



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	GAUHATI COMMERCE COLLEGE
• Name of the Head of the institution	DR. HOMESWAR KALITA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	
• Mobile No:	9435356060
• Registered e-mail	gccgolden@gmail.com
• Alternate e-mail	dr.homeswar.kalita@gmail.com
• Address	R.G. BAROOAH ROAD
• City/Town	GUWAHATI
• State/UT	ASSAM
• Pin Code	781021
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	GAUHATI UNIVERSITY				
• Name of the IQAC Coordinator	DR. AMARENDRA KALITA				
• Phone No.					
• Alternate phone No.					
• Mobile	9435147991				
• IQAC e-mail address	gcciqac1962@gmail.com				
• Alternate e-mail address	gccgolden@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://www.gauhaticommercecollege.in/wp-content/uploads/2022/01/AQAR-2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	No				
• if yes, whether it is uploaded in the Institutional website Web link:	NA				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.79	2012	15/09/2012	14/09/2017
6.Date of Establishment of IQAC			08/02/2003		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			No File Uploaded		
9.No. of IQAC meetings held during the year			9		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>The Department of M.Com and BBA organized a one day International Webinar on 5 June, 2020 on the topic "The Covid-19 Crisis in Business Resilience." The resource persons were Dr. Indrani Hazarika (Divisional Chair, Curriculum Chair, Higher Colleges of Technology, UAE), Dr. Veselina Yankova (Assistant Professor, HCT, Innovation Management Expert, Bulgaria and Czech Republic), and Dr. Nikola Perovic (Professor, Consultant, International Trade Centre, Geneva. The webinar was attended by 300 persons through Zoom meeting and 465 through Facebook Live.</p>		
<p>The Alumni Association of the College organized a two day "National Level Soft Skill Training Programme" on 27-28 August, 2020 in association with 'Acadevo eAsel', Guwahati. The resource persons were Mrs. Lopa Mudra Kalita, Founder, Acadevo eAsel, Guwahati and Dr. Shreya Govind, Behavioural and POSH Trainer. The programme was attended by 200 students.</p>		
<p>The Department of M.Com in association with Pearl Academy, New Delhi organized a Webinar (via Zoom platform) on 11 December, 2020 on the theme "Entrepreneurship and Start -ups.'" The informative session was carried out by Mr. Varun Duggal, Faculty of Pearl Academy. About 300 people participated the programme.</p>		
<p>The Department of M.Com and BBA organized a one day Induction Programme on 10 February, 2021. The topic was "Aim in life and Personality Development." The resource person of the programme was Sri Diganta Biswa Sharma, Follower of Sri Ramakrishna, Vivekananda, Sri Aurobindo and one known translator (Sahitya Academy Award Winner). The programme was attended by 100 students and faculty members.</p>		

<p>The Department of MBA and BBA organized a one day Induction Programme on 25 November, 2021 "Challenges ahead for management students" The resource person of the programme was Sri Kuladhar Saikia, President of Axom Sahitya Sabha. About 150 students and faculty members participated the programme.</p>	
<p>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</p>	
Plan of Action	Achievements/Outcomes
Development of Sports facilities	Playground and pavilion have been developed
Holding of Academic and Administrative Audit	AAA was held
Submission of pending AQARs	Submitted as planned
Opening of add on Course	Admission process is going on
<p>13. Whether the AQAR was placed before statutory body?</p>	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
GOVERNING BODY, GAUHATI COMMERCE COLLEGE	Nil
<p>14. Whether institutional data submitted to AISHE</p>	
Year	Date of Submission
NA	Nil

Extended Profile

1. Programme

1.1

5

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 2721

Number of students during the year

File Description	Documents
Data Template	View File

2.2 423

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 551

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 74

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 37

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	5
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	2721
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	423
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	551
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	74
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	37
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	36
Total number of Classrooms and Seminar halls	
4.2	25,44,410
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	80
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Gauhati Commerce College is affiliated to Gauhati University and so all the departments follow the curriculum as prescribed by the University. All the courses are offered in semester mode. Effective curriculum delivery is ensured and documented through a well-planned time table, teaching plan, academic calendar, workload distribution and systematic evaluation. Department of Accountancy of B.Com imparts practical computer-based 'Tally' training to all the students of B.Com 1st Semester and 'e-Filing of Income-tax Returns' training to the students of B.Com. 3rd and 4th Semester. Due to Covid pandemic, online teaching was pursued from May 2020 till the month of September 2020. The physical teaching activities resumed from mid-September 2020 till April 2021 after which the lockdown was imposed again. Online classes have been conducted live on Zoom or Google Meet platform or by sharing the links of audios and videos as prepared by the teachers with the students through Whatsapp or Telegram groups. The number of students in each semester is very large and so all possible

steps have been undertaken to reach out to all the students online. Following the Covid guidelines and SOPs, relaxed provisions have been made for preparation and submission of project reports by students.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college has an effective and continuous system of internal evaluation. An examination committee is constituted for this purpose. There is a separate arrangement of an Examination Branch Room with the required infrastructure which also has a Strong Room, especially for storing the confidential documents relating to examination. If the students have any exam related query, they can approach the examination committee members who guide them. The internal examinations are conducted by the college in accordance with the academic calendar. The decisions regarding the examinations are taken in a meeting in which the Principal, HODs of all the departments and Examination Committee members are present. The internal evaluation is based on student's attendance, home assignments, seminar presentations and internal examinations, as applicable. For Tally and e-filing of Returns training, practical examination is conducted for all the students of B. Com 1st, 3rd and 4th Semester. For project dissertations, marks are allotted on the basis of project work submitted by the students and Viva. Due to Covid Pandemic, internal evaluation has been done using Google forms and students have been encouraged to submit the assignments online. Seminar presentations and Viva have also been conducted online. Important notices relating to examinations are uploaded in college website.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate B. Any 3 of the above

in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

5

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

In order to promote quality in education and broaden the horizon of learning beyond the curriculum, the faculty members organise various programs with the aim to enhance curricular value for students on issues relevant to professional ethics, gender, human values, environment and sustainability. The undergraduate students are taught 100 marks paper on Environmental Studies under the curriculum of Gauhati University. The students are sent for field work in this paper. The college has an active Women's Forum where all the teaching and non-teaching women employees of the college are active members. Women's Day is celebrated every year where students are encouraged to participate in plays and dramas on gender equality. Not only the girls students but even the boys participate in the programmes on Women's day. The college has an active NSS and NCC unit that spreads awareness about environment sustainability, importance about health and hygiene, organises blood donation camps, paints the public walls with social messages

and has also adopted a village at Chapaidong, Bonda, Guwahati. During the pandemic mask making and awareness campaign videos were circulated and even masks were distributed free of cost to the underprivileged people of the city.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

885

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

D. Feedback collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1151

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

568

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Special care is taken for advance learners and slow learners. There is a system of special classes for advanced learners and slow learner. There is committee of teachers in the name of "Super 30 Club" which arranges special classes for advanced learners and parent teacher meets. In the class routine there is provision of tutorial for slow learners.

Usually the college organizes an induction programme under the aegis of Freshers' Social for newcomers in each course separately. Following the Principal's address welcoming the freshers, there is a day-long programme where Teachers motivate the students both academically and psychologically, further opening avenues of the career options in their journey forward. Apart from the consistent effort of teachers in orienting the knowledge and ideas of the freshers at the beginning of each session, there is a formal provision too. This time, however, the Freshmen Social was not held due to COVID Protocol.

The programme consists of a week-long preparation and a culmination catering to their socio-cultural diversities to be followed by feedback from the students in the form of oral presentation.

While earmarking the potentials of creamy-layer students are buttressed properly for further enhancement through Super 30 Club, remedial classes are held for below-the-average students.

Remedial classes are offered on each subject on each day of the week respectively. There are several instances of repeat classes also as and when required by the students and the same is structured into either during recess or towards the last hour. Assistance to students for more organized preparation ahead of examination and also in regard to completion of the Assignment is also quite common a practice.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2721	74

File Description	Documents
Any additional information	No File Uploaded

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

Considering the students' problems the class routine is prepared for their benefits. Attendance in classes as per the rule is followed strictly. The students are given home assignment regularly in each subject. Internal examinations are conducted regularly. In the final year the students submit project reports under the guidance of teacher supervisors.

Since its inception Gauhati Commerce College has been a diligent medium to provide the students with the best facilities for expanding their wings of knowledge with the skills of soaring higher in the value oriented sky of entrepreneurship and innovation. The series of programmes conducted by various departments from time to time channelize the students' potentials

in more than one way, especially guiding them through hand on experiments, thereby teaching them both participation and team spirit, ultimately honing up the methodologies for enhancing learning experiences. Emulating the ideology of "Its all for Students" the institution prepares a fertile ground so as to transport the ideology into "Students for all", the ground work being prepared by the Programmes as follows:

- Experiential learning includes Project Work, Field based Assignment and MBA Annual Fest QuosoFiesta, IT Sessions and Industrial Visits.
- Regular Group discussions among students, both inside and outside the class rooms; Seminar, organized for both Syllabi-centric and Commerce-centric purposes constitute a great deal of participative learning

The list of Problem solving methods incorporates Case Studies, Inter-college Debate and Music Competition, Regular Quizzes on various occasions, Class Presentation and so on.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

With the increasing demand of ICT in imparting quality education, the college has incorporated ICT tools for effective learning of the students. The teachers of various departments have been using ICT tools and techniques to support, enhance, and optimize the delivery of education.

The college has the following ICT Tools to be used for Teaching and Learning by all the Departments:

- A Computer Lab comprising of 50 Computers in IT and PGDCA Departments.
- A Computer Lab with 30 Computers in the MBA Department.
- Desktop Computers and Laptops in all the departments.
- A total of 17 Numbers of Class rooms fitted with Projectors.
- One Smart Class Room-cum-Conference Hall with Video

Conferencing and Interactive Board facilities.

- Sufficient numbers of Printers are available in the Departments, College Library, Principal's Office, College Examination Office.
- Scanners, as required, are also available.
- Photocopier Machines in MBA, BBA, M.Com departments and in College Office, Examination Branch, College Library.
- One Big Auditorium and One Seminar Hall with Projector, mike facilities available.
- Online Classes taken by using Zoom, Google Meet, Google Classroom, You tube etc.
- Digital Library resources N-LIST, NBL, NBL-NECG .
- The entire College Campus is equipped with Wi-Fi connection.

The Following ICT Methods are used by the faculty Members:

Computer Lab is used to teach MS Word, MS Excel, MS PowerPoint, SQL to the students of B.Com as a part of Computer Application in Business subject.

PowerPoint presentations are used to deliver the course contents in a more effective manner.

Seminar and Conference rooms are used to conduct Guest Lectures, Competitions and Talks by Experts for students.

MCQ based assignments are provided for the students by using the link of Google Forms.

Video lectures are delivered by different teachers by using You tube, WhatsApp, Telegram, Zoom, Google Meet, Google Classroom etc.

Online Project presentations are conducted by the different guides.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

74

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

37

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

36

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

919

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Gauhati Commerce College has its mechanism for internal assessment as per the guidelines of Gauhati University. The College has the provision of transparent Sessional / Internal Examination for every Semester for both UG and PG courses. The college has an established Examination Committee which conducts the Internal Examination (for CBCS 30 Marks and for non- CBCS 20 Marks) of all B.Com students centrally while the Department of MBA, M.Com and BBA conduct examinations of the students respectively.

For centrally conducted Internal Examinations, the college has a provision of conducting a meeting of Principal, Vice-Principal, all the Head of the Departments and the Examination-in-Charges for the fixation of dates and other related matters for smooth functioning of the examination. Accordingly the Examination Branch / departments notify the Time Schedule for the examination well in advance for the students and faculty members. The Evaluation of the answer sheets are done by the concerned teachers of the departments as per the recommendation of the Head of Departments. The final marks of internal evaluation are awarded as: Sessional Marks converted (10) + Home Assignment / Presentation etc. (06) + Class Attendance (04) = Total (20)

After the submission of the Cumulative Marks by all the departments in a prescribed format, the Examination Committee uploads them in the University Portal on due verification.

There are provisions for Re-Sessional Examinations for the

absentee students having genuine grounds.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Grievance is as common as the integrity prevalent in evaluation process. Accordingly, after the completion of each stage of Internal Assessment, the examinees are allowed to go through the marks they have scored in the respective subjects and in case of any peccadillo the concerned teacher in consultation with the Head of the department verify the mark and correct, if any. The Head of the Department then reports the same to the Examination-in-Charge of the College to undertake necessary action to do away with the grievance. Only after confirmation from all the departments in this regard the award list is uploaded in the University Portal earlier than the deadline, followed by utmost care undertaken in case of any discrepancy in internal assessment in the uploaded format.

In case the grievance from any student comes regarding internal assessment marks after the declaration of Final results by the university, the case is immediately forwarded to Examination Office for verification. The Examination Committee, in this regard, checks and verifies the marks in the student mark sheet and with the submitted copy of marks by the Head of Departments. If any discrepancy occurring in the marks, the student is advised to write an application to the Controller of Examinations, Gauhati University duly forwarded by the Principal of the College and the Original correct mark is resend to the University by the College.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

All the programmes offered by the college and the outcomes of the stated programs are uploaded in the college website. Students are additionally informed about the details of the program through the college prospectus published at the beginning of every academic session. The objectives of the courses offered by the college are addressed by the Principal of the college on the day of admission to the teachers, students and the parents and accordingly all the stake holders are made aware about the goals of excellence the institution aspires to achieve.

At the beginning of the course various induction and orientation programmes are organised to communicate with the students about the learning outcomes and course outcomes. The students are encouraged to delve deep into the course outcome by the teachers during classroom teaching. Besides, well established alumni are invited to the classroom and formal meetings to interact with the students and teachers about the relevance of the course in their academic and professional journey and to suggest for further development of the course. Teachers are motivated to participate in various workshops, seminars, FDPs to enrich their teaching learning and evaluation process and to develop methods of evaluation of learning outcomes.

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

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.gauhaticommercecollege.in/course-outcome/
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Evaluations are undertaken by the institution at a regular interval to measure the performance of the students and attainment of the programme outcomes and course outcomes. Following are the parameters of evaluation of attainment of PO outcomes and CO outcomes.

Process of Evaluation: Evaluation process of attainment of programme outcomes and course outcomes are primarily based on the direct evaluation as guided by Gauhati University. It consists of

end semester examination by university, internal examination (Sessional) by the institution, assignment, assignment presentation, quiz etc.

Evaluation of Feedback: There is also a student feedback domain in the college website to learn about students' feedback of the CO and PO.

Placement: Placement cell of the institute provides regular information about successful students employed in various departments. Commerce alumni are generally absorbed in the banking sector, insurance sector and financial institution. They are also serving several government departments and also have established their own enterprises and business. Some of our students progress towards working as registered chartered accounts.

Higher Studies: Attainment of PO and CO is also evaluated by student progression to M. Com. M.B.A. C.A. C.S , C.M.A. and Research etc. courses in various institutions all over India.

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.gauhaticommercecollege.in/course-outcome/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

622

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.gauhaticommercecollege.in/wp-content/uploads/2022/01/SSS.pdf>

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 year (INR in Lakhs)

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

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

19

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

9

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

29

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The NSS unit engaged itself in actively spreading awareness about covid -19 and the Do's and Don'ts by distributing Pamphlets from March 2020 to October 2020. 60 volunteers participated in the programme.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has a well-developed campus in the heart of the city of Guwahati. The Campus has been equipped with modern facilities and learning resources.

Categories of infrastructure facilities and learning resources are:

1. Learning Resources encompass resources and infrastructure required for library, laboratories, computer centre and smart classrooms.
2. Support facilities include hostel, canteens, auditorium, seminar halls, case study room, documentation centre, green

belt, sports grounds and crèche.

3. Utilities include a drinking water, rest rooms, car parking area, solar power supplies and power generators.
4. Classes are scheduled for optimal utilization of the available physical infrastructure.

In order to promote a good teaching learning environment the college strives to create and enhance infrastructure both in terms of buildings and other facilities to provide a good teaching-learning environment. Sharing of computer laboratory facilities is encouraged between departments. The departments also have individual departmental libraries that cater to students from other departments.

To ensure regular and reliable power supply, the college has invested in multiple solar plants at various locations. The security surveillance protocols is maintained and monitored through CCTV cameras, which helps personnel to respond to situations in time and prevent mishaps.

The college has fire fighting system in place in every building and lab.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities. There is one well equipped auditorium with a sitting capacity of about 600 for organizing meetings and cultural activities. The auditorium is named after founder Principal Dr. B C Lahakar. There is one big play ground in the name 'Principal Umesh Chandra Sarma Krirangan' for outdoor games like Cricket, Foot ball, Volley ball. The College has two badminton courts in the campus. There is provision of table tennis also. There is a multi Gymnasium Hall in the new building since 2009 with adequate facilities which are used by the students regularly. The Boys' and Girls' Common Room are also used for indoor games. There is provision of yoga also.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

25,44,410

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library Management System (ILMS) and has digitisation facility

- Name of the ILMS Software - SOUL 2.0
- Nature of Automation (fully or partially) - Partially
- Version - 2.0
- Year of Automation - 2008

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

5,23,738/

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College regularly updates IT facilities under the guidance of Information & Technology department, The website of the College is developed regularly and maintained properly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

80

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

84,408.00

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The procedures and policies adopted by the College for maintaining and utilizing physical, academic and support facilities include: up-gradation of the obsolete, facilities well-versed with technology and which enhance the quality of institutional life, provide comfortable 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 at from the Principals Office. To facilitate these, the College seeks and receives requisitions from the faculty and the students 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 has a caretaker as the nodal person to receive and redress complaints. His team comprises electrician, plumber and handyman to resolve routine problems. During the Covid-19 Pandemic and Lockdown, the University facilitated Online Teaching and Learning by providing access to different Online Platforms. The College further facilitated Online Teaching and Learning and several academic activities. 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. All books and journals are routed through the Library Committee members before the purchase orders are finalized. Library Committee, an advisory committee, responsible for effective functioning of the library and purchase of library resources, is appointed by the Staff Council of the College. The college is well equipped with CCTV cameras and Electronic Article Surveillance (EAS) system 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

140

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

13

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

185

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

10

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

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 year****5.3.1.1 - 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 year.**

6

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

An active students' Union is in place elected through an election process following the laid down norms. Different wings Debating and Symposium, Games, Culture etc are headed by these elected representatives. They help in organising different programmes like College Week Competitions, Saraswati Puja Celebrations, Cultural Competitions. They also help in students' participation in events organized by Gauhati University and other colleges/ government bodies. The GCC hostel boarders also engage actively in the college programmes. They help the administration in ensuring discipline amongst the student community.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

6

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

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

ALCOM organized a National level Webinar on "Stress Management of Students during Covid-19 Pandemic" on 31 July 2020. Altogether 3,000 participants participated in the webinar. Smti Loya Agarwal was the Keynote speaker in the webinar. Sahitya Academy Awardee Shri Diganta Biswa Sarma, (Alumni and former General Secretary of GCC Students Union) inaugurated the webinar. Certificates were given to all the participants of this webinar. On 27 and 28 th August 2020, ALCOM in association with Acadevo organized a "Two Days Online Workshop on Soft Skill Training Programme" which had 100 participants. Dr. Shreya Gobind was the resource person of the event. "7 Days Yoga Camp" was been organised in the Dr. B. C. Lahkar Auditorium from 14 to 20 December, 2020 in association with 1 Assam BN NCC and Bharatiya Yoga Sansthan, Assam Pradesh. Altogether 30 participants participated in this camp. A friendly

Cricket Match was played between ALCOM and GCC Teaching and Non-Teaching staff on 26 January 2021 as part of the Republic Day celebrations in the college ground. ALCOM has always offered a helping hand to Gauhati Commerce College in celebrating Independence Day Bike Rally every year. The drinking water to the bikers of this rally is sponsored by ALCOM. Shri Partha Das (Alumni), donated an amount of Rs. 10,000/- on 10 June 2021, in cash to the family members of Late Prof. Purna Chandra Bordoloi as a token of love and respect towards him. The ALCOM has a total of 1140 Registered members as on date.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year C. 3 Lakhs - 4Lakhs
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VIISION OF THE COLLEGE

To become one of India's leading centre of excellence imparting business education of the highest standard.

MISSION OF THE COLLEGE

To serve the people of the North-East by striving for the spread of business education and academic excellence.

MOTTO OF THE COLLEGE

Dissemination of information and knowledge as a centre of excellence in higher education by imparting quality education and pursuing research studies.

Response: The College seeks to present itself as a major centre of learning for the advancement, preservation, dissemination and use of knowledge in this developing NE region of the country. It also aims to mould students into ideal citizens with commendable human values. It encourages enrollment of students from different cross-sections of the society by providing them with the best of infrastructure and learning resources. The college tries to mould in its students into a rounded personality of professional competence, self confidence and positive attitude that would help in the development and growth of Assam in particular, and the North-East region and the country in general. The college has attempted to fulfill its vision and mission by adopting various perspective plans from time to time as per the need of the hour and implements them through the process of delegation of authority and participative management style and 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Case study: The college encourages students participation besides the management personnel's and the teaching and non-teaching faculties' participation in certain institutional practices through the process of decentralization and participative management. For that an elected body of the students in the form of Gauhati Commerce College Students' Union assists the college authority in different spheres of activity concerning the students' welfares and other issues relating to the students. Earlier this body was headed by the Principal, who was the ex-officio president of the body. But to encourage greater decentralization and students participation the students union body of the college has been reconstituted and the Principal ceased to become the President of the students' union body. Other members of the students' union are also elected students' representatives. Moreover, the college authority also includes students' representatives in the various Committees and Cells formed from

time to time and as per the necessity they are delegated with the required authority and responsibility.

Some such committees are :

- Committee for Preparation and Amendments to the Constitution of Gauhati Commerce College Students' Union.
- Ragging Vigilance Committee
- GCC Mountaineering Club
- Grievances Redressal Cell etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional Strategic/perspective plan

Response: The extensive goals of the strategic plan (2016-2021) associated with the Gauhati Commerce College are primarily committed to provide quality higher education and research facility to the students and the teaching fraternity. The perspective plan also aims at developing the infrastructure corresponding with the anticipated aim of providing academic and support facilities to the students and thereby creating a roadmap for students overall growth and achievement and paving the way for the all-round growth and development of the institute.

Specific objectives and goals of perspective plan 2016-2021 are:

- To increase student intake capacity.
- To introduce skill-based courses.
- Improvement of infrastructure facilities like construction of more classrooms, digitisation of library, construction of digital classrooms, etc.
- Construction of playground for outdoor games and indoor sports facilities for the girls and boys separately, gymnasium in the campus.
- To establish well-structured feedback system.
- To strengthen the research facilities for the faculties and motivate them to involve in research by undertaking major

and minor research projects, publishing research papers in reputed and high impact factor journals, etc.

- To take initiative for development of eco-friendly campus e.g. Installation of Solar Energy System, Waste management system, Green Belt etc.
- To collaborate with various organisations both in private and public sector for field trips, placements, etc.
- To undertake various CSR activities through the students.
- To organise various workshops or orientation programmes for the students.
- To enhance students knowledge on research by allotting field projects to them.
- Encouraging the students as well as the faculties to publish research papers in seminar and conference proceedings.
- To encourage and depute the faculties to attend and participate in various FDPs, Orientation Programmes, Workshops, etc. so that they can update their knowledge from time to time and contribute their best towards the upliftment of the students' community and thereby leading towards the overall growth and development of the college.

One activity that is successfully implemented based on Strategic/perspective plan : Infrastructure development

During the period (2016-2021) the college has given special emphasis on the infrastructure development especially on computer and internet based facilities. Besides, the existing 36(thirty-six) no. of normal classrooms in this period 11(eleven) new classrooms are also constructed. At present the college also has 19 (nineteen) Digital/ Smart classrooms. Special emphasis is also given on digitalization of the library, where a total of 90 (ninety) Desktops and 15 (fifteen) Laptops have been installed to give boost to the academic and research activities of the students. The no. of computers with INFLIBNET-NLIST access in the library is increased to 20 (twenty). During this period 02 (Two) seminar/conference room and 01 (one) Computer lab in addition to the existing one and n01 (one) Video Centre have also been constructed in the College premises. Moreover, for physical development of the students 01 (one) Gymnasium Hall with instruments is also constructed. The college has also constructed a good number of toilets for students and teachers. The Boys' common Room and the Girls' Common Room have also been refurnished by equipping them with indoor games for playing during leisure time.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

Gauhati Commerce College is permanently affiliated to Gauhati University, Guwahati, Assam. The college is having three-tier system for its governance. It is governed by Ministry of Education, Government of Assam. At the management level the college is governed by the President, The Secretary and other members of the Governing Body of the College. At the college level, The Principal is the apex of the internal administration and is assisted by Vice-Principal, HOD's, staff and IOAC.

Administrative set up: The Administrative set up consists of the Principal, followed by Vice-Principal, HOD's, Faculty in charges, Supervisory Assistants, Clerks and so on.

The organisation structure of the Departments at undergraduate level includes Head of Departments followed by Associate Professors and Assistant Professors.

The organisation structure of the Library consists of The Librarian, Assistant Librarian, Library Assistant and bookman.

The organisation structure of the various Self-financed courses such as BBA, MBA, PGDCA and M.Com Department consists of the Director/Co-ordinator followed by Assistant Professor.

Service Rules: For the service conditions and rules, the college follows rules and regulations laid down by the Education Department, Govt. of Assam.

Procedure for recruitment: The recruitment procedure is carried out in two ways:

Recruitment for Permanent posts (Grant-in-aid): These posts are recruited by DPI according to the norms of the Govt. of Assam and UGC.

Recruitment for Temporary posts: These posts are recruited by the Management of the college according to the norms fixed by Governing Body keeping in view the norms of the Govt. of Assam and UGC.

Procedure for Promotion: The promotion is allotted according to govt. Guidelines in case of undergraduate courses. But there is no provision of promotion in the self financed courses run by the college.

Grievance redressal mechanism: The College has Anti Ragging Committee, Internal Complain Committee and Grievance Redressal Committee for timely redressal of the student and the faculty grievances.

Mechanism for redressal of student's grievances:

1. **Student's direct access to authorities:** The students can directly approach the Principal, the Vice-Principal and head of the departments to put up the grievances.
2. **Through Women's Forum:** Many times the girl students of the colleges get their grievances settled down through the Women's Forum too.
3. **Student's suggestion Box:** The students can put their complaints and suggestions in written form in the suggestion boxes kept at different locations in the campus. The boxes opened periodically and authorities take cognizance of the grievances and students suggestions and thereby undertake appropriate measures.
4. **Student's Union:** The grievances of the students are also received through the student's union and the appropriate measures are taken up by the appropriate authorities.

Mechanism for redressal of employee's grievances:

Open discussion with employees: The Principal of the college tries to resolve the employee grievances through open discussion and interaction with them.

Staff representation to management: There are also staff representatives in the management i.e. Governing Body of the college to present the grievances of employees before the

management.

Placement Cell: The College has two placement cells; one is for H.S., B.Com. BBA, PGDCA & M.COM. Department and the other one is for MBA Department.

Information and Career Guidance Cell: The Information and Career Guidance Cell of the college was set up in the year 2002-2003.

N.S.S., N.C.C. & Gauhati Commerce College Rover Crew: The Institute has also very active N.S.S., N.C.C. & Gauhati Commerce College Rover Crew (an unit of Bharat scouts and Guides, Assam). All of them are working very satisfactorily and providing services to the community in various ways from their inception.

College Committees: Different committees, Cells, Centres and Bodies are formed in the college from time to time to carry out different duties and responsibilities. It is through these committees the college authorities has decentralised the power.

The Alumni Association: The College has an Alumni Association too, which is very active but still not registered.

Courses & Study Centres: Besides B.Com., BBA, MBA, PGDCA and M. Com. Study centre of K.K. Handique State Open University, Institute of Distance and Open Learning (IDOL) under Gauhati University and Skill Development Centre under PMKVY are also functioning under Gauhati Commerce College. Supervisory Assistant

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Gauhati Commerce College has a welfare mechanism in place for teaching and non-teaching staff.

1. Fully equipped library with Internet facility

The library has a huge volume of books, journals, magazines and newspapers which can be assessed by all employees. Internet facility is available.

2. Playground

The college playground provides a place for all sorts of games to be played.

3. Canteen facility

The canteen provides good quality foods at a reasonable rate. Employees can place order of food on their own choice.

4. Day care centre

The day care centre provides a facility to the employees for keeping their children during the working hours.

5. Gymnasium

A fully equipped gymnasium, with all modern amenities, is set up for workouts.

6. College admission

Priority is given in the college admission to the wards of the teaching and non-teaching staff.

7. Free medical camp for staff

To keep on monitoring the health of its employees, free medical camps are organized from time to time.

8. Maternity benefits

Maternity benefits are provided to the women employees as per norms.

9. Wi-Fi facility

Wi-Fi facility available across the college campus

10. Adequate pure drinking water

Pure drinking water is available at different locations within the college campus

11. Sanitation

Clean and hygienic wash rooms, separately for males and females, are set up at different locations of the college campus.

12. Festival advance:

There is provision for providing festival advance to the employees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

48

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college follows the rules and regulations prescribed by the Director Higher Education, Government of Assam for the Performance Appraisal of teaching and non-teaching staff.

The following is the description of the Performance Appraisal of the teaching staff.

1. Academic qualification from HSLC till Post Graduation.
2. Research Degrees such as M.Phil, Ph.D./D. Phil, D.Sc/D. Litt
3. Appointments held prior to joining to this college, designation, salary grade etc.
4. Posts held after joining this institute.
5. Period of teaching experience both at PG & UG levels.
6. Research Experience
7. Field of specialization under subject/ discipline
8. Academic Staff College Orientation/ Refresher Course/Summer School/ any other course attended.
9. API Scores awarded based on Lectures/ Seminars/Tutorials/Practical/ Contact Hours.
10. API score based on Preparation and imparting of

knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students.

11. API score based on use of Participatory and innovative Teaching-Learning Methodologies/ Audio-visual teaching aid, Updating of subject Content, Course Improvement etc.

12. API score based on examination Duties Assigned and Performed

The Performance Appraisal of the non-teaching staff is purely based on the guidelines prescribed by the Director Higher Education, Government of Assam.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Our college, being a provincialized HEI, maintained finance and accounts regularly during the period 2019-20 as usual. Our college 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. During the course of the audit, the internal control system was 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 2019-20, 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. During the year, the institution maintained bank accounts for each fund with various banks. The transactions of these funds

were also recorded properly in separate cash books. The balances of these accounts were duly reconciled with the books of accounts maintained.

EXTERNAL AUDIT

External audit was conducted but report is still awaited.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College mobilized its funds mainly from Government of Assam and RUSA on various heads of expenditure. Funds received had been spent on payment of salary. Each and every amount received is at par with the budget allocation. The resource mobilization policy of the college focuses on achieving the goals and target of the institution ensuring accountability and transparency.

The college mobilized its resources from the self financing and professional courses namely MBA, BBA, M.Com, PGDCA. Resource mobilization was also carried out by Students fees, etc. Funds generated were used for maintenance and development of the college. The College gets some amount by conducting external

examinations. The Centre of KKH State Open University contributes in fund generation. The CA Examination centre is another source of income. The auditorium is given on rent for public uses.

Optimal utilisation of resources was ensured through-

1. Allocation of adequate funds for effective teaching learning practices.
2. Utilisation of budget to meet day-to-day operational and administrative expenses and maintenance of fixed assets.
3. Enhancement of library facilities.
4. Funds were also utilised for development and maintenance of infrastructure of the college.
5. Some funds were allocated for NCC and NSS as part of social responsibilities.

Main motto of resource mobilization and optimal utilisation of resources is to put Gauhati Commerce College on benchmark and quality teaching and unique growth of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

During the lockdown period, the IQAC of the college organized various webinars in association in the various departments of the college so as to enlighten the student fraternity in particular & the society in general, regarding various commerce related topics like entrepreneurship development (Mgt/Eco/EDC), technology in education (Eco dept./Eng Dept.), personality development skills (English Dept.) accounting as a dynamic profession (Acc. Dept.) GST outreach progress (Acc. Dept.)

The centre of Human Excellence has been set up with a view to assist the students & civil society to strive towards academic,

spiritual or aesthetic.

The student mentoring initiative has been development from 1st semester B.Com classes so as to assist & motivate the young learners to face life with zeal & positively.

1. Feedback System from Student

The IQAC has initiated the process of online feedback system that can cater to a large number of students at ease, to gather information about the course, administration, teaching methodology, learning resources. The self financing courses/department and so the teachers of the UG department had been doing it manually or otherwise but there was no centralised system and was done at a irregular basis. The IQAC cell has bought the system to the mainstream and the online feedback system has been initiated as a quality initiative and the process of analysis has been evolved to improve the overall environment of the college and work for the betterment of all the stake holders of the institution.

1. Academic Audit through IQAC

The IQAC has set up an Academic Audit Committee to increase and maintain the quality of education. The committee aims to collect academic plan including publication, extension activity, collaboration, innovative and best practices, ICT based activities, seminar, students competition, etc for the better performance. The Committee organised an independent Academic Audit by experts to assess the status of our academic performance which was a very fruitful exercise. The report presented by the experts was discussed and recommendations been put to action. Due to implementation of such audit, it is found that all the departments and committees have been constantly working for improving their co-curricular and extra co-curricular performances.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of

operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The College have the innovative practice of keeping five best project reports sixth semester of students under each teacher guide every year for references of students who will pursue research projects in future. This also acts as a source of motivation for students to seek excellence in project writing.

The College have another innovative practice of encouraging leadership among senior students by assigning the responsibility as group leaders in Tally and e- Filing practical classes for 1st and 3rd semester students under the subjects Financial Accounting and Income Tax Law and Practice respectively. The senior students act as group leaders and also help the teacher concerned in conducting the practical classes. The leaders act as a guide in solving small problems and working in the computer for the juniors learning to solve the practical in their laptops.

The IQAC has also initiated the process of publication of peer-reviewed research papers in the form of seminar proceedings with ISBN in association with various departments.

The college has set up 18 numbers of ICT enabled classrooms which has helped in imparting lessons through AV aids. The computer laboratories with 50 numbers of computer has been a major resource for the college where practical classes of IT department & Accountancy Department in batches. The IT department in association with IQAC of the college has opened various short term courses for the students. The college also developed a fully digitalized admission process for the students of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit

C. Any 2 of the above

recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The following measures have been initiated by the institution for the promotion of gender equity during the year:

- International Women's Day 2021 was celebrated by GCC Women's Forum on 08-03-2021 with the theme "Choose to Challenge"
- Gauhati Commerce College Women's Forum has set up a students' counseling committee for female students which is running successfully.
- Common room facilities for both boys and girls and faculty members are there.
- Grievance redressal cell for boys and girls (Weblink of prospectus)
- Cell for the prevention of harassment to women staff and girls' students under the chairmanship of the Principal of the college

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management and Waste recycling system

Solid Waste Management and Waste Recycling

- 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.
- Bio-degradable wastes are effectively converted to fertilizer by composting technology inside the college campus. A vermicomposting unit required some biodegradable waste to convert these as fertilizer. After segregation of biodegradable waste from canteens and Hostel are dumped in the composting unit in the college campus. This fertilizer is used for the plants and trees in the campus. College discourages uses of plastic; particularly single use plastics in campus.

- College produces lot of paper waste. Paper wastes from AcademicBlocks, Library, Administrative offices are disposed through vendors. The wastes are properly

stacked in designated place and later disposed through vendors for proper waste management. College promotes digital platform to reduce the usage of paper for communication and sharing documents.

E waste Management

Gauhati Commerce College has efficient mechanism to dispose E wastes generated from various sources like computer laboratory, Academic and Administrative Offices and it replaces old equipments with new ones.

In the E-WASTE DETOX Drive organized by Earthful Foundation in the month of January, 2021 Gauhati Commerce College actively participated and helped the society in recycling the wastes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institutional efforts in providing an inclusive environment is reflected in the admission guidelines of the college which follows the state government reservation policy under which certain percentage of total seats are reserved for students of different backward communities. The multilingual, multicultural harmony in college environment is aptly projected in college week, college freshers and golden jubilee celebrations. Nepali students fresher's, Bodo students fresher's, to name a few, are held every year. Active involvement of students wings like NSS, NCC, Scouts and Guides in observing Peace Day, World Environment Day, Unity Day, Constitution Day etc. have ensured the continued existence of a tolerant, all inclusive progressive environment in college.

- The institution celebrates Saraswati Puja with its stakeholders.
- To inculcate tolerance and harmony amongst various groups inside and outside the institution, Unity Day and Peace Day is celebrated.
- The auditorium/Seminar Hall of the institution is also used for conducting various cultural, regional functions. It is also let out to various other organisations for the same.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- To adhere to the Constitutional obligation of our country, Independence day, Constitution day is celebrated every year with participation of all the stake holders of the college.
 - To keep up with the Swachh Bharat Abhiyan of the Government, the institution regularly cleans its campus and has implemented strict rules for the faculty members, staff members and the students to keeps the campus clean and environment friendly. Also, many programmes are held in the college with active participation from the students to spread awareness of Swachh Bharat initiative.
 - As part of our Constitutional obligation, the college also conducts voting awareness programmes for students above 18 years of age.
 - As part of our Constitutional obligation and duty to serve the nation, the faculty and staff members of the college perform the election duties as Presiding Officers, Polling Officers and impart training to various other institutions on election duties.(Information to be provided by respective faculty members)
 - The institution has also constituted various committees for sensitization of students and employees. The committees as such are:
 - Students Disciplinary Action Committee (Refer page 24 of prospectus 2020-21)
1. Ragging Vigilance Committee (Refer page 25 of prospectus 2020-2021)
 2. Students Welfare Committee (Refer page 25 of prospectus 2020-21)
 3. Grievance Redressal Cell for students and employees (Refer page 27 of prospectus 2020-21)
 4. Cell for the prevention of harassment to women, staff and girls' student. (Refer page 27 of prospectus 2020-21)
 5. Students mental wellness centre (Refer page 27 of prospectus 2020-21)

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution regularly celebrates/organises various national and international commemorative days, events and festivals. The list of events celebrated is as follows:

- Independence Day
- AzadikaAmritMahotsav
- Constitution Day
- Peace Day
- Unity Day
- International Yoga Day
- Republic Day
- World Environment Day
- International Womens' Day
- NSS Day
- NCC Day
- Covid Awareness

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

- During the covid period we have immediately switched over from offline to online mode so that the studentas are benefited and their studies are not hampered.
- NSS (one of the wings of gcc) has done covid awareness

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Gauhati Commerce College is affiliated to Gauhati University and so all the departments follow the curriculum as prescribed by the University. All the courses are offered in semester mode. Effective curriculum delivery is ensured and documented through a well-planned time table, teaching plan, academic calendar, workload distribution and systematic evaluation. Department of Accountancy of B.Com imparts practical computer-based 'Tally' training to all the students of B.Com 1st Semester and 'e-Filing of Income-tax Returns' training to the students of B.Com. 3rd and 4th Semester. Due to Covid pandemic, online teaching was pursued from May 2020 till the month of September 2020. The physical teaching activities resumed from mid-September 2020 till April 2021 after which the lockdown was imposed again. Online classes have been conducted live on Zoom or Google Meet platform or by sharing the links of audios and videos as prepared by the teachers with the students through Whatsapp or Telegram groups. The number of students in each semester is very large and so all possible steps have been undertaken to reach out to all the students online. Following the Covid guidelines and SOPs, relaxed provisions have been made for preparation and submission of project reports by students.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college has an effective and continuous system of internal evaluation. An examination committee is constituted for this purpose. There is a separate arrangement of an Examination Branch Room with the required infrastructure which also has a Strong Room, especially for storing the confidential documents

relating to examination. If the students have any exam related query, they can approach the examination committee members who guide them. The internal examinations are conducted by the college in accordance with the academic calendar. The decisions regarding the examinations are taken in a meeting in which the Principal, HODs of all the departments and Examination Committee members are present. The internal evaluation is based on student's attendance, home assignments, seminar presentations and internal examinations, as applicable. For Tally and e-filing of Returns training, practical examination is conducted for all the students of B. Com 1st, 3rd and 4th Semester. For project dissertations, marks are allotted on the basis of project work submitted by the students and Viva. Due to Covid Pandemic, internal evaluation has been done using Google forms and students have been encouraged to submit the assignments online. Seminar presentations and Viva have also been conducted online. Important notices relating to examinations are uploaded in college website.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
5	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
5	
File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
0	
1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year	
0	

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

In order to promote quality in education and broaden the horizon of learning beyond the curriculum, the faculty members organise various programs with the aim to enhance curricular value for students on issues relevant to professional ethics, gender, human values, environment and sustainability. The undergraduate students are taught 100 marks paper on Environmental Studies under the curriculum of Gauhati University. The students are sent for field work in this paper. The college has an active Women's Forum where all the teaching and non-teaching women employees of the college are active members. Women's Day is celebrated every year where students are encouraged to participate in plays and dramas on gender equality. Not only the girls students but even the boys participate in the programmes on Women's day. The college has an active NSS and NCC unit that spreads awareness about environment sustainability, importance about health and hygiene, organises blood donation camps, paints the public walls with social messages and has also adopted a village at Chapaidong, Bonda, Guwahati. During the pandemic mask making and awareness campaign videos were circulated and even masks were distributed free of cost to the underprivileged people of the city.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

885

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

D. Feedback collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1151

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

568

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Special care is taken for advance learners and slow learners. There is a system of special classes for advanced learners and slow learner. There is committee of teachers in the name of "Super 30 Club" which arranges special classes for advanced learners and parent teacher meets. In the class routine there is provision of tutorial for slow learners.

Usually the college organizes an induction programme under the aegis of Freshers' Social for newcomers in each course separately. Following the Principal's address welcoming the freshers, there is a day-long programme where Teachers motivate the students both academically and psychologically, further opening avenues of the career options in their journey forward. Apart from the consistent effort of teachers in orienting the knowledge and ideas of the freshers at the beginning of each session, there is a formal provision too. This time, however, the Freshmen Social was not held due to COVID Protocol.

The programme consists of a week-long preparation and a culmination catering to their socio-cultural diversities to be followed by feedback from the students in the form of oral presentation.

While earmarking the potentials of creamy-layer students are buttressed properly for further enhancement through Super 30 Club, remedial classes are held for below-the-average students.

Remedial classes are offered on each subject on each day of the week respectively. There are several instances of repeat classes also as and when required by the students and the same is structured into either during recess or towards the last hour. Assistance to students for more organized preparation ahead of examination and also in regard to completion of the Assignment is also quite common a practice.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2721	74

File Description	Documents
Any additional information	No File Uploaded

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

Considering the students' problems the class routine is prepared for their benefits. Attendance in classes as per the rule is followed strictly. The students are given home assignment regularly in each subject. Internal examinations are conducted regularly. In the final year the students submit project reports under the guidance of teacher supervisors.

Since its inception Gauhati Commerce College has been a diligent medium to provide the students with the best facilities for expanding their wings of knowledge with the skills of soaring higher in the value oriented sky of entrepreneurship and innovation. The series of programmes conducted by various departments from time to time channelize the students' potentials in more than one way, especially guiding them through hand on experiments, thereby teaching them both participation and team spirit, ultimately honing up the methodologies for enhancing learning experiences. Emulating the ideology of "Its all for Students" the institution prepares a fertile ground so as to transport the ideology into "Students for all", the ground work being prepared by the Programmes as follows:

- Experiential learning includes Project Work, Field based Assignment and MBA Annual Fest QuosoFiesta, IT Sessions

and Industrial Visits.

- Regular Group discussions among students, both inside and outside the class rooms; Seminar, organized for both Syllabi-centric and Commerce-centric purposes constitute a great deal of participative learning

The list of Problem solving methods incorporates Case Studies, Inter-college Debate and Music Competition, Regular Quizzes on various occasions, Class Presentation and so on.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

With the increasing demand of ICT in imparting quality education, the college has incorporated ICT tools for effective learning of the students. The teachers of various departments have been using ICT tools and techniques to support, enhance, and optimize the delivery of education.

The college has the following ICT Tools to be used for Teaching and Learning by all the Departments:

- A Computer Lab comprising of 50 Computers in IT and PGDCA Departments.
- A Computer Lab with 30 Computers in the MBA Department.
- Desktop Computers and Laptops in all the departments.
- A total of 17 Numbers of Class rooms fitted with Projectors.
- One Smart Class Room-cum-Conference Hall with Video Conferencing and Interactive Board facilities.
- Sufficient numbers of Printers are available in the Departments, College Library, Principal's Office, College Examination Office.
- Scanners, as required, are also available.
- Photocopier Machines in MBA, BBA, M.Com departments and in College Office, Examination Branch, College Library.
- One Big Auditorium and One Seminar Hall with Projector, mike facilities available.
- Online Classes taken by using Zoom, Google Meet, Google

Classroom, You tube etc.

- Digital Library resources N-LIST, NBL, NBL-NECG .
- The entire College Campus is equipped with Wi-Fi connection.

The Following ICT Methods are used by the faculty Members:

Computer Lab is used to teach MS Word, MS Excel, MS PowerPoint, SQL to the students of B.Com as a part of Computer Application in Business subject.

PowerPoint presentations are used to deliver the course contents in a more effective manner.

Seminar and Conference rooms are used to conduct Guest Lectures, Competitions and Talks by Experts for students.

MCQ based assignments are provided for the students by using the link of Google Forms.

Video lectures are delivered by different teachers by using You tube, WhatsApp, Telegram, Zoom, Google Meet, Google Classroom etc.

Online Project presentations are conducted by the different guides.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

74

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

37

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

36

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

919

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Gauhati Commerce College has its mechanism for internal assessment as per the guidelines of Gauhati University. The College has the provision of transparent Sessional / Internal Examination for every Semester for both UG and PG courses. The college has an established Examination Committee which conducts the Internal Examination (for CBCS 30 Marks and for non- CBCS 20 Marks) of all B.Com students centrally while the Department of MBA, M.Com and BBA conduct examinations of the students respectively.

For centrally conducted Internal Examinations, the college has a provision of conducting a meeting of Principal, Vice-Principal, all the Head of the Departments and the Examination-in-Charges for the fixation of dates and other related matters for smooth functioning of the examination. Accordingly the Examination Branch / departments notify the Time Schedule for the examination well in advance for the students and faculty members. The Evaluation of the answer sheets are done by the concerned teachers of the departments as per the recommendation of the Head of Departments. The final marks of internal evaluation are awarded as: Sessional Marks converted (10) + Home Assignment / Presentation etc. (06) + Class Attendance (04) = Total (20)

After the submission of the Cumulative Marks by all the departments in a prescribed format, the Examination Committee uploads them in the University Portal on due verification.

There are provisions for Re-Sessional Examinations for the absentee students having genuine grounds.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Grievance is as common as the integrity prevalent in evaluation process. Accordingly, after the completion of each stage of Internal Assessment, the examinees are allowed to go through the marks they have scored in the respective subjects and in case of any peccadillo the concerned teacher in consultation with the Head of the department verify the mark and correct, if any. The Head of the Department then reports the same to the Examination-in-Charge of the College to undertake necessary action to do away with the grievance. Only after confirmation from all the departments in this regard the award list is uploaded in the University Portal earlier than the deadline, followed by utmost care undertaken in case of any discrepancy in internal assessment in the uploaded format.

In case the grievance from any student comes regarding internal assessment marks after the declaration of Final results by the university, the case is immediately forwarded to Examination Office for verification. The Examination Committee, in this regard, checks and verifies the marks in the student mark sheet and with the submitted copy of marks by the Head of Departments. If any discrepancy occurring in the marks, the student is advised to write an application to the Controller of Examinations, Gauhati University duly forwarded by the Principal of the College and the Original correct mark is resend to the University by the College.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

All the programmes offered by the college and the outcomes of the stated programs are uploaded in the college website. Students are additionally informed about the details of the program through the college prospectus published at the beginning of every academic session. The objectives of the courses offered by the college are addressed by the Principal of the college on the day of admission to the teachers, students and the parents and accordingly all the stake holders are made aware about the goals of excellence the institution aspires to achieve.

At the beginning of the course various induction and orientation programmes are organised to communicate with the students about the learning outcomes and course outcomes. The students are encouraged to delve deep into the course outcome by the teachers during classroom teaching. Besides, well established alumni are invited to the classroom and formal meetings to interact with the students and teachers about the relevance of the course in their academic and professional journey and to suggest for further development of the course. Teachers are motivated to participate in various workshops, seminars, FDPs to enrich their teaching learning and evaluation process and to develop methods of evaluation of learning outcomes.

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

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.gauhaticommercecollege.in/course-outcome/
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Evaluations are undertaken by the institution at a regular interval to measure the performance of the students and attainment of the programme outcomes and course outcomes. Following are the parameters of evaluation of attainment of PO outcomes and CO outcomes.

Process of Evaluation: Evaluation process of attainment of programme outcomes and course outcomes are primarily based on the direct evaluation as guided by Gauhati University. It consists of end semester examination by university, internal examination (Sessional) by the institution, assignment, assignment presentation, quiz etc.

Evaluation of Feedback: There is also a student feedback domain in the college website to learn about students' feedback of the CO and PO.

Placement: Placement cell of the institute provides regular information about successful students employed in various departments. Commerce alumni are generally absorbed in the banking sector, insurance sector and financial institution. They are also serving several government departments and also have established their own enterprises and business. Some of our students progress towards working as registered chartered accounts.

Higher Studies: Attainment of PO and CO is also evaluated by student progression to M. Com. M.B.A. C.A. C.S , C.M.A. and Research etc. courses in various institutions all over India.

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.gauhaticommercecollege.in/course-outcome/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

622

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.gauhaticommercecollege.in/wp-content/uploads/2022/01/SSS.pdf>

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 year (INR in Lakhs)

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

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

19

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

9

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

29

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The NSS unit engaged itself in actively spreading awareness about covid -19 and the Do's and Don'ts by distributing Pamphlets from March 2020 to October 2020. 60 volunteers participated in the programme.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has a well-developed campus in the heart of the city of Guwahati. The Campus has been equipped with modern facilities and learning resources.

Categories of infrastructure facilities and learning resources are:

1. Learning Resources encompass resources and infrastructure required for library, laboratories, computer centre and smart classrooms.
2. Support facilities include hostel, canteens, auditorium, seminar halls, case study room, documentation centre,

green belt, sports grounds and crèche.

3. Utilities include a drinking water, rest rooms, car parking area, solar power supplies and power generators.
4. Classes are scheduled for optimal utilization of the available physical infrastructure.

In order to promote a good teaching learning environment the college strives to create and enhance infrastructure both in terms of buildings and other facilities to provide a good teaching-learning environment. Sharing of computer laboratory facilities is encouraged between departments. The departments also have individual departmental libraries that cater to students from other departments.

•To ensure regular and reliable power supply, the college has invested in multiple solar plants at various locations. The security surveillance protocols is maintained and monitored through CCTV cameras, which helps personnel to respond to situations in time and prevent mishaps.

The college has fire fighting system in place in every building and lab.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities. There is one well equipped auditorium with a sitting capacity of about 600 for organizing meetings and cultural activities. The auditorium is named after founder Principal Dr. B C Lahakar. There is one big play ground in the name 'Principal Umesh Chandra Sarma Krirangan' for outdoor games like Cricket, Foot ball, Volley ball. The College has two badminton courts in the campus. There is provision of table tennis also. There is a multi Gymnasium Hall in the new building since 2009 with adequate facilities which are used by the students regularly. The Boys' and Girls' Common Room are also used for indoor games. There is provision of yoga also.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

25,44,410

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library Management System (ILMS) and has digitisation facility

- Name of the ILMS Software - SOUL 2.0
- Nature of Automation (fully or partially) - Partially
- Version - 2.0
- Year of Automation - 2008

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

5,23,738/

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College regularly updates IT facilities under the guidance of Information & Technology department, The website of the College is developed regularly and maintained properly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

80

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

84,408.00

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The procedures and policies adopted by the College for maintaining and utilizing physical, academic and support facilities include: up-gradation of the obsolete, facilities well-versed with technology and which enhance the quality of institutional life, provide comfortable 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 at from the Principals Office. To facilitate these, the College seeks and receives requisitions from the faculty and the students 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 has a caretaker as the nodal person to receive and redress complaints. His team comprises electrician, plumber and handyman to resolve routine problems. During the Covid-19 Pandemic and Lockdown, the University facilitated Online Teaching and Learning by providing access to different Online Platforms. The College further facilitated Online Teaching and Learning and several academic activities. 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. All books and journals are routed through the Library Committee members before the purchase orders are finalized. Library Committee, an advisory committee, responsible for effective functioning of the library and purchase of library resources, is appointed by the Staff Council of the College. The college is well equipped with CCTV cameras and Electronic Article Surveillance (EAS) system 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
140	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

13

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

185

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

10

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

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 year****5.3.1.1 - 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 year.**

6

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

An active students' Union is in place elected through an election process following the laid down norms. Different wings Debating and Symposium, Games, Culture etc are headed by these elected representatives. They help in organising different programmes like College Week Competitions, Saraswati Puja Celebrations, Cultural Competitions. They also help in students' participation in events organized by Gauhati University and other colleges/ government bodies. The GCC hostel boarders also engage actively in the college programmes. They help the administration in ensuring discipline amongst the

student community.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

6

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

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

ALCOM organized a National level Webinar on "Stress Management of Students during Covid-19 Pandemic" on 31 July 2020. Altogether 3,000 participants participated in the webinar. Smti Loya Agarwal was the Keynote speaker in the webinar. Sahitya Academy Awardee Shri Diganta Biswa Sarma, (Alumni and former General Secretary of GCC Students Union) inaugurated the webinar. Certificates were given to all the participants of this webinar. On 27 and 28 th August 2020, ALCOM in association with Acadevo organized a "Two Days Online Workshop on Soft Skill Training Programme" which had 100 participants. Dr. Shreya Gobind was the resource person of the event. "7 Days Yoga Camp" was been organised in the Dr. B. C. Lahkar Auditorium from 14 to 20 December, 2020 in association with 1

Assam BN NCC and Bharatiya Yoga Sansthan, Assam Pradesh. Altogether 30 participants participated in this camp. A friendly Cricket Match was played between ALCOM and GCC Teaching and Non- Teaching staff on 26 January 2021 as part of the Republic Day celebrations in the college ground. ALCOM has always offered a helping hand to Gauhati Commerce College in celebrating Independence Day Bike Rally every year. The drinking water to the bikers of this rally is sponsored by ALCOM. Shri Partha Das (Alumni), donated an amount of Rs. 10,000/- on 10 June 2021, in cash to the family members of Late Prof. Purna Chandra Bordoloi as a token of love and respect towards him. The ALCOM has a total of 1140 Registered members as on date.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) C. 3 Lakhs - 4Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VIISION OF THE COLLEGE

To become one of India's leading centre of excellence imparting business education of the highest standard.

MISSION OF THE COLLEGE

To serve the people of the North-East by striving for the spread of business education and academic excellence.

MOTTO OF THE COLLEGE

Dissemination of information and knowledge as a centre of excellence in higher education by imparting quality education and pursuing research studies.

Response: The College seeks to present itself as a major centre of learning for the advancement, preservation, dissemination and use of knowledge in this developing NE region of the country. It also aims to mould students into ideal citizens with commendable human values. It encourages enrollment of students from different cross-sections of the society by providing them with the best of infrastructure and learning resources. The college tries to mould in its students into a rounded personality of professional competence, self confidence and positive attitude that would help in the development and growth of Assam in particular, and the North-East region and the country in general. The college has attempted to fulfill its vision and mission by adopting various perspective plans from time to time as per the need of the hour and implements them through the process of delegation of authority and participative management style and 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Case study: The college encourages students participation besides the management personnel's and the teaching and non-teaching faculties' participation in certain institutional practices through the process of decentralization and participative management. For that an elected body of the students in the form of Gauhati Commerce College Students' Union assists the college authority in different spheres of activity concerning the students' welfares and other issues relating to the students. Earlier this body was headed by the Principal, who was the ex-officio president of the body. But to encourage greater decentralization and students

participation the students union body of the college has been reconstituted and the Principal ceased to become the President of the students' union body. Other members of the students' union are also elected students' representatives. Moreover, the college authority also includes students' representatives in the various Committees and Cells formed from time to time and as per the necessity they are delegated with the required authority and responsibility.

Some such committees are :

- Committee for Preparation and Amendments to the Constitution of Gauhati Commerce College Students' Union.
- Ragging Vigilance Committee
- GCC Mountaineering Club
- Grievances Redressal Cell etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional Strategic/perspective plan

Response: The extensive goals of the strategic plan (2016-2021) associated with the Gauhati Commerce College are primarily committed to provide quality higher education and research facility to the students and the teaching fraternity. The perspective plan also aims at developing the infrastructure corresponding with the anticipated aim of providing academic and support facilities to the students and thereby creating a roadmap for students overall growth and achievement and paving the way for the all-round growth and development of the institute.

Specific objectives and goals of perspective plan 2016-2021 are:

- To increase student intake capacity.
- To introduce skill-based courses.
- Improvement of infrastructure facilities like

construction of more classrooms, digitisation of library, construction of digital classrooms, etc.

- Construction of playground for outdoor games and indoor sports facilities for the girls and boys separately, gymnasium in the campus.
- To establish well-structured feedback system.
- To strengthen the research facilities for the faculties and motivate them to involve in research by undertaking major and minor research projects, publishing research papers in reputed and high impact factor journals, etc.
- To take initiative for development of eco-friendly campus e.g. Installation of Solar Energy System, Waste management system, Green Belt etc.
- To collaborate with various organisations both in private and public sector for field trips, placements, etc.
- To undertake various CSR activities through the students.
- To organise various workshops or orientation programmes for the students.
- To enhance students knowledge on research by allotting field projects to them.
- Encouraging the students as well as the faculties to publish research papers in seminar and conference proceedings.
- To encourage and depute the faculties to attend and participate in various FDPs, Orientation Programmes, Workshops, etc. so that they can update their knowledge from time to time and contribute their best towards the upliftment of the students' community and thereby leading towards the overall growth and development of the college.

One activity that is successfully implemented based on Strategic/perspective plan : Infrastructure development

During the period (2016-2021) the college has given special emphasis on the infrastructure development especially on computer and internet based facilities. Besides, the existing 36(thirty-six) no. of normal classrooms in this period 11(eleven) new classrooms are also constructed. At present the college also has 19 (nineteen) Digital/ Smart classrooms. Special emphasis is also given on digitalization of the library, where a total of 90 (ninety) Desktops and 15 (fifteen) Laptops have been installed to give boost to the academic and research activities of the students. The no. of computers with INFLIBNET-NLIST access in the library is increased to 20 (twenty). During this period 02 (Two) seminar/conference room

and 01 (one) Computer lab in addition to the existing one and n01 (one) Video Centre have also been constructed in the College premises. Moreover, for physical development of the students 01 (one) Gymnasium Hall with instruments is also constructed. The college has also constructed a good number of toilets for students and teachers. The Boys' common Room and the Girls' Common Room have also been refurnished by equipping them with indoor games for playing during leisure time.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

Gauhati Commerce College is permanently affiliated to Gauhati University, Guwahati, Assam. The college is having three-tier system for its governance. It is governed by Ministry of Education, Government of Assam. At the management level the college is governed by the President, The Secretary and other members of the Governing Body of the College. At the college level, The Principal is the apex of the internal administration and is assisted by Vice-Principal, HOD's, staff and IOAC.

Administrative set up: The Administrative set up consists of the Principal, followed by Vice-Principal, HOD's, Faculty in charges, Supervisory Assistants, Clerks and so on.

The organisation structure of the Departments at undergraduate level includes Head of Departments followed by Associate Professors and Assistant Professors.

The organisation structure of the Library consists of The Librarian, Assistant Librarian, Library Assistant and bookman.

The organisation structure of the various Self-financed courses such as BBA, MBA, PGDCA and M.Com Department consists of the Director/Co-ordinator followed by Assistant Professor.

Service Rules: For the service conditions and rules, the college follows rules and regulations laid down by the Education Department, Govt. of Assam.

Procedure for recruitment: The recruitment procedure is carried out in two ways:

Recruitment for Permanent posts (Grant-in-aid): These posts are recruited by DPI according to the norms of the Govt. of Assam and UGC.

Recruitment for Temporary posts: These posts are recruited by the Management of the college according to the norms fixed by Governing Body keeping in view the norms of the Govt. of Assam and UGC.

Procedure for Promotion: The promotion is allotted according to govt. Guidelines in case of undergraduate courses. But there is no provision of promotion in the self financed courses run by the college.

Grievance redressal mechanism: The College has Anti Ragging Committee, Internal Complain Committee and Grievance Redressal Committee for timely redressal of the student and the faculty grievances.

Mechanism for redressal of student's grievances:

1. **Student's direct access to authorities:** The students can directly approach the Principal, the Vice-Principal and head of the departments to put up the grievances.
2. **Through Women's Forum:** Many times the girl students of the colleges get their grievances settled down through the Women's Forum too.
3. **Student's suggestion Box:** The students can put their complaints and suggestions in written form in the suggestion boxes kept at different locations in the campus. The boxes opened periodically and authorities take cognizance of the grievances and students suggestions and thereby undertake appropriate measures.
4. **Student's Union:** The grievances of the students are also received through the student's union and the appropriate measures are taken up by the appropriate authorities.

Mechanism for redressal of employee's grievances:

Open discussion with employees: The Principal of the college tries to resolve the employee grievances through open discussion and interaction with them.

Staff representation to management: There are also staff representatives in the management i.e. Governing Body of the college to present the grievances of employees before the management.

Placement Cell: The College has two placement cells; one is for H.S., B.Com. BBA, PGDCA & M.COM. Department and the other one is for MBA Department.

Information and Career Guidance Cell: The Information and Career Guidance Cell of the college was set up in the year 2002-2003.

N.S.S., N.C.C. & Gauhati Commerce College Rover Crew: The Institute has also very active N.S.S., N.C.C. & Gauhati Commerce College Rover Crew (an unit of Bharat scouts and Guides, Assam). All of them are working very satisfactorily and providing services to the community in various ways from their inception.

College Committees: Different committees, Cells, Centres and Bodies are formed in the college from time to time to carry out different duties and responsibilities. It is through these committees the college authorities has decentralised the power.

The Alumni Association: The College has an Alumni Association too, which is very active but still not registered.

Courses & Study Centres: Besides B.Com., BBA, MBA, PGDCA and M. Com. Study centre of K.K. Handique State Open University, Institute of Distance and Open Learning (IDOL) under Gauhati University and Skill Development Centre under PMKVY are also functioning under Gauhati Commerce College. Supervisory Assistant

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Gauhati Commerce College has a welfare mechanism in place for teaching and non-teaching staff.

1. Fully equipped library with Internet facility

The library has a huge volume of books, journals, magazines and newspapers which can be accessed by all employees. Internet facility is available.

2. Playground

The college playground provides a place for all sorts of games to be played.

3. Canteen facility

The canteen provides good quality foods at a reasonable rate. Employees can place order of food on their own choice.

4. Day care centre

The day care centre provides a facility to the employees for keeping their children during the working hours.

5. Gymnasium

A fully equipped gymnasium, with all modern amenities, is set up for workouts.

6. College admission

Priority is given in the college admission to the wards of the teaching and non-teaching staff.

7. Free medical camp for staff

To keep on monitoring the health of its employees, free medical camps are organized from time to time.

8. Maternity benefits

Maternity benefits are provided to the women employees as per norms.

9. Wi-Fi facility

Wi-Fi facility available across the college campus

10. Adequate pure drinking water

Pure drinking water is available at different locations within the college campus

11. Sanitation

Clean and hygienic wash rooms, separately for males and females, are set up at different locations of the college campus.

12. Festival advance:

There is provision for providing festival advance to the

employees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

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

1

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

48

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college follows the rules and regulations prescribed by the Director Higher Education, Government of Assam for the Performance Appraisal of teaching and non-teaching staff.

The following is the description of the Performance Appraisal of the teaching staff.

1. Academic qualification from HSLC till Post Graduation.
2. Research Degrees such as M.Phil, Ph.D./D. Phil, D.Sc/D. Litt
3. Appointments held prior to joining to this college, designation, salary grade etc.
4. Posts held after joining this institute.
5. Period of teaching experience both at PG & UG levels.
6. Research Experience
7. Field of specialization under subject/ discipline
8. Academic Staff College Orientation/ Refresher Course/Summer School/ any other course attended.
9. API Scores awarded based on Lectures/ Seminars/Tutorials/Practical/ Contact Hours.
10. API score based on Preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students.
11. API score based on use of Participatory and innovative Teaching-Learning Methodologies/ Audio-visual teaching aid, Updating of subject Content, Course Improvement etc.
12. API score based on examination Duties Assigned and Performed

The Performance Appraisal of the non-teaching staff is purely based on the guidelines prescribed by the Director Higher Education, Government of Assam.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Our college, being a provincialized HEI, maintained finance and accounts regularly during the period 2019-20 as usual. Our college 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. During the course of the audit, the internal control system was reviewed and it 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 2019-20, 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. During the year, the institution maintained bank accounts for each fund with various banks. The transactions of these funds were also recorded properly in separate cash books. The balances of these accounts were duly reconciled with the books of accounts maintained.

EXTERNAL AUDIT

External audit was conducted but report is still awaited.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College mobilized its funds mainly from Government of Assam and RUSA on various heads of expenditure. Funds received had been spent on payment of salary. Each and every amount received is at par with the budget allocation. The resource mobilization policy of the college focuses on achieving the goals and target of the institution ensuring accountability and transparency.

The college mobilized its resources from the self financing and professional courses namely MBA, BBA, M.Com, PGDCA. Resource mobilization was also carried out by Students fees, etc. Funds generated were used for maintenance and development of the college. The College gets some amount by conducting external examinations. The Centre of KKH State Open University contributes in fund generation. The CA Examination centre is another source of income. The auditorium is given on rent for public uses.

Optimal utilisation of resources was ensured through-

1. Allocation of adequate funds for effective teaching learning practices.
2. Utilisation of budget to meet day-to-day operational and administrative expenses and maintenance of fixed assets.
3. Enhancement of library facilities.
4. Funds were also utilised for development and maintenance of infrastructure of the college.

5. Some funds were allocated for NCC and NSS as part of social responsibilities.

Main motto of resource mobilization and optimal utilisation of resources is to put Gauhati Commerce College on benchmark and quality teaching and unique growth of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

During the lockdown period, the IQAC of the college organized various webinars in association in the various departments of the college so as to enlighten the student fraternity in particular & the society in general, regarding various commerce related topics like entrepreneurship development (Mgt/Eco/EDC), technology in education (Eco dept./Eng Dept.), personality development skills (English Dept.) accounting as a dynamic profession (Acc. Dept.) GST outreach progress (Acc. Dept.)

The centre of Human Excellence has been set up with a view to assist the students & civil society to strive towards academic, spiritual or aesthetic.

The student mentoring initiative has been development from 1st semester B.Com classes so as to assist & motivate the young learners to face life with zeal & positively.

1. Feedback System from Student

The IQAC has initiated the process of online feedback system that can cater to a large number of students at ease, to gather information about the course, administration, teaching methodology, learning resources. The self financing courses/department and so the teachers of the UG department had been doing it manually or otherwise but there was no centralised system and was done at a irregular basis. The IQAC cell has bought the system to the mainstream and the online

feedback system has been initiated as a quality initiative and the process of analysis has been evolved to improve the overall environment of the college and work for the betterment of all the stake holders of the institution.

1. Academic Audit through IQAC

The IQAC has set up an Academic Audit Committee to increase and maintain the quality of education. The committee aims to collect academic plan including publication, extension activity, collaboration, innovative and best practices, ICT based activities, seminar, students competition, etc for the better performance. The Committee organised an independent Academic Audit by experts to assess the status of our academic performance which was a very fruitful exercise. The report presented by the experts was discussed and recommendations been put to action. Due to implementation of such audit, it is found that all the departments and committees have been constantly working for improving their co-curricular and extra co-curricular performances.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The College have the innovative practice of keeping five best project reports sixth semester of students under each teacher guide every year for references of students who will pursue research projects in future. This also acts as a source of motivation for students to seek excellence in project writing.

The College have another innovative practice of encouraging leadership among senior students by assigning the responsibility as group leaders in Tally and e- Filing practical classes for 1st and 3rd semester students under the subjects Financial Accounting and Income Tax Law and Practice respectively. The senior students act as group leaders and also help the teacher concerned in conducting the practical classes.

The leaders act as a guide in solving small problems and working in the computer for the juniors learning to solve the practical in their laptops.

The IQAC has also initiated the process of publication of peer-reviewed research papers in the form of seminar proceedings with ISBN in association with various departments.

The college has set up 18 numbers of ICT enabled classrooms which has helped in imparting lessons through AV aids. The computer laboratories with 50 numbers of computer has been a major resource for the college where practical classes of IT department & Accountancy Department in batches. The IT department in association with IQAC of the college has opened various short term courses for the students. The college also developed a fully digitalized admission process for the students of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The following measures have been initiated by the institution for the promotion of gender equity during the year:

- International Women's Day 2021 was celebrated by GCC Women's Forum on 08-03-2021 with the theme "Choose to Challenge"
- Gauhati Commerce College Women's Forum has set up a students' counseling committee for female students which is running successfully.
- Common room facilities for both boys and girls and faculty members are there.
- Grievance redressal cell for boys and girls (Weblink of prospectus)
- Cell for the prevention of harassment to women staff and girls' students under the chairmanship of the Principal of the college

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management and Waste recycling system

Solid Waste Management and Waste Recycling

- 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.
- Bio-degradable wastes are effectively converted to fertilizer by composting technology inside the college campus. A vermicomposting unit required some biodegradable waste to convert these as fertilizer. After segregation of biodegradable waste from canteens and Hostel are dumped in the composting unit in the college campus. This fertilizer is used for the plants and trees in the campus. College discourages uses of plastic; particularly single use plastics in campus.
- College produces lot of paper waste. Paper wastes from Academic Blocks, Library, Administrative offices are disposed through vendors. The wastes are properly

stacked in designated place and later disposed through vendors for proper waste management. College promotes digital platform to reduce the usage of paper for communication and sharing documents.

E waste Management

Gauhati Commerce College has efficient mechanism to dispose E wastes generated from various sources like computer laboratory, Academic and Administrative Offices and it replaces old equipments with new ones.

In the E-WASTE DETOX Drive organized by Earthful Foundation in the month of January, 2021 Gauhati Commerce College actively participated and helped the society in recycling the wastes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institutional efforts in providing an inclusive environment is reflected in the admission guidelines of the college which follows the state government reservation policy under which certain percentage of total seats are reserved for students of different backward communities. The multilingual, multicultural harmony in college environment is aptly projected in college week, college freshers and golden jubilee celebrations. Nepali students fresher's, Bodo students fresher's, to name a few, are held every year. Active involvement of students wings like NSS, NCC, Scouts and Guides in observing Peace Day, World Environment Day, Unity Day, Constitution Day etc. have ensured the continued existence of a tolerant, all inclusive progressive environment in college.

- The institution celebrates Saraswati Puja with its stakeholders.
- To inculcate tolerance and harmony amongst various groups inside and outside the institution, Unity Day and Peace Day is celebrated.
- The auditorium/Seminar Hall of the institution is also used for conducting various cultural, regional functions. It is also let out to various other organisations for the same.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- To adhere to the Constitutional obligation of our country, Independence day, Constitution day is celebrated every year with participation of all the stake holders of the college.
- To keep up with the Swachh Bharat Abhiyan of the Government, the institution regularly cleans its campus and has implemented strict rules for the faculty members, staff members and the students to keeps the campus clean and environment friendly. Also, many programmes are held in the college with active participation from the students to spread awareness of Swachh Bharat initiative.
- As part of our Constitutional obligation, the college also conducts voting awareness programmes for students above 18 years of age.
- As part of our Constitutional obligation and duty to serve the nation, the faculty and staff members of the college perform the election duties as Presiding Officers, Polling Officers and impart training to various other institutions on election duties.(Information to be provided by respective faculty members)
- The institution has also constituted various committees for sensitization of students and employees. The committees as such are:
- Students Disciplinary Action Committee (Refer page 24 of prospectus 2020-21)

1. Ragging Vigilance Committee (Refer page 25 of prospectus 2020-2021)
2. Students Welfare Committee (Refer page 25 of prospectus 2020-21)
3. Grievance RedressalCell for students and employees (Refer page 27 of prospectus 2020-21)
4. Cell for the prevention of harassment to women, staff and girls' student. (Refer page 27 of prospectus 2020-21)

5. Students mental wellness centre (Refer page 27 of prospectus 2020-21)

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution regularly celebrates/organises various national and international commemorative days, events and festivals. The list of events celebrated is as follows:

- **Independence Day**
- **AzadikaAmritMahotsav**
- **Constitution Day**

- Peace Day
- Unity Day
- International Yoga Day
- Republic Day
- World Environment Day
- International Womens' Day
- NSS Day
- NCC Day
- Covid Awareness

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

- During the covid period we have immediately switched over from offline to online mode so that the studentas are benefited and their studies are not hampered.
- NSS (one of the wings of gcc) has done covid awareness

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Holding of National and International Seminars and Workshops on important topics.
2. Publications of Books in Commerce, Management and Economics.
3. Opening of Short term courses in all the departments.
4. Strengthening of IQAC.
5. Development of Library facilities.
6. Increase of research Publications.
7. Development of classrooms with ICT facilities.
8. Development of boys hostel and construction of girls hostel.
9. Opening of Humanities and other streams.