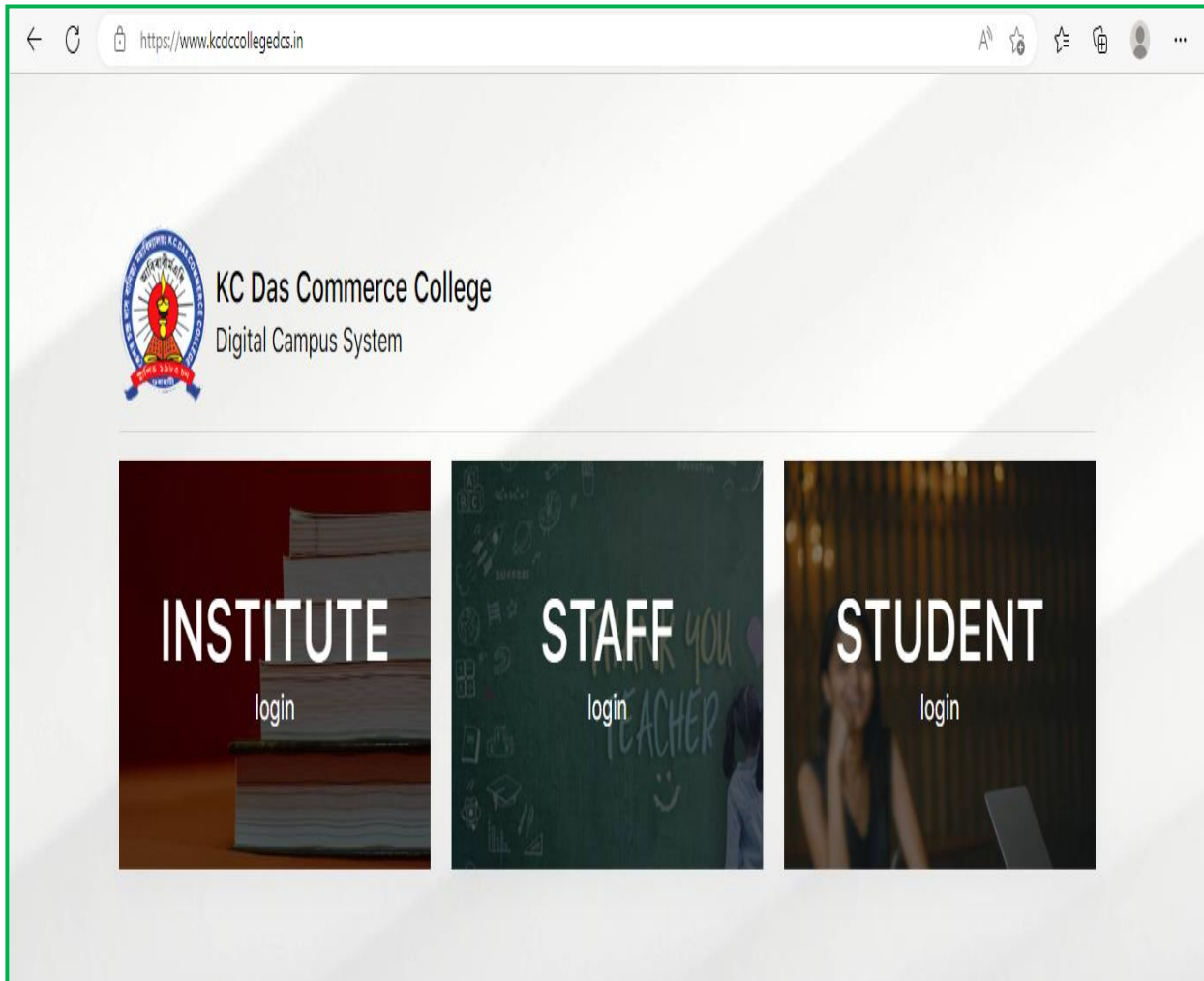
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**K.C. DAS COMMERCE COLLEGE DIGITAL CAMPUS SYSTEM (DCS)**



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#	Approver Name	Remark	Approve Date	Status
1	Prarthana Barua		30-11-2022	Approved
2	Dr. Hrishikesh Baruah			Yet to Approve

Staff Name - Anjita Bora

From Date - 30-11-2022 (Morning)

To Date - 30-11-2022 (Evening)

No of Days - 1

File - View File

Reason - Fever

Status - Waiting for Approval

Remark(if any)

Approve Approve & Forward Reject

## ONLINE LEAVE APPROVAL THROUGH DCS



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**AN INITIATIVE OF COMMUNITY RESEARCH AT RANI KHAMAR BY COMMUNITY RESEARCH  
& DEVELOPMENT CELL, K.C. DAS COMMERCE COLLEGE**



**REPORT SHARING EVENT BY COMMUNITY RESEARCH & DEVELOPMENT CELL, K.C. DAS  
COMMERCE COLLEGE**