

The Annual Quality Assurance Report (AQAR) of the IQAC

(Academic session June 1, 2017 to May 31, 2018)

Part – A

1. Details of the Institution

1.1 Name of the Institution

K C Das Commerce College

1.2 Address Line 1

Chatribari

Address Line 2

City/Town

GUWAHATI

State

ASSAM

Pin Code

781008

Institution e-mail address

kcdcollege@gmail.com

Contact Nos.

0361 2542514

Name of the Head of the Institution:

Dr. Ghanashyam Nath (upto 31/03/18),

Dr. Radheyshyam Tiwari

Tel. No. with STD Code:

0361 2733691

Mobile:

9435114034

Name of the IQAC Co-ordinator:

Dr. Runjun Phookun

Mobile:

94351 96941

IQAC e-mail address:

kcdccollege@gmail.com

1.3 NAAC Track ID

ASCOXX12908

1.4 NAAC Executive Committee No. & Date:

EC/40/72

1.5 Website address:

www.kcdccollege.com

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	78.20	2006	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

16/06/2003

1.8 AQAR for the year:

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2008-09 submitted to NAAC on 02/07/2014
- ii. AQAR 2009-10 submitted to NAAC on 02/07/2014
- iii. AQAR 2010-11 submitted to NAAC on 02/07/2014
- iv. AQAR 2011-12 submitted to NACC on 02/07/2014
- v. AQAR 2012-13 submitted to NAAC on 02/07/2014
- vi. AQAR 2013-14 submitted to NAAC on
- vii. AQAR 2014-15 submitted to NAAC on
- viii. AQAR 2015-16 submitted to NAAC on
- ix. AQAR 2016-17 submitted to NAAC on

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

. BBA, BCA, M Com

1.12 Name of the Affiliating University

GAUHATI UNIVERSITY

1.13 Special status conferred by Central/ State Government:

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG Programme

Any other (Specify)

UGC-COP Programme

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="09"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="--"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="--"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="--"/>
2.8 No. of other External Experts	<input type="text" value="--"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	03

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Organised a Lecture Women's Day by the Dean of Commerce, Gauhati University and the Dy. Director of Higher Education.
- Organised a voluntary blood donation camp by the Red Ribbon Club in association with the Gauhati Medical College and Naari Shakti Foundation.
- Organised a plantation drive on 5th June on the occasion of World Environment Day.
- Organised a Yoga Session for the students and Faculty on the event of International Yoga Day.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ol style="list-style-type: none">1. To organise the annual All Assam inter College music competition on 6th November.2. To organise the Foundation Day Lecture.3. To encourage the faculty members to take up research work.	<ol style="list-style-type: none">1. The All Assam Inter College Music Competition was organised on "Jayanta Hazarika Geet".2. The Foundation Day Lecture was delivered by Sri Dharanidhar Boro, OSD, Manas Tiger Project & Former DCF "Challenges and opportunities for Wildlife Conservation and Environment Protection as a Career".3. One (01) of the faculty member was awarded Doctorate degree during the session.

<p>4. To organise Departmental Field Work.</p> <p>5. To organise a voluntary blood donation camp.</p> <p>6. To provide Book Loan for Students belonging to SC, MOBC, OBC, ST and BPL.</p> <p>7. To publish the college bulletin “KCIAN”.</p> <p>8. To organise International Yoga Day</p>	<p>4. Field Work for B Com 6th Semester students were organised by the Departments of Accountancy, Management and Finance.</p> <p>5. Organised a voluntary blood donation camp by the Red Ribbon Club in association with the Gauhati Medical College on 12/08/2016</p> <p>6. 28 students belonging to where provided book loan from the book bank.</p> <p>7. The college bulletin KCIAN was published in Jan, 2017.</p> <p>8. Organised Yoga Session for the students and faculty on the event of International Yaga Day</p>
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2.15 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

Provide the details of the action taken

NOT APPLICABLE

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01		01	
UG	03		02	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	01			
Others	01			
Total	06		03	

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	--
Annual	01

1.3 Feedback from stakeholders: Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

2 Units have been changed in Economic Legislation Paper in M. Com.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	57	46	11		

* 22 faculty members are serving in Government sanctioned post and 35 in non sanctioned post.

2.2 No. of permanent faculty with Ph.D.

27

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest and Visiting faculty and Temporary faculty:

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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	14	
Presented		13	
Resource Persons		01	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- The lesson plan of the session of each department is made available to the students at the start of the academic year.
- Class assignments and class tests are conducted after completion of topics.
- Class seminars.

2.7 Total No. of actual teaching days during this academic year

243

2.8 Examination/ Evaluation Reforms initiated by the Institution

It is done by the Gauhati University

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

01

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B Com	501		29.7	29.70	1.41	98.8
BBA	29		27.58	6.89		34.48
BCA						
M. Com	78		52.56	41.02		93.59

*No admission for BCA due to unavoidable circumstances.

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- * The progress of students is monitored through unit tests, seminars and home assignments.
- * Remedial classes for slow learners and special class for above average students.
- * Arranges various programmes like symposia, invited lectures etc.
- * Encourages the Faculty members to use modern techniques of teaching using ICT

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD Programmes	
Orientation Programmes	
Faculty exchange Programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	27			
Technical Staff	02			

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

First class train fare is given to teachers for presentation of papers in seminars at the National level.

Facility to avail FIP (faculty Improvement Programme) for research work.

Teachers educators are encouraged to register for M.Phil & Ph.D.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings		01	

3.5 Details on Impact factor of publications:

Range Average H-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				

Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons : 03

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
				03		

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

07

01

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

State level

300

National level

International level

3.22 No. of students participated in NCC events:

University level

State level

100

National level

International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Cancer Awareness Rally organised in association with Deepshikha Foundation.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10 bighas in dag no 771, area 23000 sq mts			
Class rooms	25			
Laboratories				
Seminar Halls	Area 780 sq ft			
No. of important equipments purchased (\geq 1-0 lakh) during				

the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

- The college library is fully computerized and it is the hub of the academic activities of the college – a trinity of the library staff, reading materials and the readers. The Library circulation desk is fully computerized and operated with SOUL 2.0, an integrated library management software provided by the INFLIBNET.
- All the books in the library are Bar coded and it offers OPAC and Web OPAC services.
- The library will offer free internet access facilities through LAN and WI FI system from 2013.
- The library has been offering e-resource searching facilities (under N List) from 2010.
- It also offers CAS and CD ROM services.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17,168		1073	2,79,744	18,241	
Reference Books	5,939		504	1,98,158	6,443	
e-Books	As per N-List					
Journals	12	29,214	03	3,700	15	32,914
e-Journals	As per N-List					
Digital Database						
CD & Video	85		15		100	
Dissertations	197		65		262	
Ph. D	11		03		14	

8.1 Technology up gradation (overall)

* 12 computers were obsolete

	Total Computers	Computer Labs	Internet	Browsing Centre	Computer Centre	Office	Depart-ments	Others
Existing	76	40	10 mbps			10	21	13
Added	12							
Total	84							

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation :

- In the library and IT centre computer with internet access is made available to the teachers and the students.
- There is a computer in every department.
- Internet facility is available in the IQAC.
- The seminar hall is well equipped with LCD projector and all accessories required for various kinds of presentation.

4.6 Amount spent on maintenance:

i) ICT	Rs. 9,57,863
ii) Campus Infrastructure and facilities	Rs. 30,76,467
iii) Equipments	Rs. 4,54,413
iv) Others	Rs. 1,23,231
Total :	Rs. 37,49,974

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The college updates the Prospectus every year with detailed information.
- The college magazine is published every year.
- The college website for disseminating college information is www.kcdcollege.com
- Remedial classes and pre exam training
- Regular guidance can be sought from the faculty members as and when required. Initiative taken by IQAC for supporting students from economically weaker sections.

5.2 Efforts made by the institution for tracking the progression

- Weak students are selected to provide special guidance.
- Regular and timely assessment is done to upgrade the performance of the student.
- Personal care is taken for the meritorious students.
- Providing Text Books and study material.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
653	78		116

(b) No. of students outside the state

19

(c) No. of international students

No	%
450	53

Men

No	%
397	47

Women

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
447	51	110	110	15	734	398	46	98	98	13	653

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

None

No. of students beneficiaries

653

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- ICGC provides guidance to the students by arranging lectures of the faculties, resource persons and experts in the college in various fields.

No. of students benefitted

600

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes:

Gender friendly infrastructure built.

Napkin destroyer machine was installed in the college.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government		
Financial support from other sources	--	--
Number of students who received International/ National recognitions		

* Students received scholarship through online w.e.f session 2016-17. So data are not available in the college.

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students
* Flood Relief

5.13 Major grievances of students (if any) redressed: No grievances so far.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: We want to become one of the best commerce colleges of the country with the aim to impart value creating education so as to tap the innate potential of every student. Our teachers and students must shine in the society as role models of honesty, integrity, civilized discourse and behavior. We see in them persons who are unfazed in the event of prosperity or decline. The college will be a model institution of harmony, friendship and integration.

Mission: We hope to instill in them a scientific spirit of inquiry and a value system that will make them understand the power of ideas and argument and that of continuous learning.

6.2 Does the Institution has a management Information System

- Academy DCL for maintaining student database/ student record (From 1998-97 till date)
- Use of Tally software as an accounting tool
- Daily rough Cash Book personally checked by accountant and Principal.
- Periodic meetings of various committees are held regularly and decisions taken are communicated.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Although this area falls under the purview of the Affiliating University, representatives from the teaching faculty are invited for suggestions and discussions on the revised curriculum. A few of our Faculty are members of the Syllabus Revision Committee of the Gauhati University.
- Self Financing courses like BBA, BCA and M Com has been introduced in the college adhering to the guidelines and curriculum of Gauhati University.
- The college has an IDOL (Institute of Distance and Open Learning) study centre under Gauhati University.

6.3.2 Teaching and Learning

The various departments do not pertain to a pattern of teaching and learning. Besides regular classroom teaching, preparation of Lesson Plan in advance, maintenance of academic Diary, Use of Smart Boards and LCD Projectors in some of the classrooms. The various departments adopt practices or methods that suit the students of the respective departments.

- Visit to industrial areas.
- Experimental Learning through Field Trips.
- The college management provides all necessary and up-to-date infrastructural facilities for high quality teaching-learning. It also provides sufficient funding for various co-curricular activities which blend with curricular aspects to benefit students.

- The college adopts the credit based semester grading system (CBSGS) as recommended by Gauhati University.
- The college conducts one Sessional Examination (20 marks) for Under Graduate courses in one scholastic semester as per Gauhati University guidelines. However, a second sessional examination is also conducted for students who fail in the first sessional examination or couldn't appear the said examination on medical grounds.
- Internal marks of B Com Sessional examination for each semester are submitted manually to the Examination Branch of Gauhati University.
- The college internally conducts the test examination and annual examination for HS 1st and 2nd year respectively.
- There are separate examination committees to conduct internal as well as Final examinations.

- Teachers are also encouraged to present papers in National and International Seminars, participate in conferences workshops and to publish articles, books etc.
- Granting of leave to the teaching faculty for attending faculty development programmes, undertaking field works, research activities are made available.
- Minor Research projects are also taken up by the faculty.
- Provision of study leave/FIP to undertake research is also available to the faculty members.

Library:

- All library facilities are fully automated. The library functions with the help of SOUL 2.0. Library management software and KOHA Software.
- Barcoding facility is also available.
- The Web OPAC (Online Public Access Catalogue) System allows online access of the library data base from the Library catalogue.
- Book Bank facility is made available to poor and meritorious students.
- N List facility provided by INFLIBNET Centre, Ahmedabad is available through Remote Access with personalised User ID and Pass word for Library members.
- Internet and LAN services are available.
- The Library is under CCTV surveillance.
- The Library has a feed back and complaint box to improve library facilities.

SL NO.	DEPT/ BRANCH	COMP UTERS	LAP TOPS	SERVE R	PRINTE R	BARCOD E READER	SCANNE R	PRIN TER WITH SCAN NER
01	PRINCIPAL'S CHAMBER	01			01			
02	VICE PRINCIPAL'S CHAMBER	01						
03	IQAC	03			02			
04	DEPARTMENTS	12	08		06			
05	LIBRARY	04		02	02	02	01	
06	ADMISSION BRANCH	01			01			
07	EXAM BRANCH & IDOL	02+01			02			
08	COLLEGE OFFICE	05	04		02			
09	COMPUTER LAB	40						
10	ACCOUNTS BRANCH	02			02			
		72	12	02	22	02		

Physical Infrastructure/ Instrumentation:

- All Laboratories/class rooms/ fans/ lights/ ACs/ lift undergoes maintenance at regular intervals.
- Smart Boards/ LCD Projectors/ Microphones are made available in the classrooms.
- Annual Maintenance contract has been signed for the maintenance and upkeep of computers, lift, projectors, air conditioners, generators and Aquaguard.
- A part time electrical and plumber are available whenever required in the campus.
- A floor-in-charge is appointed and a complaint register is maintained on each floor. Complaints are addressed on a regular basis.
- CCTVs are installed at strategic locations.

LIFT	01
GENERATOR	01
AIR CONDITIONER	17
AQUAGUARD	09
WATER COOLER	02
MICROWAVE	01
FRIDGE	02
TELEVISION	02
XEROX MACHINE	03
FAX MACHINE	01
SCANNER	01
PRINTER	22
NAPKIN DESTROYER MACHINE	01

6.3.6 Human Resource Management

For Students: Facilities like NSS, NCC, Social and Cultural activities, Gymnasium activities, encouragement to participate in debates, quiz competitions etc.

For Faculty: Refresher Course, Workshops etc.

For Non Teaching Staff: Through workshops, computer training etc.

- Full time appointments are done as per government rules and regulations under Gauhati University and UGC norms.
- The recruitment of temporary teaching and non teaching staff is done on the institutional level.

6.3.8 Industry Interaction / Collaboration

This is very limited. However with the introduction of the Credit Based Semester Grading System, Field trips are organized for 6th Semester students on a regular basis. Such trips also include visits to industrial areas.

6.3.9 Admission of Students

The Admission committee streamlines the admission process making it fast, easier and student friendly.

- Criteria for admission are specified in the prospectus.
- Advertisement for admission is published in a regional daily.
- Admissions are purely on merit basis.
- Regarding reservation of seats the college follows the reservation policy of the government.
- Admission list are displayed in accordance of merit under all prescribed categories.
- The college admission committee ensures that the admission process is fair, fast and student friendly.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Duty leave is extended to participate and present research papers at Seminars/ conferences/ workshops, to attend faculty development programs, Orientation, Refresher and Short term courses etc. • Admission waiver for their children. • 2 representations in the college managing body to encourage involvement in decision making process • Study leave/ FIP granted to undertake research. • Loans given to non sanctioned teachers from the college fund. • Yoga camps organised
Non teaching	<ul style="list-style-type: none"> • To address the issues and grievances of the non teaching staff, there is one representative in the college managing

	<p>body.</p> <ul style="list-style-type: none"> Loans provided to non teaching staff whose post are not regularised by the government. Admission and fee waiver for their children. In case of sudden demise, family members of grade III and IV employees are given employment on compassionate grounds. Yoga camps are organised
Students	<ul style="list-style-type: none"> Career Counselling facility is provided by the Career Guidance and Placement Cell of the college. Skill Development workshops are conducted to nurture talent. Book Bank facility for underprivileged and meritorious students available. Campus interviews for placements are conducted. Educational counselling. Personality Development initiatives are undertaken. Grievance redressal mechanism is introduced. Involvement of students' Council in important functions of the college. An anti-ragging committee comprising of Faculty members has been constituted to curb the menace of ragging in the institution. Financial aid to students affected by natural calamities like flood earthquake etc. Monetary support extended to students participating in various competitions at the state, national or international level. Incentives in the form of cash awards are given to the students. The college has formed a Students' Welfare Committee which extends one time financial assistance to poor but meritorious students from the student's welfare fund every year.

6.5 Total corpus fund generated

1,55,00,000

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Principal
Administrative	Yes	DHE, Govt of Assam	Yes	Governing Body of the College.

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Centralised evaluation system of answer script.
- The three year annual system has been discontinued and the credit based semester system has been introduced.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

None so far

6.11 Activities and support from the Alumni Association

- The alumni of our college keep in touch with the latest development of the college.
- The Alumni organisation also organises meetings in the college.
- 4 of the Alumni are serving as faculty members in the college and 1 alumnus serves as a grade III employee in the college.

6.12 Activities and support from the Parent – Teacher Association

- Parent teacher meets are held at regular intervals. Such meets provide the management and the respective departments with relevant feedback and constructive suggestion on how to improve the teaching learning process.
- 3 Guardian members (2 male members and 1 female member are nominated by the Director of Higher Education Assam) to the college managing body for a term of 3 years or till there ward is a student of the college, whichever is earlier. The members thus participate in the process of decision making for all round development of the college.

6.13 Development programmes for support staff

- The college have organised training workshops for support staff in areas like computer, maintenance of accounts and office management.
- The faculties of the IT Department offer computer training to the support/ office staff whenever required.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Waste materials are properly disposed in garbage bins placed at strategic locations in the campus.
- Planting of tree saplings to create a greener and more eco friendly environment.
- A gardener is appointed to look after the college garden.
- Almost all the computer monitors in use are LCD types to ensure minimum consumption of electricity and also reduce the level of radiation.
- The staff and students are instructed to make judicious use of energy.
- Solid drainage is disposed off properly.
- All drainage lines are covered.
- One member from the faculty is in charge of the management of the campus.

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Optimum utilisation of limited space.
-

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Opening of the Day care centre in the college campus.
- The college declared “Tobacco Free Zone”
- The RRC organised an art and craft exhibition on HIV and AIDS. It also organised a blood donation camp in collaboration with the Blood Bank, Gauhati Medical College and Marwari Yuva Manch.
- Organised a State Level Workshop on Restructuring Undergraduate Curriculum and Discussion on UGC Guidelines and Government Rules and Regulations, organised by Assam College Teachers Association, Kamrup A Zone.
- Organised UGC sponsored National workshop on Research Paper Writing and Presentation.
- Organised a seminar for student on “Motivating students towards Entrepreneurship” in association with the Assam Chamber of Commerce.

7.3 Give two Best Practices of the institution :

- Installation of Napkin destroyer machine for the benefit of girl students.
- Interdepartmental exchange of Teachers

7.4 Contribution to environmental awareness / protection

- Plantation Drive on 5th June on the occasion World Environment Day.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT analysis)

- | | |
|----------------|--|
| 1. Strengths | : Committed teaching staff & support staff, motivating research activities, significant student support activities and related awards. |
| 2. Weakness | : Limited resources, no hostel facility, auditorium, playground, no land for further infrastructural development. |
| 3. Opportunity | : Diversification into Post graduate and correspondence courses. |
| 4. Challenges | : Declining hardship of students towards studies, Increasing number of applicants for admission. |

8. Plans of institution for next year

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| <ul style="list-style-type: none">• Preparation of NAAC visit. |
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Name: Dr. Runjun Phookun

Coordinator, IQAC

Name: Dr. Hrishikesh Baruah

Chairperson, IQAC
