



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		K. C. DAS COMMERCE COLLEGE
Name of the head of the Institution		Dr. Hrishikesh Baruah
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03612733691
Mobile no.		9864030992
Registered Email		kcdccollege@gmail.com
Alternate Email		hbaruah@hotmail.com
Address		Chatribari
City/Town		Guwahati
State/UT		Assam
Pincode		781008
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Runjun Phookun
Phone no/Alternate Phone no.	03612733791
Mobile no.	9435196941
Registered Email	kcdccollege@gmail.com
Alternate Email	runjunphookun@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.kcdccollege.ac.in/IQAC
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.kcdccollege.ac.in/pdf/AcademicCalendar.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	0	2006	17-Oct-2006	16-Oct-2011

6. Date of Establishment of IQAC	16-Jun-2003
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on Intellectual Property Rights	25-Oct-2019 01	71
Orientation Programme for Office staff on Online	28-Dec-2019 01	7

Leave (CL/RL) Applications		
Motivational Lecture for holistic development of support staff	13-Feb-2020 01	17
Workshop on Public Financial Management System (PFMS) for Non-teaching staff	13-Mar-2020 01	8
Webinar on Awareness Programme on	19-May-2020 01	116
National Level Online Essay Competition on	20-May-2020 20	199
Webinar on Teaching in a Digital Age (for Teachers)	30-May-2020 01	85
Webinar on Preparing for life in a digital age (for students of the College)	31-May-2020 01	87
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
K.C. Das Commerce College	Renovation of Girls Common Room	Director of Higher Education, Govt. of Assam	2019 365	100000
K.C. Das Commerce College	Seminar Grant	North Eastern Council, Govt. of India	2020 365	120000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	10
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

Published a book entitled "MELANGE" with ISBN 9788192127811 in October 2019.

Setting up of a Value-Added Education Department offering Professional and Short-Term Certificate courses.

Introducing dual stream - BA with Honours in Economics and B.Sc. Regular Course with Economics-Statistics-Mathematics combination.

Organised a two day National Seminar on Education and Sustainable Development: Issues and Challenges in context to North East India on 18th and 19th March, 2020. However, due to nationwide lockdown arising out of COVID 19 pandemic, the seminar had to be postponed and the same would be now held on the 8th and 9th of January 2021

* Extending Library facilities to the people of the neighbouring areas

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

Plan of Action	Achievements/Outcomes
To publish research articles in book form with ISBN	Published a collection of research articles across various disciplines in book form entitled MELANGE with ISBN 9788192127811
To open/ establish a Value Added Education Department offering Professional and Short term Certificate courses to the student community	A Value Added Education Department was established in November 2019. It offers various professional courses like Preparation for CA Foundation Course, Short term Certificate Courses on Green Banking, Capital Market and Stock Broking, IT, Accountancy etc.
To introduce dual stream, viz BA with Honours in Economics and B.Sc. Regular Course with Eco-Stats-Maths combination	Introduced B.A with Economics Honours and B.Sc. Regular Course with Eco-Stats-Maths combination
To organize a National level Seminar on a topic which is multi-disciplinary in nature.	Organised a Two day National Seminar on "Education and Sustainable Development: Issues and Challenges in context to North East India, scheduled on 18th and 19th March 2020. However, the seminar had to be postponed at the last moment due to the nationwide lockdown emerging out of Covid-19 pandemic. The same is

	now scheduled to be held on 8th and 9th of January 2021.
To set up an e-resource centre in the Library	The process of setting up the e-resource centre has already been initiated.
To organize training camps and workshops for career upliftment of students	The Career Guidance and Placement Cell have organized various Student Development Programmes for career upliftment of the college students in association with various organizations.
To publish the Campus Bulletin "KCIAN"	The campus bulletin KCIAN was published in August 2019.
To further the activities of the Research and Development Cell	The R&D Cell of the college has submitted a proposal to the Assam State Rural Livelihood Mission (ASRLM), Govt. of Assam to undertake a study on the contributions of ASRLM towards women empowerment in Assam through Self-Help Groups.
To construct a new building in the eastern side of the college campus	A proposal has been initiated to construct a new multi-storied building on the eastern side of the college campus with government aid. The task of executing the project has been vested on the Public Works Department, Govt. of Assam.
To encourage faculty members to publish papers, books, chapters	Faculty members of the college have presented papers in National/ International Seminars and have also published research papers in book form.
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Governing Body</td> <td style="text-align: center;">28-Dec-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body	28-Dec-2020
Name of Statutory Body	Meeting Date				
Governing Body	28-Dec-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	24-Mar-2020				
17. Does the Institution have Management	Yes				

Information System ?	
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>The Academy DCL software is used to maintain the database of the students. The stateoftheart integrated Library Management Software, SOUL 2.0 which has been designed and developed by INFLIBNET is used to conduct all automated housekeeping operations of the college library. The Web based OPAC system is used to facilitate online browsing of library bibliographical information. The Biometric system is used to maintain time and attendance records of all the staff members. Application for Casual Leave or Restricted Leave is also done online. For admission into the various programmes, students can apply online through the Admission Portal in the college website. The selected lists of candidates are duly uploaded in the college web portal. Payment of admission fees is accepted offline through our partner bank counters set up in the college campus. However, fees payable to the affiliating university is done through online mode. All university and government correspondence is also done online. All relevant and important information including notices and announcements are timely uploaded in the college website. Whatsapp groups formed between the principal and staff (teaching and nonteaching) helps in the prompt dissemination of information. The college has a selfdeveloped / programmed online software for conducting internal assessment examination. The college administration keeps in touch with the students through emails and through the selfdeveloped mobile app. Computerised Accounting is maintained by the Accounts Branch through TALLY 9.0 accounting software. The administration conducts meetings with the teaching and nonteaching staff at regular intervals. During the nationwide lockdown due to Covid19, such meetings were held online through Zoom, Google Meet, etc. Every month, preferably in the first week, the Principal convenes a Staff Council meeting to discuss academic matters and other allied issues related to the general welfare of the institution. The college authority is also involved in</p>

regular interactions with students' representatives too. To keep the guardians/parents abreast with the performance of their wards, Guardians 'Meet are held from time to time.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

• As K. C. Das Commerce College is affiliated to Gauhati University (GU), curricula formulation and syllabi publication is within the ambit of the parent university. A few of our teachers are members of the Curriculum Design Committee of Gauhati University. They contribute valuable inputs to the Committee, thus playing a key role in preparation of the curricula. Needless to say, all major decisions regarding design of syllabi is made by the affiliating university. However, what matters is the effective delivery of the course curriculum by the faculty members because the success or failure of an educational institution as reflected in the achievements of its students is completely dependent on it. • The Committee-in-charge of formulating the Academic Calendar, Rule Book and Prospectus prepares the college master routine and based on it, the departmental class routines are prepared. The allocation of classes and course content to be taught is decided upon by the respective departmental heads in due consultation with their colleagues. • The Annual Academic Calendar of the college is designed at the start of the academic session on the basis of the University guidelines. The Academic Calendar throws light on the number of working/ teaching days, holidays, admission slot, projected dates of Internal/ Sessional Examination, staff meetings and other allied activities. • The individual departments maintain a Daily Class Record Register which documents the classes allotted and taken by the departmental colleagues together with the content taught daily. • With a view to make learning more effective and absorbing, conventional classroom teaching is complemented with Guest Lectures, Field Trips and Educational Tours, visit to industrial areas and various social awareness programmes. Besides academics, students are also motivated to take active part in allied activities like debate, quiz, music, sports etc., both within and outside the institution. • The college library maintains a reasonable collection of syllabus oriented text and reference books. Besides these, it also houses a number of periodicals and journals to keep the teachers and students up-to-date with the changing trends in their respective areas of study. The Library is also equipped with N-List facility by INFLIBNET. One can access electronic resources like e- books and e-journals subscribed under N-List programme. • The Career Guidance and Placement Cell strive to prepare the students to face the challenges of the present day competitive job market. With this end in view, the Cell organized various student development programmes, career oriented workshops etc for the students. • The Principal convenes meetings at regular intervals to take stock of academic and other allied matters of the college. Timely and effective completion of the syllabus is always high on the agenda. Teachers are encouraged to elicit feedback from the students to ensure their level of understanding as well as the difficulties faced by them. The teachers make themselves available to students to address issues related to curriculum and academics.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
GST Accounts Assistant (140 Hours) introduced by the college in collaboration with Assam Skill Development Mission	Nil	20/06/2019	60	The prime focus is to adept the students on basic GST related issues like computation and filing of taxes.	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Accountancy, Management, Finance	01/08/2019
BBA	Regular	01/08/2019
BCA	Regular	01/08/2019

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

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
GST Accounts Assistant (2nd Batch)	20/06/2019	20
Workshop on Exam for SSC, Banking, CTET conducted by VISION Q, Guwahati	26/08/2019	120
ICFAI Student Development Programme 2019 "College to Corporate"	30/08/2019	110
Workshop on "Mock Test for various competitive exams (Bank, SSC,	10/09/2019	110

Railways, Insurance etc) for B. Com. I/III/V Semester conducted by Vidyarthi Point, Guwahati		
Career Awareness Programme for B. Com 5th Semester conducted by Regional College of Management, Bangalore	13/09/2019	85
Career Guidance Seminar in Media and Entertainment conducted by ICE, Institute of Creative Excellence by Balaji Telefilms	31/10/2019	69
Workshop on Gateway to Aviation Career and Aero Modeling conducted by Sky Life Aviation Academy, Chennai	04/11/2019	103
Workshop on Scope in Banking and Financial Services conducted by Kaziranga University	20/11/2019	112
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Accountancy	292
BCom	Management	167
BCom	Finance	69
BBA	Regular	34
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
We firmly believe in determining our deficiencies and addressing it in the right direction. Qualitative feedback has been obtained from the students online at the end of the year on major domains like curriculum delivery, evaluation methods, library services, college office, canteen facility etc. The

responses gathered thereof has helped to identify key areas which demands improvement. Feedback on individual teachers has been promptly shared by the institutional head and this has helped them in assessing their strengths and weaknesses as perceived by the students. The Principal also engaged himself in a one to one interaction with the non-teaching, library and support staff of the college respectively. Suggestions were made to ensure proper redressal of grievances and thereby bring about improvement. Alumni and Parent feedback has also been obtained through online mode and suggestions given were taken into cognizance by the Principal. Qualitative feedback was also acquired from the faculty on various parameters. The same was analysed by the Principal and solutions were sought through meetings with the faculty and other stake holders of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Accounting & Finance, Management & Marketing	65	123	68
BCA	Regular	30	106	26
BBA	Regular	65	254	67
BCom	Accountancy, Management & Finance	600	1820	688

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	688	68	51	4	3

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
49	49	5	10	3	2

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

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

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

The college believes in maintaining a healthy student teacher relationship in the greater interest of the student

community. The Principal and faculty interact regularly with the students to understand their problems. Administrative, academic and emotional support is rendered whenever necessary. The Super 10 Club and Super 30 Club offer mentoring to the brilliant students pursuing Undergraduate and Higher Secondary programmes. For the not so serious students, guardians are invited for interaction and additional assignments are assigned to such students for performing better. Consulting study materials in the Library is also made mandatory for the weak students. Teachers make themselves available for the weak students for rendering extra guidance during off-time. The college Class Attendance Committee assesses the monthly attendance of the students. Parents/ Guardians of students with poor attendance are duly informed about the irregularity of their wards and with a strict warning that failure to attend classes regularly will entail to the issuance of a compulsory transfer certificate.

Number of students enrolled in the institution Number of fulltime teachers Mentor: Mentee Ratio

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2760	49	0

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Nil	Nil	4	Nil	Nil

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Nil	Nil	Nil
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A continuous Internal Evaluation System is at place to assess the progress of the students of the college. It is compulsory for students to secure 75 attendance to appear in the end semester/ final examination as per the norms set by the Gauhati University. Class attendance of students is calculated monthly by the Class Attendance Committee. Parents/ Guardians of students with low attendance are required to meet the Principal, which acts as a corrective measure in improving the performance of the students. This year, a few students of Class XII were not eligible for appearing in the final examination due to poor attendance. To make up for their low attendance and to qualify for appearing in the final examination, these students were directed to do library study for 100 hours (4 hours per day for 25 days). The academic progress of students is assessed from time to time through class tests, surprise tests, etc. on completion of a particular topic/ unit. This helps to identify the weaknesses of students and thereby devise measures to overcome the same.

Moreover, within the curriculum of the affiliating university, the college has to conduct an internal assessment for 20 marks based on three domains: a) Sessional or Theory Examination for 10 marks b) Class attendance (5 marks) and c) Home assignments (5 marks). Students not performing well in the theory examination are given an additional chance to perform better in a second sessional examination. The marks obtained from such assessments are forwarded to the portal of the parent university to be included in the final result. Individual teachers of the department set the internal examination question papers. The same is placed before the respective HODs to ensure proper presentation of the units of the study. Question paper setting strictly adheres to the pattern prescribed by Gauhati University. The PG department of the college organizes interactive sessions with experts from relevant fields to prepare students for their Dissertation/ Projects. Supervisors (faculty members) are assigned the responsibility of closely monitoring the progress of the work in the right direction.

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

The College Academic Calendar is prepared before the beginning of each session in strict adherence to the regulations and guidelines of the Gauhati University. It highlights the number of teaching/ working days, holidays, admission timeline, dates of internal/ sessional examination and staff meetings. It also includes the tentative schedule of matters like Student Body election, College Week, Freshmen Social, College Week etc. The Academic Calendar is followed strictly, except for unforeseen circumstances.

2.6 – Student Performance and Learning Outcomes

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

<http://www.kcdccollege.ac.in/IQAC>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UT	BCA	Regular	27	25	93
UM	BBA	Regular	18	8	44.44
PC	MCom	Accounting & Finance, Management & Marketing	58	56	97
UC	BCom	Accountancy, Management, Finance	679	523	77.02

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2.7 – Student Satisfaction Survey

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

<http://www.kcdccollege.ac.in/SSSR>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Intellectual Property Rights	Department of Management	25/10/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Librarian	10
Principal	3
BBA/BCA	1

MCOM	2
Economics	2
English	1
Finance	5
Management	13
Accountancy	11
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nill	Nill	Nill	2020	Nill	Nill	Nill
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nill	Nill	Nill	2020	Nill	Nill	Nill
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	21	1	11
Presented papers	3	10	Nill	Nill
Resource persons	Nill	5	1	Nill
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
	Health Hygiene Awareness Cell, NSS, NCC, Scouts Guides	Corona Virus Awareness Camp	35	80
	Red Ribbon Club	Blood Donation Camp	10	19
	NSS Unit of College	Swaccha Bharat Abhiyan	6	76

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Internship of BBA 5th Semester	Oil India Ltd Grande Cines Future Lifestyle Amrit Cement LICI Suzuki Bisleri, Bharti Airtel Shakti Steel B.Barooah Cancer Institute	05/08/2019	05/09/2019	30
Research Based	To carry out research on outcomes of Govt. sponsored schemes on voluntary basis	Assam State Rural Livelihood Mission, Panjabari, Guwahati	Nil	Nil	Nil

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
ICSI	04/10/2019	The college shall conduct class room teaching for CS course (Foundation, Executive and Professional) for those students who are enrolled in CS Course and interested in undergoing Class Room Teaching.	Nil

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3565000	2948903

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Existing

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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
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Text Books	18578	4101629	Nil	Nil	18578	4101629
Reference Books	6443	3221500	Nil	Nil	6443	3221500
Journals	15	32914	Nil	Nil	15	32914
CD & Video	105	Nil	Nil	Nil	105	Nil
Others(s pecify)	237	Nil	Nil	Nil	237	Nil
View File						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	84	1	43	12	0	10	14	10	11
Added	0	0	0	0	0	0	0	0	0
Total	84	1	43	12	0	10	14	10	11

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
College App Developed by IT Research and Development Cell	https://play.google.com/store/apps/details?id=com.kcdas
College You Tube Channel	https://www.youtube.com/channel/UCBg-vyhng61MiMveZqAH9nA
College Twitter Handle	https://twitter.com/KCDasCommerceC1
College Facebook Account	https://www.facebook.com/KCDas-Commerce-College-102661047750574/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary

component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4795448	4296423	4610000	3992266

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

The college strives to maintain the available physical, academic and support facilities in an effective manner. It also aims at maximizing the utility of its assets and to provide quality service to its stake holders. The institutional head has formed several committees for proper maintenance and utilization of the facilities present. Important in-vogue regulations are adhered to in carrying out various works, especially in the field of construction and purchase. • The Construction Committee oversees and carries out all types of construction work, repair and renovation activities by following official procedure. Proper maintenance of the college infrastructure is also taken care of. • All major purchases of the college are carried out in due consultation with the Purchase Committee. • The Technical Assets Management Committee keeps a record of the technical assets of the college. • The college has initiated a step towards self-reliance. Two of our faculty is in-charge of LAN and Wi-Fi maintenance. Repairing and servicing of all college computer hardware also rests on them. Development of the College App and up keep of the same is shouldered by them too. • An Annual Maintenance Contract exists with a city based computer firm for periodic data base backups, software upgradation, office server maintenance etc. • The college has a full-time electrician and plumber to take care of electrical and plumbing works. There are 5 full-time cleaners to keep the campus clean. A casual gardener is appointed for the overall management of the college garden. • The college has signed an AMC with OTIS Elevator Company for timely upkeep of the elevator. • An AMC with Eureka Forbes also exists to ensure proper functioning of the water purifiers installed in the college campus. Servicing of water coolers is also done on a regular basis. Other facilities installed in the campus includes a 30 KW solar panel, generator, fire extinguishers, vending machine, sanitary napkin destroyer machine, Canteen, Commerce Lab, Computer labs etc. Parking facility for staff and students are clearly demarcated. • The college has also erected a ramp for differently abled students. • The generator is well maintained and technical assistance is sought whenever the need arises. • Gym and Minor games facility is also available within the campus and responsibility of maintaining the same is entrusted to a professor-in-charge. • The Class Management and Classroom Arrangement Committee ensure that the classrooms are in proper order. The Grade IV staff of the college oversees the cleanliness of the physical infrastructure. • The college infrastructure is made available for holding government and public examinations on payment of seat rent. • An annual contract has been signed with an external security agency for providing round-the-clock security staff on the campus. • The college library keeps proper accounts of visitors visiting the college library. There is also a Suggestion Box for record of feedback from visitors. • The annual expenses of infrastructure maintenance like minor repair works, painting, pest control etc. are met by the College Development Fund.

<http://www.kcdcollege.ac.in/IQAC>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Welfare and Fee Concession Basanta Kr. Das Basanti Devi Scholarship	15	150000
Financial Support from Other Sources			
a) National	Ishan Uday	198	12830400
b) International	0	Nil	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
GST Accounts Assistant (2nd Batch)	20/06/2019	20	ICAI, Guwahati Branch
Workshop on Exam for SSC, Banking, CTET	26/08/2019	120	VISION-Q, Guwahati
“College to Corporate” Student Development Programme	30/08/2019	110	ICFAI
Workshop on Mock Test for various competitive Exams (Bank, SSC, Railway, Insurance etc)	10/09/2019	110	Vidyanthi Point, Guwahati
Career Awareness Programm for B. Com 5th Semester	13/09/2019	85	Regional College of Management , Bangalore
Workshop on Career Guidance in Media and Entertainment	31/10/2019	69	ICE, Institute of Creative Excellence, Balaji Telefilms
Workshop on Gateway to Aviation Career Aero Modelling	04/11/2019	103	Sky Life Aviation Academy, Chennai
Workshop on Scope in Banking Financial Services	26/02/2020	112	Kaziranga University
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the	Number of	Number of	Number of	Number of
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	scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passed in the comp. exam	students placed
2019	Workshop on Exam for SSC, Banking, CTET	Nil	75	Nil	Nil
2019	Mock Test for various competitive exams (Bank, SSC, Railway, Insurance etc)	Nil	33	Nil	Nil
2019	Training for different competitive Exam	Nil	65	Nil	Nil

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
ICICI Bank	12	1	Nil	Nil	Nil

[View File](#)

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	20	BCA	Computer Application	Tezpur University, Gauhati University, Chandigarh University, Cotton University	MCA, MBA

2019	10	BBA	Business Administration	Karnavati University, Gujrat	MBA
2019	40	B Com	Commerce	IIM Trichy, Kerala, ICAI, ICSI, Gauhati University, Cotton University, Karnavati University, Gujrat, Pune University, Jaipuria Institute of Management, Lucknow etc	CA, CS, M.Com, MBA, LLB
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
View File	

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

Activity	Level	Number of Participants
Music Competition 1	State	34
Debate Competition 1	State	32
Online Dance Competition 1	College	14
Online Art Competition 1	College	10
Online Mobile Photography 1	College	8
Football competition 1	College	130
Cricket Tournament 1	College	160
Athletics 1	College	50
Quiz and Debate 1	College	12
Music and Dance 1	College	79
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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2020	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council of the college is an energetic and enthusiastic body. They offer support to the Management and the staff to create an environment conducive for learning. They help the administration to identify and solve the problems encountered by the students. They actively participate in the various activities of the college and also help in organizing them. The Council shouldered the responsibility of organizing the Freshmen Social to welcome the new students and the Annual College Week Festival as well. Under the supervision of the teachers, the Council made all necessary arrangements for celebrating Saraswati Puja. They equally contributed in organizing the All Assam Inter-College Music Competition and the Foundation Day Celebration of the college. In line with the Foundation Day Celebrations, the Students' Council had organized a Cultural Rally showcasing the cultural facets of the Seven Sisters of the North-east. Besides these, they also participated in various events like the Swachh Bharat Abhiyan conducted by the NSS Wing of the college within the campus and in the nearby areas A Voluntary Blood Donation Camp organized by the college Red Ribbon Club in association with Gauhati Medical College and Hospital and Teerapanth Yuva Parishad International Yoga Day Celebration Plantation Programme on World Environment Day. It is pertinent to mention that during the period of lockdown due to Covid-19 pandemic, our Students' Council had organized various activities for the students through the virtual mode. The Student Council has representations in the Internal Quality Assurance Cell of the college. The General Secretary of the Council is a member of the IQAC. There is student representation in the Yoga and Gymnasium Committee too. The Student Council is regularly consulted in all student-centric matters.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

General Meeting: 15.05.2020 Activities organized: • International Yoga Day in association with the college - 21.06.2019 • Contributed towards flood relief for the victims residing in Kamalpur, Kamrup (Rural) in association with the college - 20.07.2019 • Felicitation of a fellow alumni for being appointed as International Peace Ambassador by Gandhi Peace Foundation on the occasion of the 36th Foundation Day celebration of the college - 07.11.2019 • Felicitation of a First Semester student of the college whose name was incorporated in the India Book of Records for making a portrait of the Chief Minister of Assam with computer motherboard - 07.11.2019 • Organised a Job Fair in association with Round Table India, Chennai.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

An institution's success depends on the combined efforts of all its stakeholders who work towards attaining the vision of the institution. The college keenly focuses on decentralization and participative management. This is reflected in its representation of almost all its stakeholders in various Academic and Administrative Committees. This has been done with the sole objective of assisting the authority in the smooth functioning of the college. All academic and operational policies are based on the unanimous decision of the Governing Body, the IQAC and the teachers of the college. The Principal, teaching and non-teaching staff, members of the Students Council works jointly to foster the growth and progress of the institution by sharing of responsibilities. The college Annual Budget has been prepared by a few members of the faculty and office staff in due consultation with the departmental heads. Accordingly, it was verified by the head of the institution and was placed in front of the College Managing Body for approval and necessary action.

Various term-based committees are in place to promote the culture of participative management. The teaching and non-teaching staff is given due representation in different committees with regards to admission, examination, construction, purchase, library, office management, career guidance and placement, grievance redressal etc. The Principal heads such committees and engages in timely interaction with them. The committees are empowered to frame policies and take decisions for functioning effectively. • All major purchases of the college are made in due consultation with the Purchase Committee. • Under the supervision of the Construction Committee, various developmental activities were undertaken. Mention may be made of a) Conversion of the unused BCA Lab into the newly set up Value Added Education Department b) Renovation of the College Office, Girls' Common Room, Boys' toilet, Classrooms etc., c) Conversion of the library Reading Room corridor into Library Stock Room and Publication Cell d) Creation of the BCA Faculty House. • The Admission Committee is empowered to decide on the procedure of admission into the various programmes offered by the college. All rules and regulations are framed in due consultation with the Principal. • The Students' Council is regularly consulted in all student related matters. • There are two teaching representatives and one non-teaching representative in the College Managing Body to participate in decision making. The Vice Principal and librarian of the college are also ex-officio members of the Managing Body of the college. Such practices speak loudly of the concept of decentralization and participative management adopted by the institution.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Admission of students to various programmes was done purely on the basis of merit and by adhering strictly to the reservation policy of the state government. All Admission related information were uploaded in the college website. Purchase and submission of admission forms by fresh

applicants were made through the online admission portal of the college. Applications were shortlisted as per University guidelines and government directives. Lists of selected candidates were uploaded in the college website as well as in the notice board of the college. Payment of admission fees was done offline. Counters were set up by our partner bank within the college campus to facilitate payment of admission fees. However, fees payable to the affiliating university was done online. An Admission Help Desk was set up by the members of the Students' Council to assist the fresh applicants on how to fill up forms online.

Industry Interaction / Collaboration

- The college has signed an MoU with the North Eastern Chapter of EIRC of the Institute of Company Secretaries of India (ICSI). The purpose is to conduct Oral Tutorial Classes for Company Secretary Course to be managed by the college Value Added Education Department under the direct supervision of the North Eastern Chapter of EIRC of ICSI.
- Students of BBA 5th Semester were sent to attend Summer Internship Programmes in well-known corporate houses of the city for duration of one month.

Human Resource Management

- Various Short-Term Certificate Courses have been framed by the Value-Added Education Department for the benefit of the students.
- Preparatory Classes for CA Foundation Course is also offered to those students aspiring to opt for Chartered Accountancy.
- The teaching members are encouraged to enrich their professional competence by presenting papers in conferences, participate in Faculty Development Programmes, publish papers in journals, edited books etc. They are also motivated to attend Short Term Courses, Refresher Courses and Orientation Programmes.
- A one day Workshop on Intellectual Property Rights was organized by the Department of Management on 25.10.2019.
- The members of the non-teaching staff are equally motivated to develop their professional skills. An Orientation Programme on Online Leave Application was organized for them on 28.12.2019. A one day Workshop on Public Fund Management System (PFMS) was also organized for

the Grade III staff of the college on 13.03.2020. • A two day NEC sponsored National Seminar on "Education and Sustainable Development: Issues and Challenges with regards to North East India" was scheduled on 18th and 19th March, 2020. However, due to Covid-19 pandemic, the seminar had to be postponed and the new dates have been fixed on 8th and 9th January, 2021. • The Career Guidance and Placement Cell have organized a number of Student Development Programmes, both through online and offline mode. • New staff is recruited by following the guidelines of the Gauhati University and Director of Higher Education, Assam.

Library, ICT and Physical Infrastructure / Instrumentation

The college has well-equipped library. It houses textbooks, reference books, journals, dissertations/ theses etc. All automated housekeeping operations of the Library are done through the Library Management software - SOUL 2.0 which has been designed and developed by INFLIBNET. The WEB-OPAC facility allows online browsing of library bibliographical information. The self-developed College App facilitates the dissemination of student related information. Home assignments and resource materials for students are uploaded through the App. Students can also submit their Assignments through it. Faculty members can also apply for Casual Leave through the App. The college has 24 classrooms in total. Out of these, 10 classrooms are ICT enabled. It has a Conference cum Seminar hall, an office room each for the Student's Council, Career Guidance and Placement Cell and the Research and Development Cell. The College Library is a huge area and houses the Reading Room too. There are separate Common Rooms and toilets for boys and girls. There is an IT Lab attached to the IT Department. A Commerce Lab exists to provide practical orientation to the students on different commercial practices. Partial energy needs of the college are met by the 30KW Solar Plant set up under Government subsidy. There is also an elevator and ramp for the benefit of the differently abled students. Drinking water and canteen facility is also present.

<p>Research and Development</p>	<p>Promotion of research and research based activities amongst the faculty is a key strategy of the college. The teachers are constantly motivated to publish in edited books and journals, to present papers and to chair sessions or participate as resource persons in national/ international conferences. 13 nos. of our faculty presented papers in conferences (National/ International). The number of publications in books and chapters in edited volumes and papers in National/ International conference proceedings also amounted to 13 numbers. The Principal and Librarian also made notable contributions in the field of Research and Publication. The Research and Development Cell of the college has been set up with an objective to assist government and non-government agencies with Research and Development with regards to various socio-economic aspects. The RD Cell of the college has submitted a proposal to the Assam State Rural Livelihood Mission (ASRLM), Govt. of Assam to undertake a study on the contributions of ASRLM towards women empowerment in Assam through Self-Help Groups. The same has been approved by ASRLM. The proposed area of research has been identified and preliminary study has been initiated. However, the activities of the R D Cell have slowed down due to Covid-19 pandemic.</p>
<p>Examination and Evaluation</p>	<p>Examinations are conducted in strict adherence to the guidelines of the Gauhati University. A continuous internal evaluation for 20 marks is done based on: Sessional or Theory Exam (10 marks) Class attendance (5 marks) and Home Assignment (5 marks). The marks obtained by the students are uploaded online in the University portal and is also displayed on the college notice board. The teachers of the college take part in the evaluation process as Head Examiners, Scrutinisers, Paper Setters, Moderators etc. The college also serves as a Micro Zonal Centre of Gauhati University.</p>
<p>Teaching and Learning</p>	<ul style="list-style-type: none"> • The conventional Chalk and Talk method of teaching is followed by the faculty of the college. Teachers also adopt various problem based teaching methods like solving of previous years question papers, question bank etc.

Study materials are also shared with the students. • Field trips for B. Com. Final Year students having Major are an integral part of the teaching-learning process. • Students of BBA 5th Semester are sent to attend Summer Internship programme for duration of 1 month to learn the skills of conducting surveys, prepare research projects etc. They also learn about the working of the corporate sector. • Group discussions and Power Point Presentations are done by the PG department of the college. • Amidst Covid-19 pandemic and the resultant lockdown, the faculty members resorted to the virtual mode of teaching, an altogether challenging and novel experience. Learning was imparted through digital tools like Whatsapp, Google Meet, Zoom etc. • The faculty maintains individual records of classes and courses taught on a daily basis.

Curriculum Development

As the college is affiliated to Gauhati University, it follows the curriculum prescribed by it. Curriculum design falls within the purview of the parent university. However, few of our faculties are members of the University Course Committee. They regularly attend meetings for syllabus revision and suggest necessary changes in the curriculum. The Value Added Education Department of the college has framed the syllabus for different Short-Term Certificate courses for the students in the areas of i) Management ii) Capital Market and Stock Broking iii) Green Banking iv) Basics of Accounting, Taxation and Auditing in Business v) Information Technology vi) Machine Learning with SCIKIT. The objective is to enhance the benchmark of learning in the college.

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

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> • All important announcements are uploaded in the college website. • Notices inviting tenders are uploaded in the college web portal • Official Whatsapp groups with teaching and non-teaching staff exists for faster dissemination of information. • The institutional Head interacts with the students through e-mails and Whatsapp. • Casual Leave can be availed online through the College App. • The college

	maintains its own social media accounts like Facebook, Twitter and You Tube channel. These social media platforms are used to exhibit the various activities of the college.
Administration	<ul style="list-style-type: none"> • Staff attendance is maintained through Biometrics system • The College Office and the Accounts Section is computerized • Student database are maintained through Academy DCL software. • At times, government and university correspondence are done online. • The college campus is under CCTV surveillance
Finance and Accounts	<ul style="list-style-type: none"> • All records related to finance and accounts are computerized. • Accounting records are maintained electronically through Tally 9 software. • All pay bills are computer generated. • Salary bills for sanctioned staff are submitted online through the state government portal finassam.gov.in • All payments to outside parties are routed through the bank and made via NEFT/RTGS
Student Admission and Support	<ul style="list-style-type: none"> • The Prospectus which includes all admission related information like courses offered, criteria for admission, fees structure etc. is published in the college website. • Purchase of admission forms and submission of the same are done online. • List of short listed candidates are uploaded in the website. • Computer generated fee receipts are issued to students. • Fees payable to the affiliating university is done online. • A service provider has been engaged to coordinate the partial online admission process and provide support to the students.
Examination	<ul style="list-style-type: none"> • Examination related notices are uploaded in the college website. • Filling-up of examination forms is done online. • Admit cards and mark sheets are also downloaded online. • Internal Assessment marks of students are uploaded in the Gauhati University portal for merging with the final results.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial	Name of the professional body for which membership	Amount of support
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		support provided	fee is provided	
2020	Nil	Nil	Nil	Nil
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nil	Orientation Programme for Office staff on Online Leave (CL/RL) Applications	28/12/2019	28/12/2019	Nil	7
2019	Nil	Motivational Lecture for holistic development of support staff	13/02/2020	13/02/2020	Nil	17
2019	Nil	Workshop on Public Financial Management System (PFMS) for Non-teaching staff	13/03/2020	13/03/2020	Nil	4
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme (FDP)	1	11/05/2020	15/05/2020	05
Faculty Development Programme (FDP)	3	22/05/2020	29/05/2020	07
Short Term	1	15/11/2019	21/11/2019	07

Course (STC)				
Orientation Programme (OP)	2	31/07/2019	20/08/2019	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Duty leave is given to attend Orientation/ Refresher/ Short Term Courses/ Faculty Development Programmes/ to present papers in seminars and participate as Resource Persons. • Reservation of seats for wards of the faculty. • Child Care Leave (CCL) and Maternity Leave (as per govt. norms). However for non-sanctioned teachers CCL is granted for a period of one year (3 months with pay and 9 months without pay). • Study leave/ FIP granted to undertake research • Earn Leave • Day Care Centre • Canteen facility at subsidized rates • 24 hour power backup • Wi-Fi facility 	<ul style="list-style-type: none"> • Reservation of seats for wards of the office staff. • Child Care Leave (CCL) and Maternity Leave (as per govt. norms). However for non-sanctioned staff, CCL is granted for a period of one year (3 months with pay and 9 months without pay). • Earn Leave • Day Care Centre • Canteen facility at subsidized rates • 24 hour power backup • Wi-Fi facility 	<ul style="list-style-type: none"> • Anti- ragging Cell to curb the menace of ragging. • Grievance redressal mechanism • Book bank facility for the financially weak and meritorious students. • Fee waiver • Payment of admission fees in installments • Career guidance facility and skill development workshops • Student Welfare Fund • Monetary support for participating in various events at the state, national or international level. • Government and institutional scholarship • Canteen facility at subsidized rates • 24 hour power backup

6.4 – Financial Management and Resource Mobilization

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

The institution has a mechanism for conducting Internal and External audits on the financial transactions every year to ensure financial compliance. Internal financial audit is done by an auditor from a reputed firm, appointed by the college well ahead of Government or external audit. The expenses incurred under various heads are thoroughly checked by verifying the bills and vouchers. In case of any discrepancy, the same is brought to the notice of the Principal. Internal Audit gives enough scope to the college to ensure whether financial controls are adequate and working effectively. Corrective measures, if any are suggested by the Internal Auditor. External Audit is also conducted on a regular basis by a Statutory Auditor who is appointed by the Director of Audit (Local Fund), Govt. of Assam on expiry of a financial year. Suggestions given by the government auditor for improvement of the financial activities are considered seriously. Minor errors, if pointed out are immediately corrected or rectified and steps are taken to prevent recurrence of the same in future.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

118697860

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	Yes	IQAC of the College
Administrative	No	Null	Yes	Principal

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

The institution believes in maintaining a good relationship with the parents/guardians. i. Periodic Parent-Teacher meetings are conducted to discuss about the academic progress of students. ii. Parents provide valuable feedback to improve the academic environment of the college. Suggestions given are welcomed and implemented. iii. Parent representative in the College Managing Body to voice student related issues.

6.5.3 – Development programmes for support staff (at least three)

i. Orientation Programme on Online Leave Application ii. Motivational Lecture for holistic development iii. Workshop on Public Fund Management System (PFMS).

6.5.4 – Post Accreditation initiative(s) (mention at least three)

i. Introduction of Bachelor of Arts with Honours in Economics and Bachelor of Science Regular Course with Eco-Stats-Maths combination. ii. Proposal for construction of a new multi-storied building on the eastern side of the college campus with government aid has been initiated. The execution of the proposal is to be implemented by the Public Works Department, Govt. of Assam. iii. The Department of Value-Added Education Department has been set up to provide Professional and Short-term Certificate Courses to the students.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Workshop on Intellectual	25/10/2019	25/10/2019	25/10/2019	71

	Property Rights				
2019	Orientation Programme for Office staff on Online Leave (CL/RL) Applications	28/12/2019	28/12/2019	28/12/2019	7
2020	Motivational Lecture for holistic development of support staff	13/02/2020	13/02/2020	13/02/2020	17
2020	Workshop on Public Fund Money System (PFMS) for Non-teaching staff	13/03/2020	13/03/2020	13/03/2020	4
2020	Webinar on Awareness Programme on "Online e-resources" in association with Assam College Librarian's Association (ICT Cell)	19/05/2020	19/05/2020	19/05/2020	116
2020	National Level Online Essay Competition on "Covid-19 Pandemic: Challenges and ways to overcome"	20/05/2020	20/05/2020	20/05/2020	199
2020	Webinar on Teaching in a Digital Age (for Teachers)	30/05/2020	30/05/2020	30/05/2020	85
2020	Webinar on "Preparing for life in a Digital	31/05/2020	31/05/2020	31/05/2020	87

Age" (for students of the college)

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

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

Percentage of power requirement of the University met by the renewable energy sources
<p>Percentage of power requirement of the University met by the renewable energy sources • The college has switched on to a clean, green and renewable environment. A 30 KW Solar Rooftop Panel set up under the Solar Power Plant Project of the Ministry of New and Renewable Energy (MNRE), Govt. of India exists to meet the partial energy requirements of the college. About 20 of the power requirement is met by this renewable source of energy. • To promote environmental consciousness, saplings were planted within the college campus and in the premises of a Government school located in the vicinity of the college on the occasion of World Environment day. • Signages to spread environmental awareness are placed at strategic locations of the campus.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	1
Ramp/Rails	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	Nil	1	19/03/2020	01	Awareness Camp on Covid-19 pandemic.	What is Covid-19 How it spreads How social distancing checks the spread of the virus Effective	100

						use of sanitisers and masks.	
2019	Nill	1	14/08/2019	01	Swachh Bharat Abhiyan	Cleanliness of the surrounding areas	82
View File							

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

Title	Date of publication	Follow up(max 100 words)
College Prospectus	01/06/2019	The students of the college must abide by the rules and regulations given in the college prospectus. They are expected to maintain the proper dress code of the institution. Students with less than 75 attendance are not allowed to fill up the examination forms unless they cite genuine reasons for the same. Chewing and consumption of tobacco and pan masala has been banned in the campus. Any violation in this regard entails a penalty of Rs. 500/-.
Code of Conduct	01/01/2019	The Principal, teachers and the office staff also abide by the Code of Conduct. The Principal appoints an office staff to monitor the leave availed by the teaching and the non-teaching staff. The Biometrics system is in place to maintain the time and attendance records of all staff members. The faculty is expected to make themselves available for a minimum of five hours daily and perform their duties (academic, examination, co-curricular and extra-curricular) conscientiously and with dedication. The Code of

Conduct also determines the recruitment and service conditions and workload for the staff of the college.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Swachh Bharat Abhiyan as part of Independence Day Celebration	14/08/2019	15/08/2019	82
International Yoga Day	21/06/2019	21/06/2019	150
Blood Donation Camp	07/09/2019	07/09/2019	29

[View File](#)

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

- Use of sustainable energy (Solar power)
- Use of LED bulbs
- Dustbins are installed at strategic locations. 'Say No to Plastic' drive organized to create awareness about the harmful use of plastics.
- The campus is maintained as a 'No-Smoking Zone.'
- To reduce the use of paper - The college staff is encouraged to apply for Casual Leave through the College App. Important student related notifications are uploaded in the college website.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

- The Department of Value Added Education has been set up to supplement the curriculum and make students better equipped to meet the demands of the job market. The students can opt for different job oriented skill enhancement courses while simultaneously pursuing their regular course of study. Being a Commerce College, our students mostly opt for professional courses like Chartered Accountancy and Company Secretary. The department prepares the CA aspirants of the college for the CA Foundation Examination. A Memorandum of Understanding has also been signed with the Institute of Company Secretaries of India, NE Chapter of EIRO to impart oral tutorial classes to the students pursuing Company Secretary Course.
- The Career Guidance and Placement Cell is a pro-active unit of the college working wholeheartedly for the benefit of the student population. It has adopted a sustained approach to launch our students on a meaningful career path. It organizes various student development programmes which include seminars / workshops on career development, personality development, free coaching camps for cracking competitive examinations etc.

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

<http://www.kcdccollege.ac.in/IOAC>

7.3 – Institutional Distinctiveness

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

Education in K. C. Das Commerce College is not simply confined to the four walls of the classroom and curriculum alone. Our endeavor is to facilitate the

students with an environment which enables them to identify their latent talents. Besides co-curricular activities, outreach activities are also undertaken. Academically, students are exposed to various modes of learning through industrial exposures, field work, guest lectures, seminars, skill-based workshops etc. It is worthwhile to mention that our college is a training partner of the Skill Development Mission, Govt. of Assam. We also have a vibrant Career Guidance and Placement Cell to cater to the needs of the students. The Department of Value-Added Education has been set-up to make the students better prepared to meet the challenges of the job market by adding further value to their resume. The department offers a wide variety of Short-Term Courses which are conducted online after class hours. It also grooms the CA aspirants of the college for the CA Foundation Examination. The college in collaboration with the Institute of Company Secretaries of India, NE Chapter of EIRO aims to organize Oral Tutorial Classes for the students opting for Company Secretary Programme. An MOU has been already signed in this regard. Since its inception, the college has carved a niche as a premier institution of higher learning catering to commerce education not only in Assam, but also in North-east India as well. However, the college has introduced Dual Stream - BA with Honours in Economics and B.Sc. Regular Course with Economics-Statistics-Mathematics combination, to be implemented from the next academic session. With this, the college has set its foot towards diversification.

Provide the weblink of the institution

<http://www.kdccollege.ac.in/IOAC>

8.Future Plans of Actions for Next Academic Year

To open an Evening Shift in the College to accommodate the demand of students opting to enroll in our institution. To complete the process of setting up of the E-Resource Centre. To register for NIRF ranking. To switch over to a fully online mode of Admission. To organize one National level Seminar/Workshop. To formalize the Mentor-Mentee system. To acquire institutional membership of National Digital Library of India (NDLI). To install Institutional Repository System using D-Space Open Software in the library. To speed up the research activities undertaken by the College Research and Development Cell on the outcomes of various Government sponsored schemes under the Assam State Rural Livelihood Mission. To open an IGNOU Study Centre. To publish the third edition of Assam Land and People, the signature publication of the college. To publish a few selective dissertations of the P.G. students of our college in book form. To publish a multi-disciplinary research journal with ISSN.