



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		GAUHATI COMMERCE COLLEGE
Name of the head of the Institution		DR. HOMESWAR KALITA
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03612410064
Mobile no.		9435356060
Registered Email		gccgolden@gmail.com
Alternate Email		gcciqac1962@gmail.com
Address		R.G. BAROOAH ROAD
City/Town		GUWAHATI
State/UT		Assam
Pincode		781021
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. AMARENDRA KALITA
Phone no/Alternate Phone no.	03612410064
Mobile no.	9435147991
Registered Email	gcciqac1962@gmail.com
Alternate Email	gccgolden@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.gauhaticommercecollege.in/wp-content/uploads/2021/12/AQAR-Report-2016-17.pdf">http://www.gauhaticommercecollege.in/wp-content/uploads/2021/12/AQAR-Report-2016-17.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	No

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.79	2012	15-Sep-2012	14-Sep-2017

<b>6. Date of Establishment of IQAC</b>	08-Feb-2003
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
National Seminar on financial services	21-Mar-2018 2	210
Talk on GST	30-Jan-2018 1	155
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	0	NIL	2018 0	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

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

5

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

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

A Seminar on "An Overview of Stock Exchange", followed by a Quiz Competition was held by the National Stock Exchange (NSE) Academy on 4th April, 2018.

"Workshop on "Entrepreneurship Development in the North East Region of India"  
Number of Participants: 100 Date: 23-02-2018

National Seminar on "Management Strategies in New India with special reference to North Eastern Region" was organised by Gauhati Commerce College Centre of Management Studies (GCMS) which provided a platform for academicians, researchers and professionals to express and exchange their views on the issues related to the recent happenings in India in general and the North-East Region in particular. Number of Participants: 150 Date: 17th November, 2017

[View File](#)

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

Plan of Action	Achivements/Outcomes
Plan was taken to upgrade the class rooms with ICT facilities	Some class rooms were converted to ICT enabled rooms.
Decided to solve water logging Problem in the campus	Project was successful to great extent.
Decision was taken to make the campus plastic free	Plan was successful
<a href="#">View File</a>	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	No
17. Does the Institution have Management Information System ?	No

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

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

Gauhati Commerce College is affiliated to Gauhati University at both the undergraduate and postgraduate level and so its academic curriculum, academic calendar and delivery of the programme are governed by the University guidelines. Broad guidelines of teaching and delivery speed are decided in the internal meetings of the department which are documented in the form of teaching plans. Faculty members are given the freedom to decide the speed and method of teaching of the curriculum within the scope of university guidelines, time-table and topics allotted to them subject-wise. The college strictly follows the academic calendar that is prepared every year on the basis of holidays and other events announced by the university and important events to be conducted by the college like internal examinations, sports week, annual fresher's day etc. A well-planned time table is structured for every department on the basis of the Master time-table prepared by the Routine Committee. The students are apprised about the syllabus by the concerned subject teachers in their respective classes. Classroom teaching is done using traditional as well as technology-based methods for effective curriculum delivery. In class room, students are encouraged by the teachers to participate in the discussion which is essential for the success of the teaching learning process. The Department of M.Com conducts student seminars as a part of the course curriculum in the third semester. The departments of M.Com, BBA and MBA adopt the case study method for practical based understanding of the topics. For industry interface and practical knowledge both industry experts and subject experts are invited to impart lectures to the students of MBA from time to time by Gauhati Commerce

College Centre of Management Studies (GCCMS). Students are guided to prepare short-term projects in partial fulfilment of their course curriculum in all the programmes. The projects are evaluated through viva-voce which prepares the students for facing real interview situations. At the same time, industrial visits are also arranged for the students of MBA and BBA for proper understanding of the practical environment in industries.

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

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	0	NA	NA

### 1.2 – Academic Flexibility

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

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	Nil	Nil
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#### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Honours and General	615
BBA	General	80
MBA	HR, Marketing, Finance	60
MCom	Accounting & Finance, HRM	120
PGDCA	General	30
<a href="#">View File</a>		

### 1.4 – Feedback System

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

Students	Yes
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Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Feedback obtained is analysed in the staff council and Governing body meetings and thus necessary action is taken.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Honours and General	627	3346	627
BBA	General	80	410	80
MBA	HR, Marketing, Finance	63	205	63
MCom	Accounting Finance, HRM	120	547	120

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### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	2101	446	58	14	Nil

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
72	43	8	15	1	8

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

As times pass by, the passersby, have to change their lanes, have to redirect their perspective and have to choose or create their own lanes of wit and wisdom. Metaphors apart, mentorship remain a crucial part of

teaching-learning and evaluation process so much so that this mentorship entices and energizes the ambience of the entire institutions. In undergraduate classes, at the very beginning of the session, every student is assigned a mentor to guide him or her throughout the session which can be extended till the end. The institution, therefore, has developed specific mentor-mentee relationship based primarily on syllabus and based subsequently on mentees' individual needs. The mentee is expected to consult the assigned mentor for more than one reason – personal, academic, psychological, personally. The mentee will get to know the mentor with whom he or she can share his or her choice of one subject above the others and demanding on the choice the mentor will provide him or her with a topic suitable to him or her. The mentor will take every possible care so that the mentee can go ahead with the required collection of data and analysis of the same data before coming to terms with the conclusion of the project work. In the process, all the ups and down related to Project Work will be handled tactfully in a combined effort of the mentor and the mentee. Apart from the mentorship related to Project Work all the mentees are costumed and consistently granted due mentorship in respect to class assignments and matters relating to their academic and personal areas. As Industry visit also forms an integral part of curriculum, mentorship is extended in order to carry out the visit successfully. Every now and then a student comes up with certain personal or psychological issues which are addressed competently by the mentor with no inhibition from any end. The institution celebrates mentorship more adequately under Semester system – a faster and smarter way of learning where the fastness and smartness may be up kept by the mentorship prevalent in the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2547	72	1:35

## 2.4 – Teacher Profile and Quality

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

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
46	38	8	Nil	26

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NA	Nil	NA
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	UG	Semester	16/05/2018	05/07/2018
BBA	UG	Semester	09/07/2018	26/08/2018
MCom	PG	Semester	21/05/2018	12/10/2018
MBA	PG	Semester	31/05/2018	22/09/2018
PGDCA	PG	Semester	31/01/2018	08/01/2019
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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College Examination Committee conducts the Sessional Examination as a part of Internal Assessment in a transparent and robust way for the large number of B.Com students. The Internal Examinations are conducted as follows: 1. The B.Com Examination dates are fixed in discussion with Principal, Heads of Departments and Examination Committee. 2. Teachers are involved in Setting Question Papers as per direction of HODs. 3. The Examination is conducted for 20 marks for internal assessment. 4. Room wise Seating arrangement for and allotment of Invigilation duties for all teachers of UG classes are made in a convenient way. 5. Subject wise answer scripts packets are arranged and assigned to departmental teachers. 6. HODs are involved in preparation of overall mark lists of the subject. 7. Examination Committee is responsible for feeding the internal marks in to University Portal. 8. The provision for Re-Sessional Examination is made for the absentee students in a genuine ground. 9. MBA department fixes the dates of MBA Internal Examination. The departmental colleagues are involved in setting question papers and evaluation of answer scripts. The internal marks are prepared by the concern subject teachers of the department in a same transparent methodology. 10. Similarly, the Co-ordinator of M.Com and BBA department notifies the dates of Internal Examination and the concern subject teachers are involved in setting Question Papers and evaluation process. M.Com department also conduct Seminar Presentation along with the Sessional Examination for awarding the Final Internal marks.

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

The Academic Calendar for 2017-18 has been designed by the Academic Committee of the college to guide the academic, co-curricular and extra-curricular activities. It has been aligned to Gauhati University programme and the guidelines given by Gauhati University. The academic calendar provides the roadmap for the conduct of academic classes, examinations and evaluation. The academic calendar of the session for the academic year starts from July 2017 to June 2018. It consists of Odd Semester (from July 2017 to December 2017) and Even Semester (from January 2018 to June 2018). The academic calendar provides the outline of the dates of re-opening, orientation course, and commencement of internal tests, commencement of semester examinations, important functions of the college, student union election, government, local and institutional holidays among other details. For each month of the session the academic calendar provides specific working days, teaching days, holidays and major events to enable the students and faculty to prepare themselves. The Head of the Department (HOD) undertakes and reviews the departmental activities on a regular basis to ensure that the activities of the department are in line with the directions of academic committee. The HODs of the concerned department after due consultation with the faculty allocates papers to be taught by the faculty in the various semesters, subject wise. The faculty members prepare the course objectives, outcomes, lesson plans and assignments. Each faculty member prepares a list of references books and text books for further reading and learning by the students.

## 2.6 – Student Performance and Learning Outcomes

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

<http://www.gauhaticommercecollege.in/course-outcome/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage
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			examination		
PG	PGDCA	General	40	36	90.00
UG	BCom	Honours and General	500	495	99.00
UG	BBA	General	15	14	93.33
PG	MBA	HR, Marketing, Finance	54	50	92.59
PG	MCom	Accounting & Finance, HRM	110	108	98.18
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## 2.7 – Student Satisfaction Survey

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

<u>NA</u>
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## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NA	0	0
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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Making of an entrepreneur	BBA Department	30/01/2018
Motivational programme on entrepreneurship development	BBA Department	25/10/2017
Talk cum Discussion on 'Impact of GST on Various Stakeholders' and 'Recent Trends in Marketing Management'	M.Com Department	30/01/2018
National Seminar on Financial Services in India: Emerging Issues and Trends	M.Com Department	21/03/2018
Management Strategies in New India with Special Reference to North- East India	MBA Department	17/11/2017

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Accountancy	1
Management	1
MBA	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Accountancy	1	0
International	Accountancy	4	0
International	MBA	2	0
International	Management	1	0
International	IT	1	0
International	English	1	0
International	MIL	1	0
<a href="#">View File</a>			

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

Department	Number of Publication
English	3
Business Management	1
Economics	1
BBA	3
MBA	6
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#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
NA	NA	NA	Nil	0	NA	Nil
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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	Nil	Nil	NA
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	4	12	1	Nil
Attended/Seminars/Workshops	Nil	4	3	1
<a href="#">View File</a>				

## 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood donation camp	Rotary club of Guwahati south and GCC NSS	1	7
Cleanliness drive (In the College)	Gauhati Commerce College NSS Unit and GCC Boys Hostel	2	27
Participated in Awareness race on Breast Cancer (Pinkathon)	Participated by Gauhati Commerce College NSS girl volunteers	1	20
Participated in Awareness programme on child trafficking	Organised by Gauhati University	1	30
Walkathon on World Polio Day	Rotary club of Guwahati south and GCC NSS Unit	2	13
Providing necessary aid to old age home	Gauhati Commerce College NSS Unit and Rotary Club	1	5
A visit to Destination A home for special people.	Gauhati Commerce College M.Com Deptt.	4	15

Distribution of essentials among specially abled students			
Financial Aid along with Books, Stationery were distributed among the children's of SOS Village, Borjhar	Gauhati Commerce College MBA Deptt	4	60
Financial Help to the forest man of Assam (Padmashree Jadav Payeng)	Gauhati Commerce College MBA Deptt	1	2
Community Harmony	GCC NSS Unit and ASHADEEP (A centre for special Children)	1	24
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
An awareness talks on the Hazards of E-Waste (In the College)	ENVIRON GCC NSS	Awareness Programme	7	81
Cleanliness drive	Rotary club of Guwahati south	Cleanliness Awareness	1	7
Awareness raised on water conservation through street play	Gauhati Commerce College, NSS Unit	Awareness Activity	1	7
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Gunotsav	Dr. Kaberi	Sarba Siksha	31

	Bezbarua	Abhiyan, Govt. of Assam	
Finishing School	Dr. Pranjit Nath, Prof. Praneshwar Kalita, Prof. Sumadhur Roy, Prof. Daisy Das	Birjhora College, Bongaigaon (under RUSA)	35
Gunotsav	Dr. Rafique Uddin Ahmed	Sarba Siksha Abhiyan, Govt. of Assam	4
Soft Skills and Personality Development	Prof. Nipan Nath, Dr. Sumadhur Roy, Prof. Daisy Das	RUSA	31
<a href="#">View File</a>			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Curriculum Activity	Industrial Visit (Department of BBA)	North East Nutrients, Mangaldai	24/11/2017	24/11/2017	37
Curriculum Activity	Industrial Visit (Department of MBA)	IGC, Chaygaon, Chatabari Jambari	31/03/2018	31/03/2018	40
Curriculum Activity	Industrial Visit (Department of MBA)	IGC, Chaygaon, Chatabari Jambari	24/03/2018	24/03/2018	40
Co-curriculum Activity	Educational trip (Department of M.Com)	Sikkim	10/04/2018	15/04/2018	30
Co-curriculum Activity	Educational trip (Department of BBA)	Tezpur, Nameri National Park and Kaziranga National Park	29/03/2018	31/03/2018	23
Curriculum Activity	Internship (Department of MBA)	ITC Ltd., Pepsi Co. (Varun Beverages), Meghalaya Cement Ltd.	01/06/2017	31/07/2017	48

(Topcem),  
SBI, Assam  
Financial  
Corporation  
of India,  
NEDFi, FCI,  
Bharti  
Airtel Co.  
Ltd., Asian  
Paints, Big  
Bazar,  
Dalmia  
Cement,  
Polycab,  
Havells,  
Down Town  
Hospital,  
Vinayak  
Honda, Star  
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
SMD Technologies, Kolkata, West Bengal.	05/03/2018	Establishment of Skill development training center for increase employability amongst the Youths of the State	1

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#### **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

##### **4.1 – Physical Facilities**

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
40000000	35733935

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Newly Added
Seminar Halls	Newly Added
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
Seminar halls with ICT facilities	Newly Added

Video Centre	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2008

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	25092	891705	2367	1994419	27459	2886124
Reference Books	6046	Nil	545	Nil	6591	Nil
e-Books	50000	5900	50000	5900	100000	11800
Journals	18	30800	Nil	35590	18	66390
e-Journals	3	394931	Nil	786491	3	1181422

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil

No file uploaded.

#### 4.3 – IT Infrastructure

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

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	80	2	30	1	0	9	16	50	58
Added	0	0	50	0	0	1	0	0	6
Total	80	2	80	1	0	10	16	50	64

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

50 MBPS/ GBPS

#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
DIGITAL AND VIDEO CONFERENCING ROOM NO 4 (DEVELOPED UNDER RUSA PROJECT)	<a href="#">NA</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
200000	181122	0	0

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

The procedures and policies adopted by the College for preserving and using physical, academic and support facilities include: up-gradation of the outdated, amenities well-versed with technology and which augment the quality of institutional life, provide contented and ergonomically efficient spaces and environment for optimal output. The maintenance of physical facilities of the college like classrooms, seminar hall, libraries, computers, projectors are done from the Principals Office. To facilitate these, the College seeks and receives requisitions from the faculty based on curricular requirements like library, sports facilities, classrooms etc. The College assesses the equipment and infrastructure on a regular basis. It awards Annual Maintenance Contracts (AMCs) for its sensitive and heavy equipments through a proper process. For the small-scale maintenance works they are entitled to use the office contingency fund. The College has an in-house team for the maintenance of its Systems and Network and minor hardware daily repair. Computers are regularly updated with anti-virus software to protect them from malicious programs. For all major computer related problems, a service provider is hired. The College ensures that the Library purchases current titles of books and journals and empanels such book distributors who can procure new titles and bring them to the notice of the faculty on a continual basis. The college is well equipped with CCTV cameras to prevent pilferage and overall monitoring and surveillance. The College has active student teams for different Sports that participate on a continual basis in national sports events.

### CRITERION V – STUDENT SUPPORT AND PROGRESSION

#### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NA	0	0
Financial Support from Other Sources			
a) National	Central sector scheme of Scholarships for College and	35	0



	University Students, Post Metric Scholarship Scheme Minorities CS, Merit-cum means scholarships for College and University Students, Post Metric Scholarship for ST Students, Meghalaya		
b)International	NA	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
International yoga day	21/06/2018	80	1.Vireswar Dutta 2.BSF, Geeta Nagar 3. Yog Shivir, Geeta Mandir
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NA	Nil	Nil	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
TCS, Godrej, Vivo, Oppo, Airtel, Karvy,	283	42	Topcem, Aarohan Foods	10	4

Interglobe

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	24	B.Com, BBA, M.Com	B.Com, BBA, M.Com	Chandigarh University, Royal Global University, Pune Institute of Business Management, ICAI, Institute of Rural Management, Gauhati University, GCC Centre of Management Studies, Assam University, Diphu Campus, GCC	M.Com, MBA, Ph.D, CA, PGDM, RM, MBA in HR Marketing CMA

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

Items	Number of students selected/ qualifying
Null	Null
No file uploaded.	

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

Activity	Level	Number of Participants
Inter College Poster Making Competition on International Womens Day 2018.(Organised By: Womens Cell, Arya Vidyapeeth College, Guwahati)	College	1
Inter University National Youth Festival, representing Gauhati University at Ranchi University. (Organised By: Association of Indian Universities, New Delhi)	University	1

Freshers' Welcome	College	500
College Week (Sports Cultural)	College	300
One Act Play Drama Competition in the Inter College Youth Festival Zonal 2017. (Organised By: Karmashree Hiteswar Saikia College)	College	1
Middle Zone Inter College Youth Festival 2017. (Organised By: Karmashree Hiteswar Saikia College, Guwahati under Gauhati University Sports Board)	College	10
Inter College Youth Festival 2017 under Gauhati University Sports Board. (Organised By: Post Graduate Students Union, Gauhati University)	College	100
Dr. Birinchi Kumar Barua Memorial All Assam Inter-Institutional Debating Competition	State	20
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NA	Nil	Nil	Nil	Nil	NA
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has an active Students' Body elected through an election process following all given norms. The elected representatives head different wings like Debate and Symposia, Major Games, Minor Games, Cultural etc. They work in tandem with their teacher-in-charges. The Girls' Common Room Secretary's help is sought in matters relating not only to the common room facilities of the girls but also any other matter pertaining to them. The elected student body helps in the organization of different events in the college like College Week Competitions, Freshers' Welcome, Saraswati Puja, Inter-college Competitions etc. They help the College administration in maintaining discipline amongst their fraternity. The Boys' hostel has its own body which again assists the hostel warden in the day-to-day running of the hostel and other varied activities.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The 3rd Annual General Meeting was held on 2 June 2018 in the Dr. B. C. Lahkar Auditorium where the house adopted the amended constitution of ALCOM. The amendment to the constitution was drafted by Advocate Rana Singha (Alumni). A new Executive Body was formed for a period of three years where Shri Anil Kumar Sarma and Shri Jayanta Talukdar were selected as the President and General Secretary of the association. On 21 September 2019, Dr. R. K. Pathak was selected as Interim President of the association. ALCOM played a crucial role in the organizing of the 1st NEICMA (North East India Commerce and Management Association) conference in Gauhati Commerce College on 23-24 September, 2016. The digital board used in the two days conference was provided by ALCOM along with accommodation facilities for the NEICMA delegates. On 20 January 2017, ALCOM helped in organizing of the foundation stone laying ceremony of new G8 storied building in presence of Smti Bijaya Chakraborty, Member of Parliament from Assam. In the year 2017, one time Financial Aid of Rs. 5,000/- ( Vide Cheque no. 263804 drawn on Assam Gramin Vikash Bank, dated May 2017) was offered to Mr. Ever Lister, Lower Dealing Assistant of Gauhati Commerce College towards his cancer treatment. Also an amount of Rs. 5,000/- was paid in cash to the family members of Late Anil Das, contractual employee of the College. Shri Sanket Agarwal (Alumni) was felicitated on 11 May 2018 for clearing the UPSC Examination, 2017. He is the first alumni from the College to serve as an Indian Revenue Service (IRS) Officer. Felicitations of Dr. Jaya Choudhury (Alumni), for successful completion her PhD under Gauhati University on the topic "A Study on Commercial Viability of Traditional Assamese Jewellery Units" on 12 May, 2018. ALCOM members have always actively participated in the Freshmen Social, Annual College Week Festival, Foundation Day, Dr. B. K. Baruah Memorial All Assam Inter College Debating Competition and All Assam Inter Institutional Bhupendra Sangeet Competition.

5.4.2 – No. of enrolled Alumni:

1135

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

10000

5.4.4 – Meetings/activities organized by Alumni Association :

1. 03/09: Executive meeting. 2. September: Felicitations to rank holders

**CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 – Institutional Vision and Leadership**

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

Two practices of decentralization and participative management during the last year Over the years the college authority is following the practice of decentralization and participative style of management. For that from time to time various Committees, Cells, Centres and Bodies are formed. Proper authority and responsibility is also delegated to them by the appropriate authority for effective and timely implementation of the perspective plans of the college. Two best examples of these practices are: EXAMPLE 1: Formation of Admission Committee Although all admissions into the College both in case of undergraduate courses like B.Com. Honours Course (CBCS), BBA (CBCS) course and Post -graduate courses like M.COM. , MBA, PGDCA is governed by the admission rules of the Govt. of Assam and strictly on merit basis, subject to the reservation for caste quota (SC/ST (P)/ST (H)/OBC/MOBC) etc. as per the

standing rules of the Govt. of Assam, but for the smooth conduct of all admission related tasks an Admission Committee is formed in the college. This committee is headed by the Vice -Principal who acts as the Chairman of the Committee. The other members of the Admission Committee comprises of the Convenor, Asstt. Convenor and other members. The Committee is delegated proper authority for taking all admission related decisions and the decisions of the Admission Committee regarding Admission are final. Example 2:Formation of Gauhati Commerce College Students' Union There is all round participation of students in various college related activities through the formation of Gauhati Commerce College Students' Union. By giving the union members formal responsibilities leadership and organizational activities are encouraged in the societies . The student union is proactive in bringing the student issues to the concerned authorities and assists in bridging the gap between the administration and the students.

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

Partial

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	1. All admissions into the College in case of undergraduate courses like B.Com. Honours Course (CBCS), BBA (CBCS) course and PGDCA is governed by the admission rules of the Govt. Of Assam and strictly on merit basis, subject to the reservation for caste quota (SC/ST (P)/ST (H)/OBC/MOBC) etc. as per the standing rules of the Govt. of Assam. 2. Admission to the M.Com. and MBA courses are offered by college as per the Merit list declared by the Gauhati University, subsequent to the Entrance tests conducted by the university for this purpose. 3. Decisions of the Admission Committee regarding Admission are final.
Industry Interaction / Collaboration	1. The College do not have any direct collaboration with any industry. But for the greater interest of the students the college has set up two Placement Cells, one is for H.S., B.Com. BBA, PGDCA M.COM. Department and the other one is for MBA Department, which make contacts with the industries, companies and other organisations from time to time for campus recruitment.
Human Resource Management	1. The total number of vacancies and process of selection and recruitment are strictly regulated by the Directorate of Higher Education and the College Governing Body. 2. The faculties are encouraged and permitted to participate in general and specific

training programmes like induction programmes, refresher courses, faculty development programmes and workshops etc. 3. The faculty is provided with semester time-tables well in time and accordingly the classes are taken. 4. In addition to regular classes conducting Seminars ,workshops, talks etc. are also encouraged.

Library, ICT and Physical Infrastructure / Instrumentation

1. The college Library is using SOUL 2.2 software for library management. 2. In 2017-2018, 1192 books and 70 new reference books were added to the library. 3. The availability of RUSA and other grants made it possible to buy books for the library, enhance its IT related infrastructure, and procure instruments / computers for various departments. 4. The college has given special emphasis on the infrastructure development. Besides renovation of the existing classrooms the college has given special emphasis on construction of the Digital/ Smart classrooms , toilets for students and guests, installation of Aquaquards for drinking water etc. 5. The Boys' Common Room and the Girls' Common Room have also been refurbished by equipping them with indoor games for playing during leisure time.

Research and Development

1. Till date the institution has not taken up any minor or major research project. 2. But the faculties as well as the students of the institutions are given ample opportunities and are motivated to undertake research and development activities.

Examination and Evaluation

1. The Gauhati University conducts the semester based examinations for all its affiliated colleges. As per the directions of the University, standardized practices in semester examinations are followed in the College. 2. For smooth conduct of the examinations an Examination Committee is also formed of which Principal of the college works as the Officer-in-Charge, and the Vice- Principal acts as the Co-ordinator and they are assisted by the other officer -in-Charges. 3. Internal Assessment is done through assignments, class tests, Sessional/ terminal examinations, and class presentations etc. 4. The faculties of the institution are also very actively involved in the whole

evaluation process as examiner, scrutinisers and Head Examiners of the semester examination answer scripts and students projects/dissertations etc. 5. The faculties of the institutions are also appointed as the examiners for taking the viva-voca of the undergraduate and post graduate students of other affiliated colleges.

Teaching and Learning

1. ICT enabled student centric teaching methodology has been adopted to make interactive classes. 2. Special mentoring is done for advanced learners. 3. The mission of encouraging creative and collaborative engagement of the students in curricular and co/extracurricular activities is encouraged through activities like annual college week, Events and Fests etc. 4. With a view to increasing employability, PG programmes like M.Com. , M.B.A. and PGDCA have been introduced . 5. The College organizes workshops, lectures, talks and seminars for students and teachers. 6. The teachers are also motivated and deputed to attend and participate various workshops, seminars and orientation courses organised by various institutions and govt. bodies from time to time.

Curriculum Development

1. Since Gauhati Commerce College is an affiliated college to Gauhati University, Guwahati-Assam, it is not directly involved in the curriculum development. 2. However the faculties of the institute are associated with the Gauhati University in the process of curriculum Development. 3. From time to time the faculties of the institute are selected as member of the Academic Council of Gauhati University and also as members of CCA i.e. Committee of Courses of Study , Gauhati University and their ideas and opinions are taken into account in the curriculum Development of the undergraduate courses run under the Gauhati University.

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

E-governance area	Details
Finance and Accounts	1. In the accounts and finance section of the college all the work is done manually through pen and paper and with the use of computers both. Still in this section due to certain

	constraints there is no implementation of e-governance.
Student Admission and Support	1. The students' admission is done completely in the conventional mode.
Examination	1. All the examinations are also conducted in the conventional mode. Examination Schedules, Seating Arrangements and other details of examinations are displayed on the College notice board.
Administration	1. In the administration of the college there is still partial implementation of e-governance. 2. The important notices and information is sent to the faculties in the formal Whats app groups in addition to the hard copies circulated among them. 3. Moreover all the important notices especially regarding admissions are uploaded in the college website from time to time. 4. Attendance of staff is obtained by both manual and Biometric mode. 5. Leave tracking and application for teaching and non-teaching staff is maintained manually. Administrative office is also partially computerized.
Planning and Development	1. An academic calendar is being used for planning the academic year. 2. Meeting intimations and other informations are circulated through formal Whats app groups in addition to the hard copy. 3. Public Address system in the form of Notice Board for the students as well as the faculties is also installed which has reduced the practice of sending notices to classrooms and the teaching and non-teaching staff of the college.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Bhargav JyotiMedhi	Workshop on Case Methodology Case Writing	Tezpur University	3500
2018	Dr. RafiqueUddin Ahmed	Sensitization Programme on NAAC Assessment and Accreditation	IQAC, Nowgong College	1000



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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	20 Hours Training to the trainers Programme (RUSA)	NA	24/10/2017	27/10/2017	2	Nil

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course on Social Science	1	29/01/2018	18/02/2018	21
Training to Trainers on Gender Equity	1	07/01/2018	09/01/2018	3
As Master trainers Programme under RUSA Finishing School	1	18/12/2017	21/12/2017	4
Training to the Trainer's Programme	1	24/10/2017	27/12/2017	4
Faculty Knowledge Sharing Program on " Modern Teaching Methodology"	1	07/05/2017	07/05/2017	1
Refresher Course in Yoga, Physical Education and Soft Skills, HRDC, Gauhati University	1	07/03/2018	27/03/2018	21
Faculty Knowledge	1	07/06/2017	07/06/2017	1

Sharing Program on " Modern Teaching Methodology, ICFAI Business School				
Knowledge Sharing Programme	1	07/06/2017	07/06/2017	1
20 Hours Training to the trainers Programme (RUSA)	1	24/10/2017	27/10/2017	4
Refresher course in English	1	03/12/2017	24/12/2017	22
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Fully equipped library with Internet facility, Playground, Canteen facility , Day care centre, College admission to wards, Free medical camp for staff, Maternity benefits, Wi-Fi facility, Adequate pure drinking water, Sanitation: Clean and hygienic wash rooms.	Fully equipped library with Internet facility, Playground, Canteen facility , Day care centre, College admission to wards, Free medical camp for staff, Maternity benefits, Wi-Fi facility, Adequate pure drinking water, Sanitation: Clean and hygienic wash rooms, Festival advance.	Fully equipped library with Internet facility, Playground, Canteen facility , Wi-Fi facility, Adequate pure drinking water, Sanitation: Clean and hygienic wash rooms

6.4 – Financial Management and Resource Mobilization

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

Gauhati Commerce College, being a provincialized educational institution maintained finance and accounts regularly during the period 2017-18 as usual. Our institution conducted internal and external financial audits during the period. However, the external audit report which was done by Director of Audit, Government of Assam is still awaited. INTERNAL AUDIT: The internal audit of the college was conducted by reviewing and cross checking every transactions at multiple points. The accounts were elaborately audited by A. J. Das Associates, Chartered Accountants. During the course of the audit, the internal control system was also reviewed and its was found that the then existing system was adequate. The audit team also found that existing system has been computerized which ensures proper control over cash. The cash books were also maintained as per Government rules. As per audit report of the year 2017-18, there was no major findings / objections. Minor errors/omissions/commissions when pointed

out by the audit team were immediately corrected / rectified and precautionary steps were taken thereafter to avoid recurrence of such errors in future.  
**EXTERNAL AUDIT:** External audit was conducted but report is still awaited.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	0
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6.4.3 – Total corpus fund generated

0
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## 6.5 – Internal Quality Assurance System

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

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

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

Parent-teacher meets are held regularly. There are two members of parents in the college Governing Body and they raise the issues of wards.
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6.5.3 – Development programmes for support staff (at least three)

1. The non teaching members are allowed to participate in the management through their elective representatives. 2. The College authority helps the office staff in case medical issues. 3. There is one Cooperative Society which offers housing loan in easy installment facility and lower interest rate.
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Improvement of Class rooms with ICT facilities 2. Construction of Separate Girls' Toilet 3. ICT Facilities in the College 4. E-resources in the College Library 5. The IQAC has been activated
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6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Educational trip	Nill	10/04/2018	15/04/2018	30
2017	Industrial Visit	Nill	24/11/2017	24/11/2017	37

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Sanitary disposal system	11/10/2017	11/10/2017	60	Nil
International Women's Day celebrated with the theme "Peace for Progress"	08/03/2018	08/03/2018	Nil	Nil

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

Percentage of power requirement of the University met by the renewable energy sources
<p>1. The College has taken initiative for facilities of alternate energy as such Solar Energy Panels have been set up to conserve energy. 2. Gauhati Commerce College has installed LED bulbs installed in the premises to save energy. Details of LED bulbs installed are: LED Tube light, 200 Watt LED, 80 Watt LED, 75 Watt LED, 50 Watt LED, 45 Watt LED. 3. Restricted entry of automobiles: Gate at the main entrance with gatekeeper. 4. Use of bicycles by students, teaching and non-teaching staff of the college 5. Ban on use of plastic in the college premises. 6. Landscaping with trees and plants Around 300 varieties of all types of plants in the campus. 7. World Environment Day is observed every year in the college campus by planting trees 8. Solid Waste Management: Each and every department of Gauhati Commerce College as well as administrative office create some waste and dumped in small waste bin located in the department. Each building has several dustbins placed from where housekeeping staffs take the wastes. 9. Water Conservation facilities available in the institution: 1. Bore well available. 2. Wetland within the campus</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	22/10/2017	1	Walkathon on world polio day	Awareness on polio	15

2017	1	1	20/11/2017	1	Communal harmony week	Communal harmony	25
2017	1	1	01/07/2017	1	Blood Donation Camp	To meet the needs of the needy people	8
2017	1	1	26/12/2017	1	Educational tour by GCC Womens forum	Interaction with school teachers of Swahid JitenKali tapratham ikvidyalya and charity made in kind	25

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Gauhati Commerce College Students' Conduct and Disciplinary Code	Nil	Gauhati Commerce College has a strict code of conduct and disciplinary code and abides strictly to them. This code of conduct and disciplinary code is practiced everyday year after year

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
A run on unity	31/10/2017	31/10/2017	30
World environment day	05/06/2017	05/06/2017	32
Swachta Pakhwada	03/08/2017	03/08/2017	29
Republic day	26/01/2018	26/01/2018	260
Water Conservation	10/04/2018	10/04/2018	50

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

1. Ban on consumption of tobacco inside the campus 2. Preservation of Wetland 3. Landscaping with trees and various kind of medicinal plants 4. LED bulbs installed in the college premises 5. Ban on use of plastic inside the college campus

**7.2 – Best Practices**

### 7.2.1 – Describe at least two institutional best practices

1. Gauhati Commerce College Women's Forum was set up on March 2005.. Since then it has taken several measures for the welfare of the student community. One of the initiatives taken by the forum is that it gives financial assistance to the meritorious students who are economically not sound. For that purpose a one-time financial Assistance is given to meritorious girl students, one from HS 1st year and one from B.Com 1st Semester. The amount contributes is Rs. 3000 and Rs. 4000 respectively. 2. The Department of BBA, GCC had given a financial concession of Rs. 9000 to a student of 3rd Semester whose economic condition was not good. 3. The students of the Department of MBA, GCC visited the SOS children's village Borjhar on 24th February, 2018 and financial contribution along with certain books and stationaries were distributed among the children. 4. The admission fees are returned to the students who get position in final examinations. 5. Waste materials are managed in scientific manner.

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

[NA](#)

### 7.3 – Institutional Distinctiveness

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

The college is distinct because it offers a dedicated course in Commerce alone. Commerce as a discipline is job oriented as it enhances accounting skills, knowledge of business laws and rules, financial systems and institutions. Gauhati Commerce College has a vision to become a leading centre of excellence, imparting quality business education along with moulding students' character and career through a holistic approach. Knowledge liberates man from bondage of ignorance and illusions- The College seeks to present itself as a major centre of learning for the advancement, dissemination and use of knowledge in the region. Starting with the enrolment of a meagre 300 students, in this span of 59 years, the student number at the degree level stands at over 3000. The college has expanded to incorporate post-graduation course in Commerce in 1992-1993. To expand the specialised courses available in commerce stream, BBA course was introduced in the year 2007-2008, MBA course in 2009 and PGDCA course in 2005. The college takes pride in contributing to shaping students' character, to sensitise students to being good human beings and conscious citizens, the college wings of NSS, NCC Coy (Army) and Bharat Scouts and Guides Unit, play an active role. The NSS wing established in 1971 connects the college to rural communities through the various social services undertaken in villages. The NCC Army Wing established in 1984-85, actively participates in the celebration of National events. The Scouts and Guides Activities were introduced in the college from the session 2002-2003. Since inception, it has undertaken various community service project community development projects, besides undertaking Awareness Programme. The success of any educational institution is reflected in producing students exhibiting professional competence in respective work fields. Gauhati Commerce College is stand alone in its alumni forming a pool of well-known entrepreneurs, businessmen of the region. A majority number of Chartered Accountants in North-East India have Gauhati Commerce College as Alma-mater. This is in addition to the absorption in other professional areas, as reflected in college databank statistics. The institution aims not only to identify employment opportunities for the students through its 'Placement Cell' constituted in 2003, but also to be a base for churning out employment creators. The college has a futuristic vision of being an incubator hub for entrepreneurs. With a view to motivating the youths to becoming job creators, the institution has organised number of workshops, talks

on entrepreneurship development. It has also tied up with the Government of Assam in Assam's 'start-up' initiative to support to trigger a start-up movement. Entrepreneurial interests are encouraged through the curriculum as well as by the teacher interventions.

Provide the weblink of the institution

[NA](#)

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

1. To open Honours Course in humanities. 2. To open BCA course in UG level. 3. To complete four storied building to shift M.Com, BBA, PGDCA departments to new campus. 4. To develop the play ground and name after Prof. (late) Umesh Chandra Sarma, the retired Principal of Gauhati Commerce College. 5. To develop spacious canteen in new building.