



NAGAON GNDGCOMMERCE COLLEGE

JTOTINAGAR , PANIGAON

NAGAON, 782003

INSTITUTIONAL DEVELOPMENT PLAN) IDP 2022-2032

As part of the Implementation of National Education Policy-2020

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1.1 Institutional Basic Information- Profile

Institutional Profile :

Name of the Institution	NAGAON GNDG COMMERCE COLLEGE			
Head of the Institution	Dr .MRIGANKA SAIKIA			
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College Website	www.ngndgccollege.edu.in	AISHE Code: C –17352		
Name of the IQAC Coordinator	Dr .S.K.Pandey	Email: skp.pandey62@gmail.com	Cell No.: 9082412137	
Name of the NEP Coordinator	Mr. A. J. Gayan	Email: aranyajyotigayan@gmail.com	Cell No.: 7002086760	
NAAC Accreditation Status	1 st Cycle:	Grade :C++	2 nd Cycle	Grade: B++
	3 rd Cycle	Grade: to be conducted on 2024		
NIRF Ranking	2024 : Participated	2023: Participated	2022: Participated	2021: Participated
UCG Recognition	2 (f)	Yes	12 B	Yes
Financial Status	Government /Aided: Government (B.Com)		Self-Finance: M.Com, BBA and B.Sc.	

1.2 Institutional Basic Information- Institutional SWOC Analysis

Institutional SWOC Analysis:

Institutional Strength

- Wide variety of Students from multi-ethnic domain
- Eco-friendly environment with rich biodiversity
- Accessibility & connectivity – has a location advantage as the college is situated near NH-37
- Dynamic institutional web portal with unlimited data storage
- Centralized library with study room facilities for both students and teachers
- Fully functional gymnasium and indoor stadium
- Smart classrooms with projectors installed and a digitalized seminar hall
- Ragging-free, plastic free, tobacco free, safe and secure gender-friendly campus;
- CCTV Coverage in almost all class-rooms and vital points in the campus
- Excellent student support facilities through full-fledged and active NCC and NSS units in the campus
- Conduct of number of quality audits
- Adequate and safe drinking water provision
- An efficient ICT based teaching-learning
- Decentralized management mechanism with all stakeholders' involvement and participation
- Active and continuous involvement of the students to create socially responsible citizens
- In –campus hostel facilities for girl students
- Fully online admission process
- Qualified, experienced and dedicated teaching faculty with good retention ratio.
- Library with modern software tools.
- Faculty contributing in development and implementation of curriculum of an Affiliating University.
- Effective use of ICT in teaching learning process.
- Student centric functioning with mentoring, counseling through teachers and Effective academic monitoring.
- Safe and Secure Environment for girl students.

Weaknesses:

- Constraint in curricula design: Being an affiliated college under Gauhati University, it takes freedom to design the curricula.
- Delayed sanctioning of permanent teaching positions by the Govt. of Assam.
- The college has not installed the Management Information System completely.
- The college lacks behind in research and consultancy.
- The institution has less internal resource mobilization.
- Less Industry – Institute interaction.
- Moderate Placement ratio.
- Institute lacks in revenue generation.
- Less student pursuing higher education.

Opportunities:

- To introduce the Arts stream in the college and regularize the Science stream.
- To mobilize alumni involvement for institutional development
- To establish linkages with internationally and nationally reputed higher educational institution.
- To strengthen industry-institute collaboration for internship on job training.
- To construct a multipurpose complex with adequate parking nearby indoor stadium.
- To conduct field works (extra-curricular) for students.
- To strengthen institute collaboration for organizing better career counselling and placement drives for outgoing students.
- To improve upon sports and game facilities.
- To ensure a good student computer ratio and free Wi-Fi facilities to all students

Challenges:

- Lack of adequate faculty members hampers the smooth running of the programs.
- Fund mobilization for the development of the institution is difficult.
- CBCS system increased the administrative and academic workload of the teachers which eventually affects the quality of teaching. The full potential of alumni is yet to be utilized.
- To mobilize alumni for generating resources.
- To introduce skill development courses for employment opportunities.

2 Institutional Development Plan

Institutional Development Plan (for at-least next 10 years)

2.1 Vision

- To impart education in commerce with a view to provide greater flexibility and broader perspective to help students cope with the rapidly changing business environment.
- To serve as an effective instrument of development and change by providing quality education in globally competitive environment.
- To build good moral character and discipline among students by providing excellent opportunities of growth in the field of art and culture, sports and physical activities, social service and community work which develop creativity and excellence.

2.2 Mission

- To set high standards of excellence in imparting commerce along with science education to produce competent graduates and post graduates with skill attitude and knowledge so that they become worthy professionals and innovative entrepreneurs.
- To turn individuals into cross functional leaders and strategies who can influence and handle challenges of businesses.
- To promote learning by students and faculty in order to achieve the desired excellence in education.

2.3 Goals and Objectives

- To aim towards a holistic development of the student
- To provide students with flexible, multi-disciplinary learning and skill development courses
- To implement teaching strategies, alternative pedagogies and programs tailored to meet current and future student/community needs.
- To foster creativity and critical thinking to encourage logical decision-making and innovation among the student community.
- To sensitize teachers and parents in recognizing and nurturing unique capabilities of each student.
- To engage students in voluntary community services
- To ensure integrity and unity of all knowledge, thereby complying with the national standards set by the UGC and the NCTE.
- To create an environment that is conducive for the intellectual growth of faculty members and students.
- To develop into a society-centric institution.

2.4 Executive Summary:

The college has a well-prepared plan to achieve the objectives set in the IDP for short, medium and long-term goals.

1. Developing Motivated and Energized Faculty

The success of HEI lies in the quality and engagement of their faculty. The college plans to address the various factors that lie behind low faculty motivation levels, to ensure that each faculty member is happy, enthusiastic, engaged, and motivated towards advancing her/his students, institution, and profession. This can be achieved by providing the following: -

Refurbished staffrooms, incentives for completing Ph.D., faculty development programs, seminars workshops, recreational activities, sports events, advance infrastructure and research opportunities. Depute staff to leading universities, colleges and other leading institutions in the state and across the country to observe and study their mechanisms firsthand, their methods and policies in the field of education. Create AV rooms to facilitate recording of MOOCs, YouTube channels, SWAYAM platform, etc.

2. Teaching, Learning and Education Technology:

Developing the mechanism to give feedback to the students to improve student learning of each outcome. Course outcomes will be formed for each course introduced under the programme. It will contain the course code, Course title and the course outcomes. Rubrics will be designed for assessing and measuring the actual performance, Rubrics provides the criteria to guide the assessment. Standardization of the evaluation system will be done to bring consistency and transparency in the evaluation system. Increasing the use of IT technology for better delivery of the content. Use of smart boards, interactive boards, Audio-visuals, YouTube channels, e-content development, MOOCs will be introduced. Investments in ICT facilities, providing training to the faculty members, setting up AV room/ Recording Studio, developing Industry-academia platform for timely input into the updating of the syllabus.

3. Research Development and Innovation:

Attracting Research Funds (State, National, International and Industry, developing environment conducive for research. Creating well-equipped research labs (Geography, Language, Commerce and Psychology) and research space with computers, relevant software (such as Plagiarism X Checker, SPSS, Improving Quality and Quantity of Research. As the next step towards assisting faculty members to improve the quality and quantity of research, the institute proposes to conduct periodic workshops on advanced statistical tools and techniques. In addition to the workshops mentioned in the two-year plan, the institute plans to conduct workshops/ FDPs on Advanced Excel, which is beneficial to both faculty and students in data analytics. By the end of the 10th year, the college hopes to have completed at least five Minor Research projects and three Major Research projects. The institute plans to sign MoUs with research institutes for student and faculty exchange research activities. In continuation to activities mentioned in the 5-Year plan, the college will aim to create student research group and take up research activities which will be published journals/ magazines/ and/ or edited book chapters.

4. Industry-Academic Partnership

The college intends to identify the local industrial units that will provide employment opportunities to the students of our college. The students should possess basic skills as well as additional skills, which will help them to grab the employment opportunities. In order to get the practical exposure regarding the working of the industrial unit, visits to the different units will be organized. This will help to design the curriculum in

line with the requirements of the industry.

Manager level personnel and the officers from the various organizations will be invited to deliver the lectures. Initially the small group of students will be selected for the internship and over a period of time majority of the students will be asked to join the internship program. Regular feedbacks would be taken from students and industrial units to assure the smooth flow of the process. MOU's will be signed with the identified industrial units which will help us and our students generate a friendly and effective bonding. Students will be given benefits of Employability/ Placement skills or they would be trained under spoken English, Communication skills, working in teams, Presentation skills, resume writing skills, Interviews skills, basic excel skills, computer skills, etc. Map will be generated using the GIS technique to know the regions which require industrial attention which will help in boosting the economy of the region.

5. Institution's Placement Plan for Students

Identifying the probable units for sending students as a trainee. Analyzing the scope for placement & training of students. Creating and maintaining the proper database of students who are unemployed and also who are employed with detailed description. Finding out the vacancies in the school and communicating same to the students. Conducting guest lectures on how to prepare for interviews, drafting resume, C.V., personality development, confidence building, and team work. Organizing seminars/workshops in collaboration with the govt./ companies for promoting entrepreneurship. Sharing of database with students regarding the vacant post in govt. departments and communicating same to the students. Conducting courses in collaboration with companies for developing skills required for employability. Strengthening competitive examination cell. Working with Goa University for updating curriculum as per the requirements of the industry.

6. Achieving The Target for Accreditations

College Participated in 1st cycle of NAAC Accreditation in 2005-2006 and Scored C++ Grade (??? CGPA) and 2nd Cycle Of NAAC in 2016 and scored B++ Grade. Improve to B++ to A. 3rd Cycle of NAAC Will Be in. 2024- 25, the institution is. To improve the performance in research and consultancy faculty will be encourage publishing good research articles, applying for minor and major research projects. Provide various facilities to create conducive environment for research. Improve the teaching learning methodology to make education students centric. Design and develop new curriculum, courses to maintain the pace with the current market requirement. Induce students for experiential learning through field-based courses. Introduce mandatory internship for undergraduate programme.

7. Incubation and Start-Up Policy

The plan aims to establish the Center through support from the State Government (DHE) to leverage the talent and aspirations of graduates of the College for Opportunity Creation and wealth generation while meeting society and industry's immediate and future needs. The Center is facilitated by the Nagaon GNDG Commerce College with an Advisory Board of experienced and eminent industrialists and an Executive Committee of dedicated members with the active participation of Faculty and support staff of the College. Establish an institutional body for incubation and startups. Initiate design and collection of resources. Appoint coordinator and establish the Board of Directors and Executive Committee for the Incubation center. Invite proposals from interested candidates for start-up facilities. Appointment of full-time staff for the Center and develop an independent center with necessary facilities.

8. Alumni Engagement /Activities plan

The college aims to target at least 60 % enrollment of alumni members. Develop alumni network through digital connectivity and organize cultural and sports events through alumni association Organize workshops related to Professional growth. Continuing the activities and practices implemented /adopted in the first five years. Also, the alumni association will be also actively involving in raising corpus fund for various welfare and other schemes in the college

9. Basic Infrastructure Development plan

At the present, the college has following infrastructural requirements, those are, 25 rooms in addition to the existing classrooms, a seminar cum recreational hall, air conditioned and equipped with IT infrastructure, Up gradation of IT infrastructure in IT lab, classrooms and campus. Well- equipped and spacious sports room, Gymnasium and playground. By the end of 5 years we plan to have, separate common rooms and dining halls for staff, teaching and non-teaching and students. Customized store rooms for Teaching-aid, NSS, NCC, Sports equipment. By 10 years the college aims to build an independent campus for the college inclusive of spacious Library, Reading room, conference room, Research lab with scholars room, Commerce lab, GIS lab, Language lab, Performing arts/ Fine arts room, Screening room, open air auditorium, A/V studio, Medical center, seminar cum recreational hall, smart classrooms.

10. Skill Development of Non-teaching Staff

The non-teaching staff consists of the multi-tasking staff, the IT staff, the administrative staff and the library staff .Keeping in mind the differentiated needs of each of the staff member under the heading, the college has planned various skill development and up gradation courses for all. Basics of Computer Literacy: that will include word processing, data processing, presentation, knowledge of computer hardware, software and networking, using multimedia equipment and social media. Additionally, inculcate sound knowledge of online banking and cyber security. RTI: developing awareness and knowledge about Right to Information act, filing RTI, responding to RTI, methods and process. Develop effective communication skills in English language with emphasis on day- to-day conversation needs. Training to be provided in Hospitality, basics of Fire Fighting, First Aid and evacuation drill. Upgrade existing qualification by enrolling and completing Master's Degree, Bachelor's Degree, Diploma, PG Diploma, Certificate Courses etc.

2.5 Developing Motivated and Energized Faculty

- **Short term (2 Years) Goal:**

1. Refurbished staff-room with upgraded amenities such as personal workstations, air-conditioning and ambient lighting.
2. Provide incentives to and felicitate faculty members completing Ph.D. and other major achievements.
3. Organize workshops, seminars, Symposiums and Conferences for faculty development.
4. Engage experts to conduct workshops focusing on innovations in pedagogies.
5. Extend financial support to the teachers to encourage book publication and research.
6. Organize recreational activities and designate a recreation area for staff members.
7. Provide administrative support for timely completion of CAS and employee benefits such as leave matters etc.
8. Facilitate collaborative activities with cluster institutes.
9. Allow and support faculty members to take up activities of their interest in areas like environment, society etc.

- **Mid- term (5 Year) Goal:**

1. Create the necessary academic infrastructure such as research rooms, extended library timings, free access to international journals and publications, etc., so that faculty members feel motivated to enroll and complete Ph.D., publish research papers in the reputed journals.
2. Provide enhanced library and canteen facilities.
3. Depute staff to leading universities, colleges and other leading institutions in the state and across the country to observe and study their mechanisms firsthand, their methods and policies in the field of education.
4. Continue the activities planned in first two years.
5. Organize workshops and financially support faculty members to enroll for professional courses to encourage them to create e-content /develop MOOCs in their respective disciplines.

- **Long- term (10 Years) Goal:**

1. Facilitate the faculty members for faculty exchange and student exchange programs.
2. Encourage the faculty members to take up Research Guide ship and establish a Research Centre at the college.
3. Create AV rooms to facilitate recording of MOOCs, YouTube channels, SWAYAM platform, etc.

2.6 Teaching, Learning and Education Technology:

❖ Short term (2 Years) Goal:

1. Defining Programme Outcome, Programme Specific Outcome and Course Outcome.

- The College runs four programmes namely: Bachelor of Commerce, Bachelor of Science and Bachelor of Business Administration and Master Of Commerce.
- Each programme has multiple specializations. Considering these specializations, the numbers of programmes are bifurcated (specialization-wise). E.g. B.Com (Accountancy), B.Com (Management) B.Com (Finance).
- For each programme, programme outcomes will be framed .It will also contain the code for each programme outcome, short title of the programme and short description of each programme outcome.
- Programme specific outcomes will be framed in a similar manner.
- Course outcomes will be formulated for each course introduced under the programme. It will contain the course code, course title and the course outcomes.
- Similarly, course outcomes will be framed for diploma programmes and certificate courses that will be offered.

2. Establishing the system of measurement of actual performance.

- Rubrics will be designed for assessing and measuring the actual performance, Rubrics provides the criteria to guide the assessment.

3. Aligning the evaluation and assessment and the course outcomes.

- The internal evaluation and assessment will be aligned to the course outcomes.
- Standardization of the evaluation system will be done to bring consistency and transparency in the evaluation system.

❖ Mid-term (5 Years) Goal:

1. Updating the outcomes as per the syllabi.

- Along with changes in the syllabus, the course outcomes and learning outcomes will be updated and communicated to the stakeholders, and the mechanism for attainment of outcomes will be devised and implemented.
- Every year at least one new course will be introduced to give students the choice to select the course that they learn.

2. Increasing the use of IT for better delivery of the content.

- IT will be the backbone for content delivery .
- Use of smart boards, interactive boards, Audio-visuals, YouTube channels, e-content development, MOOCs will be introduced.

3. Investments in ICT facilities

- All classrooms will be equipped with the latest ICT enabled technology
- High speed internet connection

4. Providing training to the faculty members.

- With the update in the teaching learning technology the faculty members must also be exposed to training to make them learn the new skills and use it during teaching-learning process.
- Faculty members will be given training on how to record the lectures and prepare the study material in four quadrants.

- Further, new methodology in teaching-learning will be imparted through such training.

5. Creating an environment for blended learning.

- College will develop the e-content for at least 25 %of course content offered in the college to create a platform for blended learning.
- This will enable the students to maintain the pace with the ongoing teaching-learning process whenever they are on duty or absent.
- Industry experts can be made available for engaging the expert-talks to students as well as faculty members.

6. Engaging students in research and field-based projects.

- Students will be exposed to the field based projects, internships and research.

❖ Long-term (10 Years) Goal:

1. Setting up AV room/Recording Studio

- Setting up the AV and recording studio will help the faculty members to record the sessions and upload it on the institutional website, YouTube channel, SWAYAM platform etc.
- This is also be helpful in creating e-content, designing online courses and facilitating blended learning.

2. Establishing the relationship with Industry /Institute for internship programme.

- This will help in meeting the goal of making the students employable.
- It will help to bring practicality into the curriculum.
- It will enable the college to engage students for internship into the industry.

3. Developing Industry-academia platform for timely input into the updating of the syllabus

- It will help to void the gap between what is expected by the industry and what is delivered in the institutions.
- New courses will be designed by understanding the specific requirement of the industry.

2.7 .Research Development and Innovation:

❖ 2-Year Plan

1 .Attracting Research Funds (State, National, International and Industry):

- The college has always aimed to encourage and motivate the faculty members to take up research projects and attract research grants to the Institute .The college proposes to achieve this by applying for research funds from various Government /Non-Government bodies such as ICSSR, ICCR, TISS, UGC, National Commission for Women, TRIFED, Tribal Research Institute, Central Institute of Indian Languages, New India Foundation Translation Fellowship, etc.
- Besides applying to National /State bodies for Research Grants, the college looks to apply for funds to take up community research work in collaboration with local authorities (Panchayats, Municipalities, NGOs, and others).

2 .Developing environment conducive for research

- The college believes research is a key pillar to strengthening its academic credentials . Towards this, it aims to promote research culture among faculty and students .A conducive environment to carry out research is expected to encourage and motivate the teaching faculty and students to take up research activities .Consequently, the college aims to create an environment conducive for research by:
 - Creating well-equipped research labs (Geography, Language, Commerce, Psychology) and research space with computers, relevant software (such as Plagiarism X Checker, SPSS)
 - High speed internet connectivity and access to quality journals
 - Reduction in administrative work that can provide mind space and time toconduct research work.

3 .Improving Quality and Quantity of Research

- To improve quality and quantity of research, institute aims at conducting following workshops /FDPs:
 - Journal identification
 - Basics of research
 - Basic analytical techniques
 - Questionnaire designing

4 .Training Faculty /Students for Research

- Research and innovation in educational institutions, particularly those that are engaged in higher education, is critical .Evidence from the world's best universities shows that the best teaching and learning processes at the level of higher education occurs in environments where there is also a strong culture of research and knowledge creation . To develop a research temperament in the country, it is important to inculcate a research culture among the students as a part of their school curriculum which will continue till, they graduate .

5 .Preparing faculty members for research programme in the 4th year of theBachelor programmes as envisaged in NEP 2020

- With the implementation of NEP, the HEIs need to equip its academic faculty to face evolving academic situations and carrying out research activities .In light of this, the institution shall train their faculty members in various aspects of research by organizing workshops /seminars /FDPs as mentioned below:
 - Workshop on Research Methodology
 - Workshop on various software for basic data analytics.
 - Introducing Research Methodology subject as a part of project work
 - Using Excel for financial modelling
 - Giving assignments and Project that involves field work
 - Interactions with authors
 - Use of GIS in conducting research

❖ 5-Year Plan

1 .Attracting Research Funds (State, National, International and Industry):

- The institution will apply to industries to take up research on their behalf.

2 .Developing environment conducive for research

- The institution will look to upgrade and expand its research facilities to industry standards, and invite resource persons to conduct advance courses and workshops in relevant fields.
- The institute will continue to strive to create an environment conducive for research .
 - In addition to the software purchased in the first two years, the institution will continue to purchase software required in conducting of social scienceresearch (such as SmartPLS, NVIVO, Global Mapper and Grammarly).
 - Also, the institute intends to continue to identify and subscribe to new reputed journals in Commerce, Management, Economics, Languages andSocial Sciences .
 - By end of five years, the institution intends to have fully equippedresearch labs .

3 .Improving Quality and Quantity of Research

- As the next step towards assisting faculty members to improve the quality and quantity of research, the institute proposes to conduct periodic workshops on advanced statistical tools and techniques .
- Besides this, it also aims to organize seminars /conferences /symposiums in various streams to provide a platform to discuss and deliberate on trending research topics .
- The institute plans to formulate a comprehensive research policy for its staff and students.

4. Training Faculty /Students for Research

- In addition to the workshops mentioned in the two-year plan, the institute plans to conduct workshops /FDPs on Advanced Excel, which is beneficial to both faculty and students in data analytics.
- The institution plans to organize a Workshop /FDP on Advanced Financial Modeling for analyzing financial data, for its teaching faculty as well as students.
- To inculcate a research culture in its students, the institute aims to involve them in community

/industry research work duly guided by respective faculty members.

5. Preparing faculty members for 4th year research programme

- The college plans to conduct more workshops for faculty members and train them in understanding various tools and techniques of research, after having a thorough understanding of basics of conducting research .Hence the following two workshops are planned for the faculty members:
 - Workshop on basics of Data Analytics (time series data /panel data /cross-sectional data)
 - Workshop on basics of Structural Equation Modeling.

❖ 10-Year Plan

1 .Attracting Research Funds (State, National, International and Industry):

- By the end of the 10th year, the college hopes to have completed at least five Minor Research projects and three Major Research projects.
- In addition, the colleges plan to qualify to apply for state and central government projects that contribute to socio-economic development of the state.

2 .Developing environment conducive for research

- The institute expects to have a full-fledged working research lab with space for faculty members to sit and conduct research.
- The institute proposes to offer consultancy services to individuals /Govt./NGOs.
- The institute plans to sign MoUs with research institutes for student and faculty exchange research activities.

3 .Improving Quality and Quantity of Research

- At the end of 10 years, we expect to have improved quality research –Paper &/or Book Publications through following ways:
 - Publishing in SCOPUS /ABDC /Web of Science list of Journals
 - Book publication with ISBN
 - Collaboration with national /international authors for publications in reputed journals
- The research policy will be updated to mandate that every faculty member now publish a minimum of two research papers in reputed journals or chapters in edited books or a book publication etc .in a year.

4 . Training Faculty /Students for Research

- In continuation to activities mentioned in the 5-Year plan, the college will aim to create student research group and take up research activities which will be published journals /magazines /and /or edited book chapters.

5 .Preparing faculty members for 4th year research programme

- In addition to the workshops planned earlier, following advanced workshops will be organized to enhance the research capabilities of faculty members.
 - Workshop on Advanced Data Analytics (Time series/ Panel data)
 - Workshop on Structural Equation Modeling (Advanced)

2.8 Industry-Academic Partnership

❖ Short term (2 Years) Goal:

1. Identifying the local industrial units:

The college will identify local industrial units that can provide employment opportunities to the students of our college. Once the data is collected, the same will be categorized based on job description.

2. Identifying of the skills required for improving the employability:

The students should possess basic skills as well as additional skills, which will help them to get employed. The details regarding the various skills demanded by the industrial units will therefore be identified and analyzed by the institution. This will help the institution to design the additional courses according to the requirements of the employer.

3. Skill enhancement courses for students

Understanding the requirements in the industry, the college will design and implement the skill enhancement courses, which will develop skills, abilities, and competences of the students to enhance their performance in different fields. To further enhance their employability, the students will be trained in skills like communication, Presentation, resume writing, Interviews, basic excel, computer, working in teams, etc.

4. Seminar and workshops in collaboration with industries

Collaborative activities will be organized by the institution such as Seminars /Webinars and workshops. Experts-talks will be arranged for the students and faculty members to create awareness about expectations of the industries. The field related workshops will help students generate new ideas, enhance their abilities, generate a new perspective into their career.

5. Internships for students and faculty members:

The industrial units will be identified who are interested in offering the internship program for the students and faculty. It will help them to understand the practical aspects of human resource management, plant layout, working conditions, material handling, stores management etc. The minimum period for the internship will in accordance with the objectives of NEP 2020.

6. Monitoring and reviewing after internships

The most important task would be monitoring and reviewing the process. Regular feedbacks would be taken from students and industrial units to ensure the smooth flow of the process.

❖ Mid- term (5 Years) Goal:

1. Guest lectures from industrial experts :

Guest lectures will be organized for the students. Manager level personnel and officers from various organizations will be invited to deliver the lectures. This will help the students to get the practical experience about the working conditions and expectations of the industrial units.

2. Signing of MOU with Industries

MOU's will be signed with the identified industrial units which will help us and our students generate a friendly and effective bonding. This would enable the students to gain employable skills during their course at the college and also help them to be aware of the latest tools and techniques in order to be industry ready at the end of their course.

❖ **Long- term (10 Years) Goal:**

1. Including industry experts in Board of studies (BOS):

The institutions will take an initiative to recommend renowned industrialists and successful entrepreneurs to the BOS .This will help to design the curriculum in line with the requirements of the industry .Also, they can give the valuable suggestions in order to include the practical aspects which will help the students to learn additional skills.

2.9 Institution's Placement Plan for Students

❖ Short term (2 Years) Goal:

1. Identifying the probable organization /Industrial units /Educational Institutions for sending students as trainees.
2. Conducting guest lectures on how to prepare for interviews, drafting resume, C.V., personality development, successful entrepreneur/industrialist confidence building, and team work.
3. Conducting mock interviews for the students.
5. Inviting organization/Industrial units/Educational Institutions for campus placement.
6. Maintaining the database of unemployed alumni and making it available to the employer as and when required.
7. Communicating vacancies/advertisements by various organisations through WhatsApp, institutional website to the students.
8. Working with Gauhati University for updating curriculum as per the requirements of the industry.

❖ Mid- term (5 Years) Goal:

1. Conducting courses in collaboration with companies for developing skills required for employability.
2. Strengthening competitive examination cell.
3. All the activities planned in first two years will be continued.
4. Signing MOU's with govt .organization in order to conduct skill based courses.
5. Organizing seminars/workshops in collaboration with the govt /.companies for promoting entrepreneurship.

❖ Long- term (10 Years) Goal:

1. Organizing placement fair for students.
2. All the activities planned in first five years will be continued.

2.10 Achieving the Target for Accreditation

College has participated in NAAC accreditation in 2018-19 and scored B +grade (2.73 CGPA).

❖ Short term (2 Years) Goal:

1. College will participate in 3rd Cycle of NAAC in 2023-24 .
2. To improve from present B ++grade, college has planned following activities:
 - The third SSR submitted in Octoberr, 2023.
 - Workshops /training programs, seminars on NAAC preparation will be organized.
 - Students and Teachers are trained and prepared to develop their performance

❖ Mid- term (5 Years) Goal:

1. College will prepare for the 4th cycle of NAAC.
2. To improve the performance in research and consultancy faculty will be encourage publishing good research articles, applying for minor and major research projects.
3. Provide various facilities to create conducive environment for research.
4. Improve the teaching learning methodology to make education students centric.
5. Improve upon the curriculum by conducting activities that will fill up the gap between whatis expected in the employment market and what is delivered through syllabus.
6. Encourage students to participate in various co-curricular activities, extra-curricularactivities for overall personality development.
7. To make the students a better and responsible citizens of the country, orient student towardthe social work through community outreach programmes and social internship.
8. Develop the infrastructure that will create conducive learning environment, sustainablegrowth and environment friendliness.
9. Creation of e-content to encourage blended mode of learning.
10. Design value added, skill enhancement courses to impart new skills into students.
11. Green Audit, Fire Audit, Structural Audit, Energy Audit, Financial Audit, AdministrativeAudit, Academic Audit etc .will be completed .

❖ Long- term (10 Years) Goal:

1. College will prepare for 4th Cycle of NAAC .
2. To improve the performance the college plans to carry out following activities:
 - The activities planned and conducted in last five years will be continued.
 - Design and develop new curriculum, courses to maintain the pace with the currentmarket requirement.
 - Induce students for experiential learning through field based courses.
 - Introduce mandatory internship for undergraduate programme.
 - Introduce social internships to students to make them understand their social responsibility.
 - Inculcate and improve the reading habits of the students to expand their vision.
 - Invest into advanced technology into teaching learning to impart skills andknowledge effectively.

❖ **NIRF ranking:**

The activities mentioned for 10 years under NAAC accreditation will also help the college to improve the NIRF ranking and therefore the college expects the following:

1. Short term (2 Years) Goal:

To participate in NIRF in 2025-26 to get ranking into first 200 colleges

2. Mid- term (5 Years) Goal:

To participate in NIRF ranking every year and get into 100 to 150 colleges list by the fifth year

3. Long- term (10 Years) Goal:

To participate in NIRF ranking every year and get into first 100 colleges list by the end of 10th year.

2.11 Incubation and Start-up

❖ Short term (2 Years) Goal:

1. Establish an institutional body for incubation and startups
2. Initiate design and collection of resources
3. Appoint coordinator
4. Identify opportunities in specific areas Development of a complete business plan for theCenter
5. Receive funds to explore the feasibility of establishing a Center at Nagaon GNDG Commerce College
6. Develop and implement a start-up on experimental bases within the institution.

❖ Mid- term (5 Years) Goal:

1. Establish the Board of Directors and Executive Committee for the Incubation center
2. Invite proposals from interested candidates for start-up facilities
3. Evaluation and acceptance of the proposals
4. Endorsement of Key Stakeholders 'business plan.
5. Finalize the decision regarding the structure and move forward to establish it.
6. Enroll professionals for value-added resource network
7. Write leases, agreements, by-laws, etc.
8. Finalize service providing and implementation
9. Implement marketing and PR plan for all stakeholders

❖ Long- term (10 Years) Goal:

1. Appointment of full-time staff for the Center
2. Developing an independent Centers with necessary facilities .

2.12 Alumni Engagement /Activities plan

❖ Short term (2 Years) Goal:

1. **Target 60 %enrollment of alumni members).** Setting target to enroll and register 60%of Alumni in the coming two years
2. **Develop alumni network through digital connectivity:** The strong network or mechanism will be created with the help of digital connectivity the reconnect with the college .
3. **Organize regular meetings** – Annual General Meets will be arranged every year to promote and foster mutually beneficial interaction between the Alumni and the college. The AGM and subsequent Alumni Managing Committee meetings will be held at regular intervals .
4. **Organize cultural and sports events through alumni association-** To undertake sports, intellectual activities, academic activities, social service, etc., for the benefit of the Members, present students, and society .Such events help to reconnect with the college with fun and entertainment.
5. **Talk on career guidance and academic growth-** A large number of invited talks /guest lectures/career guidance sessions will be conducted on various topics for alumni support and progression by the college .

❖ Mid- term (5 Years) Goal:

1. **Target 70 %enrollment of alumni members** -After five years, the total target to enrollalumni members will be 1500 plus .
2. **Organize workshops related to Professional growth** - Alumni Association will conductacademic meets such as conferences/workshops/seminars/symposia/lectures by eminent personalities from various walks of life, etc .for members as also for the present students and/or teachers of the College on various current subjects/topics of interest and relevance
3. **Feedback Mechanism** :The development of the college mainly depends on effective, well-functioning feedback system .Continuous inputs through the alumni meet, alumni interactions and structured feedback systems will contribute to the development of internal policies as well as organizational and procedural restructuring'.

❖ Long- term (10 Years) Goal:

1. **Target 80 %enrollment of alumni members-**
After 10 years, the total target for alumni members will be 2500 plus .At that time therewill be established **Alumni Centre** in the college campus and it will function in the following manner:
2. Continuing the activities and practices implemented /adopted in the first five years.

❖ Financial Assistance:

The alumni association will be also actively involving in raising corpus fund for various welfare and other schemes in the college .A number of scholarships/prizes/awards/lecture series will be sponsored through alumni.

2.13 Basic Infrastructure Development plan

❖ Short term (2 Years) Goal:

1. College Infrastructural requirements :
 - 12 rooms in addition to the existing classrooms
 - Seminar cum recreational hall, air conditioned and equipped with IT infrastructure
 - Upgradation of IT infrastructure in IT lab, classrooms and campus
2. Well-equipped and spacious sports room Gymnasium and playground with courts marked for (Badminton, Volleyball, Kabaddi,).
3. Canteen facilities to be upgraded to meet the growing requirements of students and faculty Parking facility for students and staff.

❖ Mid- term (5 Years) Goal:

1. Separate well-furnished common rooms and dining halls for staff (teaching, and non-teaching) and students.
2. Visitors' room.
3. Fully CCTV enabled campus.
4. Cabins for HoD's, IGNOU Coordinator, NSS Convener, IQAC, Librarian,
5. Customized store rooms for Teaching-aid, NSS, NCC, Sports equipment.
6. Day care center facility to be provided .

❖ Long- term (10 Years) Goal:

1. Independent campus for the college inclusive of spacious Library, Reading room, conference room, Research lab with scholars room, , Commerce lab, GIS lab, Language lab, Performing arts/ Fine arts room, Screening room, open air auditorium, A/V studio, Medical center, seminar cum recreational hall and smart classrooms.
2. Separate A/C guest rooms for outstation guests /experts.
3. Sports ground with multiple games facility in addition to those mentioned in 2&5 year plans.

2.14 Skill Development of Non-teaching Staff

The non-teaching staff consists of the multi-tasking staff, the IT staff, the administrative staff and the library staff. Keeping in mind the differentiated needs of each of the staff member under the heading, the following plan has been developed:

❖ Short term (2 Years) Goal:

1. Basics of Computer Literacy :that will include word processing, data processing, presentation, knowledge of computer hardware, software and networking, using multimedia equipment and social media .Additionally, inculcate sound knowledge of online banking and cyber security.
2. The college will organize or depute the staff for courses in Tally, MS Excel, Video editing etc.

❖ Mid- term (5 Years) Goal:

1. Develop effective communication skills in English language with emphasis on day-to-day conversation needs.
2. Learning one additional language (Indian/ Foreign) either through opportunities provided by the college or outside.
3. Intermediate level Computer skills such as video editing, designing posters, certificates & banners, advance MS Excel.

❖ Long- term (10 Years) Goal:

1. Upgrade existing qualifications by enrolling and completing Bachelor's Degree, Master's Degree, Diploma, PG Diploma, Certificate Courses etc. Regularize the Science stream and Introduction of Arts Stream
2. Encourage the IT staff towards developing Android/IOS programming skills for E-content creation.

2.15 Any Other Initiatives for the Student's and Institutional Growth

STUDENTS' GROWTH: CREATING AN INSTITUTIONAL FRAMEWORK FOR IMPROVING THE EMOTIONAL INTELLIGENCE OF STUDENTS

❖ 2-YEAR PLAN

- Short-term workshops by professionals
- Short term Social Internship Program for FYUGP.Com &M.Com. students
 - Students will spend one month as trainees/interns at NGOs whose aims and objectives are close to their heart
- **Appreciation for Civic Duties and Nation-Building**
 - Short term certificate courses with organisations from the field
 - Vivekananda Kendra
 - Nehru Yuva Kendra

❖ 5 -YEAR PLAN

- **Continuing with the Activities listed under the Two-Year Plan**
- **Self-Exploration through Self Experience**
 - Involving students in social development programmes in the Adopted Villages.
 - Students explore 10 villages around the state they have never been to before
 - Local students act as guides and hosts

❖ 10 -YEAR PLAN

- **Continuing with the activities listed above**

INSTITUTIONAL GROWTH –INSTITUTIONAL INTEGRATION WITH THE COMMUNITY

Objective :To transform the college into a resource center for the local community

❖ 2-YEAR PLAN

• Community Mela :

- Invite community members and governmental departments to college to set up stalls
- Annual Week long Local Trade Fair and Entrepreneurship Mela.
- **Health & Safety Awareness**
 - a. Cultivating Wellness on Campus.
 - b. Health Camps for Students, Parents and Local Community
 - c. Self Defence Classes for Female students and Girls from the local community
 - d. Collaborations with NGOs working in the field of primary education, healthcare and sanitation, rural enterprise development and deconstructing gender notions to execute local projects.
- **Cultural Engagement with the local Community**
 - Dance and Drama workshop in collaboration with ‘SUTRADHAR’ and ‘ANGAVINAY’

❖ 5-YEAR PLAN

• Local Expertise

- a. Offer professional services such as Accounting, Marketing, Filing IT Returns, form-filling, etc., to the local small shops, farmers and SHGs at a nominal cost
- b. Self-sustaining –Students/alumni could be hired

• Community Center

- a. Opening of the Library to the public
- b. Integration of Library Resources

• Community Leadership in Entrepreneurial Initiatives

College as a Incubation centre for startups and facilitation centre , etc .for local society to adopt such practices.

• Making the College a Resource Center for the Local Community

Associating with governmental organisations and NGOs to provide resources and skill sets required

❖ 10-YEAR PLAN

• Educational & Intellectual Hub

Skill India Resource Center and Youth Tourism Club for college students and Local Youth

• Associations with governmental, semi-governmental bodies and NGOs

Such as Union Ministry of MSME, , State Department of Industries and Commerce, and Chambers of Commerce to be the local collaborator to execute long-term local/community projects on sustainable development



Joint Coordinator

IQAC

Nagaon GNDG Commerce College
Nagaon, Assam

**Nagaon GNDG Commerce College
Nagaon Assam**



Principal

Nagaon GNDG Commerce College
Nagaon, Assam

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