



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		NAGAON G. N. D. G. COMMERCE COLLEGE
Name of the head of the Institution		DR. SIBA RANJAN MAHANTA
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03672255044
Mobile no.		9435180438
Registered Email		ngndgcc@gmail.com
Alternate Email		skp.pandey62@gmail.com
Address		Nagaon GNDG Commerce College, Panigaon, Nagaon, Assam. Pin-782003
City/Town		Nagaon
State/UT		Assam
Pincode		782003

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		central			
Name of the IQAC co-ordinator/Director		DR. SATYENDRA KUMAR PANDEY			
Phone no/Alternate Phone no.		03672255044			
Mobile no.		7002322526			
Registered Email		skp.pandey62@gmail.com			
Alternate Email		ngndgcc@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://www.ngndgcccollege.edu.in/">https://www.ngndgcccollege.edu.in/</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		<a href="https://www.ngndgcccollege.edu.in/academic.php">https://www.ngndgcccollege.edu.in/academic.php</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C+	.61	2004	04-Nov-2004	03-Nov-2009
2	B++	2.81	2016	05-Nov-2016	04-Nov-2021
<b>6. Date of Establishment of IQAC</b>			01-Apr-2005		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		

Regular meeting of IQAC is arrange: First Meeting	24-Aug-2018 1	6
Regular meeting of IQAC is arrange: Second Meeting	31-Oct-2018 1	7
Regular meeting of IQAC is arrange: Third Meeting	03-Dec-2018 1	9
Regular meeting of IQAC is arrange: Fourth Meeting	19-Apr-2019 1	8
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NAGAON G.N.D.G. COMMERCE COLLEGE	Lab. Equipments	Govt. of Assam	2019 1	1000000
NAGAON G.N.D.G. COMMERCE COLLEGE	General Excursion	Govt. of Assam	2019 1	100000
NAGAON G.N.D.G. COMMERCE COLLEGE	Library Book	Govt. of Assam	2019 1	200000
NAGAON G.N.D.G. COMMERCE COLLEGE	Free studentship (BPL)	Govt. of Assam	2019 1	1013916
NAGAON G.N.D.G. COMMERCE COLLEGE	Infrastructure Development	RUSA	2019 2	10000000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Making the teachers acquainted with the values of institutional accreditation and the new method of NAAC accreditation. Organised various co curricular and social activities. Monitoring and regular follow up implementation of academic calendar and teaching plan. Encouragement to the faculty members for various research activities as well as participation in career development programmes. Draw attention to the areas where there is a scope for quality improvement especially environment protection, cleanliness, plantation.

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

Plan of Action	Achievements/Outcomes
<p>1) Acquire ebooks and ejournals for the Library. 2) To open Bachelor of Vocational Course as UGC Sponsored at College. 3) To start a digital library. 4) To open Degree courses for Science stream STUDENT SUPPORT 1) Organize a Coaching Centre for Students to attend Competitive Examinations. 2) To start Yoga Meditation Classes in the College. 3) To provide hot and cold drinking water facility. 4) To organise a district level basketball competition. INFRASTRUCTURE 1) Take up Plantation work in full swing during rainy season. 2) To construct a visitors' / Guest Room at Girls' Hostel. 3) To complete the construction of separate administrative block during this session. 4) To arrange a separate permanent Parking Place for all students' vehicles. 5) To complete the construction of Assam Type building on 2nd floor of the Main building. 6) To construct water fountain in front of the administrative block. ORGANIZATION 1) To organise at least one Faculty/Staff Development Programme in the College premises. 2) To organise a national level workshop relating to GST</p>	<p>1) Acquired ebooks and ejournals for the Library. 2) Pending 3) Digital library started 4) Work is under process STUDENT SUPPORT 1) Pending 2) Yoga Meditation Classes has been commenced 3) Completed 4) Organised INFRASTRUCTURE 1) Plantation done in the College Campus. 2) Constructed. 3) Separate Administrative Block constructed. 4) Completed 5) Completed 6) Constructed ORGANIZATION 1) Two days Workshop organised sponsored by NAAC 2) Training programme on GST has been done under Assam Government Scheme.</p>
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Nagaon G.N.D.G. Commerce College Governing Body</td> <td>11-Aug-2019</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Nagaon G.N.D.G. Commerce College Governing Body	11-Aug-2019
Name of Statutory Body	Meeting Date				
Nagaon G.N.D.G. Commerce College Governing Body	11-Aug-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	08-Sep-2016				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2018				
Date of Submission	24-Dec-2018				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The academic information relating to college provided to the fresh students through prospectus of the College. The other management information system are circulars, social media, display of notices, holding staff and governing body meetings, holding students, parents, alumni meeting, college website, use of whatsapp. , email to the students and staff are use as information system.				

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The subjective aspects as outlined in the syllabi of the various subjects taught in the institution are delivered through a planned mechanism with the aid of various tools and processes. A class routine is prepared before the beginning of every academic session by a Routine Committee constituted by the Principal, which is not only responsible for allocation of various classrooms as per necessity of various subjects in the routine but also is responsible for removing any anomalies that might arise after the start of the classes, mostly pertaining to room capacity. Every department maintains a Daily Class Monitoring Diary and it is checked by Principal weekly, which is an authentic record of all the classes taken by the faculty members. Moreover, each of the

faculty members maintains a Lesson Plan, which is used for delivery of the topics allotted against each of them in the various semesters. Departmental Advisory Committee meetings are convened by the Heads of Departments at regular intervals for taking making assessments of syllabus completion status by the individual faculty members, as well as for planning for other academic activities like holding of student seminars, field works, class tests, allotment of assignments, etc. In subjects where field works/ institutional visits are mandatory and part of the syllabus, the heads of departments either allocates the field-in-charges for any upcoming field work or it comes as a voluntary agreement on the part of the teachers. The field-in-charges makes arrangement for planning the journey schedule and takes care of all logistic requirements that might arise in connection with the field works viz. planning of the schedule, purchase of tickets, arrangement of stays, arrangement for local transportation, tie-ups with other institutional heads (in case of institutional visits), and finally assisting the students in the preparation of the field reports. The field reports are normally returned to the students as there is shortage of storage space in the departments, but one or two exceptional reports are retained back in the respective departments. Students are also made to deliver seminars on topics allotted in their respective syllabi in some departments, mainly through power-point mode, and where active interaction between peers and teachers takes place. The internal assessment marks of the students are allotted differently by different departments on the basis of different parameters like class attendance, student seminars, home assignments, etc.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
GST, Account Assistant	NIL	16/06/2019	49	After completion of the course participants can get scope in the Government department e mployability	Participants trained under this course get skill development of GST related works

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	PHYSICS, CHEMISTRY, BOTANY, ZOOLOGY, MATHEMATICS	01/08/2019

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	COMMERCE	01/08/2019

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	30	1

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
GST ACCOUNTS ASSISTANT	18/06/2019	30

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Field study project under Environmental Studies	233
BCom	Excursion cum field visit	20

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Feedback was obtained from various stakeholders like students, Alumni and parents during the current assessment year. However, the institution has given optimum efforts to come up with various innovative actions through the IQAC, for overall development of the institution. Apart from the formal feedback system as envisaged and prescribed, the administration also takes heed of nonformal feedback from the various stakeholders blended with individual jurisprudence on the part of the principal (as the administrative head) and the Governing Body for planning and executing various developmental works in the institution for its overall development. Informal interaction with the various stakeholders on different occasions has also led to the formation of ideas and opinions regarding developmental aspects of the institution. The parentteacher meetings held at various departments has served to elicit opinions from the guardians on various developmental aspects of the institution. The local people frequent the campus for a variety of reasons and informal interaction with different individuals of the institutional locality has become more of a routine affair. Several ideas on important developmental aspects have crystallized in that way also.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the	Programme	Number of seats	Number of	Students Enrolled
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Programme	Specialization	available	Application received	
BCom	COMMERCE	825	840	678
BBA	MANAGEMENT	75	16	16
MCom	COMMERCE	120	167	110

## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	694	110	19	5	24

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
24	5	5	5	5	3

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

'Formal mentoring system has not yet been effective in the institution. However, the faculty members maintain close rapport with the students (especially the students from the major course) and assist them in various aspects pertaining to their career and personal issues. The field works that are carried on in some of the departments is a good opportunity for the students and the faculty members for developing good personal bonds as good period of time is spent together during travelling and overnight stays in outstation places. The close bonding between the teachers and the taught also gets developed through a variety of works and activities in different departments like departmental functions (freshmen social and farewell functions), designing of departmental wall magazines, activities of student societies, etc. This way, faculty members get to know about their personal traits and also the opportunity to serve as their informal mentors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
788	15	1:88

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
15	14	1	0	5

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from	Designation	Name of the award, fellowship, received from
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	state level, national level, international level		Government or recognized bodies
2019	NO AWARD RECEIVED	Assistant Professor	NIL

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	COMMERCE	6	14/05/2019	10/07/2019
BBA	MANAGEMENT	6	28/06/2019	10/08/2019
MCom	COMMERCE	4	24/06/2019	21/10/2019

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Reforms as continuous internal evaluation has been initiated by the parent university i.e. Gauhati University. After proper evaluation of answer scripts of sessional examination, concerned teachers of the department show evaluated answer scripts to the students for their better performance. If any students fail to secure minimum passing marks or remain absent on the date of examination, the departments take outmost care to hold reexamination for them. Some of the departments have a good practice of conducting class tests, seminars, group discussions, as well as home assignments for the students which can be considered as a part of the CIE. This has been reflected in the analysis of student's feedback. About 34.05 and 38.11 students responded as good and very good in this regard. Again all the departments have provisions for tutorial class which has been allotted in the college routine. The purpose is to clarify the doubts and reexplain the critical topics and also discuss the question papers of the previously held examination. The departmental seminar and discussion is conducted for upgrading the oral skills of the students. IQAC motivates different subject's societies to organized extension activities in their subject. Faculty members are encouraged to adopt various innovative teaching methods such as PPT presentations, field tours, seminars etc.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

An academic calendar cum holiday list is prepared and published by the by the affiliating University uploaded in the institutional website. This calendar incorporates various important events and activities planned during the academic year viz. Tentative schedule of the various examinations, fields visits etc. The different inhouse activities/events like observance of college annual foundation day are to be scheduled as per college authorities. The other functions like annual college week celebration, college general freshman social and student's union elections, etc. are organised as per academic calendar. However, different miscellaneous events/celebrations that take place within short preparation schedule are excluded from the purview of this academic calendar. Sessional examinations are conducted as per schedule as outlined in the academic calendars, whereas the holding of termend examinations may not hold true, as these examination schedules are decided by the University authorities.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[https://www.ngndgccollege.edu.in/Under\\_Graduate.php](https://www.ngndgccollege.edu.in/Under_Graduate.php)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
COMMERCE	BCom	COMMERCE	71	64	90.14
MANAGEMENT	BBA	MANAGEMENT	5	5	100
COMMERCE	MCom	COMMERCE	48	30	63

**2.7 – Student Satisfaction Survey**

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.ngndgccollege.edu.in/facility.php>

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

**3.1 – Resource Mobilization for Research**

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	NIL	0	0

**3.2 – Innovation Ecosystem**

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	22/11/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	22/11/2019	NIL

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	22/11/2019

**3.3 – Research Publications and Awards**

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NIL	0	0

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
MANAGEMENT	3
HUMANITIES	1

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2019	0	NIL	0

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2019	0	0	0

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	3	0	0
Presented papers	2	0	0	0

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such	Number of students participated in such
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		activities	activities
Campus cleanest and adopted village survey	College NSS Unit	3	20

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
SWACHH BHARAT	NAGAON GNDG COMMERCE COLLEGE	CLEANING ADOPTED VILLAGE COLLEGE CAMPUS	10	54

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	22/11/2019	22/11/2019	0

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	22/11/2019	NIL	0

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

#### 4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5	5

#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	Newly Added
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar halls with ICT facilities	Newly Added
Video Centre	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2001

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7621	1269922	1187	418258	8808	1688180
Reference Books	1992	503822	92	29940	2084	533762
Journals	8	72831	0	0	8	72831
CD & Video	1	0	16	90344	17	90344
Library Automation	2	590344	0	0	2	590344
Others (specify)	0	65792	0	15650	0	81442

##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
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NIL	NIL	NIL	22/11/2019
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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	12	1	2	2	1	6	6	1	0
Added	20	0	0	0	0	0	0	1	0
Total	32	1	2	2	1	6	6	2	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	<a href="#">NIL</a>

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1000000	926852	100000	60445

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>The policies for using the college library are outlined in detail in the college prospectus. The computers in the different academic departments are used by the academic staff and the students as well for different purposes, the former using those for administrative and academic purpose while the latter for academic usage like preparation of field reports, accessing web resources, elearning resources, etc. The various rooms are used for classes and also used exclusively during the examination time, as decided by the individual examination committees appointed for the different examinations. However, for outside examinations (that are normally held during Sundays), the college obtains a centre fee, that varies to great extents (either lump sum or per candidate basis). The college canteen is monitored by a Canteen Monitoring Committee, which looks into the qualitative aspects. The Language Lab of the college is coordinated from the English Department, which caters to the need of all the students. There is a Sports and Games Promotion Committee for maintaining the sports infrastructural facilities like the Basket Ball Court and the Sports Library.</p> <p><a href="https://www.ngndgccollege.edu.in/facility.php?id=12">https://www.ngndgccollege.edu.in/facility.php?id=12</a></p>
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#### CRITERION V – STUDENT SUPPORT AND PROGRESSION

## 5.1 – Student Support

### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	ISHAN UDAY	4	5400
b) International	NIL	0	0

### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
REMEDIAL COACHING	15/03/2018	200	All the major department of the college
YOGA MEDITATION	21/06/2018	40	YOGA TEAM NAGAON
SOFT SKILL DEVELOPMENT	19/06/2019	30	Assam Skill Development Mission

### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	CAREER COUNSELING CLASS	0	0	0	0

### 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	NIL	0	0

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	0	NIL	NIL	NIL	NIL

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
KABADI	INTER COLLEGE	20
CULTURAL	INTER COLLEGE	10
CULTURAL	UNIVERSITY	5

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	National	0	0	0	NIL

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Nagaon GNDG Commerce College Creates a platform for the active participation of the students in the various academic and administrative bodies including various activities. This empowers the students in gaining leadership qualities, rules, regulations etc. In the leadership of a teacher Major students are grouping which is called sub class committee in which 2025 students are selected one group. The student's members bring toward the views and suggestions of the entire group with respect to the faculty, subject, syllabus and other things related to the class. There are certain counselling programme arrange by the college authority. Which also helps students to share their ideas, interest etc. There are various programme like Paper Presentation, Seminar, Group Discussion, Workshops are organised among the students each and every year. We have formed the following students committees - i) Discipline Anti - Ragging Committee. ii) Sports, Games Cultural Committee. iii) Health Public Awareness Committee. iv) Blood Donation Committee. The activities of Nagaon GNDG Commerce College students union 201819 are - i) Organisation of the annual College Week Festival. ii) Participation in the Youth Festival organised by the Gauhati University. iii) Organisation of General Freshman Social Meet. iv) Organisation of Saraswati Puja. v) Participation in various activities



through NSS.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college has an alumni association, which has been registered under society registration act. Every year a an alumni meet if organised in the college campus where various alumni participates and provides their views on different activities of the college. There is one social media group of alumni through which college invite the alumni in various meeting.

5.4.2 – No. of enrolled Alumni:

50

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Coordinator of alumni association organised one meeting in the last year.

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The two Teaching Staff and One - Nonteaching Staff representatives are elected From teaching and nonteaching staff respectively and they participate in every meeting of management and decisions of the policy are taken by the management, Principal and all staff representatives. In the college there are different Cells and Committees viz. Grievance Redressal Cell, Library Committee, Sports Board, Protectoral Discipline and Anti ragging Committee, Sexual Harassment Cell, Placement Cell, Student welfare and Staff Advisory Committee, Youth Welfare Committee through which all the administrative and policy regarding students and college are taken.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	We do not frame curriculum or syllabus. It is prepared by Gauhati University and we only follow the syllabus and curriculum implemented by G.U., time to time.
Teaching and Learning	Apart from class room lecture method group discussions, field studies, seminar are used for teaching peer learning is promoted in and outside the college. Study tours are organised for making learning more effective as per requirement.

Examination and Evaluation	Internal Examination and evaluation is done by an internal exam Communities consist of a coordinator External evaluation is done by Gauhati University.
Research and Development	As per as the research is concern there is a very less scope because we have only UG/PG courses in the college and no Ph.D. programme courses in the college. The college is already having 5 Ph.D. degree holders as faculty and some are pursuing their Ph.Ds.
Library, ICT and Physical Infrastructure / Instrumentation	The college have a Central Library where ICT facilities are available. At present in library no. of books 11,365 (approx) and no. of journals 07.
Human Resource Management	There is a fully fledged Governing body Approved by the Govt. Of Assam, Which look after Human Resource Development of the college.
Industry Interaction / Collaboration	Interaction with Nagaon Polytechnic and MOU is under process. However no collaboration have been made with an industry.
Admission of Students	There is an admission committee consisting of senior faculty members, which look after the admission procedure of the college.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The Governing body of the college prepare plans and implements accordingly for welfare of the college.
Administration	The IQAC has resolved to adopt paper less communication for various in house matters and in order to achieve this goal has taken the initiative to compile the whatsapp Numbers and Email Ids of various faculty members.
Finance and Accounts	There is a accounts branch in our college. The accountant supervise all the financial transaction relating to the college development.
Student Admission and Support	The admission committee has resolved to continue the online student admission process that was initiated in the previous year. Moreover the scholarships received by the students are deposited in their respective bank accounts through online payment gateways.
Examination	The examination committee of the

college procured by the college authority shall serve to keep all examination details of the students, along with the attendance count. Moreover, the Gauhati University introduced a online system of registration of paper examiners from the 201718 session onwards.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NIL	NIL	NIL	0

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	''Information, Communication and Technology in Education : Breaking down the barriers of education today''		28/06/2019	29/06/2019	20	0

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
STC	2	12/11/2019	18/11/2019	7

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching	Non-teaching

Permanent	Full Time	Permanent	Full Time
15	15	9	9

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
i) Availability of food in the college canteen at reasonable rates. ii) Teaching staff have a fund called NGNDGCCEF where members contribute an amount every month and can avail hasslefree loans at a very low interest.	i) Availability of food in the college canteen at reasonable rates. ii) Teaching staff have a fund called NGNDGCCEF where members contribute an amount every month and can avail hasslefree loans at a very low interest.	i) Availability of food in the college canteen at reasonable rates. ii) Library facility. iii) Students welfare fund for poor students. iv) WiFi facility.

#### 6.4 – Financial Management and Resource Mobilization

##### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

At the end of each financial year the institution undertakes internal audit of the college accounts, which consists of various funds heads. The internal audit is being done by M/s Das Company, a reputed Chartered Accountant firm. The after the internal audit it is placed before the governing body meeting for each approval.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL

##### 6.4.3 – Total corpus fund generated

124330.00

#### 6.5 – Internal Quality Assurance System

##### 6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	GB
Administrative	No	NA	Yes	CA

##### 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- Providing valuable suggestion for the development of the institution.
- Pointing out the weaknesses of the college and related departments and suggesting rectification.
- Communicating views which the students feel shy to communicate directly to the teachers about the college and the department.

##### 6.5.3 – Development programmes for support staff (at least three)

- The college gymnasium has been providing quality facilities with a trained instructor at subsidized rates and the support staff are availing such facilities.
- Financial support through voluntary contributions by the staff in case of medical emergencies.
- Computer training of the office staff so that

day are able to handle the online admission and registration of students.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Post Accreditation initiative(s) (mention at least three) • Initiation of proceedings for introduction of UG course in science subjects. • Providing new modern and upgraded desk and benches in some class rooms. • Set up a primary health centres within the college campus.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Swacha Bharat Abhiyan	27/06/2019	27/06/2019	28/06/2019	30

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Celebrated International Women's Day (Lecture delivered by Dr. Jonali Sharma on "Gender Sensitisation". Dr. Siba Ranjan Mahanta on "Remarkable women characters from the time of Ramayana and Mahabharata till today"	08/03/2019	08/03/2019	24	18

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

- Information boards in the college campus for generating powersaving attitude
- Use of LED lights.

## 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Any other similar facility	Yes	750
Physical facilities	Yes	15
Rest Rooms	Yes	2

## 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

## 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Prospectus for students	06/11/2019	College Prospectus serves as a document for regulating the conduct of its students. The College Prospectus provide an elaborate description about the various norms and regulation which regulates the institution in terms of internal discipline, library uses, hostel rules and regulations, punishable acts of indiscipline and procedure for imposing punitive action. This type of document helps in generating awareness amongst students who seek to get admitted in the college. It is believed that through such a provision, the institution has endeavoured to promote values of mutual understanding, professional ethics and sense of responsibility meant for the students.

## 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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Celebration of Independence Day	15/08/2018	15/08/2018	75
Celebration of Republic Day	26/01/2019	26/01/2019	64

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Celebration of World Environmental Day
- Plantation programmes in the college campus
- Regular cleaning of college campus and provision of sufficient dustbins
- Encouraging both students and staff for minimising the use of plastic
- Proper disposal of garbage on a daily basis

**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

- Felicitation of students from neighbouring area who successfully passed their board examinations.
- Our faculty members providing classes to one of the neighbouring high school as per their requirement.
- Prepare departmental wall magazine yearly.
- Teachers prepares daily diary for their academic contribution and get approved by the Principal on weekly basis.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.ngndgcollege.edu.in/>

**7.3 – Institutional Distinctiveness**

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

To impart education particularly in commerce in three years degree course under Gauhati University. To inculcate modern scientific outlook and secular values among students To build up a good moral character and discipline among students and provide facilities for extracurricular activities in art, culture, sports, athletics ,social service etc. To set high standards of excellence in imparting commerce education to produce competent graduates with skill, attitude and knowledge for successful handling of trade and industry and enable them to compete for all types of jobs in commercial, secretarial, administrative as well as teaching fields. To work for the transformation of commerce education into business education. with a view to provide greater flexibility and broader perspective to cope with the growing complexities and rapidly changing character of the business environment. To interweave commerce, management and information technology into an integrated discipline and to provide students with essential educational and occupational background and technical knowledge so as to make them employment worthy or enable them to get self employed and become effective agents of industrial and economic growth. To serve as an effective instrument of development and change for the central Assam region and the state.

Provide the weblink of the institution

[www.ngndgcollege.edu.in](http://www.ngndgcollege.edu.in)

**8.Future Plans of Actions for Next Academic Year**

The plans of action for the next academic year (201920) shall comprise of the following agenda, which shall be pursued and is being pursued with topmost

priority and importance: 1. Submission of AQAR for the period 201920. 2. Switching over to a complete paperless official inhouse communication mode from the present semionline mode (e.g. WhatsApp Groups and Emails for Departmental Heads, Faculty Members, Major Course Students in every academic department) 3. Largescale use of eresources by all academic departments and ensuring that 100 of the teachers resort to ICTtools in classroom teaching 4. Outsourcing of the student feedback analyses derivation mechanism and integrating feedback analyses in the policymaking process 5. Initiation of an online feedback mechanism for various stakeholders. 6. Initiation of an online grievance redressal mechanism. 7. Redesigning of the college web portal in a new format and making mobileresponsive pages 8. Quality initiatives like Academic Administrative Audit, Green Audit, and Gender Audit etc 9. Setting up of the Nagaon GNDG Commerce College Retired Teachers' Forum 10. Setting up of the Nagaon GNDG Commerce College Guardians' Forum