



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

NAGAON G. N. D. G. COMMERCE COLLEGE

NAGAON G.N.D.G. COMMERCE COLLEGE, JYOTINAGAR, PO- ITACHALI
NAGAON, ASSAM PIN 782003
782003

<https://ngndgcollege.edu.in>

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Nagaon Gopinath Dev Goswami (GNDG) Commerce College is a premier institution of higher education in commerce in the Central Assam region and is affiliated to Gauhati University, Assam. The College came into existence on 24th September, 1984 in the premises of Sankardev Natya Chora under the name of Nagaon Commerce College. It was renamed as Nagaon Gopinath Dev Goswami Commerce College after the name of Late Gopinath Dev Goswami, an illustrious son of Nagaon and was shifted to its present site at Panigaon, Nagaon in 1989. The college owes its existence to the pioneering work of its founder president Late Ratna kt. Bora and founder principal Late Kamal Ch Goswami and the generous donations of the family of Late Gopinath Dev Goswami.

Nagaon GNDG Commerce College has maintained a consistently good academic record at different levels of University examinations and created a niche for itself. The college with a dedicated teaching and administrative staff under the guidance of an able Principal makes a sincere attempt to prepare the students for a good career in commerce and industry.

The college offers three U G Programmes in addition to one Post Graduate Programme under Gauhati University. It has received Funds and Grants from funding agencies like UGC, RUSA and Govt. of Assam during the assessment period. The college conducts outreach and extension programmes through NSS, NCC, Women Cell, Teachers Unit and Students' Union Body etc. The college precincts harbor a rich plan diversity even though it is located by the National Highway 37.

The college offers ample opportunities to the students for their holistic growth in all fields of education, arts and culture and sports by ensuring their participation in various activities throughout the year. The idea behind this is to guide the students in acquiring knowledge as reflected in the motto 'Vidyaya Sadhayet' enshrined in the college emblem.

This SSR presents a picture of our institution's journey, emphasizing on the aspects that make us a distinguished centre of learning in commerce. We will also outline our future goals and aspirations that can further enhance the educational experience of our students.

Vision

1. 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.
2. To serve as an effective instrument of development and change by providing quality education in globally competitive environment.
3. 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.

Mission

1. 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.
2. To turn individuals into cross functional leaders and strategies who can influence and handle challenges of businesses.
3. To promote learning by students and faculty in order to achieve the desired excellence in education.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

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.

Institutional Weakness

- 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.
- Involvement of Alumni at Institute level is less.

Institutional Opportunity

- To introduce the PG program in the college.
- 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.

Institutional Challenge

- 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.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

NAGAON GNDG COMMERCE COLLEGE has a systematic mechanism for analyzing and effective implementation of the curriculum objective set by Gauhati University. The college is affiliated to Gauhati University and offers Undergraduate and Master Degree Programme in Commerce and Bachelor Degree in Business Administration and designated certificate courses by each department. The IQAC monitors the curriculum planning infrastructure of the college through a well-documented procedure which involves strategic plan, academic calendar of the college, university academic calendar, departmental academic plans, prospectus, etc.

- The college has effectively implemented Choice Based Credit System (CBCS).
- IQAC conducts a meeting in the beginning of the session to verify the syllabi.
- The Academic Calendar is prepared by the affiliating university.
- IQAC also prepares an Academic Calendar of its own.
- The departments of the college prepare course plans and regularly maintain Academic Diary.
- Each academic session starts with a Student Orientation Programme organised by IQAC.
- The curriculum has relevant, significant and multidimensional issues on gender, human values,

environment and sustainability.

- ICT method is extensively used.
- Seminars, workshops, special lectures, group discussions, tutorials, paper presentation by the students, educational tours, field trips, and smart classes are some measures taken for effective extensive curriculum delivery.
- Teacher-mentoring system is implemented as a regular practice of the college.
- Remedial Classes are offered to slow learners.
- Advanced Learners are encouraged to learn in Self-learning platforms such as SWAYAM, Udemi, Edx etc.

Academic Planning:

The College devises its academic calendar as per its Parent University calendar with minor modifications to facilitate its internal functioning. The institution's academic calendar is prepared by the Academic Committee of the College.

Measures during Pandemic

Considerable measurements have been taken by the college to ensure continuity of classes through Google Meet, Google Classroom, Zoom. Google classroom has been exclusively used as LMS by college. Following steps are taken in this regard:

- Online Teaching
- Online Assessment

Evaluation of students

Continuous evaluation process is implemented as per timeline and format prescribed by the affiliated university. Class assignment, class test, class presentation are regularly conducted to assess the progress of each and every students.

Teaching-learning and Evaluation

Nagaon GNDG Commerce College always aspires/aims to make teaching-learning a two-way process by encouraging and motivating the students to actively participate in the teaching-learning activities. The college is one of the most favored institutions for Higher Education in Assam which is very much reflected even in the enrolment of the programs.

- The teaching mentoring policy, IQAC ensures that all full-time teachers are engaged in the mentoring activity.
- In order to cater to the heterogeneous background of the learners, the college adopts diverse assessments and learning strategies such as Class Quiz, Periodical Test, Viva-voce, remedial class, group discussion etc.
- Remedial classes are offered to slow learners.
- Advanced learners are encouraged to enroll themselves in the self-learning MOOC (Massive Open

Online Courses) such as SWAYAM, Uдеми, EDx.

- The faculty members extensively use Google classroom, Google quiz, Google meet, Google sheets, Zoom platform, e-resources assets to deliver the contents of the course and evaluation purposes.
- The full time teachers stands 22 and at the same time 6 nos. of full time teachers have Ph. D.
- Student teacher ratio is 43:1 at present.
- Internal assessment is based on two sessional tests, home assignment, class attendance, projects and presentations.
- Institution has Grievance Redressal Mechanism.
- Average pass percentage of the students during last 5 years is 68.4%.

- **Experiential Learning:**

Our college has adopted the following measures for effective experiential learning:

- Project work
- Field surveys and other value added activities
- Group discussion
- Student seminar and quiz
- Preparing posters
- Editing departmental wall-magazine

- **Participative learning:**

Following methods are adopted in our college to promote participative learning:

- Faculty exchange programme: Faculty exchange programmes are organized at the local level by the college to accelerate mutual exchange of ideas and knowledge
- Educational visit outside the institution: Visits to higher educational institute and prominent places outside the college are organized.
- Quiz and Debate competition are arranged by our college in order to facilitate participative learning
- Senior students are encouraged to involve in discussion with their juniors for mutual benefit.

Research, Innovations and Extension

Since its inception Nagaon GNDG Commerce College has been striving to create an environment congenial for varied academic as well as other activities for the enrichment of the physical and mental faculties of the students as well as teachers and constantly making great efforts to create a favorable research environment in the college. Towards fulfillment of social responsibility the college frequently carryout a number of extension activities. Some of the noteworthy extension activities are various awareness programmes on women empowerment, cleanliness drive, village adoption etc. In all emergency or crisis the institution is always there to support people.

Within the parameter of academics the College always promotes research along with routine activity of the College. A good number of faculties has the aptitude for academic excellence and they are actively engaged in research. A number of minor research works sponsored by U.G.C has already been completed. Research and

Development cell of the College monitors and addresses issues related to research. Students as part of curriculum undertake field study, project work and in the process they get acquainted with research methodology. Students of various departments under the supervision of teachers learn to prepare project report following proper methodology. The members of the Research Development Cell and Innovation and Career Guidance Cell (ICGC), takes the lead to support research activities and innovation initiatives amongst the faculty and students. In order to generate interest in research amongst students and scholars the college conducts regular classes to guide the students. Several extension activities and community outreach programs were frequently organized by NSS, NCC, Village Adoption Committee, and other committees either as a unit or in collaboration with NGOs and other organizations.

The curriculum of the commerce stream is in itself a facilitating pathway to direct our students towards critical thinking and interdisciplinary learning. Along with the regular commerce subjects like accountancy, management and banking they are also taught about environment, communication skills and soft skills, vernacular and world literature and Information technology.

Infrastructure and Learning Resources

Nagaon GNDG Commerce College has total campus area of 135039 sqft (3 acres 1 katha 11 lossa), total building area 10430 sqft. Total numbers of class rooms: 14, laboratories: 6 and computer equipment: 65.

Various facilities provided by the college to the students are:

It has 21 well-structured classrooms for Major and General Courses. There are 8 departments with specific identity in the college. There are 9 digital class rooms along with 2 digital smart halls.

College has 2 seminar halls wherein the programs of academic importance and co-curricular activities like conference, workshop, meeting on the celebration of national and International events are organized for the benefit of the students and faculties.

College has a computer lab to provide practical learning on computer for the students. It has 40 computers in the college for both students and teachers.

College has a central library with a good number of collections of texts, references, journals, magazines and other important collections. The library is confined with area 2640 sqft. Besides the central library, a few departmental libraries are in the college with a good collection of books as their own, for both students and teachers.

The college has one Indoor stadium confined with area 3857sqft. The stadium has two badminton courts, two table tennis courts and artificial flooring. It has also a platform to for awarding the prizes to the winners.

Further, the college has one gymnasium room, girls common room, teachers common room, departmental room, an examination control room, boy's common room, Grade IV staff quarters, canteen which is under construction, shopping complex (Motor cycle showroom, Hotels, Hardware store). Moreover, IQAC of the college has organized programmes both for students and teachers to orient them about modern teaching learning methods and techniques. IQAC conducts some other programmes for personality development of the students. College has also separate car parking facilities for college staff and students. The college has ramp facilities for PWD students followed by separate toilet facility too. There is a well -equipped gymnasium in the

college. Students both boys and girls practice regularly in the Gymnasium.

Student Support and Progression

The college creates a positive ambience for the multi-dimensional development, progression and career augmentation of the young students. Continuous effort is made to provide a well-planned support system for the welfare of the students.

- The institution facilitates student representation and engagement in administrative, co-curricular and extracurricular activities.
- The college provides 4 value added courses for the students.
- The college also organizes various programs on badminton, handball, acting skills, and other co-curricular activities for the all-round development of the students.
- The college has a vibrant career counselling and placement cell to give special focus on coaching for competitive examination, career counselling, soft skill development, remedial teaching etc.
- Gym and Yoga facilities are provided for the students.
- An effective Grievance Redressal mechanism is in place.
- Most of the students get scholarship and free ships from the government and meritorious students avail scholarships from non-govt. agencies.
- The college has adopted zero tolerance policy for ragging and sexual harassment.
- The College has an autonomous Students Union. The members of the union body are incorporated into various cells and committees of the college.
- Students Union organizes and celebrates local and national important days, birth and death anniversaries of eminent personalities.
- NCC for the students has been started in the college from 2022.
- Nagaon GNDG Commerce College has an active Alumni Association, with its own functioning guidelines.

During last five years, the Alumni Association of the college have been providing various supportive services to the college. Some of them are:

During the time of Covid Pandemic in 2020-21, members of the association lent their support to vaccination programme, conducted in the college.

During 2021-22 session, alumni association donated a water fountain in the college campus which is an important step towards beautification of the college.

During 2022-23 session, the association provided many infrastructural facilities like book bank for economically poor category students, Water Coolers, solar light etc. in the college campus. A prominent alumnus Mr. Rupak Sarma, present MLA of Nagaon Sadar Constituency is the president of current Alumni Association.

Governance, Leadership and Management

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Nagaon GNDG Commerce College is full-fledged commerce institution of higher education in the Central Assam Region. The College with a dedicated teaching faculty and an efficient administrative staff under the guidance of an able principal makes a sincere attempt to prepare the students for a good career in commerce and industry and helps them to build up character and personality as becoming of responsible citizens. The vision of the college is to serve as an effective instrument of development and change in a globally competitive environment by providing quality education. The College offers ample opportunities to the students to develop their finer faculties in art, culture and literature and their individual potential in sports through competition and participation in various events throughout the year. The College offers the Four-Year Undergraduate Programme (FYUGP) of Gauhati University as per UGC's Curricular Framework, published in November 2022.

- Decentralization and participatory management are key features of academic and administrative framework of the institution.
- The governing body is the apex body of the college which has representatives from the state govt., affiliating university, teaching staff, non-teaching staff, guardians and donors.
- IQAC has representatives from the teaching and non-teaching staff of the institution.
- Committees and cells are given adequate power in order to truly implement decentralization policy in the institution.
- The organisation of the institution includes the governing body at the APEX, followed by the Principal, Vice Principal, Head of Departments, Faculty Members and Support staff, Library and Grade IV staffs.
- E-governance measures are adopted in the admission process, examination form fill-ups, library management and many others. The office is increasingly becoming paperless. The institution has performance evaluation system that includes teacher performance through student's feedback etc.
- The institution conducted an Academic and Administrative audit, Green Audit, Energy Audit and Gender Audit in the assessment period.
- Due to effective functioning of IQAC, significant contribution are made in the assessment including smart classroom, MoUs for student-faculty exchange, quality audit, introducing digital library, online admission, paperless transaction, students satisfaction survey etc.
- The college receives grant in aid from the State govt., UGC, RUSA during the assessment period.

Institutional Values and Best Practices

Nagaon GNDG Commerce College has always been known for upholding the time-tested values and practices that keeps humanity grounded. The college has taken up practices that create and ensure a fulfilling and happy society such as proving a green and eco-friendly campus, community engagement initiatives to instil the sense of social duty and responsibility, and promoting woman empowerment and gender – just ecosystem. During the assessment period the institution conducted following programs:

- The woman cell and various departments conducted several gender equality programs. It practices to bring a positive change in the attitude and support equality among genders within the institute and in our outreach. The main objective of this plan is to promote inclusiveness, tolerance, harmony and women empowerment among the students and staff.
- Health and hygiene related interactive session was conducted by the women cell of the college where

some specialists were invited from Narayana Hospital Guwahati to provide some insights on health issues of a young girl and an awareness program on Cervical Cancer was organized in one of the adopted village of the institution.

- Under Gender sensitization programme students have participated in various awareness and interactive sessions, workshops and trainings were conducted by the college with invited experts and in house trained personnel on various issues like physical harassments in workplace or any other places, health and hygiene, self-defence.
- Students took active participation in various interactive sessions on entrepreneurship development, training programmes on soft skills and waste management, guidance regarding the financial investment.
- Several national and international webinar organised during the covid period.
- CCTV has been installed throughout the campus to ensure safety and security.
- Several solar power based street lights has been installed in the college campus as an alternative source of energy.
- A rain water harvesting unit is installed recently.
- Green audit and energy audit has been completed.
- Plantation initiatives have been intensified.
- Swachchata movement drives by NSS of the college have been undertaken.
- The college provides campus facility for learning Tae-Kwon-Do by the district Tae-Kwon-Do association.
- The college maintain transparency in all its functions, covering financial, academic, administration as well as auxiliary dimensions.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	NAGAON G. N. D. G. COMMERCE COLLEGE
Address	Nagaon G.N.D.G. Commerce College, Jyotinagar, PO- Itachali Nagaon, Assam Pin 782003
City	Nagaon
State	Assam
Pin	782003
Website	https://ngndgcollege.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Mriganka Saikia	03672-255044	8638027327	03672-255044	ngndgcc@gmail.com
IQAC / CIQA coordinator	Satyendra Kr. Pandey	091-7002322526	9435162483	-	skp.pandey62@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Assam	Gauhati University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	03-04-2006	View Document
12B of UGC	03-04-2006	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Nagaon G.N.D.G. Commerce College, Jyotinagar, PO-Itachali Nagaon, Assam Pin 782003	Urban	2.967	968.9787

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No. of Students Admitted
UG	BCom, Commerce	36	HS Pass	English, English + Assamese	350	327
UG	BCom, Commerce	36	HS Pass	English, English + Assamese	350	0
UG	BBA, Business Administration	36	HS Pass	English	25	18
PG	MCom, Post Graduate Commerce	24	UG	English	60	60

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				8				7			
Recruited	0	0	0	0	6	2	0	8	5	1	0	6
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				8			
Recruited	0	0	0	0	0	0	0	0	2	6	0	8
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				9
Recruited	8	0	0	8
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				12
Recruited	9	3	0	12
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	1	0	2	0	0	6
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	3	1	0	1	1	0	6
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	1	6	0	7
UG	0	0	0	0	0	0	0	0	0	0

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

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
		0	2	0	

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	635	0	0	0	635
	Female	195	0	0	0	195
	Others	0	0	0	0	0
PG	Male	59	0	0	0	59
	Female	54	0	0	0	54
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	63	60	56	63
	Female	24	19	17	17
	Others	0	0	0	0
ST	Male	44	37	40	52
	Female	19	23	25	30
	Others	0	0	0	0
OBC	Male	162	119	130	140
	Female	51	38	40	40
	Others	0	0	0	0
General	Male	429	418	362	365
	Female	133	96	98	92
	Others	0	0	0	0
Others	Male	1	2	2	5
	Female	0	0	0	0
	Others	0	0	0	0
Total		926	812	770	804

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The institution understands the importance and fruitfulness of interdisciplinary and multidisciplinary aspects of human existence whether in the research field or the multi-facet dimensions of life and living. Multi-disciplinary approach in the curricula is reflected through careful selection of courses and subjects for the learners within its limited purview at present. Knowledge sharing by experts in various non-academic field is streamlined in order to provide a holistic approach for the learners. Experiential learning model is undertaken extensively by the institutions through various methods like fieldwork, extension works and projects. Opening of the science stream at the graduate level have enhanced more</p>
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	<p>academic flexibility towards interdisciplinary approach, and the privilege to chose from a plethora of subjects. Besides this the college has plan to start physical education, food technology and modern farming etc.</p>
2. Academic bank of credits (ABC):	<p>The institution advocates access, openness, fluidity and flexibility in the education system through already implemented CBCS system. Since the teaching-learning mechanism of the college is operated through a blended mode, student can avail a smooth Academic Bank of Credit process on the courses offered in the college with the implementation of New Education Policy. The existing CBCS system has prepared the learners to complete their programmes within stipulated time in order to enhance smooth transitions to a four year degree course. It will enable the management to tackle dropout rate and poor enrolment ratio among the students of the institution who are mainly from socially and economically underprivileged sections.</p>
3. Skill development:	<p>The college recognizes the importance of vocational and career oriented education for the self-employment of the students. Considering the ever increasing competition for the jobs in the market and based on the availability of expertise within the college , the institution is planning to run the following skill development courses for the students namely; i. Digital Marketing ii. Modern Farming iii. Acting and dramatics iv. Skill development courses like soft skills v. Communication skills etc.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>Keeping in mind the multi-lingual nature of the state of Assam, we are planning to start online courses on translation for students where they will be given knowledge of translating texts and poems from English to various regional Indian languages. In addition, the college also provides infrastructure for learning Xattriya Dance and dramatics in the college campus. Some of faculties of our college further have plans to translate a number of curriculum books in the Indian language i.e. Assamese. The institution also provides infrastructure for learning Sanskrit, one of the ancient language in the World on weekly basis. The use of Assamese language as a major mode of communication in the classroom enables the native learners to understand the topic clearly. Apart from Assamese, Hindi and English are also used as a</p>

	medium of instruction in the examination. The college conducts workshops, ad-on course and lecture series on Yoga.
5. Focus on Outcome based education (OBE):	The 3 year degree course BBA which has been already started in the college is based on achieving certain outcomes. The students after completion of the course may go onto become investment brokers, stock brokers, financial planners, risk managers, business analyst etc. The college has plans to start ad-on course on physical education and yoga to give the students, who are active in sports, a platform and a direction for their uplift in the field of sports.
6. Distance education/online education:	The college already has study centre of distant education under Gauhati University and KK Handique State Open University. Under IDOL of Gauhati University several courses are provided to students at UG & PG level. KK Handique State Open University has also sanctioned its approval to open and run several UG & PG courses in the college campus.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	The importance of developing the practice of citizenship development for electoral participation is vital for investment in future of democracy. Citizenship development in a democracy is about developing effective electoral engagement, participation, making informed choices and ethical ballot decisions. In the given context, one of the key goals of society is to have active democratic citizenship originating in integrated civic and voter education and electoral participation right from a young age. With that primary objective of sensitizing the student community about democratic rights, the Nagaon GNDG Commerce College set up an Electoral Literacy Club. The objectives of Electoral Literacy Club are as follows. <ul style="list-style-type: none"> • To create democratic awareness among students. • To increase participation of students in the electoral process. • To register first time voters. • To give systematic education to voters. The college intends to conduct training programmes on voting behaviours and send students to take part in demonstrations.
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<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>The Nagaon GNDG Commerce College has a functional ELC with the following Office Bearers; 1. Dr. Bipin Ch. Goswami, Assot. Prof., ELC Coordinator 2. Prof. Aranya Jyoti Gayan, Asstt. Prof., Asstt. Coordinator 3. Mr. Nayan Jyoti Bora, Junior Asstt., Member 4. Md. Anarul Islam, GS NGNDGCCSU 2021-22, Member 5. Miss. Pyanji Sarkar, Secretary, Girls Common Room, NGNDGCCSU 2021-22, Member 6. Sri. Utpal Kr. Chaudhary, M.Com 1st Sem (Student Representative), Member 7. Miss. Kusi Thausen, BBA 3rd Sem (Student Representative), Member The committee works closely with the faculty Coordinator who provides guidance and support to help ensure the success of the club's initiatives.</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>For queries and information gathering regarding citizenship development for electoral participation by the students, the college has provided a link to the "National Voters' Service Portal" at the college website.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>The ELC of the college takes initiatives that are socially relevant to electoral related issues especially awareness and interaction programme highlighting their contribution for advancement of democratic values and participation in electoral processes. The college ELC demonstrations the same to the students at the time of Student Union Election highlighting the electoral process and the role of students in it.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>The ELC of the college organize sensitization programme for enrolling the students who are 18 years above in the Electro/Voter list and casting of votes in elections. For the same the college has provided a link to the "National Voters' Service Portal" at the college website.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
943	926	812	770	804

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

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

Response: 22

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

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

2022-23	2021-22	2020-21	2019-20	2018-19
22	23	22	22	21

3 Institution

3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
91.10153	40.61821	105.53552	99.48977	50.20039

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

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

Response:

The college is affiliated to Gauhati University and offers Undergraduate and Master Degree Programme in Commerce and Bachelor Degree in Business Administration and designated certificate courses by each department. It adheres to the curriculum prescribed by the affiliated University.

Academic Planning: The College devises its academic calendar as per its Parent University calendar with minor modifications to facilitate its internal functioning. The institution's academic calendar is prepared by the Academic Committee of the College. The curriculum delivery is planned through a well-designed class routine, teaching plans, lesson plan and periodical evaluation of Syllabus Progression Report by the Principal.

Academic Implementation & mentoring

The curriculum delivery is realised through a well-designed class routine which is prepared before its academic session so as to cover the entire syllabi well in advance of the semester examination. 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. The mentoring system is practiced specially to supplement this kind of academic framework with extra academic support the students required. Departmental Advisory Committee meetings are convened by the Head of Departments (HoD) at regular intervals for taking assessments of syllabus completion status by the individual faculty members, as well as for planning other academic activities like having student seminars, field works, class tests, allotment of assignments, etc.

The college conduct induction programme to help the students understand the curriculum structure and its effective delivery. The students are encouraged to use the computer lab and library. Innovative method of teaching like ITC based teaching, experiential learning, participative learning are practiced to familiarize students to the modern methods teaching - learning and exchanging information. Whatsapp group of students are created to pass on all required academic and relevant information. Review of syllabus progression and students performance reports its collected by Principal and regular interval.

Faculty Development Programme and Skill Upgradation of faculties.

The teachers are encouraged to participate in various Orientation Programme, Refresher Courses under HRDC MOOCS, SWAYAM etc from time to time. For continuous Upgradation of the skill and teaching

learning methodology, teachers are encouraged in doing short term courses from time to time.

Evaluation of students

Continuous evaluation process is implemented as per timeline and format prescribed by the affiliated university. Class assignment, class test, class presentation are regularly conducted to assess the progress of each and every students. Sessional test are held as per guideline of the University. Internal marks are allotted based on class attendance, assignment and Sessional test. The internal assessment marks of the students are allotted by different departments on the basis of different parameters like class attendance, home assignments, Sessional Examination, etc.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

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

Response: 7

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

1.2.2

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

Response: 5.55

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

2022-23	2021-22	2020-21	2019-20	2018-19
170	0	0	34	32

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

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

Response:

The curriculum has relevant multidimensional issues on gender, human values, environment and sustainability. Subjects like human resource management, customer relationship, marketing management, entrepreneurship, etc. represent human values, gender sensitivity, environmental and sustainability in the syllabus. A few examples of the curriculum integrating cross cutting issues are listed below:

GENDER SENSITIVITY:

Subjects like entrepreneurship, human resource Management, literature include various aspects of women empowerment and gender equality in every walk of life. The faculty members are encouraged to take part in various gender sensitization programmes and courses at various point of time. The Women cell of the college has been organizing different programmes on Women empowerment and gender sensitization. The Women Cell of the college along with NSS Unit actively participated in a 16 days (sixteen days) campaign “On Violence against Women and Girls” organized by Women and child development Department govt. of Assam. The college has organized a two days’ workshop for girls for strengthening a healthy mind and self-confidence.

PROFESSIONAL ETHICS AND HUMAN VALUES:

The College conducts regular induction programmes for the students to inculcate proper discipline, manners and ethical values of Professional and personal life. The curriculum includes certain subjects like Entrepreneurship, Principles of Management where topics like Corporate Governance, Business

ethics are widely covered. Besides, the teachers include various issues on human values and ethics in one to one mentoring of the students. The students are encouraged to take part in various social activities like Blood Donations, Cleanliness drives and maintaining hygiene in and around the college premises. The NSS and NCC cadres actively participate in various socio economic and cultural programmes conducted by the college and district administration from time to time. The college organizes various Career Counseling guidance programmes to inculcate professional ethical practices among the students. The mentors are entrusted with special assignments to impart knowledge on morality, disciplines and relevant ethical issues.

ENVIRONMENT AND SUSTAINIBILITY:

A compulsory paper on Environmental studies is taught at the Undergraduate level which imparts knowledge to the students on various environmental issues. The college actively participates in various environmental awareness programmes and campaigns. It is a regular practice to celebrate the World Environment Day every year with programs like seminars on environmental issues, tree plantation, etc.

SKILL ENHANCEMENT:

A compulsory part of skill enhancement paper forms 50% of the Entrepreneurship Course for which students need to submit project report and appear Viva for the same. Subjects like Insurance, Investment in Stocks imparts practical knowledge in acquainting students with the skill of handling Share market operations and insurance Sector. Besides curriculum oriented skill enhancement courses, the college has introduced various skill enhancement courses like Yoga, Sales and Marketing, Travel and Tourism, Soft skills, etc. so as to enable the students to acquire the basic skills in various fields of professional and extra-curricular activities. The college has signed a MoU with Angabhinoy a leading cultural organisation for imparting dance lessons and conducting workshops on dance, drama, and other cultural activities.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

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

Response: 36.48

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

Response: 344

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

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

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

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

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 87.22

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

2022-23	2021-22	2020-21	2019-20	2018-19
405	416	345	305	317

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
435	435	410	385	385

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

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

Response: 71.62

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

2022-23	2021-22	2020-21	2019-20	2018-19
130	101	93	104	107

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

2022-23	2021-22	2020-21	2019-20	2018-19
160	161	150	138	138

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

2.2 Student Teacher Ratio

2.2.1

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

Response: 42.86

2.3 Teaching- Learning Process

2.3.1

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

Response:

Nagaon GNDG Commerce College always aspires/aims to make teaching-learning a two-way process by encouraging and motivating the students to actively participate in the teaching-learning activities. Our college has adopted a number of student centric methods like experiential as well as participatory learning to ensure active participation of our students in the teaching learning process.

Experiential Learning:

Our college has adopted the following measures for effective experiential learning:

1. Project work
2. Field surveys and other value added activities
3. Group discussion
4. Student seminar and quiz
5. Preparing posters
6. Editing departmental wall-magazine
7. Paper presentation in the college
8. Interactive sessions with experts/resource persons in various fields

Participative learning:

Following methods are adopted in our college to promote participative learning:

1. **Faculty exchange programme:** Faculty exchange programmes are organised at the local level by the college to accelerate mutual exchange of ideas and knowledge
2. **Educational visit outside the institution:** Visits to higher educational institute and prominent places outside the college are organised.
3. **Quiz and Debate competition** are arranged by our college in order to facilitate participative learning
4. **Brotherhood:** Senior students are encouraged to involve in discussion with their juniors for mutual benefit.
5. **Role Playing:** Our students participate in mock classroom teaching, where they are allowed to discuss with their peers some topics for a particular span of time.
6. **Problem solving methodologies:** in order to enhance learning experience through problem solving methods, our college uses the following methods:

1. Home assignments for each subject/paper
2. Projects
3. Individual and Group projects help our students to identify and solve practical problems and finding out their solutions.

Teachers using ICT enable tools:

1. Our college has smart classrooms, where there are provisions for power point presentation, showcasing of videos and audios related to our course curriculum.
2. Our College has a computer Lab and it is running under IT Department.
3. Our college has Wi-Fi facility for all the students inside the college campus.

4. All of our staff are well familiar with the latest ICT tools. In order to strengthen the knowledge base, all our faculties have participated in the FDPs on Google Classroom and Zoom.
5. During Covid-19 pandemic, all our teachers have successfully conducted online classes and exams through Google Meet, Google Classroom and Zoom.
6. On-Line lectures are organised by the college regularly.
7. Our college encourages our faculty member to participate in training programme, workshops, seminars, conferences related to the ICT use for bringing innovation in teaching-learning process.
8. Our college encourages the faculty members to participate in Refresher Course, Orientation Course, Short Term Course through online mode.
9. In order to keep the students and teachers' pace with the changing scenario, college library is regularly updated with online resources.
10. The college enjoys high speed internet connection through broadband connection.
11. All the departments in our college have departmental Whatsapp Group that serves as a digital link between the students and departments.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

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

Response: 100

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

2022-23	2021-22	2020-21	2019-20	2018-19
22	23	22	22	21

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2

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

Response: 48.18

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

2022-23	2021-22	2020-21	2019-20	2018-19
12	12	11	9	9

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1

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

Response:

Our college sincerely follows all the guidelines issued by the Gauhati University from time to time. The college maintains utmost transparency in respect of internal examinations.

Transparent:

- All the students are informed in advance in respect of internal examination date and timings. The information related to internal examinations is displayed in the college central notice board as well as departmental notice board and college website. Information related to internal examination is also circulated through departmental whatsapp group by the teacher as well as students union body members.
- The students who fail to appear in the internal examination are given a second chance to appear in

the examination at a future date.

- In order to ensure proper, smooth and fair conduct of various semester examinations, invigilators are allotted duties by the college authority.
- Answer scripts of the internal examinations are shown to the interested students in the department.
- Sometimes guardians are also called to the college, if the students perform very badly in the examinations.
- The Examination rooms are under the continuous surveillance of CCTV.

Time bound:

- The exact dates and timings of internal examination is mentioned well in advance by the Internal Examination Committee.
- Sessional examination is conducted in each semester.
- Room-wise seating arrangements are prepared at the proper time by the Internal Examination Committee.
- The Internal Examination Committee gives deadlines for submission of question papers for the faculty members.
- All the faculty members of our college are engaged for the time bound evaluation of answer scripts.
- Internal assessment marks are submitted to the Coordinator of the Internal Examination Committee within due time.
- Mark sheets of internal examination are timely displayed in our college in the central notice board as well as departmental notice board.
- All external examination are conducted in the stipulated time as per the academic calendar of the Gauhati University.

Efficient:

- Error in question papers, if any, are brought to the notice of the Internal Examination Committee and corrections are made immediately.
- While preparing question papers, guidelines of Gauhati University are strictly followed.
- It is compulsory for all the students to appear in the Sessional Examination in every semester, failing which no internal assessment marks are assigned to the students. However, under exceptional circumstances like medical emergencies, accidents, natural calamities etc. the students are allowed to appear on a suitable future date.
- The attendance of students is strictly monitored while assigning marks for internal assessment.
- Submission of home assignment in each subject is compulsory in every semester.

Grievances of the students related with internal examination, internal assessment such as correction of marks, totaling of marks, scrutiny of papers if any are done immediately by the faculty members of the concerned department. The grievances related to the External/Final Examination are redressed by the university. The faculty members and office staff provide necessary advice and guidance in this respect. However, there is a special cell for handling all kinds of grievances in our college, known as Grievance Redressal Cell. In case of any grievance or dissatisfaction, students can also contact the committee.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

The Programme Outcome and Course Outcome are adopted for all B.Com, BBA and M.Com in accordance with the Gauhati University guidelines. Course Outcomes are measured through the performance of our students in the classes, home assignments, project writing, internal evaluation as well as external evaluation. Programme specific Outcome are measured with the help of performance of our students both in academic and non-academic activities. The performance of the students in the internal and external examination, home assignments, participation in the class activities, their role in departmental activities, etc are some criteria on the basis of which Programme specific Outcomes are measured.

There are 3 Programmes in our college namely B.Com (H), M.Com and BBA.

Programme Outcome

B. Com:

- Equipping Students in getting theoretical and practical knowledge in Accountancy, Management, Finance, Economics, Marketing, Taxes, Information Technology, etc.
- The programme enables students in acquiring knowledge, skills, aptitude to face the challenges of modern day business.
- The programme cultivates entrepreneurial spirit among our students and encouraging them to participate in social and commercial issues effectively.
- Encouraging team spirit, proper time management and creating capability to cope up with recent technologies.
- Implementing knowledge regarding finance, saving, trading, etc. in stock market.
- The programme enables the students in recognizing different value system, ethics and moral values in their day to day life and making them more responsible.
- Promoting communicating skills among the students to limit and reduce social and linguistic gap.

· Enabling the students to develop critical thinking for innovative learning and research works in trade and commerce.

BBA:

- To provide knowledge regarding the basic concepts, principles and functions of management.
- To use analytical and reflective thinking techniques to identify and analyze business problems, develop viable solutions and make effective decisions.
- To develop business and entrepreneurial aptitude among the students.
- To equip students with knowledge related quantitative and qualitative techniques in solving business problems.
- To inculcate skill and competencies in the field of international business and finance.
- To sensitize students with ethical and legal issues.
- To develop students effectively in acquiring interpersonal communicative techniques.
- To create environmental awareness among the students so that they can extend sustainable development in the society.

M.Com:

- To impart quality education in order to meet the needs of academics and prepares students for research and teaching backed with critical thinking and problem solving capabilities.
- To acquaint with conventional and contemporary areas of commerce as well as to be well versed in national as well as international trends.
- To encourage sense of responsibility and accountability by promoting ethics, professional and moral values for conducting Business, Accounting and research practices.
- To understand role of regulatory bodies in corporate and financial sectors and to have focus on various aspects of national and global development on commerce and its relevant areas.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Our institution regularly evaluates the performance of students through various methods for measuring the attainment of program outcomes and course outcomes. As per the Gauhati University guidelines 80% of the marks are given to the students from end semester examination and 20% of the marks are assigned for internal assessment. The students enrolled for certificate courses are evaluated by the institution itself. Following parameters are used for evaluation of attainment of program outcomes and course outcomes:

1. **End Semester University Examinations:** Gauhati University conducts end semester Examinations and the performance of the students provide us the base for measurement of attainment of program outcomes and course outcomes.
2. **Internal Examinations:** As part of internal assessment, group discussions, home assignments, seminar presentations, sessional examinations per semester are conducted. Proper seating Arrangements, examination routine, etc. are prepared and the students are given necessary information well in advance. After proper evaluation, marks are displayed in the college notice board as well as departmental notice board.
3. **Feedback Evaluation through Internal Students Satisfaction Survey:** Our College collects feedbacks from the students through student satisfaction survey regarding program outcome and course outcome.
4. **Feedback from Alumni and Employers:** Feedback is also collected from Alumni during its meeting or via E-mails. The college receives mails and phone calls from prospective employers for verification of student records from within and outside the state.
5. **Placement:** One of the most important program outcome evaluation tool is employability of our students upon successful completion of their degree program. The college organizes placement drives from time to time. The passed out students of our college are getting employment in both private as well as public sectors. Many of our students are now established entrepreneurs in our society.
6. **Academic Audit:** Academic Audits are done by our college in regular intervals to evaluate our program outcomes and course outcomes.
7. **Higher Studies:** Records of our students pursuing higher studies also serve as a measure for the evaluation of attainment of program outcomes and course outcomes. Our students move for higher studies within as well as outside the State for pursuing higher studies.

Our college tries to bring out a judicious mix of both co-curricular and extra-curricular activities throughout the academic session for successful attainment of Programme Outcome and Course Outcome. These include quality education through various learning tools, augmenting leadership quality and soft skills of the students through participations in team works. Such team works include participation in cultural activities college week, event management, cleanliness drive, tree plantation programmes and other intuitional activities.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3**Pass percentage of Students during last five years (excluding backlog students)****Response:** 68.4**2.6.3.1 Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
222	117	149	104	198

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

2022-23	2021-22	2020-21	2019-20	2018-19
276	216	250	205	208

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

2.7 Student Satisfaction Survey**2.7.1**

Online student satisfaction survey regarding teaching learning process**Response:**

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

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

Response:

Our college being a college of commerce has created a conducive environment where students can engage themselves in various creative platforms that help them in decision making, critical thinking, problem solving, interdisciplinary learning and at the same time taking up leadership roles. These are included by imbibing the following practices.

Curriculum:

The curriculum of the commerce stream is in itself a facilitating pathway to direct our students towards critical thinking and interdisciplinary learning. Along with the regular commerce subjects like accountancy, management and banking they are also taught about environment, communication skills and soft skills, vernacular and world literature and Information technology.

Human Resource Development:

The faculty of the college who are the primary source for knowledge transfer to students are recruited through a meticulous procedure and they are required to upgrade themselves continuously through faculty improvement programs. The college follows the PBAS system of faculty upgradation.

Collaborations and MOU's :

The institution has informal collaborations and MoU's with local industries and organisations, educational institutions and the regional universities in order to boost the teaching learning environment of the college and also promote awareness among students regarding career and personal growth, entrepreneurship development, research guidance, physical and mental health and wellbeing, and extra curricular aspects.

Networking with organisations for knowledge transfer:

There is networking with schools and colleges of the locality and with business houses and financial institutions. The entrepreneurs, business houses and financial institutions offer the required knowledge and skill necessary for various entrepreneurial ventures and the institution too takes initiative to transfer knowledge to the various stakeholders of their neighbourhood through the schools and colleges of the locality. Our teachers are invited as resource person to give specialized information on certain subjects and we also invite students from neighbourhood locality to sensitize them on concerned issues.

Entrepreneurial Awareness programmes.

Local entrepreneurs of Nagaon district are invited to address the students present and discuss various issues related to entrepreneurial development in students, women empowerment which includes financial literacy independent decision making capacity and awareness about the opportunities that are available for enterprises. Collaborations with institutions like Assam Skill Development Mission, NGOs, financial institutions etc. help in knowledge transmission.

Inter Departmental Activities :

The departments organize collaborative activities that ensures cross functional cooperation and knowledge exchange as well. Interdisciplinary learning help to broaden student's horizon of learning and exposes them to a variety of subject areas. The broad areas of deliberation and interaction with students include subjects like Intellectual Property Rights, Career Choices and Options after B.Com, Entrepreneurship Development, Research Methodology for Students, Mental Health and Stress Management, Time Management etc.

Short term courses:

The short term courses offered by the institution are a broad platform for knowledge transfer on multidisciplinary topics.

Seminars and Conferences: A good number of seminars and conferences are organized which serve as a platform for transfer of knowledge among the faculty and students on various subjects that are connected to their curriculum and also on topics like entrepreneurship development, research methodology etc.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

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

Response: 33

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

2022-23	2021-22	2020-21	2019-20	2018-19
09	08	08	02	06

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards**3.3.1**

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

Response: 0.41

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

2022-23	2021-22	2020-21	2019-20	2018-19
1	2	1	2	3

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

3.3.2

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

Response: 0.73

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

2022-23	2021-22	2020-21	2019-20	2018-19
5	8	1	1	01

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

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and

sensitizing the students to social issues for their holistic development during the last five years.

Response:

The extension activities undertaken by the college can broadly be grouped under categories of environmental awareness, tree plantation, distribution of paper bags, blood donation, health and hygiene awareness programmes in the community, awareness programmes on Corona Virus and the necessity of vaccination, community service, gender sensitization programmes etc.

Gender Sensitization activities including activities related to gender sensitization that promote gender equality and awareness. Students become more empathetic, respectful, towards the opposite gender and become conscious of gender-related issues.

Blood Donation: Students participating in blood donation drives can cultivate a sense of altruism and responsibility towards the well-being of others.

Health and Hygiene Awareness programmes enhance students' knowledge about health issues and awareness of childhood cancer risks, eye disorders and its prevention. This leads to better personal health practices and awareness of community health issues.

Patriotic Activities like cycle rallies on national days like these activities can foster a sense of patriotism and civic duty among students, helping them connect with their country's values and history.

Environmental awareness programmes like Tree plantation, Distribution of water bottles and paper bags, community service that includes cleaning of villages, cleaning of the river Kolong etc. promote environmental awareness and develop a strong sense of responsibility towards protecting the environment.

Cleanliness drives in the community: This initiative helps to instill a sense of cleanliness and civic responsibility among students and they understand the importance of sanitation.

Corona Awareness programmes: In the context of the COVID-19 pandemic, awareness programs on vaccination, distribution of masks and sanitizer, educate students about public health measures and disease prevention, making them more responsible citizens.

Cultural programmes like street play, dance drama, cultural rally helps to promote diversity and inclusivity, helping students appreciate different cultures and traditions.

Entrepreneurship development and Women empowerment programmes organized in the nearby villages fulfill the commitment of the college for contributing towards the uplift of the community. It also empowers our students by making them industrious and by helping them to learn by doing.

Social survey as an extension activity in education help students learn practical skills in designing, conducting, and analyzing surveys, which are valuable in various careers and for research purposes. It encourages critical thinking. Moreover, students gain a deeper understanding of social issues as they explore various topics.

That involve interactions with the local community, fostering a sense of engagement and responsibility and they gain insights into the perspectives and experiences of others, fostering empathy and broadening their worldview. By learning planning and organization, students can apply their classroom knowledge to real-world situations, and become a part of community initiatives. It gives them a sense of purpose and achievement. At the same time, it connects students with the real world and promotes active citizenship.

The impact of these activities can vary from individual to individual, but they often lead to more socially aware and responsible students who are better equipped to engage with and contribute positively to their communities and society as a whole

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2

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

Response:

The college has been undertaking a good number of extension activities with the active participation of students and teachers in nearby locality and also in the adopted villages.

During the Covid Pandemic too, our students were vigilant and took some steps along with the teachers in the neighbourhood locality to sensitize the people about the situation and make them aware about the necessity of using face masks and maintaining hand hygiene by using sanitizers and hand wash. Programmes were also organised by the NSS and the extension activities cell under UBA to generate awareness about Covid vaccination. The students participated in these activities at a time when the danger of the pandemic was at its peak and people were quite reluctant to step out of their homes. This show of exemplary courage and their sense of commitment towards the society was truly commendable. This activity of exemplary work and fortitude shown towards humanitarian cause at the frontline of Covid Pandemic earned for the college a certificate of appreciation from Indian Society for Training and Development (ISTD), Guwahati Chapter and ARHAN, (Association of Reforms for Healthy Advancement of Nation) in 2021.

The college was awarded certificate of appreciation from the Office of the Joint Director of Health Services, Nagaon and Blood Centre of BP Civil Hospital, Nagaon for the noble and humanitarian service shown for the needy people of the society through the voluntary blood donation camp organised by the NSS unit of the college on 14-6-2022.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3

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

Response: 21

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

2022-23	2021-22	2020-21	2019-20	2018-19
10	8	3	0	0

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

3.5 Collaboration**3.5.1**

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

Response: 12

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

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

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

Response:

The total area of the college campus is 3 acres 1 katha 11 lossa. The college has adequate facilities for healthy and quality teaching learning experience of the students. There are 21 well-structured classrooms for Major and General Courses. There are 8 departments with specific identity in the college. There are 9 digital class rooms along with 2 digital smart halls. Digital classrooms in various departments are providing adequate modern facilities of teaching-learning process. There are 2 seminar halls in the college wherein the programs of academic importance are organized for the benefit of the students and faculties. There is a computer lab of the college to provide computer practical for the students. There are 40 computers in the college for both students and teachers. There is a central library with a good collection of texts, references, journals, magazines and other important collections. The library is confined with area 2640 sqft. The college has one Indoor stadium confined with area 3857sqft. The stadium includes two badminton courts, two table tennis courts and has artificial flooring. It has also a platform to distribute the prizes to the winners. The indoor stadium has washroom facilities for both boys and girls. Besides the central library, a few departmental libraries are in the college with a good collection of books as their own, for both students and teachers. Further, the college has one gymnasium room, girls common room, teachers common room, departmental room, an examination control room, boy's common room, Guest House, Grade IV staff quarts, canteen which is under construction, shopping complex (M cycle showroom, Hotels, Hardware store) and Girls hostel accompanied by Warden quarter and a guest shed. Administrative block is also computerized for form fill-up, admission, registration and other academic and administrative activities of the students. College has also separate car parking facilities for college staff and students. College has separate toilet facilities for boys and girls. The college has ramp facilities for PWD students followed by separate toilet facility too.

The college has adequate facilities for extra- curricular development of the students. The college has a good environment of music and dance, sports (indoor and outdoor) and drama.

Culture:

The cultural activities of the college are a good addition to social harmony. College has a well build auditorium cum stage for cultural performances and other activities. In this auditorium various cultural events are organized by the college authority and other bodies during college week and other lean period in the college.

Gymnasium:

There is a well -equipped gymnasium in the college. Students both boys and girls practice regularly in the Gymnasium.

Yoga Centre:

There is a yoga center in the college. In this yoga center yoga classes are done and international yoga day is also celebrated by faculty and students every year.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

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

Response: 49.76

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

2022-23	2021-22	2020-21	2019-20	2018-19
58.67064	16.90676	80.61837	24.75481	11.59263

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

4.2 Library as a Learning Resource

4.2.1

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

Response:

The library of Nagaon GNDG Commerce College was established in 1984. The library has a good collection of 12432 reading materials including texts, references, journals, manuscripts, special collection of women studies, rare books, PhD Theses and MRP reports etc. One effective part of the college library is the departmental libraries, which are related to the central library. There are a few departmental libraries in the college which provide a good academic response to both teachers and students and each of them has a good amount of text books, references, journals field reports, projects etc.

The Library offers various services like automated circulation of books, OPAC, reprography, library orientation; CCTV cameras are installed inside the library for strict surveillance.

Software for university and college libraries (SOUL) is a state of the art of integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college libraries. It is user friendly software developed to work under clients' server environment.

The various benefits of SOUL

1. Support cataloguing of electronic resources such as e-journals, e-books virtually any type of material.
2. Support online copy cataloguing and it will support bibliographic database.

Major features and functions of SOUL 2.0 are:

- UNICODE-based multilingual support for Indian and foreign languages;
- Supports multi-platform for bibliographic database such as MySQL, MS-SQL or any other RDBMS;
- Supports cataloging of electronic resources such as e-journals, e-books, virtually any type of material;
- Supports requirements of digital library and facilitate link to full-text articles and other digital objects;
- Provides default templates for data entry of different type of documents. User can also customize their own data entry templates;
- Provides freedom to users for generating reports of their choice and format along with template and query parameters;
- Supports ground-level practical requirements of the libraries such as stock verification, book bank, maintenance functions, transaction level enhanced security, etc.;
- Provides facility to send reports through e-mail, allows users to save the reports in various formats such as PDF, Excel, MARCXML, etc.;
- Highly versatile and user-friendly OPAC with simple and advanced search. OPAC users can

export their search results into PDF, MS Excel, and MARCXML format;

- Supports authority files of personal name, corporate body, etc.;
- Supports data exchange in ISO-2709 standard;
- Provides simple budgeting system and single-window operation for all major circulation functions;
- Supports global search and replace functionalities;
- Online software update;
- Available at an affordable cost with strong institutional support.

SOUL 2.0 consist of following modules:

- Acquisition.
- Catalogue.
- Circulation.
- Serial controls.

Name of ILMS Software: SOUL 2.0

Nature of automation: Partially

Version: 2.0.

Year of automation: 2010

Reprography:

Reprographics services are the reproduction of graphics through mechanical or electrical means. Its most common methods include digital & offset printing, scanning, photography and xerography, covering both physical (hard copy such as printing and paper) and digital reproductions of documents and images. Nagaon GNDG Commerce College has the Reprography facilities which are most important for library management as well as library goers.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

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

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

Response:

For the up gradation of teaching learning process, the college always strives for updating of the IT facilities. The college has one central Computer Centre and with LAN for providing academic and computing facilities to the faculty and students. The departmental class rooms have computers and multimedia projectors. The library uses SOUL 2.0 for library management system. Issue and receipt of books are maintained by SOUL Software. College office is equipped with updated computers and software. Every computer has separate printers and two Xerox machine is used specially for office. A separate Xerox center is set up in the college for students and outsiders of the college. Computer facility with printer is provided in the Examination control room also. The College office, library and Departments are provided internet facility through Wi-Fi. The college has a website with all required information of the college.

The college has a well-equipped Computer Lab having forty numbers of desktop and one interactive display to conduct classes. The Lab is connected with Wi-Fi facilities for internet. The students are benefited directly from the Wi-Fi facility during the college time. The faculties also benefited from the facilities accompanied by the official works also.

The college has nine numbers of digital classrooms and two numbers of digital smart halls. The students are highly benefited from the smart classes. The teachers are incorporated and satisfied with the digital classroom in their daily academic routine.

The departments of the college are connected by intercom facility. The authority can communicate with the faculty when necessary.

The administrative blocks is fully computerized connected with LAN and have broad band connection to carry out the smooth functioning of the day to day activities of the college. The college admission, registration, registration for examination and other exam related works particularly internal evaluation updates to the university. Moreover college, university and govt. related activities are done through the internet facility.

The college has one central Computer Centre and with LAN for providing academic and computing facilities to the faculty and students. The departmental class rooms have computers and multimedia projectors. College office is equipped with updated computers and software. The College office, library and Departments are provided internet facility through Wi-Fi. The college has a website with all required information of the college.

IT facilities:

IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources. The IT facilities are taken stock of by the administrations and they are modified or changed whenever necessary.

WiFi is an increasingly important tool for students in the modern world. It allows them to stay up-to-date on their studies, access online materials, and stay connected with fellow students. WiFi is also growing in

importance as mobile technology takes off among students.

Advantages of Wi- Fi:

- Increased efficiency.
- Flexibility.
- Cost savings.
- New opportunities.
- Security.
- Installation problems.
- Coverage.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2

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

Response: 23.58

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

Response: 40

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

4.4 Maintenance of Campus Infrastructure

4.4.1

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

Response: 35.37**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
17.63711	13.41720	18.28196	59.45815	28.07303

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

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

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

Response: 78.47

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

2022-23	2021-22	2020-21	2019-20	2018-19
887	743	812	412	485

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

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

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

Response: A. All of the above

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

5.1.3

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

Response: 0.05

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

2022-23	2021-22	2020-21	2019-20	2018-19
2	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

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

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

Response: A. All of the above

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

5.2 Student Progression

5.2.1

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

Response: 32.41

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

2022-23	2021-22	2020-21	2019-20	2018-19
60	60	53	23	60

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

2022-23	2021-22	2020-21	2019-20	2018-19
222	117	149	104	198

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

5.2.2

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

Response: 0.94

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

2022-23	2021-22	2020-21	2019-20	2018-19
3	1	0	1	0

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

5.3 Student Participation and Activities

5.3.1

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

Response: 4

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

2022-23	2021-22	2020-21	2019-20	2018-19
4	0	0	0	0

File Description**Document**

Upload supporting document

[View Document](#)

list and links to e-copies of award letters and certificates

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.3.2

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

Response: 2

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

2022-23	2021-22	2020-21	2019-20	2018-19
9	0	0	0	1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

5.4.1

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

Response:

Nagaon GNDG Commerce College has an active alumni association. The members of the association actively participate towards development of the college through various academic and non-academic works. The first Committee of the Alumni Association of Nagaon GNDG Commerce College was as follows:

President: Dr. S. K. Pandey

General Secretary: Dr. Kalpendra Das

Asstt. General Secretary: Mr. A. J. Gayan

Treasurer: Mr. R. P. Patar

The important office bearers of current Alumni Association are:

President: Mr. Rupak Sarmah

Working President: Dr. Satyendra Kr. Pandey

General Secretary: Mr. Aranya Jyoti Gayan

Asst. General Secretary: Mr. Pradip Borthakur, Mr. Pawan Kundu

Treasurer: Mr. Debasish Bhagawati

Asst. Treasurer: Mr. Sakhar Jyoti Das

During the time of last five years, the alumni association of the college has been providing various support services to the college, which are enumerated below.

1. During the time of Covid Pandemic, i.e. in 2020-21 year, members of the association lent their support to vaccination programme which was conducted in the college.
2. During 2021-22 session, alumni association donated a water fountain in the college campus which is an important step towards beautification of the college.
3. During 2022-23 session, alumni of the college provided many infrastructural facilities with the help of their alumni fund, in the college campus. A prominent alumni Mr. Rupak Sarma who is present MLA of Nagaon Sadar Constituency has declared in their last executive, to donate two water coolers for the benefit of the students of the college within a very short time. Besides that the committee has decided to start a 'Book Bank' for the poor students of the college. The alumni association of the college organizes workshops and seminars time to time for the academic as well as non-academic like skill development for the benefit of the students.

Following are done by the Alumni Association:

1. Extension work in the neighborhood
2. Cultural Programme
3. Free Health Camps
4. Workshop on self-employment
5. Blood donation camp

Alumni Association has formulated a set of bye laws for its smooth functioning. It has developed a mechanism of voluntary contribution and donation towards college affairs, although not on a large scale. Nagaon GNDG Commerce College Alumni Association has been making quite a significant contribution since its inception.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

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

Response:

: Vision:

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

Mission:

1. 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.
2. To turn individuals into cross functional leaders and strategists who can influence and handle challenges of business.
3. To promote learning by students and faculty in order to achieve the desired excellence in education.

Nagaon GNDG Commerce College is a premier institution of higher education in commerce in the Central Assam Region. The College with a dedicated teaching faculty and an efficient administrative staff under the guidance of an able principal makes a sincere attempt to prepare the students for a good career in commerce and industry and helps them to build up character and personality as becoming of responsible citizens. The vision of the college is to serve as an effective instrument of development and change in a globally competitive environment by providing quality education. The College offers ample opportunities to the students to develop their finer faculties in art, culture and literature and their individual potential in sports through competition and participation in various events throughout the year. The idea behind all these is to help and guide the students in the achievement of knowledge as reflected in the motto "VidyayaSadhayet" enshrined in the College emblem.

The College follows a participatory mode of governance with all the stakeholders participated actively in its administration. The governing body is the supreme authority in the management who involves in all the important matters and helps principal in formulation and implementation of the policies. The Principal takes decisions on every important matter in consultation with the Vice Principal, HOD of the

departments, teaching staff, non-teaching staff and the student union. Nagaon GNDG Commerce College has different committees, sub-committees and Cells to look after the different functional aspects of the college. The College authority delegate appropriate responsibility to all the Committees for effective and timely implementation of the perspective plans of the college. These committees hold meeting at regular intervals and whenever necessary and which is mostly presided over by the Principal of the college.

The College has adopted Four Year Under Graduate Programme (FYUGP) under NEP-2020 as per direction of Gauhati University from the session 2023-24.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

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

Response:

The College has successfully implemented the recommendation of NAAC second cycle of assessment. The College has given special emphasis on the infrastructure development for qualitative improvement of college education and all round development of the students. During the period, academic building, NCC office room, digital class room, ICT classroom, toilets for students are constructed. Moreover, with the help of suggestions from all the stakeholders, the College has prepared a long term strategic plan for next five years. The strategic plan has been divided into year wise and implemented the same accordingly. The strategic plan is prepared and implemented for overall benefits of the students. The Governing Body, Principal, HODs, IQAC, teaching and non-teaching staff of the College review the strategic development plan and take necessary step to execute such plan effectively and efficiently. The College follows transparent strategy for the students' admission which has been executed through online mode. Governmental reservation policy is also followed by the College in the admission process. The College has a very active N.S.S and N.C.C team. With the help of NSS and NCC, the College authority organized different activities such as cleanliness drive of the campus, plantation of tree, health camp, help during natural calamities etc. for the benefits of the society. The College organizes parents meetings regularly and obtains feedback from them regarding improvement of teaching learning process as well as overall growth of the institution.

Service rules:

The College strictly follows the service rules and procedures as laid down by the Education department, Government of Assam and University Grant Commission.

Recruitment:

The recruitments of permanent (sanctioned) teaching and library staff are done as per University Grant Commission (UGC) and Director of Higher Education (DHE) guidelines and non-teaching staff as per the norms of Government of Assam. For the recruitment of teaching staff a selection committee is constituted with the university representative, management representative, principal of the college, subject experts and head of the concerned department.

The College recruits the temporary teaching and non-teaching staff as and when required as per the guidelines laid down by the Governing body of the College. Non-teaching staff is recruited by the Govt. of Assam on the basis of written examination and personal interview.

Promotion:

The College follows the rules and procedures of the Director of Higher Education, Government of Assam and University Grant Commission (UGC) guidelines to promote the sanctioned teaching and non-teaching staff. For the promotion of teaching staff a Departmental Promotion Committee (DPC) is constituted with the university representative, principal of the college, coordinator of IQAC and head of the concerned department. Academic Performance Indicators (API) score of concerned teacher is calculated and the decision of the DPC is placed for the approval of the Governing Body of the College. The promotion of sanctioned non-teaching staff is executed by the Government of Assam.

There is no provision for promotion of the non-sanctioned staff. However, there is a provision for salary hike for the non-sanctioned staff @5% p.a as per resolution of the Governing body.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2***Institution implements e-governance in its operations***

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1

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

Response:

The College follows the guidelines laid down by the Directorate of Higher Education (DHE) of Assam for promotion of teaching and non-teaching staff. However, there is no provision for promotion of contractual teaching and non-teaching staff, but they are provided an annual increment @5% per annum.

Recognizing wellbeing of the employees, the College administration has undertaken a number of welfare measures for the overall benefits of the employees of the college. Following are the some welfare measures undertaken by the college administration.

1. Group Insurance is provided for all teaching and non-teaching staff.
2. Group Savings Linked Insurance (GSLI) is available for all sanctioned teaching and non-teaching staff.
3. Child cares leave is provided to the women employee as per Assam Government Rule.
4. Wi-Fi facility is available across the college campus.
5. Earn Leave is available to each sanctioned employees as per Assam Government Rule for medical and other emergencies.
6. Pure drinking water facility is provided to the employees of the college.
7. Canteen facility is available in the college campus for students, teaching and non-teaching staff.
8. Mutual Benefit Fund for teaching staff.
9. Annual incremental incentive is provided to all contractual teaching and non-teaching staff of the college.
10. Duty leave is available to all the teaching and non-teaching staff of the college for attending workshop, seminar, conference etc.
11. The College has well equipped library with good number of books, journal, magazines and

newspapers which can be accessed by the employees of the college.

12. The college has an indoor stadium that provides a place for all sort of indoor games.
13. The college has provided gymnasium to all the employees and students of the college.
14. A separate car parking facility is provided to the teaching and non-teaching staff of the college.
15. The authority of the college allows teaching and non-teaching staff to celebrate Rongali Bihu function in the college campus.
16. The college has provided separate departmental common rooms along with a common room for the teachers.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2

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

Response: 19.09

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

2022-23	2021-22	2020-21	2019-20	2018-19
5	0	0	7	9

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3.3

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

Response: 27.43

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

2022-23	2021-22	2020-21	2019-20	2018-19
15	3	8	2	3

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	1	2	0	0

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

6.4 Financial Management and Resource Mobilization

6.4.1

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

Response:

Nagaon GNDG Commerce College is a provincialized college under Govt. of Assam. The salary for sanctioned teaching and non-teaching staff is released by the Govt. of Assam. The salary for contractual teaching and non-teaching staff is paid by the college authority from its own fund. To meet the various financial requirements such as construction and improvement of college infrastructure, the college authority submits proposal to the UGC, RUSA, State Government and other Non- Government Organizations from time to time. Thus, the Colleges mainly mobilises funds from the Government of Assam, RUSA and UGC and utilises it under various expenditure heads. It also mobilises funds from the Self-financing courses namely, BBA, B.SC and M.Com. Other sources of resource mobilisation include students' fee, rent from shops, contribution of alumni, rent from external bodies for conducting various exams and events in the College campus.

The funds mobilize from different sources are utilized for maintenance and development of the college. Funds are used for teaching learning practices, to meet day to day operational and administrative expenses; maintenance and development of infrastructure, enrichment of library and other student related activities such as organizing freshman social, annual college week, financial assistance to students for participating in inter-college competition etc. Financial assistance is also extended to the teaching and non-teaching staff of the college to attend seminar, conference and workshops and execute other official works.

Nagaon GNDG Commerce College has various committees such as construction committee, finance committee; purchase committee etc. who have been entrusted in preparing, monitoring and implementing financial budget for the overall growth of the college.

Nagaon GNDG Commerce College conducts both internal and external financial audit on regular intervals. External audit is conducted by Directorate of Audit (Local Fund), Govt. of Assam and internal audit is conducted by an organisation appointed by the Governing body of the College. The report of external audit conducted by the Government of Assam for 2022-23 has been received. Internal audit during the last five years have been conducted and submitted by Samir and Associates.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1

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

Response:

The IQAC of Nagaon GNDG Commerce College has consistently striving to institutionalize quality assurance strategies and process at every level of the functioning. The IQAC has tirelessly plodded on despite the limitations resulting due to the COVID-19 Pandemic situation. The IQAC has been a proactive player in the overall bench-marking process. The IQAC have:

1. Regularly convened meetings
2. Submitted AQARs to NAAC for four sessions after 2nd cycle of Assessment
3. Organised various activities like workshop,webinar/seminars for the benefits of the college.
4. Students mentoring are done to create a congenial and close relationship with students and to find out the problems encountered by the students, especially with regard to the teaching-learning process, with a resolve to solve them. Mentors keep in touch with their Mentees to encourage them to excel in their studies, and for their all-round development.

During the lock down period , the IQAC of the college organized different webinars in association with the different departments of the College relating to various issues such as Violence against Women, Awareness programme on use of online E-resources, challenges and opportunities in MSME sector under Covid-19 scenario, Challenges of maintaining mental health and intellectual growth in the present Covid-19 scenario and New Education Policy-2020- issue and challenges to impart knowledge to the students in particular and society in general.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

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

Response: A. Any 4 or more of the above

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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

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

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

Response:

Women empowerment and gender equality are some of the primary concerns at Nagaon G.N.D.G. Commerce College. We practice to bring a positive change in the attitude and support equality among genders within the institute and in our outreach area.

The main objective this plan is to promote inclusiveness, tolerance, harmony and women empowerment among the students and staff. Annual gender sensitization plan of the college is prepared with the aim of achieving the mentioned strategic goals.

GENDER SENSITIZATION:

Students have participated in various awareness and interactive sessions, workshops and trainings were conducted by the college with invited experts and in house trained personnel on various issues like physical harassments in workplace or any other places, health and hygiene, self-defense. The NSS unit of Nagaon GNDG Commerce College undertook a number of programmes in the college adopted village with the female students along with boys students.

HEALTH AND HYGIENE:

An interactive session was conducted by the women cell of the college where some specialists were invited from Narayana Hospital Guwahati to provide some insights on health issues of a girl and an awareness program on Childhood Cancer was organized in one of the adopted village of the institution. A Sanitary Napkins Vending Machine is installed in the college girls' hostel to have an easy access for dispensing sanitary napkins against the acceptance of coins.

WOMEN RIGHTS AND GENDER EQUALITY:

Various awareness programme and campaign on Women Rights and Gender Equality was organized where the students as well as other staff of the college have participated. Nagaon GNDG Commerce College in each and every session organizes college election as per the guideline of Lyngdoh Committee. In this election gender equity is properly maintained by Election Committee of the college. Girls students are allowed to contest for all portfolios of the Union Body Election of the College like boys students. At the sametime, girls are also allowed same way as boys to cast their votes in the Union Body Election.

ENTREPRENEURSHIP AND PROFESSIONAL OPPORTUNITIES:

Students took active participation in various interactive sessions on entrepreneurship development, training programmes on soft skills, Waste management, guidance regarding financial investment etc.

Apart from the above cited points regarding gender sensitization the college has taken great initiative towards providing an environment which is free from any kind of biasness towards the girl students. The institution provide equal platforms to each student irrespective of their gender to showcase their skills and talents through various event organized by the college.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

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

Response: A. 4 or All of the above

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

7.1.3

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

1. Green audit / Environment audit

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

Response: A. All of the above

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

7.1.4

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

Response:

The institute is proactively taking efforts in providing an inclusive environment. The initiatives are to promote better education, economic uplift of the needy and setting communal harmony. Institution has conducted lectures and programmes in the college premises and outside the college for increasing environmental and ethical practices. Nagaon GNDG Commerce College is a co-education institution where students irrespective of diverse social and cultural backgrounds study together under one roof without any distinction. Students from different community, religion, culture, region and language equally participate in the college events either in academic, cultural or co-curricular activities in harmony. The students from various ethnic, cultural and religion background and from different States get equal opportunities to showcase their talents. To provide an inclusive environment i.e. communal, socio-economic etc., and to feel responsible towards their duties and role in the society, the college facilitates in creating healthy and eco-friendly environment.

Tolerance and harmony to cultural, regional, linguistic, communal socioeconomic and other diversities is best achieved by the celebration of major festivals like Saraswati Puja, Sankardev Tithi etc. The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion are studying without any discrimination. Though the institution has diverse socio-cultural and different linguistic background, we do not have any intolerance towards cultural, regional, linguistic, communal, socio economic and other diversities. With great fervor the national festivals, birth anniversaries and memorials of great Indian personalities are celebrated.

Outreaching, the college has adopted 3 villages namely Polashoni, Hengulishuk and Solapara in order to aware the people of respective villages towards health and sanitization, environment protection etc. The college conducts activities for their socio-economic development. Different extension activities are carried out as a part of Education Social Responsibility. There are different cells and Units in the college that conduct various on as well as off campus social activities to raise socio economic development, upliftment of education, health awareness, blood donation camps, programmes initiating women empowerment, women health, etc. The college guides the students so that they could avail the different scholarships under government and from private sources as well. The Government Health Department organized a booster dose camp in collaboration with Nagaon GNDG Commerce College which benefits the community around the college for safety against Covid Pandemic.

On 29th August, 2023, Nagaon G.N.D.G. Commerce College has organized sports event like Tug of War and Chess competition. The students participated in the different events and exhibited their talent, coordination and team spirit. Apart from this, the NSS volunteers of our college also took part in the National Sports Day celebration organized by NSS Unit, Khagorijan College. Our student Aditya Ranjan Bodo was runners up in Chess competition and Amit Roy, Guddu Kumar Ram became champion in the carrom doubles competition.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

Best Practice 1:

Title of the Practice: Motivational Awards to Students.

A person who is appreciated will always do more than is expected. Appreciating and rewarding is a great approach to celebrate hard work and success especially in a student's life. Recognizing students with awards and certificates make them and their work stand out which again motivates them and attracts other students to work harder.

Objective of Practice:

The college strongly believes, **like punishing and correcting a student's fault, recognizing a student's success is also necessary.**

The objectives of the Practice are to;

1. Acknowledge the efforts of students.
2. Motivate the awardees to persist in the same spirit in future.
3. Inspire fellow student to work hard in the same manner to achieve such honors.

The context:

Young students require extrinsic motivation like external rewards and recognition to give wings to their dreams. Motivational awards can provide the much needed boost and push to stretch their learning capacities. An award based on merit can inspire the recipient student to keep up their success in their future life.

The Practice:

Inspiration Award is given to the overall Topper in M.Com., B.Com., B.Sc. and BBA final examination conducted by Gauhati University. The award includes a Phulam Gamucha, Certificate of Appreciation and a bundle of Books.

Awardees of 2017-2023 are:

Year	Name of the Student	Programme	Grade
2017 – 2018	Krishna Agarwal	M.Com.	7.41
	Munhi Parul Islam	B.Com.	7.0
	Addhaya Sarkar	BBA	1st Class
2018 – 2019	Rahul Choudhury	M.Com.	7.25
	Biswa Jyoti Saikia	B.Com.	7.9
	Pompi Borah	BBA	1st Class
2019 – 2020	Parul Khatun	M.Com.	6.55
	Amsar Ali	B.Com.	8.4
	Pallabi Sarmah	BBA	1st Class
2020 - 2021	Sonali Aich	M.Com.	7.85
	Bhaskar Jyoti Nath	B.Com.	7.67
	Dimpi Sharma	BBA	Distinction
2021 – 2022	Himashree Borah	M.Com.	7.45
	Tapas Jyoti Laskar	B.Com.	7.22
	Ashif Khan	BBA	1st Class
2022 – 2023	Animesh Saha	M.Com.	7.95
	Arifa Begum	B.Com.	8.3
	Chittaranjan Nath	BBA	7.12

Evidence of Success:

A good number of meritorious students have been awarded so far with these motivational incentives and awards. The deserving students are usually felicitated during prize distribution Ceremony of Annual College Week as well as Freshmen Social Function as such an occasion will stimulate and inspire other students in emulating the winner.

Problems Encountered and Resource required:

As these awards are given to the recently passed students, a few are unable to receive the awards during the felicitation ceremony. So, it is handed over in absentia later on. Further, due to the Covid-19 lockdown during March, 2020 felicitation to the awardees was clubbed together during Freshmen Social ceremony held in Sep'2022.

Best Practice 2:

Title of the Practice: Go Green

"Going green" means to pursue knowledge and practices designed to help us live in a more eco-friendly way, that can lead to more environment friendly and ecologically responsible decisions and lifestyles, which can help protect the environment and sustain its natural resources for current and future generations giving a positive impact on the environment.

Objectives of the Practice:

The college firmly believes that, when it comes to environmental conservation, awareness must be followed by sustainable practices.

1. To promote awareness of environmental issues among the students, staff and society.
2. To achieve better sustainability on the campus and improve the quality of life of all the stakeholders.
3. To conserve water resources through rainwater harvesting.
4. Produce fertilizer by way of vermicomposting.
5. To use renewable energy resources (solar energy).
6. To implement 3 'R' (Reduce/Reuse/Recycle) policy on the campus.
7. Reduce use of plastic.
8. To study and maintain Flora and Fauna on the college campus.

The Context:

Besides the pursuit of academic excellence, societal and academic reforms are meant to motivate students so that they are able to develop themselves into educated men and women, ready to carve a niche for them in society. Keeping the growing ecological concerns in mind, there is a dire need for immediate action to be carried out and promote eco-friendly practices. The greenlandscaping of college is the necessary feature for shaping and sustaining an eco-friendly campus. The college is spread over 11.96 acres of lush green area out of which nearly 50% is green cover.

The Practice:

1. The college has developed beautiful campus with Landscapes and Gardens.
2. The college has installed a water tank for harvesting the rainwater.
3. The college is using renewable energy like solar energy.
4. The college has installed Solar Power Generation Plant of 10 kWh.
5. The college has installed two vermi compost pits to generate organic fertilizer.
6. The college has preserved Flora and Fauna on the campus and maintained a record of them.

7. Signboards/posters are displayed on the college campus for encouraging ideas of plastic-free campus and environmental awareness.
8. LED bulbs are installed in the college buildings to save electricity.

Evidence of the Success:

This best practice has proven to be successful through the following activities:

1. The raw materials collection for the vermicompost directly impacts in the campus cleaning and recycling of waste generated within the campus.
2. There is a regular saving of college revenue by using in-house generated organic fertilizer rather than purchasing it from market.
3. The college seems to have a plastic free environment, thus beautifying the landscapes and the college’s green environment.
4. Through periodical tree plantations, Flora and Fauna on the campus has enriched, which has turned into eco-friendly campus.
5. Out of total required electrical power consumption, a considerable amount is generated in-house through the use of Roof top Solar Power Panels, thus easing in college revenue saving .
6. Shifting to LED bulbs from regular bulbs and tube has also reduced a considerable amount of energy consumption.
7. Through workshops and NSS and other Cells activities, students are made aware of environmental issues.

Problem Encountered and Resources Required:

While carrying out this practice, following problem are encountered by the college.

1. Green Campus initiatives are challenging so it requires determination and a long-term assurance from all the stakeholders.
2. Green Campus initiative is expensive practice and need expertise. It needs an expert advice and investment of resources.
3. Sufficient manpower to maintain them.
4. Less awareness of students and community towards environmental issues.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1

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

1000 words**Response:**

Nagaon GNDG Commerce College proudly holds the distinction of being the sole full-fledged college of commerce in the central Assam region, and this distinctive position of the college within the educational landscape of the state is a unique feature. This college is a single stream college of commerce and this factor has played a pivotal role for students in selecting their alma mater. The college with a very small but dedicated group of faculty is instrumental in shaping the academic and professional futures of countless students who have walked the corridors of the college.

Mission and Vision

The history of this college is one woven with purpose and determination. Established with the aim of providing specialized education in the realm of commerce; it has stood as a beacon of knowledge in commerce and entrepreneurship for the last several decades. The foresight of the founders in recognizing the need for an institution dedicated solely to commerce education was indeed a prudent step at a time when commerce and industry was not a duly recognised field of prominence. This enterprising vision has paved the way for the college's prominence in the present. Starting off with just 139 students in 1984, it has, since then, in a span of 29 years, expanded to incorporate post graduate course in Commerce in 2009 and the professional course of BBA in 2017 under the academic framework of Gauhati University.

The resolute mission of the college is to equip students with the knowledge, skills needed to compete in an ever changing global environment of commerce, and its vision extends beyond academic excellence. It puts emphasis on holistic development of a student and fostering in them a strong sense of responsibility towards society. This is reflected in the college's academic curriculum that gives them a comprehensive understanding of the course; extracurricular activities which ensures overall development of their physical and psychological health and interactions with the community through NCC, NSS and various other extension activities that opens up for the students various avenues of participatory learning and also strengthens their community bonding.

Course and Curriculum

Besides the programs offered under the University Curriculum that cater to managerial practice, accounting skills, human resource development, business laws and ethics, entrepreneurship, financial systems etc. the Add on courses like Insurance marketing, Sales and Marketing, Accounts maintenance for SHG, GST, E filing of IT returns, Soft skills for Career Growth, Yoga classes, Quantitative Aptitude classes and such others also meet the evolving demands in the field of commerce, business and industry and equip them with knowledge and skills required to excel in their career.

Results

The commitment of the college towards its mission of achieving excellence is reflected in its consistent academic results.

Students have continually excelled in Council and University examinations and their achievements

underscore the college's dedication to create an enabling environment of commerce education. The M Com department though a later addition to the college pedagogy is able to show brilliance by securing distinctive ranks in the university.

Alumni Success

The alumni of the college also stand as a testament to its effectiveness in fulfilling its mission and realizing its vision. This too is a contributing factor towards its uniqueness. Our graduates and postgraduates have consistently demonstrated their prowess not only in various fields of commerce and enterprise but they are also seen occupying key positions in both public and private sectors and in the field of Art and Culture as well.

We have academicians like Vice Chancellors, University and college professors and school teachers who are now shaping many lives with their invaluable guidance. Our alumnae who are corporate executives and Bank professionals Chartered accountants, Tax consultants, Business owners and Entrepreneurs are valuable assets in various sectors. Their uniqueness can be attributed to their expertise in areas like accounting, finance, and economics, which has opened up diverse career opportunities in both the corporate, financial and business sectors. We also have prominent faces in civil and government services and are proud of notable personalities in the field of politics, films, culture, music , dance, social activities and a host of other areas .This speaks volumes about our commitment to our vision in creating assets for the society who proudly refer to NGNDGCC as their Alma mater.

Pedagogy

In a rapidly changing world, staying updated is imperative. The college recognizes this fact and places great importance on continual faculty development. Regular workshops, seminars, and training sessions are organized to empower our educators with the latest teaching methodologies, industry insights, and technological advancements and this pedagogy filters to the students ensuring that they benefit from the most current and relevant education.

Campus culture

Another unique feature of the college is its commitment to inclusivity, diversity, and equity. This creates a unique and welcoming campus environment. Our students come from different caste, creed, religious and ethnic backgrounds. However, regardless of such diversities there is peace and harmony in the college that stems from the feeling of respect and courtesy that students' teachers and the staff show towards each other irrespective of their personal beliefs and perspectives. Our students participate in various activities of the college and also celebrate traditions, customs and occasions with utmost zeal and enthusiasm. We are proud to declare that in the long course of its journey, there has been no incident of our students engaging in protests or strife either within or out of the college and that is ample evidence to showcase a positive and cohesive learning environment that nurtures a sense of belonging and brotherhood.

The distinctiveness of the commerce college in the central Assam region is palpable in its history, mission, vision, courses, results, alumni, faculty development initiatives and its exemplary campus environment. Despite being equipped with a limited faculty strength it has continued to champion commerce education, since many decades and has been producing graduates who are well equipped in their careers and are also contributing quite meaningfully to the society. With a steadfast commitment to

growth and innovation, the college continues to shape the future of commerce education in the region and beyond.

File Description	Document
Any other relevant information	View Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Nagaon GNDG Commerce College is pioneer full-fledged commerce institution of Central Assam. Here are a few more significant additions to the strength of the college in the recent past.

The College has introduced Four Year Under Graduate Programme (FYUGP) framed by Gauhati University from the current session. The curriculum is restructured to align with NEP, 2020 with emphasis on flexibility and Choice Based Credit System (CBCS). Some new courses/papers are also introduced. In order to adopt a student-centric approach the college has focused on holistic development as advocated by NEP, 2020.

The College has received grants under RUSA 2.0 which is now renamed as PM-USHA. The construction of the college canteen for students and teachers is being carried out with this assistance. The college has also submitted proposals for infrastructural development under PM-USHA as directed by the Government.

To promote holistic growth of students, events like Freshman Social were conducted with enthusiastic participation from students. Motivational speaker Mr. Deepak Sarmah from Guwahati was invited on 26th September, 2023 and his inspirational lecture was of paramount benefit for the students. . Motivational awards were given to the Best Graduates of 2022-23.

Tithi of Sankardeva was observed and students participated in Naam Prosang with great fervor without any religions or cultural differences.

The College song which portrays the identity of the College and aligns with its mission, value and goals has been recorded and inaugurated on 24th September, 2023. It can now be used in most of the college events. It fosters a sense of unity and pride.

The College magazine with contributions from students and faculty, showcasing their talent and achievements of the College is also published. Additionally, an edited book “Entrepreneurship: Issues and Perspectives” and the College Newsletter “VIBGYOR” (Vol. 5, Issue: 1) are some other academic publications in the recent times.

The front boundary wall is reconstructed and our plans are to depict cultural aspects of the state to celebrate local heritage and instill a sense of cultural awareness. In addition to these activities, a new and spacious Cycle Stand for students has also been constructed recently.

Concluding Remarks :

As a full-fledged college of Commerce, the College has been offering various trade and commerce related curriculum and activities since its inception for the student in particular and community in general. It has contributed a lot towards various aspects of socio-economic development of the locality and the State.

For the greater benefit of the students, the college offers coaching for Cestoball, Taekwondo training especially to girl students for self defence and to children of the nearby community as a part of extension services. Present president of Alumni Association is Mr. Rupak Sarmah who is currently the MLA of Nagaon Constituency, Dr.

Debabrata Das, Vice-Chancellor of Assam Rajiv Gandhi University of Cooperative Management, Sibsagar, Assam; renowned Assamese Actor Jatin Borah is some of our past students who are contributing to the society in distinctive ways. Moreover, our students are also holding reputed positions in Government and Private sectors, Commerce and Culture, Educational and Entrepreneurial fields.

We are proud of our achievements and as we move towards accreditations we reaffirm our commitment towards providing an enabling learning environment for students who come from an underprivileged background. The IQAC of the college has organized various programmes to orient teachers and students about modern teaching learning methods and techniques and provides an enabling environment for PWD students, if any, while striving for overall personality development of all the students.

We have plans to position Nagaon GNDG Commerce College as the premier institution in Commerce. At the same time we also hope to start a full-fledged Science stream in the coming years and construct a Hostel for Boys in near future. For a better coordination with real life commerce practices we also have plans to execute more functional MoUs with relevant organizations and industries.

The SSR is our guiding roadmap for our future endeavors and having identified our prospects of growth and accepting our challenges, we continue on our pursuit of improvement.

We extend our gratitude to all stakeholders who have contributed to this process of self-evaluation and we look forward to their continual support in this transformational journey of creating better citizens of tomorrow.