



YEARLY STATUS REPORT - 2023-2024

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 its own campus?	Yes
• Phone no./Alternate phone no.	03612733691
• Mobile No:	9864030992
• Registered e-mail	kcdccollege@gmail.com
• Alternate e-mail	hbaruah@hotmail.com
• Address	Chatribari
• City/Town	Guwahati
• State/UT	Assam
• Pin Code	781008
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Gauhati University																						
• Name of the IQAC Coordinator	Dr. Bijoy Kalita																						
• Phone No.	03612733791																						
• Alternate phone No.	9864030992																						
• Mobile	9435404898																						
• IQAC e-mail address	kcdcc.iqac2020@gmail.com																						
• Alternate e-mail address	upaeconomics@gmail.com																						
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.kcdccollege.ac.in/iqac_pdf/AQAR%202020-21%20Submitted%20and%20Accepted.pdf																						
4.Whether Academic Calendar prepared during the year?	Yes																						
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.kcdccollege.ac.in/pdf/calender/Academic%20Calendar%202023-24.pdf																						
5.Accreditation Details																							
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 2</td> <td>B</td> <td>2.5</td> <td>2023</td> <td>10/06/2023</td> <td>09/06/2028</td> </tr> <tr> <td>Cycle 1</td> <td>B+</td> <td>NA</td> <td>2006</td> <td>17/10/2006</td> <td>16/10/2011</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 2	B	2.5	2023	10/06/2023	09/06/2028	Cycle 1	B+	NA	2006	17/10/2006	16/10/2011
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to																		
Cycle 2	B	2.5	2023	10/06/2023	09/06/2028																		
Cycle 1	B+	NA	2006	17/10/2006	16/10/2011																		
6.Date of Establishment of IQAC	16/06/2003																						
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																							

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	Infrastructure Development Grant	Govt. of Assam	2023	2500000
Institutional 1	Project on Workshop on Creating Awareness on Career Planning and Development	Govt. of Assam, SITA	2023	800000
Institutional 1	Project on Workshop on Creating Awareness on Career Planning and Development	Govt. of Assam, SITA	2024	1000000
Institutional 1	PM-USHA	Govt. of Assam, RUSA	2024	4000000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	https://www.kcdccollege.ac.in/iqac_minutes.php
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded

10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
Institution's Innovation Council has been registered under Ministry of Education, Govt. of India	
Some new relevant certificate courses has been introduced. The number has increased from 11 to 14 numbers. The syllabus of the existing value added programs have been updated as per the requirement.	
A workshop on Artificial Intelligence and Robotics was organized by the Department of Computer Science in association with IQAC for the students of BCA on 10th June, 2023.	
Department of Computer Science & IQAC in collaboration with Gratia Technology conducted a National Workshop on AI: Education and Health Care Perspective on 10.05.2024	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
<ul style="list-style-type: none"> The College will build one G+4 multistoried academic building to meet the increasing demand for classrooms and some allied facilities. 	<ul style="list-style-type: none"> 2nd Phase of Construction of the new academic building is in progress.
<ul style="list-style-type: none"> To increase the number of students in Value Added Courses. 	<ul style="list-style-type: none"> The number of students has increased to 1346 in the session 2023-2024
<ul style="list-style-type: none"> To increase the number of Value added Certificate courses as well as to enhance the quality of the existing programmes 	<ul style="list-style-type: none"> Some new relevant certificate courses has been introduced. The number has increased from 11 to 14 numbers. The syllabus of the existing value added programs have been updated as per the requirement.
<ul style="list-style-type: none"> To increase the number of MOOC courses. 	<ul style="list-style-type: none"> 1 new MOOC course has been developed and added by the

	faculty members.
<ul style="list-style-type: none"> To strengthen Innovation Cell to inspire innovation ecosystem of the institution. 	<ul style="list-style-type: none"> Institution's Innovation Council has been registered under Ministry of Education, Govt. of India
<ul style="list-style-type: none"> To organise workshops on Artificial Intelligence/ICT. 	<ul style="list-style-type: none"> A workshop on Artificial Intelligence and Robotics was organized by the Department of Computer Science in association with IQAC for the students of BCA on 10th June, 2023. Department of Computer Science & IQAC in collaboration with Gratia Technology conducted a National Workshop on AI: Education and Health Care Perspective on 10.05.2024
<ul style="list-style-type: none"> To take steps to upgrade the current professional programmes and to introduce MBA courses and MCA courses in near future. 	<ul style="list-style-type: none"> BBA and BCA courses got AICTE Approval and proposal for enhancement of seat capacity has been submitted as per AICTE requirement.
<ul style="list-style-type: none"> To enable the students to face the modern digital world, the College will offer IT courses and provide computer laboratory facilities to the students 	<ul style="list-style-type: none"> Students of Computer Science Department developed two bio-metric models on Face Recognition System, Developed a website for Personal Health and Finance Tracker.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	21/12/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	19/02/2024

15. Multidisciplinary / interdisciplinary

Despite being distinctively known as a Commerce College, from the functionality viewpoint K. C. Das Commerce College is a multidisciplinary institution. Along with B.Com., the College offers other UG programmes like B.B.A., B.C.A. From the session 2020-21, B.A. and B.Sc. streams have also been opened and right now it is restricted to the subject combinations of Economics, Statistics and Mathematics. The College desires to offer more subjects from the Humanities sector to students in future. As on today, to offer more varieties from amongst available subjects, the College has sought approval of the Gauhati University to facilitate a student of B.A. to take up relevant Generic papers of B.Com. At the PG level, the College offers PGDCA and M.Com programmes. The College is a Study Centre of IGNOU and Gauhati University Centre for Distance and Online Education (GUCDOE). The College offers a few peer reviewed Add-On Online / Offline Certificate Courses in different subject areas including Music classes. Seminars and workshops are organised in different academic areas covering multiple disciplines amongst the students. The Institution has taken steps which justifies a strong institutional desire to stay relevant in future in the line of NEP 2020.

16. Academic bank of credits (ABC):

Assam has implemented NEP 2020 from the academic session 2023-2024 and a broad guideline in this regard has been issued by the State Government. Being an affiliated College the process of credit transfer will have to be routed through the parent University as of now. The College has developed a strong and self-sufficient I.T. RnD Cell for technical support and it has been playing an indispensable role in creating a college database of credits of our students.

17. Skill development:

Apart from the regular skill enhancement course under CBCS curriculum of Gauhati University, the College has also initiated a few online add-on Certificate Courses like Capital Market and Stock Broking, Green Banking, E-Commerce, System Administration (Linux) etc to facilitate up-skilling of the students. The College facilitates students with the opportunities of experiential learning and skill development related training programmes, lecture sessions so that they can exploit their latent talents. Students showing prowess in co-scholastic domains like Sports, Art and Culture are

supported. The College organises inter-college events in various themes like kabaddi, arm-wrestling, music, debate, idea-innovation and coding to create an environment of learning, self-assessment and camaraderie during the annual College week celebrations.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The College follows the instructions / curriculum of the Gauhati University in its teaching-learning endeavours. It has been a practice of the College to organise different cultural programmes for the students to encourage them to showcase and imbibe their local, regional & traditional cultures. The Assamese Department under Literary Forum has been organising interactive sessions amongst students of different community backgrounds. At present, efforts are being made to understand 'Bodo' language. The College library has been maintaining a collection of valuable ancient manuscripts both in physical and digitized form. Workshop on 'Manuscript Preservation' and, 'Manuscript Appreciation Sessions' are being conducted by the Literary Forum and Central Library. The Commerce Laboratory of the College also maintains certain artifacts like ancient coins, rupee notes, and other valuable learning materials for providing our students practical exposure to the processes, procedures and practices followed in our country's ancient as well as modern business spheres.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

K. C. Das Commerce College practices Outcome Based Education (OBE). The academic session starts with "DEEKSHARAMBH WEEK" to orient the students on programme outcomes (PO) and course outcomes (CO). POs and COs are displayed on the College website. Students are made to understand what they are expected to know by the end of the academic session, what their thought process should be and what they would be able to do. Curricular development and design are being done by the teachers through add-on courses. Various teaching methods are applied before assessment through conventional and digital modes. Sessions on skill development, career counselling and innovation are organised from time to time.

20.Distance education/online education:

The Institutional I.T. RnD Cell has developed student interactive, digital library and e-learn platforms for teaching learning and evaluation purposes. The College has been conducting internal examinations in online mode through self developed College LMS (Learning Management System). The College has been offering a number

of certificate courses on online mode under Value Added Education Department. Central Library of the College is also automated with SOUL 3.0 Library Management Software. The MOOC and audio TLM development team of our College also have produced some courses in online mode. The College is a registered Study Centre of IGNOU and Gauhati University Centre for Distance and Online Education (GUCDOE).

Extended Profile

1.Programme

1.1	7
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2514
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	546
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	812
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	54
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	24
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	23
Total number of Classrooms and Seminar halls	

4.2	255.66496
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	121
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

K.C. Das Commerce College is affiliated to the Gauhati University. Curricula formulation and syllabi publication of affiliated courses is within the purview of the parent university. The College offers five UG Courses and two PG Courses. Academic year starts with "Deeksharambh" program where students are made aware about the scope of the academic programs. The College Master routine is prepared by the Committee in charge of preparing the Academic Calendar, Rule-Book and Prospectus, and accordingly departmental class routines are prepared. Annual Academic Calendar is prepared based on University guidelines. A lesson plan is prepared for effective delivery of

syllabus. Accordingly, a daily class record register is maintained by every department.

Value Added Education Department of the College offers different peer reviewed certificate courses designed and development by the faculty members collectively.

IQAC collects feedbacks on curricula from all stake holders which are analyzed for further appropriate reforms and actions by the administration.

To make learning more effective and interesting, conventional classroom teaching is supplemented with guest lectures, field trips, educational tours, industrial visits, and social awareness programmes.

Monthly Academic Staff Council Meetings are conducted by the Principal to audit academic activities and set benchmarks.

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

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

As per the academic calendar the Examination Committee works out plans and reforms in evaluation system by keeping regular interactions with IQAC and all Heads of the departments. Apart from university prescribed methods like assignments and tutorials, methods such as class test, online multiple choice questions, home assignments, project work, internship etc. are applied in the internal assessments to assess the learning level. The examination committee monitors and conducts internal examinations in the College. The teachers submit the question papers to the examination committee for both online and offline examination. Students are continuously evaluated by online tests during the academic session through the self-developed LMS. The results are prepared within the stipulated time and communicated to the students. M.Com students are exposed to research orientation in the form of working for a dissertation. The Departments of Accountancy, Management, Finance, Economics and BBA also assess the learning levels of the students by assigning them some projects and internship. The College conducts

student-parent-teacher meets in which their performances are discussed.

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

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

5

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

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

14

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

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

941

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

885

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

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

As per the curriculum of affiliating university, courses taught in the Institution across different specific courses deal with each of these issues viz. professional ethics, gender, human values, environment and sustainability. For instance, papers like International Economics, Development Economics-II, Applied Statistics and English Communication in BA/B.Sc., Organisational Behaviour and Industrial Psychology of BBA and M.Com , Environmental Studies (compulsory subject for all UG programmes), in B.Com subjects like Insurance, Entrepreneurship, Accountancy, Business Law, Business Environment and Business Communication, etc.

Apart from curricula, initiatives taken by College to address these crosscutting issues are as follows:

Gender: Women Cell of the College create awareness through programmes like seminars, lectures, essay competitions, etc. among the students to sensitize them on social, moral and legal implications of gender discrimination.

Environment & Sustainability: Ecotourism studies of the Community Research and Development Cell, Certificate Course on Green Banking, World Environment Day Celebration, Swachh Bharat Abhiyan, tree plantation etc., efforts to reduce carbon footprint and plastic waste management, installation of Solar panels, paperless official communications etc.

Human Values and Professional Ethics: Programmes by NCC, NSS and Red Cross units, celebration of constitution day, visit to 'Old Age Homes', blood donation camps, seminars on IPR etc, Yoga classes.

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

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

2

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

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

108

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

1.4 - Feedback System

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

D. Any 1 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
---	---

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.kcdccollege.ac.in/feedback/23_24/Feedback%20Analysis%20Report%202023-24.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1015

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

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

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

330

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

2.2 - Catering to Student Diversity

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

Students are assessed on the basis of classroom performance, individual interactions, class tests and participation in diverse

activities in the College. To sensitise the students regarding the course outcome of the programs offered, a "Deeksharambh Week" is observed at the beginning of every academic session. Teachers continuously guide the students regarding the scope of different courses being offered, as well as help them where they are required to make course choices based on their core competence, aptitude, and skill.

Teachers try to identify students' potential, and then help them by taking extra classes as and when required. Teachers are also available on email and WhatsApp groups to clear doubts of the students. A wide range of academic activities like class tests both offline and online, career guidance, field study, projects, dissertations are undertaken for the benefits of the students. To motivate the advanced learners to excel, Best Graduate and Best Reader Awards are provided regularly on the College Foundation Day each year. To facilitate meritorious but financially weak students, financial support in the name of "Basanta Kr. Das and Basanti Devi Award" was given to 10 no.s of students in 2023-24. College supports and promotes students showing exceptional innovative skills.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2514	54

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential Learning: Apart from prescribed field projects for various programmes, each department encourages students to get an experience about what they are exactly studying in the books. Each academic department organizes workshops, student seminars, guest

lectures, expert/popular talks, etc. for the benefits of the students, besides conducting internship programmes and industrial visits for the students.

Participative Learning: This type of learning is clearly visible in the learning process of the College where students participate actively in each and every departmental event such as seminar, group discussion, student seminars, wall magazines, projects, chart and the skill based add on courses. Students do visit to nearby banks, industries and villages to understand and experience bank transactions, micro-finance groups and land measurement etc.

Problem-Solving Method: While teaching in the class, students participate in the learning process and experience those things in his/her practical classes. Apart from this, students are assigned with field works/ surveys, case study, classroom debates and group discussions, etc. All such activities help them to satiate the curiosity of their problem raised while learning in the class. Students get opportunity for self-assessment and self-evaluation that enhances their communication skills & personality.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

All departments use PPT and multimedia to transact the syllabus in a more meaningful way. Teachers effectively mix up the theoretical classroom teaching and practical exposure through the use of ICT Classrooms, commerce laboratory, self-developed institutional MOOCs, YouTube videos, E-PG Pathshala material, etc. Moreover, teachers participate in different development programmes to enhance their ICT skills for effective teaching learning process.

To facilitate and maintain students and teachers' pace with the changing scenario, library is regularly updated with online resources, N-list, Shodhganga, and allied e-resources are provided free of cost. Institution has created its online repository. The library has a good number of educational CDs and DVDs. The recorded video lectures of teachers are uploaded on the College YouTube channel. Social media is skilfully used by the College through its

WhatsApp group, Facebook account and all these links are visible on the front page of the website.

ICT resources in the College are being used by teachers to further their interests in research. The College has been conducting internal exams in online mode through self-developed Learning Management Software (LMS). The College also has its own self developed Digital Library and College App.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

54

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

2.4 - Teacher Profile and Quality

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

54

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

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

21

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

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

825

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

2.5 - Evaluation Process and Reforms

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

Examination Committee prepares as well as works out plans and reforms in evaluation system in consultation with the IQAC and all the Heads of the departments.

Apart from university prescribed methods like assignments and tutorials, other methods such as class test, PPT presentations, online LMS tests, guest lectures, project work, internship etc. are used for internal assessment. As per the academic calendar, tentative schedule for different internal assessment activities is prepared and displayed in the College website, notice boards, and on

the WhatsApp group of the classes.

As per University guidelines, 20% of total mark is allotted for internal assessment which is conducted by the concerned institution. The further breakup of the same is as follows: 50% through sessional examinations; 30% through Assignments, Projects, Practical and the like; 20% for Attendance. Sessional examinations are conducted as per academic calendar. The results are prepared within the stipulated time and communicated to the students in the classroom as well as displayed on the notice board. The answer books are shown on the demand of the students and they are guided for better performance. Compiled marks are displayed and communicated to the students. College conducts student-parent-teacher meets where their performance is discussed.

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

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

IQAC consistently monitoring teaching-learning evaluation activities and periodically it interacts with exam committee and the students. All exam related grievances are addressed to the Examination Committee where Principal is the chairperson.

If any grievance crops-up, student needs to apply to the Examination Committee. The Committee discusses the issue with concerned teachers, and if within the scope, solves it at the initial level. If such grievance is outside the jurisdiction of the Institution, it is forwarded to the concerned University with due permission from the Principal.

Each teacher maintains ethical values and academic integrity in relation to various internal examination related activities. There is a zero-tolerance policy for the malpractices if committed by students. Sessional examinations are repeated on serious medical grounds or, for students representing in some State, National or International events.

The students have the freedom to use the suggestion box to put in the note of query/instruction which is considered for internal examination reform. All the mechanism to deal with examination

related grievances is transparent, time bounded and efficient.

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

2.6 - Student Performance and Learning Outcomes

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

Program and Course Outcomes have been prepared very meticulously by discussing with all stakeholders and displayed in the College website. The programme and course outcomes of Value-Added Courses are also displayed in the College website for all the stakeholders.

To orient the students regarding the course outcome of the programmes and rules and regulations of the college, a "Deeksharambh Week" is observed in the beginning of the academic session. Teachers of every department interact with the students about what they are supposed to get at the end of each program. The program outcomes of all the subjects are clearly made known to the students. Moreover, learning objectives are communicated through various other means such as college prospectus, Principal's address to students and parents, and dissemination in classroom by concerned faculty members.

The college organizes career counseling lectures and capability enhancement programs to effectively communicate the learning objectives and expected outcomes. Further, alumni are invited for participation and interaction at various events and meetings to share their views and comments on their learning experiences in the institution.

The college deposes teachers for workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Students are continuously made aware of and elaborated about the purpose of their academic journey through Principal's address, meetings and classroom interactions. Feedback of existing students & alumni are collected to ensure that students have properly perceived the content of the curriculum.

Program specific outcomes are measured through both academic and non-academic performances of the students. Different levels of learning outcomes are assessed mainly through internal and external examinations. Apart from these, close awareness of cross-cutting issues, basic conceptual clarity, life-skills, practical exposure and their behavioral changes are some of the other parameters used to evaluate the attainment of course outcomes. This is done by conducting various student centric activities such as student seminars, group discussions, project work and assignments, active participation in classroom interactions, regularity of attendance, etc.

The college provides subject related add on, value added education courses to inculcate the actual outcomes. Different career counselling activities are continuously organised for overall development of the students.

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

2.6.3 - Pass percentage of Students during the year

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

594

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

2.7 - Student Satisfaction Survey

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

https://www.kcdccollege.ac.in/feedback/23_24/Feedback%20Analysis%20Report%202023-24.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

14

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

4

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

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

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

21

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

3.3 - Extension Activities

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

A Donation Drive was conducted by Eco-Club, K. C. Das Commerce College and K. C. Das Commerce College Students' Union at Snehalaya, Paltan Bazar, Guwahati on the occasion of Children's Day on 14th November, 2023.

A Cancer Screening was organised by the Awareness Cell on Health & Hygiene, K. C. Das Commerce College on 11th September, 2023 in collaboration with Isha Project of Dr. Bhubaneswar Barooah Cancer Institute.

Eco Club of the College undertook a plantation drive at various spots of the greater neighborhood on 17th September, 2023 as a part of Amrit Brikhya Andolan, an initiative of the Govt. of Assam.

On the occasion of World Blood Donor Day Red Ribbon Club of K. C. Das Commerce College organised a voluntary Blood Donation Camp on 14th June, 2023 in the College campus in association with Marwari Yuva Manch.

On the occasion of World Environment Day, Eco-Club and NSS Cell of the College organised a plantation drive at Sri Aurobindo Vidya Mandir High School on 5th June, 2023.

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

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

0

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

13

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

715

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

3.4 - Collaboration

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

11

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

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

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

11

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Main campus of the College comprises of College Office, Principal Chamber, Library, Faculty Houses, Conference Hall, College Canteen, Day Care Centre, Health Check-up Room, IQAC, Institutional Career Guidance Cell, Accounts Branch, Gymnasium Hall, Quarter for Security Personnel, Boys' Common Room, Examination Branch with Strong Room, IDOL and IGNOU Study Centre, Vice Principal Chamber, Girls' Common Room, Value Added Department, Commerce Lab, NCC Room, Departmental Store Room, R & D Cell, Computer Lab, Publication Cell, E- Resource Centre. Day Care centre and Health Checkup Room are temporarily shut down due to ongoing construction of a new building. Other supportive facilities available in College Campus are wi-fi facilities, Safe drinking water facilities (with coolers), Generator for uninterrupted power supply, 30 KW Solar Power plant for energy generation. For security and safety, the College has fixed up CCTV cameras. The College has well-furnished Library with text books, reference books, e- journals, e- booklets, etc. The College has Elevator and Ramp facilities for "Divyangjan" and teaching faculties. The College has separate toilet facilities for students (male, female and especially abled) and staff. The College has a well maintained Canteen. There is parking facilities for two wheelers and four wheelers for both students and staff.

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

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

The College has played a pro-active and supportive role in grooming students. Specific spaces have been earmarked for extra- curricular activities and made available for students. The College has facilities for indoor games in the campus. It has some space on which students can play games such as table tennis, badminton, boxing, wrestling, chess, ludo, carom, kho-kho, kabaddi, volley ball, etc.

Apart from celebration of International Yoga Day every year, yoga sessions are conducted for the students and teachers by in-house faculty members.

Performance in cultural activities of the students is satisfactory and encouraging. The students of the College have represented at State, Zonal and University level cultural events. The College has musical instruments like Tabla, Harmonium, etc. The students participate in different events like modern, classical and folk dance; mimes; group songs; folk, classical, semi-classical, modern songs, orchestra, etc. of Youth Festivals organized by different Universities and organizations at State and Zonal level.

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

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

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

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

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

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

117.72689

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

4.2 - Library as a Learning Resource

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

The fully automated College Library has made a consistent progress in terms of collection of books, periodicals, e-resources and services. It provides open access facilities that help easy access and use of the library as a learning knowledge centre. The library has total 28,061 books including reference books, six journals, fifteen numbers of newspapers, UG Project reports and more than two hundred M.Com dissertations. The library has access to N-list provided by INFLIBNET Centre, Gandhinagar, Gujrat, for e-books and e-journals. The library is using SOUL 3.0 library management software for creating books and members' database and is being regularly updated. The library has Institutional Membership of National Digital Library of India (NDLI). Separate computer is provided to the library users for searching the books on Online Public Access Catalogue (OPAC). OPAC is also available in library website. Recently the library has installed IR (Institutional Repository) system using a dedicated server with D-Space open-source software. Institutional Repository cum Digital Library (Cloud Based) has been operational for access from September 2021. College Central Library in association with the Institutional IT R&D Cell has developed digital library software which has been procured by some other Colleges too.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://lib.kcdcollege.ac.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-

A. Any 4 or more of the above

books Databases Remote access toe-resources	
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
0.83191	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
73	
File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded
4.3 - IT Infrastructure	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
The College has worked with an objective of becoming self-reliant in maintaining IT infrastructure. Financial provision is made in the budget for annual maintenance, and technical staff and in-house	

system analysts are appointed for maintaining hardware and IT infrastructure of the campus.

Number of computers has been increased, with setting up of the e-Resource Center in the library. At present the College has 121 computers.

There is a dedicated internet leased line connectivity sourced from Reliance JIO. The bandwidth of the internet connection has been upgraded from 10 MBPS to 50 MBPS, which is necessary due to increasing number of computers, ICT enabled classrooms & conference hall, computer lab, e-resource center, dynamic website, automated library and various supporting software.

Under active initiation of IQAC, the dynamic institutional website, self-developed online Portal for Value Added Department and self-developed LMS are regularly updated. Digital Library software has been developed by the IT R&D Cell and the same has been marketed. Institutional MOOC and Audio TLMS have been developed by faculty members for the learners. Admissions, salary disbursement and other related administrative activities are done through ERPs like Samarth (for admission), FinASSAM (for salary), institutional ERP (for admissions, leave etc).

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

4.3.2 - Number of Computers

121

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

107.28842

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

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

Important in-vogue regulations are adhered in carrying out various works, especially in the field of construction and purchase.

The system analysts keep a record of technical assets of the college.

An annual maintenance contract exists with a city-based computer firm for the Institutional ERP.

The College has a temporary electrician and a plumber to take care of electrical and plumbing works. There are five full time cleaners and one gardener for overall management of the college campus including garden.

The college has signed an Annual Maintenance Contract for the elevator, fire-extinguishers and for the water purifiers.

The generator is well maintained and technical assistance is sought whenever the need arises.

The maintenance of Gymnasium and minor games facilities are entrusted to a professor-in-charge.

The Class Management and Classroom Arrangement Committee ensure that the classrooms are in proper order.

The College infrastructure is made available for holding Government and Public examinations on payment of seat rent.

An annual contract has been signed for providing round the clock security staff on the campus.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

610

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

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

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

10

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

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

A. All of the above

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

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

407

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

407

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

64

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

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

399

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

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

0

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

30

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

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

The Student Council/Union of the College is an elected body. They play a proactive role in holistic development of the College.

Administrative Level Participation:

The students are actively involved in the Committees like IQAC, Career Guidance and Placement Cell, Library Advisory Committee, Students' Welfare Committee, Students' Redressal Committee, Students' Discipline management Committee, students' Discipline Action Committee, NSS Advisory Committee, NCC Advisory Committee, Canteen Monitoring Committee, Red Ribbon Club, etc.

Extra-Curricular Activities:

NSS, NCC and Students' Union conduct some activities like Swachh Bharat Abhiyan, Cleanliness Drive, Anti Tobacco Movement, and Voluntary Blood Donation Camp. The Students' Union participates in various workshops and seminars organized by the Career Guidance and Placement Cell.

With the help of the Students' union, sports, cultural events and competitions are organized in the College. The Students' Union, NCC wing, NSS unit also take keen interest in the celebration of various thematic events in the College campus, viz. Republic Day, Independence Day, College Foundation day, and other events.

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

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

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

43

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

5.4 - Alumni Engagement

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

The Alumni Association of K.C. Das Commerce College has been in existence since 2003. The Alumni Association has been registered under the Societies Registration Act XXI of 1860. It is acting as one of the important stakeholders of the College and is involved in various College activities like Foundation Day celebration, Independence Day, International Yoga Day, cultural programmes, blood donation camps, flood relief, and other events of the College.

The College organizes at least one alumni meet in a year, where the local alumni take initiative for arranging such meetings. The alumni of the College are placed in Industries, educational institutions, business, professional field, entertainment, media industry, academics and social work.

The alumni are very cooperative and have a healthy relationship with the College faculty. Four of our teachers are the members of the Alumni Association who play a key role in binding this group for the development of the students. Alumni members are active members in IQAC.

The Alumni Association has facilitated street lights from the College main gate to the campus with LED bulbs. A TV has also been donated by our alumni which is used for notification purposes amidst other on going or planned events.

The Alumni Association has facilitated in construction and installation of one ICICI Bank ATM for benefit of the students and neighbourhood.

Alumni are also directly involved in career counseling related interactions with students and sharing of job opening information.

File Description	Documents
Paste link for additional information	https://www.kcdccollege.ac.in/ssr%20documents/5.4.1/CERTIFICATE%20OF%20REGISTRATION%20OF%20SOCIETIES%20ACT%20XXI%20OF%201860.pdf
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Guided by in-vogue rules and regulations, the Institution believes in the policy of decentralization and participative or collective management in drafting quality polices and plans to achieve institutional vision, mission and goals.

Motto: 'To Strive, To Seek, To Learn and not to Yield.'

Vision: The College seeks to make the students courageous enough to appreciate creativity, inclusiveness, innovation, integrity and quality as well as hardworking enough to acquire these traits, be skilful, employable and adapt to the contemporary challenges. The College desires to promote excellence in teaching, research, interdisciplinary education, leadership and outreach. Our cooperation of instinct and intellect founded upon human values strolls perfectly with our motto

Mission:

Focusing on the missions, the College try to enrich and empower students through quality education. The administration frames policies and practices to ensure that quality of life, mutual support and teamwork on campus are rich and participatory; including accessibility and inclusiveness of higher education. Administration is very supportive and encouraging towards students as well as teachers in developing and realising their innate potential in curricular as well as co-curricular fields. The College is continuously working towards achieving scholastic brilliance and staying relevant under any education regime.

File Description	Documents
Paste link for additional information	https://www.kcdccollege.ac.in/mision & vision.php
Upload any additional information	No File Uploaded

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

The College believes in the policy of decentralization and participative management in drafting quality polices and plans.

The Governing Body (GB) is the Apex Policy making body and is well represented at all levels, from the teaching community, non-teaching staff and parent/guardian members. The affiliating University is also represented by the presence of two nominees who contribute on all policy matters.

Heads of the Departments are responsible for overseeing the day to day academic and administrative tasks of their respective departments along with keeping communication and coordination with the Vice-Principal and the Principal on a regular basis.

Forty-one in-house Committees represented by the teaching staff and non-teaching staff have been constituted by the Principal in consultation with the IQAC. The committees have been granted autonomy to prepare and strategize their plans for smooth functioning of all activities.

IQAC is composed of all stakeholders as prescribed by the NAAC.

The Students' Union (KDCCSSU) is formed where one faculty member is assigned as in-charge for each office bearer for guiding and monitoring the allotted activities within their assigned tenure.

File Description	Documents
Paste link for additional information	https://www.kdccccollege.ac.in/organogram.php
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

IQAC of the College is fully engaged with various aspects of Institutional strategy making, planning and execution process, as per need and vision of the Institution. Team IQAC led by the coordinator coordinates with the Principal in the policy making process.

For effective deployment of the College Perspective Plan, various in-house Committees & Cells have been constituted by the Principal in consultation with the Vice Principal and IQAC and these committees have been granted autonomy to prepare and strategize their plans for smooth functioning.

IQAC continuously guides and monitors the overall developments in line with the perspective plan strategies. In connection with Infrastructure, mention can be made of the construction and campus beautification initiatives which are transparent and implemented through tendering process, development of ICT facilities, green campus initiatives, etc. Similarly, installation of ERP, use of self-developed LMS (Learning Management System) for further strengthening of the administration, documentation, tracking, reporting, automation, delivery as well as assessment of teaching learning process etc. are some other institutional steps where IQAC plays a pivotal role.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.kcdccollege.ac.in/pdf/INSTITUTIONAL%20DEVELOPMENT%20PLAN%202024-29.pdf
Upload any additional information	No File Uploaded

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

Governing Body (GB) is the apex policy making body, headed by a President. Principal is the Secretary of the GB. It comprises of other members as per Government Rules and Regulations.

Administrative hierarchy is headed by the Principal, followed by the Vice-Principal and then by the HODs of the various departments.

Every in-house committee is headed by a Convener/ Coordinator, preferably a senior teacher, assisted through other members. Principal is the Chairperson of some of the in-house committees.

The service conditions of the teaching and non-teaching staff, including appointment and promotion are regulated as per rules & procedures of UGC and Government of Assam. The service rules of the contractual staff are governed by the set of rules drafted by the College authority. Appointments of the contractual teachers are made through proper interview procedure.

Grievance redressal Committee has been set up to deal with all kinds of issues relating to the employees and students of the College.

Anti-Ragging Committee exists for dealing with all kinds of complaints relating to ragging.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above
File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File
6.3 - Faculty Empowerment Strategies	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>The College administration is committed to undertake a number of welfare measures for its employees. Some of the welfare provisions that are presently in practice and enforced from time to time as per the requirements are as follows:</p> <ul style="list-style-type: none"> • Various types of leaves to non-sanctioned employees are allowed. Leaves include leave for attending FIP/FDP/RCs, maternity leave, child care leave (for all ladies staff), medical leave, duty leaves for participating in academic courses/ examination work/ Government matters etc. Leaves of Sanctioned teachers are governed by Government regulations. • Day Care Center facility (for all staff) • Emergency First Aid Facility • Group Insurance and Provident Fund/ NPS (for all permanent staff) • Periodical pay revision for contractual teachers. • Sports, Yoga, and Gymnasium facilities at free of cost. • Collection of donations in (monetary form) to address certain problems of the employees as and when need arises. • Separate seating arrangement for teachers in College Canteen. • Facility of air-conditioned teachers' common room with attached wash-room facilities. • Provision of safe drinking water facilities. • Central library facilities to all faculty members for borrowing books. 	

- Travelling expenditure as per stipulated norms to all teacher-in-charges who accompanying the students in educational field trips.

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

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

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

0

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

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

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

0

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

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

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

7

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

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

Each teacher keeps records of daily academic and co-curricular activities in a log book which is periodically monitored by the College authority. HODs of every department also keep records in the HOD Diary (Departmental Record Register).

For performance appraisal of teaching and non-teaching staff

Feedback is collected annually from the students. The results of the feedback are confidentially communicated to the teachers by the Principal for taking remedial measures in order to enhance their skills.

Every year it is mandatory for each faculty members to fill up the appraisal form recommended by the UGC and submit it to the Head of the Institution.

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

6.4 - Financial Management and Resource Mobilization

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

Financial Audits: The institution has a mechanism for audit of all financial activities. The College has a two-tier audit system.

Internal Audit: The internal audit is conducted on an annual basis by 'Hazarika & Co.', a reputed Chartered Accountant Firm approved by the College's Governing Body. After the internal audit report is prepared, it is placed before the GB meeting for review and approval. The College administration takes into cognizance the advisories of auditors if any, for strengthening official transactions. The Directorate of Audit (Local Fund), Government of Assam also audits all financial matters. This audit has been done up to the current year .

Government Audit: The Government audit is carried out by the Directorate of Audit (Local Fund), Government of Assam. This audit is done till 2019-20.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during

the year (not covered in Criterion III)

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

0

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

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

The College is fully aided by the Government of Assam and included under Section 2 (f) and Section 12B of the UGC Act, 1956. The Institution eligible to receive grants under various schemes of Government of Assam and UGC. Apart from these, College receives and mobilizes funds from:

- Self-sustaining programs
- Examination centre fees
- Auction of scrap/ e-scrap materials.
- Rent from College Canteen and ICICI Bank ATM.
- Interest accrued from fixed deposits
- Sale of I.T. R&D products and Value-Added courses.

Optimal Utilization of resources:

Financial resources: Funds generated through different sources is mainly used for salary of contractual teachers, infrastructure augmentation and maintenance of various physical and academic support facilities.

Human Resources: Teachers are entrusted with a wide range of administrative functions including Government programs. Faculty members of IT and Computer Science department are fully engaged in various technical support works. Two system analysts are in fact faculty members that saved a lot of resources which was earlier spent on outsourcing.

Physical & Other resources:

- Allotment of classrooms Govt/Non-Govt. external examinations on Sundays
- Library facilities to neighborhood
- Use of NSS for community research activities.
- Self-developed LMS for resource generation.
- Utilising in-house intellectual capital for Value-Added courses.
- Publication Cell for fund generation.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC is consistently working on to magnify the quality culture in its all spheres of the College activities by channelized efforts toward promoting holistic academic excellence. The IQAC monitors the implementation of vision and mission of the College. IQAC prepares perspective plan of development for the College and execute it in a strategic plan of every year. It has been trying to institutionalize number of quality assurance strategies such as digitization of academic and administration facilities, gender equality, strengthening extension activities, etc.

Developing Quality Culture among Teachers: IQAC has been promoting quality culture in overall activities of the College. Every year IQAC reviews all academic and cocurricular achievements of teachers through Self-Appraisal Report. Every department organizes departmental seminars, workshops, etc. in association with the IQAC.

Quality Enhancement and Sustenance through Academic and Administrative Audit (AAA): IQAC has always been trying to enhance and update academic and administration of the College. Internal academic and administrative audits are conducted by the administration from time to time to create the quality culture in the College. Feedbacks are acquired from stakeholders to ascertain outcome quality of various endeavours and work out strategies to achieve the institutional goals.

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

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

Although being a commerce college, the College has expanded its academic programmes by introducing B.A. (Economics honors) and B.Sc (Regular with Economics-Statistics-Mathematics combination). Need-based Value-Added Courses have been introduced to bridge the gap between the University curricula and the market demands. College takes initiatives on learner centric teaching-learning process and designs the policy to assess and evaluate it from time to time taking into cognizance reviews and suggestions.

In order to achieve learning outcomes, IQAC suggests gradual and regular expansion, up gradation and addition of the requisite materials, equipment, infrastructure, etc. Apart from traditional teaching methods, LCD Projectors, PPTs, Video Conferencing are also used in teaching-learning process. Initiatives have been taken to transform all traditional classrooms to digitized ones in a phased manner. IQAC reviews and monitors upgradation of the self-developed LMS (Learning Management System) software for further strengthening the process of teaching learning by digitizing delivery, maintenance, and assessment of the students.

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

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

A. All of the above

Certification, NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File
INSTITUTIONAL VALUES AND BEST PRACTICES	
7.1 - Institutional Values and Social Responsibilities	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
<p>The College always emphasises on the importance of promotion and upholding of gender equity in every sphere of its functioning process. Representation of female in all administrative and academic cells and committees, including Student's Union is quite satisfactory.</p> <p>K. C. Das Commerce College Women's Cell has been involved in generating sensitivity in both staff and girl students on various gender and security related issues. College Women Cell organizes activities associated with women related issues, legal awareness, health and hygiene awareness programs among the students. It organizes interactive sessions, speech competition to create awareness on gender sensitization. The College organizes lectures and programmes to create legal awareness, health and hygiene, gender and sustainability among the students.</p> <p>The College has separate Girls' Common Room with attached toilets and separate girls' toilet in each floor including incineration machine and sanitary napkin vending machine, and separate toilets for lady faculties.</p> <p>There is a Day-Care Centre in the College campus since 2012. Available CCTV surveillance, including almost all classrooms whose control panel is in Principal's Chamber, as well as 24/7 security coverage within the campus ensures safety and security of the girl students and women faculties.</p>	

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

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

B. Any 3 of the above

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

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

The solid waste is collected on daily basis by the Guwahati Municipal Corporation (GMC) for proper disposal and recycling in a garbage carrying van. To minimize the problem of waste disposal, separate dustbins are provided in the College campus. Blue colored dustbin is kept for dry waste and green colored dustbins are used for wet waste. Dry wastes, mainly leaf, litter, etc. are allowed to decompose systematically over a period. Sanitary napkins are disposed through incineration process to keep the hygiene of the wash rooms. Single use plastics are discouraged inside the campus. Notices are displayed in the main gate and various other points in the campus so as to discourage the use of plastic items. In lieu of plastics, paper bags are encouraged for use.

E-waste management: For e-waste management, our institution has a committee which supervises the condition of e-wastes like nonworking computers, monitors, printers, memory cards, printer cartridges, etc. the Committee suggests to set sell the non-working e-wastes following the stipulated rules and regulations. The College is

planning to create an "E-waste display" by displaying the e-wastes of the damaged parts of the computers for the benefit of the students.

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

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above										
<table border="1"> <thead> <tr> <th data-bbox="76 439 550 506">File Description</th> <th data-bbox="550 439 1471 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 506 550 645">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="550 506 1471 645" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 645 550 748">Certification by the auditing agency</td> <td data-bbox="550 645 1471 748" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 748 550 851">Certificates of the awards received</td> <td data-bbox="550 748 1471 851" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 851 550 920">Any other relevant information</td> <td data-bbox="550 851 1471 920" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	View File	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	View File	Any other relevant information	No File Uploaded	
File Description	Documents										
Reports on environment and energy audits submitted by the auditing agency	View File										
Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	View File										
Any other relevant information	No File Uploaded										
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above										
<table border="1"> <thead> <tr> <th data-bbox="76 1469 550 1536">File Description</th> <th data-bbox="550 1469 1471 1536">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1536 550 1639">Geo tagged photographs / videos of the facilities</td> <td data-bbox="550 1536 1471 1639" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1639 550 1778">Policy documents and information brochures on the support to be provided</td> <td data-bbox="550 1639 1471 1778" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1778 550 1881">Details of the Software procured for providing the assistance</td> <td data-bbox="550 1778 1471 1881" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1881 550 1951">Any other relevant information</td> <td data-bbox="550 1881 1471 1951" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photographs / videos of the facilities	No File Uploaded	Policy documents and information brochures on the support to be provided	No File Uploaded	Details of the Software procured for providing the assistance	No File Uploaded	Any other relevant information	No File Uploaded	
File Description	Documents										
Geo tagged photographs / videos of the facilities	No File Uploaded										
Policy documents and information brochures on the support to be provided	No File Uploaded										
Details of the Software procured for providing the assistance	No File Uploaded										
Any other relevant information	No File Uploaded										
7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other											

diversities (within 200 words).

The institution celebrates different days of national importance like Republic Day, Independence Day. The NCC, NSS unit, Students' Union along with the faculty members and staff observe these events. To inculcate patriotism in student's mind, lectures are organized on freedom movement of India, pay tribute to the freedom fighters, and sons of the soil like Deshbhakta Tarun Ram Phookun, Lokopriya Gopinath Bordoloi, and Bharat Ratna Dr. Bhupen Hazarika.

During fresher's social and college week functions, colourful cultural presentations related to different Indian Communities are showcased by the students. It also helps them to inculcate tolerance and harmony towards culture, religion, language, and other diversities. Students excelling in music and culture are allowed to participate in different institutional or university programmes.

The death and birth anniversaries of great personalities like birth anniversary of Sarvepalli Radhakrishnan, death anniversary of Bharat Ratna Dr. Bhupen Hazarika, birth anniversary of Netaji Subhash Chandra Bose, Kalaguru Bishnu Prasad Rabha, etc are celebrated. The college also celebrates commemorative days like International Womens' Day (8th March), World Environment day (5th June), and International Yoga day (21st June), National Teachers' day (5th September), Chatra Divas (31st March).

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

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

The institution is working as per the Acts, Statutes and ordinances of Gauhati University and the directions from the Department of Higher Education, Government of Assam. The institute displays all relevant information regarding academic, administrative, research, student support services, etc. on the college website. The fundamental rights and duties, National Anthem, Pledge, College Anthem and value based thoughts are clearly displayed in the campus.

To stimulate the minds of the students and the neighbourhood, College Anthem is compulsorily broadcasted through loudspeaker every day. Many of our teachers deliver lectures on Constitutional obligations, national unity and social harmony in the college. The College Foundation day is celebrated in our institution on 7th of November every year and organizes a Foundation Day Lecture.

The College helps the students to relate themselves with the cultural heritage and connect with their roots by inculcating the importance of protection, preservation and propagation of Indian ethos and culture. The institution celebrates different days of national importance to recall the events and contribution of our leaders in building the nation like Republic Day, Independence Day. The death and birth anniversaries of great personalities as well as days of national and international significance are celebrated.

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

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

B. Any 3 of the above

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

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

The institution celebrates different days of national importance like Republic day, Independence Day. The NCC, NSS unit, Students' Union along with the faculty members observe with fervor and enthusiasm. The death and birth anniversaries of great personalities like birth anniversary of Sarvepalli Radhakrishnan, death anniversary of Bharat Ratna Dr. Bhupen Hazarika, birth anniversary of Netaji Subhash Chandra Bose, etc are celebrated.

International commemorative days like International Womens' Day (8 March), World Environment day (5 June), and International Yoga day (21 June), World Aid's Day (1 December), Tourism Day (27 September), World Entrepreneur day(21 August) are celebrated.

National commemorative days like Teachers' Day (5 September), Chatra Divas (31 March) etc are celebrated.

The College Foundation day is celebrated on 7th November every year with a 'Foundation day Lecture" by renowned academicians or personalities of repute.

State festivals like Rangali Bihu, Bhogali Bihu, Saraswati Puja, etc. are celebrated by the students and faculty members. These festivals develop cultural harmony among the students from various religion and culture.

Colourful cultural presentations related to different Indian Communities are made by the students during Annual College Week Festival. Students excelling in music and culture are allowed to participate in different institutional or university programmes.

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

7.2 - Best Practices

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

A) Environment friendly ambience

Objectives:

1. Encourage and creating paper free communication.
2. Keeping environment balanced through tree plantation.
3. Installation of Solar Power Plant to meet partial energy requirement.
4. Encouraging plastic free zone.

World Environment day is celebrated yearly and tree plantation drives are undertaken within Campus as well as in neighbouring areas. The institution has separate official e-mail ids for paperless official communications. Office, accounts branch and the Library are fully automated. Rainwater harvesting system has been installed and is operational. There are provisions for separate dustbins for biodegradable and non- biodegradable waste. Rooftop 30 KW solar panel meets the partial energy requirement of the institute.

B) New Dimension in Value Added Education:

Objectives:

1. To bridge the gap between university curricula and the market demand.

2. To prepare the students for employment.

3. To enhance the benchmark of learning in the institute.

Value Added Courses:

The Value Added Education Department of the Institute has been initiated with a vision of offering something extra to the students to make them more competent and market relevant. This Department was established using the in-house intellectual capital of the College. The institute has 14 Value-added Certificate Courses for the students.

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

7.3 - Institutional Distinctiveness

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

The College believes in implementing the institutional motto, "To Strive, To Seek, To Learn and Not to Yield" in letter and spirit.

The Department of Value Added Education created with in-house intellectual capital works hard to make the students better prepared for future.

The Institution has started to contribute towards community development through the Community Research and Development Cell of the College. Outputs of the research works have been executed in collaboration with institutional NSS and shared with local people. The College has established an in-house ICT-R&D Cell which has developed majority of the College IT applications which includes websites, app and LMS, digital library software, MOOCs platform, TLM.

The college has already started the syllabus as per NEP 2020 under the guidelines of Gauhati University.

The students are exposed to field trips and industrial tours so that they get practical experiences and not be confined within four walls of a classroom.

Faculty members are involved in organising career counselling sessions, skill, entrepreneurship and innovation related events through Placement and Career guidance cell and Institution's Innovation Council.

Memorandum of Understanding (MoU) has been signed with a various institutions, colleges within and outside the state with the intention of collaborative works.

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

7.3.2 - Plan of action for the next academic year

- To organise National Seminar/ workshop
- Further development of the value-added department
- To organize Faculty Development Program (FDP) & Short Term Course (STC)
- To encourage the faculty members to take up research and publications
- To enhance placement activities
- To take initiative to increase the number of classrooms with ICT facilities

- To take initiative to have a well-equipped auditorium
- To increase the number of text books and reference books in the college library as well the departmental libraries
- To increase the number of Extension Activities and Community Engagement Programs.