



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

GAUHATI COMMERCE COLLEGE

**GAUHATI COMMERCE COLLEGE R.G. BAROOAH ROAD GUWAHATI
781021**

www.gauhaticommercecollege.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

As the Sanskrit maxim “BidyayaBimuchyate” gets enunciated, the notion of knowledge liberating the mankind for its holistic welfare reverberates: the aphorism across the logo of Gauhati Commerce College, thus links itself with how the commerce education symbolized by the loaded freight-liner ‘barge’ signifies world economy in its macrocosmic appeal *potraying the spirit of Gauhati Commerce College*. The tree of knowledge along with its diversified leaves of various branches, as displayed in the emblem, is expected to combat ignorance and illusion, thereby ushering in a new horizon of material prosperity and spiritual well-being, ideologically liberating yet socially restrained, strategically progressive yet inherently sanguine.

Gauhati Commerce College situated on R.G.Barooah Road, Chandmari, Guwahati- 781021, is one of the pioneering institutions of the state of Assam as well as of India, imparting commerce education at Higher Secondary, Degree and Post Graduate levels. The foundation of the college was laid on 10th September in the year 1962. Starting with an enrollment of a meagre 300 students, the college has, over the years, attained an enrolment of 3000 plus students and made commendable progress in all activities, both academics and co-curricular.

The college started imparting education in Post Graduate course in Commerce (M.Com.) with effect from the academic session 1992-93 with affiliation to the Gauhati University, offering specialisation in (i) Accounting and Finance and (ii) Management and Marketing.

The college had introduced PGDCA course from the academic session 2005-06 and BBA Course from the academic session 2007-08, both under the GU. The college then initiated MBA course in the year 2009 under the GU as a separate wing and named it as "GCC Centre of Management Studies".

The performance of the students of the College at the Higher Secondary, Degree and Post Graduate Examinations respectively under the Assam Higher Secondary Education Council and Gauhati University, has all along been remarkable. The students occupy the top positions each year and the pass percentage usually stands above 80 and occasionally even soars above 95.

The college has earned reputation in other spheres too: in the field of games, sports and other cultural and literary activities, the college has been occupying a place of pride. In social service, the college interacts with rural communities through various programmes of its well-organized NSS Unit, NCC Coy (Army) and Bharat Scouts and Guides Unit and has earned appreciation from various corners. The College Hostel has a reputation for its strict discipline and smooth management.

The College Library, is rich in its collection of books, journals and also has sufficient number of textbooks and reference books. The College Library is equipped with for offering e-educational resources not only to the students but also to the faculties.

The College has been found successful in adapting its education system into a hybrid form by including the online method of imparting knowledge during the Pandemic and had successfully stood up to its motto –

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

Vision

The vision of the College is to become one of India's leading centre of excellence imparting business education of the highest standard.

Mission

The fundamental responsibility of the College is to serve the people of the North-East by striving for the spread of business education and academic excellence. The college seeks to present itself as a major centre of learning for the advancement, preservation, dissemination and use of knowledge in this developing region of the country. It encourages enrollment of students from different cross- sections of the society by providing them with the best of infrastructure and learning resources, so as to make the teaching-learning process a pleasurable and profitable experience. Through these efforts 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.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Rich history and legacy in the domain of Commerce Education, with reference to the North-East of India.
- Consistent Quality Maintenance in Academics and nurturing entrepreneurship, employability in service sector (government and private), banking, teaching and social sector.
- Located in the heart of the city of Guwahati and readily accessible from all parts of Assam and other North –Eastern States.
- Attracts students from all over the North-East
- Qualified, efficient, dedicated faculty.
- Consistent good academic results.
- Improved use of technology in campus.
- Green and Clean Campus
- Good Practices of waste management, rain-water harvesting, tobacco-free campus, zero-tolerance for ragging are followed
- Smooth and efficient conducting of the examination system.
- Presence of a built-in Strong Room.
- Equity in Gender Perspective.
- Improved energy usage through Solar Panels.
- Only Provincialized College in Assam to offer MBA Programme, since 2009.
- Efficient class management through resource distribution.
- Healthy teacher-student relation.

Institutional Weakness

- Disproportionate Student-Teacher Ratio
- Vacancies persisting in teaching and non-teaching positions due to delay in the government appointment process.
- No provision has been made yet by the Government of Assam for offering Masters courses and Ph.D program in colleges of Assam. In GCC there are Master Degree under self financing system. This limits the possibility of generating a robust research culture in the College,
- Lack of Girls' Hostel
- Limited accommodation for boys in College Hostel despite rise in enrolment.
- Space constriction due to limited Campus land area.
- Limited financial resources for infrastructure and over-dependence on student fees.
- Absence of value added /add-on /online courses.

Institutional Opportunity

- Plans to develop and offer new course that are multi-disciplinary and job- opportunity oriented (as envisaged in NEP 2020).
- Scope for consultancy and extension services.
- Reservoir of opportunity to offer multidisciplinary courses.
- Supporting and strengthening the entrepreneurial potential and guiding to build entrepreneurs.

Institutional Challenge

- Teaching and research divergence. A challenge to fulfill goals in research projects and the demands of teaching.
- The limitation of reaching out to a large number of students on the online mode.
- Limitation of actual engagement with other faculty and institutions.
- Striking the right balance between rising co-curricular, extension activities with teaching responsibilities and administrative responsibilities.
- Challenges in prioritizing academic and non-academic activities.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

1. Being affiliated to Gauhati University, all the departments of the college follow the curriculum as prescribed by the University in semester mode.
2. Effective curriculum delivery is ensured and documented through a well-planned time table, teaching plans, academic calendar, workload distribution and systematic evaluation.
3. Classroom teaching is mainly done using traditional methods and where situation demands blended mode of teaching, has been adopted by all the departments of the college.

4. Students are encouraged to participate in classroom lectures, group discussions, class tests along with Co-curricular and extra-curricular activities to enhance their learning experience.
5. For industry interface and practical knowledge both industry experts and subject experts are invited to impart lectures to the students.
6. Students are guided to prepare short-term projects for the same.
7. Industrial visits are also arranged for the students of MBA and BBA and case study method is used for practical based understanding of the topics in these departments.
8. Any academic doubts and queries of the students are addressed by the teachers even beyond the class hours as and when approached by the students.
9. During the Covid pandemic period, online classes were started from the month of May, 2020. Internals evaluation, assignments, project vivo-voce were also conducted online.
10. The college has an effective and continuous system of internal evaluation including a Strong Room.
11. Practical computer based training and examination is conducted for all students of B. Com 1st, 3rd and 4th Semester for Tally and e-filing of returns.
12. Important notices relating to examinations are uploaded in college website.
13. The college has a mechanism of collecting feedback from the stakeholders.
14. Some teachers of the institution also participate in the curriculum design committee and paper setting work of the Gauhati University.
15. Various programs are organized to create awareness about professional ethics, gender sensitization, human values, etc.
16. 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.

Teaching-learning and Evaluation

1. As evident in Gauhati Commerce College, the Orientation Programme organized at the beginning of every session helps the institution to identify the diversity of students in terms of their potentials and effective measures are taken accordingly.
2. The concept of “Super 30 Club” along with the executive effectiveness caters to the need of advance leaders while the provision of tutorials and remedial classes buttress the slow learners in terms of their academic enhancement. The time table accommodates Repeat Class as and when required by the students which mitigates the disparity of all kinds among them.
3. The Teaching Learning Process is qualified by the methods of subscribing to Home Assignments, Internal Examinations culminated in the form of Project Report, thereby improving the academic ambience and the students’ overall excellence.
4. Various Programmes including Seminars, Workshops, Orientation Sessions conducted by the Departments from time to time channelize the students’ skills in relation to entrepreneurship and innovation. The Hands-on Training Sessions have been instrumental to shape participatory learning and team spirit.
5. The ICT-enabled classrooms as well as tools used by most of the teachers have been proved helpful for optimizing the delivery of academic propensity.
6. The newly admitted students are sufficiently informed of the Course Outcomes and Programme Outcomes through College Website, Prospectus and the Principal’s Speech so as to keep track of the gradual furtherance and futuristic expansion, occasionally assisted by the vertiginous roles played by the Alumni.
7. The Examination Committee of the Institution conducts UG Examinations centrally while the

Departments of M Com, BBA, MBA and PGDCA take care of the Sessional and Semester End Examinations ----- in all respects following the protocols of confidentiality and rules and regulations prescribed by the University.

8. The Heads of the Departments in consultation and collaboration with the Examination Committee take every possible measure to do away with all kinds of grievances raised by the students regarding their performance.

Research, Innovations and Extension

1. To encourage research activities the different departments of the college in association with IQAC had organized 19 National and International level webinar and workshops during Covid-19 lockdown period (in 2020-21). Even during the year 2018-19, 13 such workshops and seminars were conducted by the college to promote research.
2. During the year 2016-17 research funds was sanctioned and received for a Minor Project.
3. Two teachers were awarded Doctoral degree in the year 2016-17, followed by three in the year 2019-2020.
4. The research publications in the Journals in the year 2016-17 were 13, followed by 11 in 2017-18, 14 in 2019-20 and 09 in 2020-21.
5. The books and chapters in the edited volumes as well as papers in National/International conference proceedings have substantially increased over the period (from 15 in the year 2018-19 to 29 in the year 2019-20). Publication in Scopus/ Web of Science or Pub Med/ Indian Citation Index in the year 2019-20 was 06.
6. For the duration 2016-17 and 2017-18, 25 teachers have participated and also presented research papers in Seminar and Conferences in both National and International stratum, followed by 20 in the year 2018-19 and 19 in 2019-20.
7. Two Journals with ISBN viz. Erudite by the Department of BBA and Abhigyan by the Department of MBA are published annually to encourage research amongst the young minds.
8. The College under the initiative of NSS and Department of MBA have carried out 05 extension and outreach programmes for the benefit of the society in large in the year 2019-20.
9. The NSS unit of the college (in association with Rotary Club, GCC boys Hostel), Department of M.Com and Department of MBA has been actively participating in varied extension and outreach programmes over the last 5 years viz; Swachta Abhijan, Cleanliness Awareness, Awareness about Covid-19, Blood Donation Camps etc.
10. The college has also taken up 02 such activities in 2018-19 and 04 collaborative activities for research and faculty exchange in 2017-18.
11. To promote Experimental learning, internship in different industries is encouraged and thereby to support this, the Department of M.Com, MBA and BBA of Gauhati Commerce College have partnered with various institutions over the period of time.
12. The college has also signed 05 MoUs with varied organisations over the last 5 years.

Infrastructure and Learning Resources

1. The college has a computer lab with 50 computers in IT and PGDCA Departments.
2. The MBA Department is having a dedicated computer lab with 30 computers.
3. All the departments of the college are equipped with desktop and laptop computers.
4. There are 17 classrooms in the college which are equipped with projectors.

5. The Smart Class Room-cum-Conference Hall (RM-4) is enabled with Internet & Video Conferencing and Interactive Board facilities.
6. All the departments, college library, office and examination branch are having sufficient number of printers and scanners.
7. There are photocopier machines in the college office, examination branch and the college library. The MBA, BBA and M.Com departments are also having separate photocopier machines.
8. There is a big auditorium with adequate seating capacity and well-equipped with projector, mic and sound system.
9. The college is also having a seminar hall fitted with projector and sound system.
10. Digital Library facilities and resources like N-LIST, NBL, NBL-NECG. are available for the benefit of the learning community.
11. The entire college campus is enabled with Wi-fi network.
12. The ICT facilities available in the college are utilized for the benefit of the students in the follow ways:
 - Online classes are taken using platforms such as Zoom, Google Classroom, Google Meet, YouTube etc. Video lectures are also uploaded on the college YouTube channel.
 - Computer Lab is used to teach MS Word, MS Excel, MS Powerpoint, SQL to the students of B.Com as part of Computer Application in Business subjects.
 - Department of MBA extensively uses the ICT facilities during classes for better understanding and learning experience of the students. Various professional and statistical softwares are also used for
 - PowerPoint presentations are used to deliver course contents in a more effective manner.
 - Seminar and Conference Halls are used by Guest lecturers, Invited guests and Experts to address the students. Moreover, competitions and events are conducted in those halls.
 - MCQ based assignments are provided for the benefit of the students using platforms like Google Forms.

Student Support and Progression

1. Gauhati Commerce College is one of the pioneer, reputed and leading educational institute that specializes in offering commerce education.
2. It has been functioning as a goal institute for aspirants in commerce and caters to a large spectrum of students of the entire North-east region.
3. The College has always maintained the record of producing rank holders in the field of commerce.
4. The College has witnessed a significant increase in the number of students opting for higher education.
5. The College takes pride in witnessing several alumni clearing civil service examinations and occupying different administrative positions in the government.
6. The College has a well secured campus which is under 24*7 CCTV surveillance.
7. The College has alternate ramps and elevator provisions under construction keeping in mind the requirements and convenience factor of specially abled students.
8. The College has provisions for clean drinking water and clean toilet with running water and available sanitizers as it gives due importance to the hygiene factor of the students as well as faculties and staff.
9. During the pandemic times, the college has undergone several rounds of sanitization after each interval of sessions.
10. The College gives adequate importance and has made efforts to maintain hygiene of female students by installing sanitary napkin dispenser in the campus.
11. The College has provisions for well equipped gymnasium facilities to enhance health and fitness of the students.
12. The College also works for social well being as well as individual development through its NSS, NCC

and Bharat Scouts and Guides wing.

13. The College conducts mentorship groups where the faculties or mentors offer advice, guidance and suggestions to the students.
14. The Women's Forum of this college extends financial aid to support the studies of girl students from economically backward sections.
15. The College has a fully functional and active Alumni Association.
16. The placement cell of the college has been instrumental in providing internship and final placement of students in various reputed organizations.
17. The students of this college receive scholarships and freships on merit or quota basis.

Governance, Leadership and Management

1. The institution is affiliated to the Gauhati University, Guwahati, Assam and has a structure of governance as mandated by the Department of Education, Government of Assam. The institutional decision making process is democratic and collective.
2. The college is having three tier governance system as follows:
3. It is governed by the Ministry of Education, Government of Assam.
4. At the management level, the college is governed by the Governing Body.
5. The Principal is the apex authority of the internal administration assisted by vice-Principal, HODs, teachers, office staff and IQAC.
6. The broad policies of the college are based on the policy guidelines of the Government of Assam and the Gauhati University. However, the institution has its own policies in place wherever required.
7. The college encourages enrollment of students from different cross-sections of the society in the North Eastern Region of the country by providing them with the best of infrastructure and learning resources.
8. The college tries to mould its students into a rounded personality of professional competence, self-confidence and positive attitude that would help in the development and growth of the State in particular and the North East Region and the country in general.
9. The perspective plans of the college are implemented through the process of delegation of authority and participating management style and for that, from time to time various committees, cells, centres and bodies are formed.
10. For the service conditions and rules, the college follows rules and regulations laid down by the Education Department, Government of Assam. The recruitment procedure is carried out in two ways:
11. Recruitment for the permanent posts are done according to the norms of the Government of Assam and UGC.
12. Recruitment for temporary posts are done by the management of the college according to the norms fixed by governing body keeping in view the norms of the Government of Assam and UGC.
13. In the significant areas of operations like administration, finance and accounts student admission and examination, e-governance has been gradually and systematically introduced.
14. The college maintains finance and accounts regularly and conducts internal and external audits.

Institutional Values and Best Practices

GCC Women's Forum was established in the year 2005. Every year according to UN theme, International Women's Day is celebrated. Day Care Centre for children. "Mission Shashi" for girl students. Students Counselling Committee for girl students.

Environmental Sustainability measures include: Installation of LED lights Bore well for conserving water Green campus initiatives Eco-friendly environment and conservation of energy measures include- Installation of Solar panels Small waste bins in the campus. Composting technology

Preserving a wetland present

Digital work

Prohibition of usage of plastic and tobacco.

Green Belt

Meatless Thursdays in the College Canteen

Ramp/Rails, and washrooms for Divyangjan.

Inclusion and Situatedness includes initiatives like:

Village adoption

Cleanliness Drive

Flood relief

Campaigns on drug abuse, cancer, road safety, communal harmony , health and hygiene, etc.

To promote universal values and ethics , Republic Day Independence Day ,World Environment Day , International Yoga Day ,Rashtriya Ekta Divas ,Constitution Day ,NSS Day ,NCC day .National Youth Day are celebrated.

Voting awareness programs for students is conducted. Election duties, census work and Gunotsav responsibilities are performed.

Students Disciplinary Action Committees like Ragging Vigilance Committee, Students Welfare Committee, Grievance Redressal Cell, Cell for Prevention of Harassment to women staff and girl students are there.

GCC Students Conduct and Disciplinary Code was published in August 1st, 2016.

Best Practices initiated by the Institute are:

2016-17

Flood problem of the college was solved with proper drainage and reservoir system.

Preservation of Wetland in the campus.

2017-18

One time financial assistance to two meritorious girl students.

BBA department's financial concession of Rs. 9000 to an economically weak student.

2018-19

Publication of important works having social and literary values such as Madhavadeva's Namghosa was translated into English from Assamese.

M. Com Department felicitated the rank holders.

2019-20

One time financial assistance to two meritorious girl students.

The students of GCMS visited the SOS village Borjhar to give financial aid and stationaries to the children.

2020-21

During the Covid period, the institution has adopted blended learning in all subjects.

NSS has done a massive covid awareness drive.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GAUHATI COMMERCE COLLEGE
Address	Gauhati Commerce College R.G. Barooah Road Guwahati
City	GUWAHATI
State	Assam
Pin	781021
Website	www.gauhaticommercecollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Homeswar Kalita	0361-2413095	9435356060	0361-2410064	gcciqac1962@gmail.com
IQAC / CIQA coordinator	Kaberi Bezbarua	-	9864032233	-	bezbaruakaberi19@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	10-09-1962

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Assam	Gauhati University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	26-12-1964	View Document
12B of UGC	26-12-1964	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	01-06-2022	12	

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Gauhati Commerce College R.G. Barooah Road Guwahati	Urban	7.07	3566.2

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BBA,Ug	36	Class Twelve	English + Assamese	80	77
UG	BCom,Ug	36	Class Twelve	English + Assamese	872	872
PG	MCom,Pg	24	Graduate	English	121	121
PG	MBA,Pg	24	Graduate	English	67	67
PG Diploma recognised by statutory authority including university	PGDCA,Pg	12	Graduate	English	30	17

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				34				27			
Recruited	0	0	0	0	13	8	0	21	5	11	0	16
Yet to Recruit	0				13				11			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						18
Recruited	11		3		0	14
Yet to Recruit						4
Sanctioned by the Management/Society or Other Authorized Bodies						0
Recruited	0		0		0	0
Yet to Recruit						0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	8	8	0	3	14	0	33
M.Phil.	0	0	0	2	0	0	2	7	0	11
PG	0	0	0	13	8	0	5	11	0	37
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	1	0	2
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	3	13	0	16
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	503	40	0	0	543
	Female	384	22	0	0	406
	Others	0	0	0	0	0
PG	Male	77	2	0	0	79
	Female	106	3	0	0	109
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	11	0	0	0	11
	Female	6	0	0	0	6
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	50	38	52	40
	Female	41	34	32	33
	Others	0	0	0	0
ST	Male	77	72	73	63
	Female	45	72	60	64
	Others	0	0	0	0
OBC	Male	132	135	125	156
	Female	94	111	136	115
	Others	0	0	0	0
General	Male	222	252	214	221
	Female	247	229	227	218
	Others	0	0	0	0
Others	Male	0	0	0	1
	Female	0	0	0	0
	Others	0	0	0	0
Total		908	943	919	911

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The College has taken several steps to develop the institution as a centre of excellence in different areas of Human Resource Development and as an epicentre of business education for sustained employment and growth of our youth. In keeping with the objective of the NEP the college will further mobilize its Research & Publication Cell for quality research work both for on campus personnel as well as off campus personnel. The college has an open mind about collaboration with the National Research Foundation and other leading institutes for joint research work. The College has B. Com, BBA, M. Com, MBA and PGDCA courses. In future, the College will take a multidisciplinary approach in</p>
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	<p>order to ensure the unity and integrity of all fields of knowledge. The college has always been dedicated to the spread of commerce education and to achieve the national objective of ATMANIRBHAR BHARAT. So, while incorporating multidisciplinary perspective in the college mainstream, the institute plans to adopt the streams that will make the graduate's future ready in terms of commerce, trade, business, finance, etc by embracing technology in dissemination of courses like BCA, Data Analytics, etc. Commercial activities of any region will be actually fruitful and result oriented with a proper, wholesome understanding of the geography, history, cultural back drop and the sociological framework. Thus, the disciples of Economics, Geography, History can seamlessly be incorporated in the curriculum structure.</p>
2. Academic bank of credits (ABC):	N/A (as it can be initiated after the affiliating university direction to all colleges)
3. Skill development:	<p>The focus of the college is to inculcate a basic trait of conceptual clarity, critical thinking and pragmatism about the socio- economic environment, among students. The reality that lies ahead of graduates is be absorbed in employment and to be equipped with employability. The college, in keeping with the goals of NEP, realises that graduates who will be job seekers, need to gradually replaced by job givers, wealth creators and employers. The goal of 'AtmaNirbharBhatar' can be realised through incorporation of programmers on Entrepreneurship Development and grooming of potential entrepreneurs. So, the Entrepreneurship Development Cell of the college will seek to motivate and prepare students to walk the path of entrepreneurship.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>A country's progress cannot be delinked from its past. India is an ancient civilization and the modern world recognises the wholesomeness of Indian Civilization. Gauhati Commerce College is also a participating institution in the nation's past and building strong bridges to the future. Along with the skills of Accountancy, knowledge of Commercial Law and Financial Operations, the college runs healthy continuous activities that seek to develop healthy, harmonious individuals with institutional and social synergy. Some of the activities of Community Service, Practice of Yoga, Cultural and</p>

	<p>Social Programmes for students and by students, Creative and Performing Arts, Languages Skills Good Citizenship Training through awareness of a clean, green environment, saving water, conservation of the eco-system, Swachh Bharat Abhiyan, NSS, NCC Day, observing the Independence Day and the Republic Day, etc. The college has large collection of medicinal trees and plants which aims to preserve the traditional medicinal knowledge and treatments, Saksham, a newly constituted group is at a nascent stage aimed to develop all- rounded wholesome personalities and good citizens of India. GCC encourages all its students to integrate themselves into the spirit of Indianness with a consciousness of the best of Assamese Tradition.</p>
5. Focus on Outcome based education (OBE):	<p>Gauhati Commerce College has charted a trajectory of building student personality in sync with the real world, as the spirit of the NEP 2020 envisages. A balance of preparing students through strict mechanisms of classes, assignments, internal and external exams along with shaping well- rounded individuals fit for employment and good citizenship is the mission of the college. The course content of the papers of the curriculum are all designed to prepare the student for the applied, practical fields of Finance, Accountancy and Management. The Possibilities that are open to a commerce Graduate are immense. Besides, the curriculum grooms the graduate to a fairly equipped with skills and the readiness to learn on the job. Pragmatism, practical skills counter balanced with theoretical knowledge of commerce and Accounting is also given the edge of innovation and analysis through a small but powerful research component in the curriculum.</p>
6. Distance education/online education:	<p>The College adopts ICT system in class rooms and uses other ICT medium or virtual platforms for disseminating knowledge and information to students as well as mentoring them. The faculty members' uses varied technological tools viz. Online Platforms (Zoom Meeting App, GoogleMeet, YouTube,etc), PowerPoint Presentation, Web Links, Audio Lessons and Videos for Teaching Learning Activities. During COVID -19 lockdown, the classes were exclusively taken in Online Mode but thereafter the Faculty Members resorted to blended mode for the benefit of the students. This offers flexible time frame to the students and provide them the ability to learn at their</p>

own pace and convenience. WhatsApp groups are created for both the current students as well as Alumni in order to stay in contact and also to maintain quick communication.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
147	147	147	147	147
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	5	5	5

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2759	2534	2549	2535	2407
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
436	345	341	351	335

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
758	705	712	729	723

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
37	38	37	38	41

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
37	38	37	38	41

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 36

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
148.26	271.58	712.99	591.07	538.30

4.3

Number of Computers

Response: 80

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

1. Gauhati Commerce College is affiliated to Gauhati University and so all the departments of the college follow the syllabus and Annual Academic Calendar as prescribed by the parent University.
2. All the courses are offered in semester mode and function strictly in adherence with the university guidelines.
3. Effective curriculum delivery is ensured and documented through a well-planned time table prepared by the Timetable Committee (Central) which is then sent to each department with guidelines for workload distribution (UGC Regulation 2010). Each department distributes the classes among the individual teachers of the department. The individual timetables of the departments are then sent to the Timetable Committee which is then notified on the College website. This process is completed before the commencement of each semester.
4. The college ensures seamless execution of teaching–learning process by framing an internal academic calendar which is in consonance with the one prepared by Gauhati University.
5. For the smooth conduct of the classes, a detailed Lesson Plan is prepared and a meticulous teaching plan is framed as well. Regular departmental meetings are held to discuss the syllabus coverage and resolve any problem encountered by any teacher or student.
6. 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 in partial fulfilment of the B.Com. syllabus.
7. The college conducts systematic evaluation of the students for internal assessment. The students are given Home Assignments. Students are also required to give presentations so as to enable the teacher to identify learning gap in the students, if any.
8. The college also has a system of Mentor–Mentee to ensure one to one interaction between the teacher and student. This mechanism helps in identifying and resolving any issue that the students may be facing in terms of academics or any other aspect.
9. For effective curriculum delivery, classroom teaching is done using both traditional as well as technology-based methods.

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 or YouTube channels. The college also opened a YouTube Channel for the benefit of the students so that practical subjects like Accountancy, Statistics, etc. could be explained well. 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, provisions for preparation, submission and appraisal of project reports by students had been relaxed.

File Description	Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The college frames an internal academic calendar for all the events to be conducted and activities to be undertaken during the year. The Calendar is in consonance with the one prepared by Gauhati University. All the activities related to internal evaluation are completed within the stipulated time frame as mentioned in the academic calendar. There is an effective and continuous system of internal evaluation. For this purpose, a sessional test i.e. internal examination for each subject is conducted every semester in addition to the final semester examination. An Examination Committee is constituted for the purpose of conducting all the examinations: internal as well as external. There is a separate arrangement of an Examination Branch Room with the required infrastructure for conducting examinations. The Examination Branch Room has a Strong Room too for storing the confidential documents relating to examination. If the students have any exam related query, they can approach the examination committee members who solve their queries and also guide the students in all examination related matters. The internal examinations are conducted by the college in accordance with the academic calendar and university guidelines. The decisions regarding the examination is taken in a meeting in which the Principal, Heads of all the Departments and Examination Committee members are present. The complete internal evaluation is based on student's attendance, home assignments, seminar presentations and internal examinations, as applicable. In order to evaluate the Tally (Financial Accounting) and e-Filing of Returns training that is imparted to the students of B. Com 1st, 3rd and 4th Semester; practical computer-based examination is conducted for all the students. Students are guided to prepare short-term projects in partial fulfilment of their course curriculum in all the programmes. For project dissertations, marks are allotted on the basis of project work submitted by the students and the performance of the students during their Viva. Due to Covid Pandemic, internal evaluation during this year has been done using Google forms, as and when required and students have been encouraged to submit the assignments online. Seminar presentations and Viva have also been conducted online through digital media like Zoom or Google Meet or Whatsapp. Proper record for the same has been maintained department-wise by the teachers and finally the internal evaluation marks are submitted to Examination Branch. The Examination Branch then submits the marks summary to the University within the stipulated time period. All the important notices relating to examinations are regularly uploaded in college website.

File Description	Document
Link for Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university

2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 05

File Description	Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 5

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
5	0	0	0	0

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:**

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 of enhancing curricular value for students on issues relevant to professional ethics, gender, human values, environment and sustainability. The undergraduate students are taught a hundred marks paper on Environmental Studies in the second semester under the CBCS curriculum of Gauhati University. The students conduct field survey in this paper with the approval of the Head of the Institution. Due to the Covid scenario, students were advised to collect the primary data through google forms and conduct personal interview through telephonic conversation and thus avoid physical contact. The college has an active Women's Forum in which 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 and recite poems. Not only the female students but even the male students and teachers as well participate in the programmes on Women's Day. One of the remarkable initiatives of the Women's Forum is the installation of Sanitary Pad Disposal Machine in the Girls Common Room of the college. The college also 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. The College has also adopted a village at Chapaidong, Bonda, Guwahati. The college distributes educational and sports material to the village schools and conducts various programmes for the upliftment of the villagers. During the pandemic, awareness campaign programmes were conducted and videos were circulated on how to maintain personal hygiene and social distancing. Mask-making training was imparted to the villagers of their locality by the willing college students and masks were distributed free of cost to the underprivileged people of the adopted village as well as the city. Occasionally, renowned personalities in their fields are invited to deliver lectures on issues like gender sensitivity, health consciousness and importance of maintaining good health. In addition to the above, the college has a dedicated Green Belt

Area where high quality local fruits bearing and medicinal values plants have been grown and maintained by the college authorities. For the purpose of creating awareness, the students are made to visit the green belt area from time to time and imparted knowledge about the importance of these plants by the Environment Science teacher.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 3.4

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	5	5	5

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Any additional information	View Document

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

Response: 32.08

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

Response: 885

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: D. Any 1 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: C. Feedback collected and analysed

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 99.3

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1154	911	919	943	908

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1170	924	923	946	908

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 100

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
436	345	341	351	335

File Description

Average percentage of seats filled against seats reserved

Document

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

It goes without saying that in the Institution special care is taken for advanced learners as well as for the slow learners. There is a provision of special classes for advanced learners while that of remedial/tutorial classes for the slow learners. There is a committee of teachers in the name of “Super 30 Club” which arranges special classes for advanced learners and also regular Parent Teacher Meets. In the class routine there is provision of tutorial for slow learners.

Usually the college organises an Induction Programme under the aegis of Fresher’s Social for newcomers in each course separately. Following the Principal’s address welcoming the Fresher’s, there is a day-long programme where Teachers motivate the students academically, say, by highlighting the prime areas where they can hone up their knowledge and skills; and also psychologically by pinpointing the grey sides whereby they can feel depressed on their forward journey of life. Apart from the consistent effort of teachers in orienting the knowledge and ideas of the fresher’s at the beginning of each session, there is a formal provision too. Career Counseling and Psychological Counseling are not less than the panacea for all the young buds the institution has been nurturing. This time, however, the Freshmen Social was not held due to COVID Protocol.

The Induction Programme consists of a week-long preparation and its culmination catering to their socio-cultural diversities to be followed by feedback from the students in the form of oral presentation. It is always seen emphasized that at least the feedback gets based upon impartiality and free from all inhibitions so that the chasm of the academic aspiration and the material necessity can be crossed over effectively.

While earmarking the potentials of creamy-layer students, the concerned are buttressed properly for further enhancement through Super 30 Club, orienting their thoughts, advising them in matters of chiseling their presentation in the examination papers. The provision of Remedial or Repeat Classes scheduled towards the end of the time table held for below-the-average students is not only encouraging for the students in summing up the course materials but also welfare-oriented from the viewpoint of social justice, given the democratic set up the country has been upholding. 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. Taken together, the College becomes an ideal platform of knowledge advancement for one and all, equality of perspective and equitability in disseminating knowledge being the hallmarks of the system.

File Description	Document
Upload any additional information	View Document

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

Response: 74.57

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

Response:

Considering the students' problems the class routine is prepared for their benefits. Attendance in classes as per the prescribed regulation 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 "It's 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	Document
Upload any additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

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	Document
Upload any additional information	View Document

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

Response: 75:1

2.3.3.1 Number of mentors

Response: 37

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 79.83

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
33	31	31	29	28

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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

Response: 24.84

2.4.3.1 Total experience of full-time teachers

Response: 919

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

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.

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

Response:

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.

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

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	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Past link for Additional information	View Document

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

Response:

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	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 94.75

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
739	692	621	702	684

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

2020-21	2019-20	2018-19	2017-18	2016-17
758	705	712	729	723

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document

2.7 Student Satisfaction Survey

<p>2.7.1 Online student satisfaction survey regarding teaching learning process</p> <p>Response: 2.83</p>	
File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 2

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	2.0

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 2.7

3.1.2.1 Number of teachers recognized as research guides

Response: 1

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 6.67

3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	1

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	3

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

Gauhati Commerce College being a pioneering institute in the North-East has always been striving for excellence not only at the institution level but also for the human resource (faculty members and students). The college administration has always been taking initiative for creation and dissemination of knowledge and fueling the students with the wisdom to face the competitive world with ease.

Entrepreneurship Development Cell: The EDC Cell was created to imbibe in the students with the entrepreneurial zeal for creating their own start-ups and business after college by organizing entrepreneurship development programs. It also looks into the creation and transfer of knowledge by arranging enriching interactive sessions by successful entrepreneurs.

Placement Cell: The institute also has a Placement Cell where the college creates the facility of direct recruitment of students by companies. It also gives the students the chance to face an interview during their course of study and thereby making them more confident individuals.

Extension education Cell: Education cannot be confined to the walls of the institute. The students through the NSS, NCC, Scouts & Guides are taken to nearby villages, slums, etc. to educate them about livelihood, fostering community welfare etc. with a view to live better by learning the ways of improving their vocations, enterprises and institutions.

The Business Plan Competition: This competition is organised annually during the collegeweek celebration where the students who are interested in entrepreneurship are encouraged to present their

business plans. The plans are presented before a panel of judges for validation. The winners are provided with certificates and trophies.

Finishing School: Under the Equity initiative of RUSA, the college was entrusted with the task of establishing a Finishing School to get the students of Higher Education Job Ready.

https://rusa.assam.gov.in/sites/default/files/swf_utility_folder/departments/rusa_medhassu_in_oid_7/menu/document/Equity%20Initiatives.pdf

Human Resource Development: The college also takes initiative to encourage the faculty members (Sanctioned, Permanent, Temporary) to pursue their Ph.D., M.Phil., etc. They are also encouraged to undergo professional development programs and participate and organize conferences, seminars and workshop. Leave is granted and financial support is provided (as and when required). The projects of the students in the final year of graduation and post-graduation act as a good incubation centre for generation of innovative ideas. The faculty members are encouraged to act as guides to the students.

Research and Publication Cell: The Cell helps to create research culture among the faculty members and students. The Cell takes the initiative to organise seminars and workshops. It also strives to publish the works, writings, research works of faculty members and students. One of recommendable publications is the, “Mahapurusa Madhavadeva’s Namghosa”- rendered into English Verse and Edited by Dr. (Late) Purnananda Saikia”

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

Response: 18

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	6	4	3

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 11

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 11

3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 1

File Description

List of PhD scholars and their details like name of the guide , title of thesis, year of award etc

Document[View Document](#)**3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years**

Response: 0.31

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
1	5	4	1	1

File Description

List of research papers by title, author, department, name and year of publication

Document[View Document](#)**3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

Response: 1.02

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	15	11	3

File Description	Document
List books and chapters edited volumes/ books published	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Name of the activity	Organising unit/ agency/ collaborating agency	Year of the activity	Number of students participated in such activities
Providing necessary aid to flood affected people of Assam	GCC, NSS Unit	2016-17	6
DAAN UTSAV	GCC	2016-17	15
An awareness talks on Road Safety and First Aid care	GNRC Hospital, Dispur		61
A visit to Destination – A home for special people. Distribution of essentials among SpeciallyAbled Students.	GCC,M. Com Dept.	2016-17	15
Yoga Workshop	GCC NSS Unit & KHSC NSS	2016-17	52
Blood donation camp	Rotary club of Guwahati south and GCC NSS	2017-18	7
Cleanliness drive (In the College)	GCC NSS Unit & GCC Boys Hostel	2017-18	27
Participated in Awareness race on Breast Cancer (Pinkathon)	Participated by Gauhati Commerce College NSS girl volunteer	2017-18	20
Participated in Awareness programme on child trafficking	Organised by Gauhati University	2017-18	30
Walkathon on World Polio Day	Rotary club of Guwahati south & GCC NSS unit	2017-18	13
Providing necessary aid to old age home	GCC NSS Unit & Rotary Club	2017-18	5
A visit to Destination – A home for special people. Distribution of essentials among specially abled students	GCC, M.Com Dept.	2017-18	15

Financial Aid along with Books, Stationery were distributed among the children's of SOS Village, Borjhar	GCC, MBA Dept.	2017-18	60	
Financial Help to the forest man of Assam (Padmashree Awardee Shri. Jadav Payeng)	GCC, MBA Dept.	2017-18	2	
Community Harmony	GCC, NSS Unit & ASHADEEP (A centre for special Children)	2017-18	24	
Summer internship 1.0, Awareness on Swachhta, menace of Plastic, Open defecation, girl child education, handwashing and hygiene	GCC, NSS Unit	2018-19	20	
Street play on cleanliness, door to door campaigns against plastic usage	GCC, NSS Unit	2018-19	43	
Free medical camp for women (Cervical cancer screening)	GCC, NSS Unit & Pratiksha Hospital	2018-19	10	
Summer internship 2.0, Awareness programmes on the 3R's Sanitation, Organic waste management, plastic waste management	GCC, NSS Unit	2019-20	17	
A Yoga Programmes under Fit India initiative	Gauhati Commerce College NSS Unit	2019-20	7	
Poshan Maah, awareness on healthy diet and nutrition	Gauhati Commerce College NSS Unit	2019-20	5	
A Special camp against the intake of Tobacco, Plantation, Yoga session	Gauhati Commerce College, NSS Unit	2019-20	50	
Financial Contribution to "Amar Ghor", Old age home. Under the programme "SWAMPARKA- A part of our social responsibility"	Gauhati Commerce College, MBA Deptt	2019-20	60	
spreading awareness about covid -19 and the Do's and Don'ts	Gauhati Commerce College, NSS Unit	2020	60	
Special Camp on drug abuse, tree Plantation, Anti-tobacco consumption, medical camp, public wall beautification, life skill information to women	Rotary club of Guwahati south and NSS UNIT I & II of Gauhati Commerce College	2021	30	

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**Response:** 0**3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description**Document**

Number of awards for extension activities in last 5 year

[View Document](#)**3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years****Response:** 23**3.4.3.1 Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	05	03	10	05

File Description**Document**

Number of extension and outreach Programmes conducted with industry, community etc for the last five years

[View Document](#)**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years****Response:** 4.51

3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	139	73	203	149

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 6

3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	5	0

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 8

3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other

universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	4	1	2	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - 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.

Response:

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, semi-acoustic seminar hall, 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 emergency times and prevent mishaps.

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

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The total area of Gauhati Commerce College is 7.07 acres and the built –up area is 40% of the total area.

The rest is open space, including playground, pathways, parking, stage and gardens.

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 SarmaKrirangan' for outdoor games like Cricket, Football, Volley ball. Students use it during their break and the annual sports competitions are also held here.

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 for yoga also and various events are held under the aegis of Yoga and Wellness Centre.

<https://www.gauhaticommercecollege.in/wp-content/uploads/2021/06/18.Yoga-day-2019.jpg>

<https://www.gauhaticommercecollege.in/wp-content/uploads/2022/01/WhatsApp-Image-2021-12-31-at-5.12.07-PM-1-1030x773.jpeg>

<https://www.gauhaticommercecollege.in/wp-content/uploads/2022/01/WhatsApp-Image-2021-12-31-at-5.12.04-PM-2-1030x773.jpeg>

File Description	Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 50

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 18

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 38.21

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
34.30	101.10	348.11	342.31	128.86

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document

4.2 Library as a Learning Resource

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

Response:

SOUL 2.0 ILMS Software is used in Dr Birinchi Kumar Baruah Library, Gauhati Commerce College. An Integrated Library Management System i.e. SOUL 2.0 Integrated Library Management System is a computer-based system used to manage internal and external resources including tangible assets, financial resources, materials, and human resources. It performs library automation and collection development tasks broken down into different modules that are focused on simplifying tasks such as acquisition, cataloguing, and circulation commonly done in any library. It is built on a centralized database and normally utilizes a common computing platform and consolidates all library operations into a uniform and enterprise wide system. 2.0 is a computer-based system used to manage internal and external resources.

Software for University Libraries (SOUL) is an state-of-the-art integrated library management software designed and developed by the INFLIBNET an inter University Centre of UGC based on requirements of college and university libraries. It is a user-friendly software developed to work under client-server environment. The software is compliant to international standards for bibliographic formats, networking and circulation protocols. After a comprehensive study, discussions and deliberations with the senior

professionals of the country, the software was designed to automate all house keeping operations in library. The software is suitable not only for the academic libraries, but also for all types and sizes of libraries, even school libraries. The first version of software i.e. SOUL 1.0 was released during CALIBER 2000. The SOUL 2.0 software was released in January 2009 and same was used in our college Library. The latest version of the software i.e. SOUL 3.0 released in February 2021. Our college is trying to upgrade the latest 3.0 version within this academic year. The library at the Department of M.B.A. is supported by the software Bookshelfplus- Version 4.2. It has 5250 books, 12 journals, 2 e-journals (EBSCO Host and J-Gate).

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 12.21

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

2020-21	2019-20	2018-19	2017-18	2016-17
5.24	5.73	8.55	28.22	13.29

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years (Data Template)	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**Response:** 0.54**4.2.4.1 Number of teachers and students using library per day over last one year****Response:** 15

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The College regularly updates IT facilities under the guidance of Information & Technology department, the website of the College is developed regularly and maintained properly. In the last five years, the IT facilities have been updated, with the latest equipment/software.

The college has a computer lab with 50 computers in IT and PGDCA Departments. The MBA Department is having a dedicated computer lab with 30 computers. All the departments of the college are equipped with desktop and laptop computers. There are 17 classrooms in the college which are equipped with projectors.

The Smart Class Room-cum-Conference Hall (RM-4) is enabled with Internet & Video Conferencing and Interactive Board facilities. All the departments, college library, office and examination branch are having sufficient number of printers and scanners. There are photocopier machines in the college office, examination branch and the college library. The MBA, BBA and M.Com departments are also having separate photocopier machines. There is a big auditorium with adequate seating capacity and well-equipped with projector, mic and sound system. The college is also having a seminar hall fitted with projector and sound system. Digital Library facilities and resources like N-LIST, NBL, NBL-NECG. are available for the benefit of the learning community. The entire college campus is enabled with Wi-fi network, with 100 MBPS SPEED. The ICT facilities available in the college are utilized for the benefit of the students in the follow ways:

- Online classes are taken using platforms such as Zoom, Google Classroom, Google Meet, YouTube etc. Video lectures are also uploaded on the college YouTube channel.
- Computer Lab is used to teach MS Word, MS Excel, MS Powerpoint, SQL to the students of B.Com as part of Computer Application in Business subjects.
- Department of MBA extensively uses the ICT facilities during classes for better understanding and learning experience of the students. Various professional and statistical softwares are also used for

- PowerPoint presentations are used to deliver course contents in a more effective manner.
- Seminar and Conference Halls are used by Guest lecturers, Invited guests and Experts to address the students. Moreover, competitions and events are conducted in those halls.
- MCQ based assignments are provided for the benefit of the students using platforms like Google Forms.

One Accounting Software called Academy DCL for the purpose of keeping the Accounts of the College , specially Fees have been added. The College redesigned its Website, with updated information, and made it user-friendly and interactive. The Website is managed and maintained by Akadam Soft Cronics.

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

Response: 34:1

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 18.68

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

2020-21	2019-20	2018-19	2017-18	2016-17
57.16	64.98	67.88	64.33	56.68

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document

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.**Response:**

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.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 5.42

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
140	161	355	35	09

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

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

Response: C. 2 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance

- 3.Mechanisms for submission of online/offline students' grievances**
4.Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 5.62

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
13	36	75	42	36

File Description	Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 37.2

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 282

File Description	Document
Details of student progression to higher education (Data Template)	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 5.76

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

2020-21	2019-20	2018-19	2017-18	2016-17
11	14	04	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
100	120	65	30	30

File Description

Document

Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)

[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 13

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) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
06	05	02	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document

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

Response:

Gauhati Commerce College has the convention of involving students' representation in various administrative, co-curricular and extracurricular activities. The Gauhati Commerce College Students Union (GCCSU) follows the parliamentary system of election as per the guidelines of Lyngdoh Committee to form the Student Union. GCCSU provides the platform for the students' community to directly interact with the administration of the college regarding their issues and also grievances through their elected representatives.

The elections are held annually, through which all the students elect 13 (thirteen) office bearers to the College Students Union, namely, 1) President 2) Vice-President 3) General Secretary 4) Assistant General Secretary 5) Secretary, Debate & Symposium 6) Secretary, Social Service 7) Secretary, Major Games 8) Secretary, Minor Games 9) Secretary, Athletics, Gymnasium & Asanas 10) Secretary, Boys' Common Room 11) Secretary, Girls' Common Room 12) Secretary, Music & Cultural Affairs 13) Secretary, Literary & Magazine. For each portfolio, one/two teacher(s) advisor are appointed.

The post of Secretary, Girls' Common Room is reserved for Girls, ensuring atleast one-woman representative in the Students Union.

One of the main responsibilities among many, of the Students Union Leaders is to organize the Annual College Week Festival and Annual Function. Under the leadership of the various portfolios, numerous competitions and events are held. Together with this, the College also provides all facilities and support to the Union to organize Fresher's, Farewell of Final year students, Saraswati Puja, Excursions, students' welfare programs, etc. Students have a strong representation and help in the organization and management of events.

Besides the above, the student leaders and student volunteers are encouraged to be part of the organizing committee in workshops, seminars, Annual All Assam Inter-Institutional Debate Competition, etc. They also play an active role in the smooth conduct of the admission process.

Besides administering the Oath to Office and explaining the duties on the day of Charge hand-over to the representatives, the Head of the Institution interacts with the representatives as and when required.

Students through their Mess Committee provide strong support to the Hostel Superintendent and the

Management of the College, in the administration and management of hostel affairs.

To encourage leadership skills and for the management, collection of home assignments and communication with the class, the departments sometimes appoint class representatives informally as need be.

There is a strong representation of the students in the various cell and Committees of the college, namely, IQAC cell, Committee for Preparation of and Amendments to the Constitution of Gauhati Commerce College Students' Union, Ragging Vigilance Committee, Students Welfare Committee, Grievance Redressal Cell, Prevention of Harassment Cell, Alumni Association, etc.

The students' needs and wants are given the highest priority and also to their democratic aspirations through good students' representation and engagement in various administrative, co-curricular and extracurricular activities.

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

Response: 7.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
02	12	10	08	04

File Description

Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)

Document

[View Document](#)

5.4 Alumni Engagement

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

Response:

ALCOM organized a National level Webinar on "Stress Management of Students during Covid-19 Pandemic" on 31 July 2020. Smt.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 28th 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 organized 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. Annual Cricket Match is held between ALCOM and GCC Teaching and Non-Teaching staff as part of the Republic Day celebrations. 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. The ALCOM has a total of 1140 registered members as on date. The ALCOM played a significant role by proposing the introduction of Commerce as an elective subject in high school level, which is currently in force and ALCOM also helped in facilitating the “5 Days Teachers’ Training Programme on Commerce Subject at Secondary Level” conducted by SEBA from 6 to 10 January 2020. The ALCOM presented Best Cadet Awards for Senior Division (SD), Senior Women (SW), Junior Division (JD) and Junior Women (JW) in the Annual Training Camp II of 1 Assam BN NCC at Gauhati Commerce College from 2nd–11th July, 2019. An amount of Rs. 5,000/ per month by family of Late Narendra Sarawgi (Alumni), was extended to Miss Jubilee Baruah as financial assistance for completion of her B.Com Degree. Shri Vedanta Baruah (Alumni) donated 72 ceiling fans for the G8 Building worth Rupees Three Lakhs. ALCOM provided assistance to the college authorities in acquiring Municipality Holding Number for the college from Guwahati Municipal Corporation (GMC). Rupees Twenty-Five Lakhs was donated by M/S Bimal Auto Agency, family of Late Narendra Sarawgi (Alumni) in 2019 for construction of New G8 storied building of the college. ALCOM played an active role in organizing the International Seminar conducted by GCMS in the year 2019. 1978 batch and 1996 batch Alumni association are regularly organizing awareness programmes on environmental issues. Publication of souvenir from 2018 is an important work of 1978 batch and it is also planning to construct an old age home near LGBI Airport. A bust of founder Principal Dr. B.C.Lahkar has also been constructed by the Alumni. ALCOM also collaborated with Gauhati Commerce College NCC (Army & Air Wing) and DASTBI MMA for a 7 Days Self Defence Workshop from 19th to 25th January, 2022 in the campus.

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: A. ? 5 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - 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

Response:

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.

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 crosssections 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.

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

Response:

The college believes in grooming leadership at all levels. The leadership structure from top to bottom comprises of the Governing Body, Principal, HODs and students' representatives.

The faculty members take lead in organising various academic and co curricular activities in the college where students get a chance to explore their capabilities vis-a-vis organizational skills besides getting an insight into new developments in the area of their interest.

The Governing Body of the college which meets regularly to discuss issues relating to finance, infrastructure, faculty recruitment and matters related to the overall development of the college.

The principal is assisted by the heads of the departments (HODs), teaching and non teaching staff.

The HODs oversee the smooth functioning of the department for which meetings are held on a regular basis to discuss issues.

Staff council meetings are held regularly for the effective planning and implementation of programs like teaching, learning, academic, administration, etc.

Various committees are constituted for the planning and execution of academic, administrative and extra curricular purposes. Each committee consists of chairperson, convenor and its members. Some of the important committees are follows:

Admission Committee

Class Routine And Class Management Committee

RUSA Committee

Examination Committee

Construction And Purchase Committee

Library Committee

Ragging Vigilance Committee

Planning Committee

Construction Committee

Students Capacity Building Centre

Entrepreneurship Development Cell

Information And Career Guidance Cell

Extension Education Cell

Grievance Redressal Cell

Cell For The Prevention Of Harassment To Women Staff And Girls Students

Documentation Cell

Disaster Management Cell

Research And Publication Cell

Students Mental Awareness Centre

Health Centre

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 exofficio 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.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

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(thirtysix) 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 refurbished by equipping them with indoor games for playing during leisure time.

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and 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: The college follows service 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 various cells for timely redressal of the student and the faculty grievances.

Mechanism for redressal of student's grievances: The students can directly approach the authority for their grievances. The girl students can settle their grievances through the Women's Forum. The grievances also received through the student's union. They can put their suggestions and complaints in the suggestion boxes which are periodically opened and taken cognizance of.

Mechanism for redressal of employee's grievances: The Principal of the college tries to resolve the employee grievances through open discussion and interaction with them or resolved by management through representatives in Governing Body

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),

College Committees: Different committees, Cells, Centres and Bodies are formed in the college through decentralization of power.

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

Courses & Study Centres: Besides the 5 programs, Studycentre of K.K. Handique State Open University, Institute of Distance and Open Learning (IDOL) under Gauhati University is there.

File Description	Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

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

Response:

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.

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

Response: 2.66

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	2	0

File Description

Document

Details of teachers provided with financial support to attend conference, workshops etc during the last five years

[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.4**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	1	0

File Description**Document**

Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff

[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**Response:** 58**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
48	36	10	10	5

File Description**Document**

Details of teachers attending professional development programmes during the last five years

[View Document](#)

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff**Response:**

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.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

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 by Government Agency but report is still awaited.

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

Response: 28

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	25	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

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.

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

Response:

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.

2. 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	Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

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 peerreviewed 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 batchers. 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.

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: C. 2 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - 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 last five years.

Response:

Year	Title of the programme	Period from	Period To	Number of Participants	
				Male	Female
2016-17	Gauhati Commerce College Women's forum celebration of International Women's day	08/03/2017	08/03/2017	20	
2017-18	Sanitary disposal system	11/10/2017	11/10/2017	60	
	International Women's Day celebrated with the theme "Peace for Progress"	08/03/2018	08/03/2018	Nil	
2018-19	Measures initiated by the Gauhati Commerce College Women's Forum for celebration of International Womens day	08/03/2009	Nil	Nil	
	Gauhati Commerce college day care centre was set up for young children of teaching and non teaching staff	Nil	Nil	Nil	
	Gauhati Commerce college in association with AkhilBharatiyaVidyarthiParishad held a free self defence camp "Mission Shahasi" for girl students	26/10/2018	Nil	25	
2019-20	International Women's Day celebrated with the theme "Women in leadership: Achieving on equal future in a Covid-19 World"	08/03/2020	08/03/2020	150	
	A Play on "IMPORTANCE OF GIRL CHILD" performed by NSS students	Nil	Nil	150 Nil	

2020-21:- 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

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation

5. Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Solid Waste Management and Waste Recycling

- Each and every department of Gauhati Commerce College as well as administrative office creates some waste which is dumped in small waste bins located in the departments. 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, these 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 places and later disposed through vendors for proper waste management. The 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	Document
Any other relevant information	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

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

Response: A. Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: C. 2 of the above

File Description	Document
Certificates of the awards received	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for 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

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

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 500 words).

Response:

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.

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens (within 500 words).

Response:

- 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)

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.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**Response:**

Every year the college celebrates the National Festivals, Independence Day (15th August) and Republic Day (26th January) with pomp and fervour. Teachers, students, NCC Cadets, NSS Volunteers, Scouts and Guides participants, etc., actively participate in the celebrations. The college has also organized several events and participated in several programs under the aegis of AzadiKaAmritMahotsav.

On 8th March every year, the Gauhati Commerce College Women's Forum celebrates International Women's Day following United Nations' theme. Two economically weak but meritorious female students are given one-time financial assistance by the Forum. Also the fourth grade female staff are given gifts by the Forum on this day appreciating their service to the college.

For awareness of climate change and environment protection, World Environment Day is celebrated on 5th June inside the college campus. Plantation drive is also undertaken on the day.

International Yoga Day is celebrated on 21st June following its inception in the United Nations General Assembly in 2014 for physical, mental and spiritual upliftment of students.

The College also celebrates Peace Day on 21st September which is globally shared date given by United Nations for all humanity to commit to peace above all differences and to contribute to building a culture of peace.

National Unity Day is celebrated on 31st October to mark the birth of Sardar Patel who had a major role in the political integration of India.

To uphold the spirit of democracy among different stakeholders and create awareness about the biggest democracy of the world, Constitution Day is celebrated on 26th November. Lecture sessions and quiz on the Constitution are also organized.

Apart from the above events, NSS Day and NCC Day is also celebrated in the college.

During COVID-19 Pandemic, the College undertook several measures to create awareness among public and also to help them.

File Description	Document
Link for Geotagged photographs of some of the events	View Document

7.2 Best Practices**7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**

Response:

BEST PRACTICE -I

TITLE OF THE PRACTICE: GCCBLISSFUL GREEN

OBJECTIVES OF THE PRACTICE:

- To maintain an eco-friendly environment in and around the college campus
- To create conscious behavior and awareness and amongst the student community and
- To act responsibly towards environment and act as a model for the area surrounding the institution for maintaining environment sustainability.

THE CONTEXT AND THE PRACTICE

The World Health Organisation (WHO) calls climate change the greatest threat to human health India has put climate change at the Centre of its environment policies 2021,

At this juncture, every step small or big, for protection and sustenance of the environment will count. Environment sustainability and maintaining an eco-friendly environment has been in the top priority list of the institution as has also been enshrined in the NEP 2020. The institution being in the middle of the city with concrete jungle all around, has tried its level best to maintain a proper green and eco-friendly environment in and around the campus. From time to time the institution has initiated various steps for conserving and preserving the available natural resources. The institution has installed solar panels (being pioneers among educational institutions in this part of the country to install solar panels), LED bulbs etc as a step towards energy conservation.

For making the campus green and beautiful, the institution has landscaped it with various trees and plants which include a number of medicinal plants. A Green Belt is also therein the college with various useful trees and plants. To convert the bio-degradable waste generated by the college canteen and hostel kitchen, a Vermicomposting unit has been set, which converts the waste into organic fertilizer. The fertilizer is used in the plants and trees which are there in the campus.

The campus is situated in a very Urban locality which intensifies the concrete surrounding. Due to which there is a problem of ground water as due to the concretization the rain water penetration into the ground is less. But the water body and the open ground of the college provides a relief to the surrounding as it facilitates the penetration of rain water into underground.

Being a hardcore commerce institute and the availability of natural resources, the college has already contemplated on the blue print of Vertical Farming and Biofloc Fish Farming under the supervision of the Environmental Studies department.

The water body present not only contributes positively to the atmosphere but also is the home of local breeds of fish but also attracts birds. The area of wetlands was large in yesteryears and a hub for migratory birds. The college has preserved a small area for the natural cause as rest of the area had to be filled due to expansion program.

The Campus is declared as plastic free and tobacco free. In campus and off campus environment awareness programme along with students are conducted by the institution to enhance knowledge and awareness towards the environment.

One of the biggest challenge or problem encountered by the institution for years was the problem of flood. This problem has been solved by installing pumps and proper drainage system.

EVIDENCE OF SUCCESS

1. Lush green environment
2. Clean and Cool campus
3. Local Fruits (Mango, Guava, Banana, Berry, Amla, etc.) , herbs (etc available for the Students, Faculty and Staff
4. Lessening of Carbon Footprint
5. The Project work, under the Environmental Studies departments, of the students are assigned and completed in the College.
6. The college was a home to a lot of migratory birds in yesteryears. But due to urbanization the number has come down but has not become zero.
7. The water hyacinth in the water bodies and other growth are used by nearby community rearing cows.
8. The Electricity Bill has come down due to the Solar Panels

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

Initiation and implementation of every good and noble work doesn't come without different kinds of problems. Conserving and preserving environment is the urgent need of the day. As such while taking the various initiatives for maintaining a sustainable environment, the following problems are usually encountered. Due to the location and position of the institution, during rainy season, the institution used to face the problem of water logging and flood. But this problem has been solved by the institution by installing machinery which pumps out the water from the campus and with the help of a proper drainage system. Other than that no major problems have been encountered by the institution in implementing the plans to create an eco-friendly environment.

Finance also proves to be a hurdle. The college is mainly dependent on the Fees collected from the student for its sustenance. But the college is facing a financial strain during the last few years due to the Free admission.

Resources are required for maintaining the vermin composting unit, solar panels and the energy saving lighting units. Saplings are sometimes purchased for planting. The garden and the Green Belt are maintained by the college gardener. But during rainy season the growth of weeds are tremendous and such the maintenance of the natural surrounding becomes tedious.

BEST PRACTICE-2

Title: Empowered Knowledge Centre

As the Sanskrit maxim “**BidyayaBimuchyate**” gets enunciated, the notion of knowledge liberating the mankind for its holistic welfare reverberates: the aphorism across the logo of Gauhati Commerce College, thus links itself with how the commerce education symbolized by the loaded freight-liner ‘barge’ signifies world economy in its macrocosmic appeal *potraying the spirit of Gauhati Commerce College*. The tree of knowledge along with its diversified leaves of various branches, as displayed in the emblem, is expected to combat the dark winds of ignorance and illusion, thereby ushering in a new horizon of material prosperity and spiritual well-being, ideologically liberating yet socially restrained, strategically progressive yet inherently sanguine.

Standards in any strata articulate expectations of quality or quantity for each evaluation criteria.

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

Gauhati Commerce College has always believed in the holistic development of the student. Teaching-Learning –Evaluation process has been the core, for the functioning of the college.

Effective curriculum delivery is ensured and documented through a well-planned time table, teaching plan, academic calendar, workload distribution and systematic evaluation.

Students being the vocal point, learning is made student- centric by adhering to activities like discussion mode of learning, assignments, oral test, class presentation, doubt clearing sessions, remedial classes.

The Class are conducted with regularity and attendance of student are considered strictly (relaxation was done during the Covid 19 Period). The Faculty was very fast in switching to online mode during the pandemic even with the minimum apparatus. The College opened a Official You Tube Channel to upload classes.

For the development of Teaching, staff council meetings are held for reflections, participation in professional development workshops or programs are encouraged. Reflection is done on implementation of new methods of teaching or assessing learning or description of instructional improvement projects.

The administration has an innovative method of supervising the conduct of classes (probably the only college with this system) in the institution. A Grade IV staff maintains an official booklet where daily class details are recorded as –how many class were not held (which is very rare as classes of Faculty member who are Absent are always taken up by the colleagues), combined class taken and the reason behind it,

proxy teacher and the reason behind it. The booklet is countersigned by the Principal of the college everyday taking note of the events.

Learning is a continuous process. It has been a common phenomenon that the reading habits among the young generation is dwindling. In the final semester, during the preparation of the projects, the college has made it a rule that all the students have to visit the library and read books of their project topic ...

In this era of GIG economy, skills related to Leadership, negotiation, counselling, communication, public relation, team building, etc. will not serve purpose significantly unless they flow from a value based pure mind.

The college has a large playground for the students with various sports facility, Yoga,, societal involvement, culture, mental wellness are very much emphasised.

In every phase of life, the process of evaluation takes place in one form or the other. Evaluation process is conducted in strict and disciplined manner. The unbroken cycle of social evolution resolves around the evaluation process.

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.

Any faculty member or staff who are late for reporting to duty are marked Absent immediately.

The whole cycle centred around student development can summarized as:

OBSERVE

PLAN

ACT

REFLECT

The College has been found successful in adapting its education system into a hybrid form. It took no time in adopting the online method of imparting knowledge during the Pandemic and had successfully stood up to its motto – “Dissemination of information and knowledge as a Centre of excellence in higher education by imparting quality education and pursuing research studies”.

File Description	Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The college is distinct because it offers a dedicated course in Commerce alone. Commerce as a discipline is job oriented as it enhances managerial practices, human resource utilization, entrepreneurship, 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 nurturing 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 an enrolment of a mere 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 specialized courses available in business and management 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 and overall personal development. To sensitize 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 various social services undertaken in villages and adjacent rural areas. The NCC Army Wing established in 1984-85, actively participates in the celebration of national events and also in organizing several programmes of self defence, social service and community work. The Scouts and Guides Activities were introduced in the college from the session 2002-2003. Since inception, it has undertaken various community service projects and community development projects, besides undertaking awareness programmes on social issues. The success of any educational institution is also reflected in producing students exhibiting professional competence in respective work fields. Gauhati Commerce College is a stand alone in its alumni forming a pool of well-known entrepreneurs, businessmen and other professionals of the region. Over the years, the institution has produced several professionals and entrepreneurs in the world of business, civil services, government jobs, politics, social service, academics and a plethora of other areas. 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 organized a number of workshops, seminars, conferences and talks on entrepreneurship development. It has also tied up with the Government of Assam in Assam's 'start-up' initiative to support as well as trigger a start-up movement in the entire North East Region. Entrepreneurial interests are encouraged through the curriculum as well as by the teacher interventions. The Entrepreneurship Development Cell of the College undertakes several activities from time to time to inculcate entrepreneurial spirit among students at different levels so that our students can be motivated towards being job creators in the society which will hopefully result in a balanced socio-economic development in the region in the long run.

5. CONCLUSION

Additional Information :

Gauhati Commerce College, which is encircled with variegated greenery, is the flagship institute of Northeast India in commerce education. The foundation of the college was laid with the vision - “BidyayaBimuchyate”, which means “knowledge is one that liberates” and since then it has been working tirelessly to procreate dynamic citizens of the country, who can not only fathom the granularities of the corporate world but also learn the values of life and society. The college plans to improvise the IT infrastructure constantly not only for research and faculty but also to facilitate blended learning for students as per UGC recommendations.

Most of the teachers are associated with diverse activities besides teaching, like authoring books, with question paper setting, evaluation of answer scripts and related confidential works of Gauhati University to which it is affiliated, other prominent universities of the region and also of different governmental examinations.

After the completion of the sanctioned new building, which will provide additional space and rooms for relevant new courses-add on /certificate courses and also for courses which will help to make Gauhati Commerce College a resource hub as well as a centre for interdisciplinary studies (blue print for BA in Economics and BCA has been prepared) in alignment with the recommendations of the NEP, 2020.

For greater academic engagements, skill-based trainings and internships, the college plans to sign more MoUs with reputed corporations, institutions/organisations, etc.

The college has plans to sign MoUs with the schools- in- need in the nearby community, where students are generally deprived, to lend out a helping hand in studies and co-curricular activities.

NCC, NSS and the Scouts & Guides units are functioning very efficiently. The NCC cadets have been nominated to the Republic Day Celebrations in New Delhi consistently, showing the high level of training and resultant skills of the cadets. The highest state level award (BirChilarai Award) for the NCC cadets was also bestowed upon one girl cadet of the college in the year 2021. Over the years a large number of Rovers were awarded with Governor’s Award. In 2016, 5 Rovers were awarded with Rashtrapati Rover Award.

The college is very proud of its illustrious Alumni and they have always been engaged constructively for the college. Several ex-students of the college have worked in different capacities in public life and has been elected to the State Assembly as well as the Parliament. The present President of ICAI, Dr. Debashis Mitra is an Alumnus of the college. MP Pallab Lochan Das and MP Dilip Saikia are from the college.

The college is committed to intensify the welfare measures and measures for mental wellness of the students.

The college also plans to publish an ISSN journal to encourage research work.

Concluding Remarks :

The College, since its inception, has always embarked on a mission to provide an excellent teaching –learning environment to its students, which has been proved by the academic results over the years and the professional achievements of the students. The college leaves no stone unturned for creating physically fit, mentally robust

and professionally competent individuals for the society.

It has always been the First Choice for meritorious students especially those who wish to pursue education in the Commerce Stream and get introduced to the world of business.

Special initiatives are taken for teachers' ICT training and coalescing the same into education in tune with the vision and mission of the college. The teaching faculty are scaling new heights in different areas., Many of them have been appointed Principals of other Colleges, besides occupying other prestigious positions.

The strategic location of the college near the Chandmari Flyover, R.G. Barooah Road, is prime in the urban structure. The greenery (rich in local and medicinal plants) of the college and its Green Belt plays a vital role to lessen the pollution and generate clean air to a large extent which is also home to a few migratory birds.

The college stands tall in vast infrastructure that spreads over 7.07 acres and has all the required facilities for teaching-learning and for supporting physical development as is evident from the sports infrastructure of the college.

At Gauhati Commerce College, education goes beyond academics as it focusses on the holistic development of students by involving them in extension activities through NSS, NCC, etc, thereby inculcating a Value System among students as in the vision of NEP.

The college is at the cusp of making significant breakthrough in commerce education under the able leadership of the college which is working in tune with the vision and mission of the college and work with absolute transparency. The institution's commitment towards the promotion of commerce education in the region stands more pertinent and stronger than ever.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
2.3.3	<p>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)</p> <p>2.3.3.1. Number of mentors Answer before DVV Verification : 74 Answer after DVV Verification: 37</p>																				
3.1.1	<p>Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)</p> <p>3.1.1.1. Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs) Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>200000</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>2.0</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	0	0	0	0	200000	2020-21	2019-20	2018-19	2017-18	2016-17	0	0	0	0	2.0
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	0	0	0	200000																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	0	0	0	2.0																	
3.3.3	<p>Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</p> <p>3.3.3.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>19</td> <td>11</td> <td>16</td> <td>14</td> <td>6</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>5</td> <td>15</td> <td>11</td> <td>3</td> </tr> </tbody> </table> <p>Remark : Observation accepted by excluding the books / publications without ISBN number.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	19	11	16	14	6	2020-21	2019-20	2018-19	2017-18	2016-17	5	5	15	11	3
2020-21	2019-20	2018-19	2017-18	2016-17																	
19	11	16	14	6																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
5	5	15	11	3																	
4.2.2	<p>The institution has subscription for the following e-resources</p> <p>1. e-journals</p>																				

2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Answer before DVV Verification : A. Any 4 or more of the above

Answer After DVV Verification: D. Any 1 of the above

Remark : Observation accepted as per the supporting documents

5.1.3 **Capacity building and skills enhancement initiatives taken by the institution include the following**

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

Remark : Observation accepted as per the supporting documents

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>147</td> <td>147</td> <td>147</td> <td>147</td> <td>147</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	5	5	5	5	5	2020-21	2019-20	2018-19	2017-18	2016-17	147	147	147	147	147
2020-21	2019-20	2018-19	2017-18	2016-17																	
5	5	5	5	5																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
147	147	147	147	147																	
2.1	<p>Number of full time teachers year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>74</td> <td>75</td> <td>76</td> <td>72</td> <td>70</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>37</td> <td>38</td> <td>37</td> <td>38</td> <td>41</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	74	75	76	72	70	2020-21	2019-20	2018-19	2017-18	2016-17	37	38	37	38	41
2020-21	2019-20	2018-19	2017-18	2016-17																	
74	75	76	72	70																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
37	38	37	38	41																	

