

# The Annual Quality Assurance Report (AQAR) of the IQAC

(Academic session June 1, 2015 to May 31, 2016)

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution

K C Das Commerce College

1.2 Address Line 1

Chatribari

Address Line 2

City/Town

GUWAHATI

State

ASSAM

Pin Code

781008

Institution e-mail address

kcdcollege@gmail.com

Contact Nos.

0361 2542514

Name of the Head of the Institution:

Dr. Ghanashyan Nath ( upto 10/10/2015)

Dr. Radheyshyam Tiwari i/c (upto 20/03/2016)

Dr. Ghanashyam Nath

Tel. No. with STD Code:

0361 2542514

Mobile:

95314 67720, 94351 14034

Name of the IQAC Co-ordinator:

Dr. Runjun Phookun

Mobile:

94351 96941

IQAC e-mail address:

kcdccollege@gmail.com

1.3 NAAC Track ID

ASCOXX12908

1.4 NAAC Executive Committee No. & Date:

EC/40/72

1.5 Website address:

www.kcdccollege.com

Web-link of the AQAR:

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

1.6 Accreditation Details

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

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

16/06/2003

1.8 AQAR for the year:

2015-16

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

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

1.10 Institutional Status

University                      State  Central  Deemed  Private

Affiliated College              Yes  No

Constituent College               Yes  No

Autonomous college of UGC    Yes  No

Regulatory Agency approved Institution    Yes  No

Type of Institution    Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

. BBA, BCA, M.Com

1.12 Name of the Affiliating University

GAUHATI UNIVERSITY

1.13 Special status conferred by Central/ State Government:

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG Programme

Any other (Specify)

UGC-COP Programme

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="--"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="--"/>
2.8 No. of other External Experts	<input type="text" value="--"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	01

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

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

## 2.14 Significant Activities and contributions made by IQAC

<ul style="list-style-type: none"> <li>• Organised the 2<sup>nd</sup> Inter Institutional Quiz Competition.</li> <li>• Organised a voluntary blood donation camp by Red Ribbon Club in association with the Gauhati Medical College.</li> <li>• Organised a Flood Relief Camp by the students and faculty at Mayong.</li> <li>• Arranged a Music and Debate Competition as a part of Rashtriya Ekta Saptah.</li> <li>• Organised a Bike Rally, an Art and Craft Competition and a Plantation and Cleanliness drive as a part of the 70<sup>th</sup> Independence Day celebration.</li> <li>• Resolved to adopt the Girl Child of Dharmeswari (Cleaner) by the Women's Cell and pay for her admission fees for 3 years.</li> <li>• Involved in the preparation of the college bulletin KCIAN</li> <li>• The students securing more than 85% in Economics (highest being 99%) was felicitated in Fresher's social of the college.</li> </ul>
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## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ol style="list-style-type: none"> <li>1. To present the K C Das Commerce college National Teacher and Achiever award.</li> <li>2. To organise the annual All Assam inter College music competition on 6<sup>th</sup> November.</li> <li>3. To organise the Foundation Day Lecture.</li> </ol>	<ol style="list-style-type: none"> <li>1. The KCDCC National Teacher award was presented to eminent educationist Dr. Dharendra Nath Borthakur and the Achievers award to Dr. Nirmal Kr. Choudhury.</li> <li>2. The All Assam Inter College Music Competition was organised on "Adhunik Geet".</li> <li>3. The Foundation Day lecture was delivered by Prof. Dipak Sharma, Hon'ble VC, Kumar Bhaskar varma</li> </ol>

<p>4. To provide Book Loan for Students belonging to SC, MOBC, OBC, ST and BPL.</p> <p>5. To published the KCIAN the college bulletin.</p> <p>6. To encourage the faculty members to take up research work.</p> <p>7. To organise Departmental Field Work.</p> <p>8. Initiative for financial support to students from economically weaker backgrounds.</p> <p>9. To organised a voluntary blood donation camp.</p>	<p>Sanskrit &amp; Ancient Studies University on “Higher Education- Challenges to teachers and students”.</p> <p>4. 75 students belonging to where provided book loan from the book bank.</p> <p>5. The college bulletin the KCIAN was published on Jan, 2016.</p> <p>6. 2 (Two) of the faculty members were awarded Doctorate degree during the session.</p> <p>7. Field Work for B Com 6<sup>th</sup> Semester students were organised by the Departments of Accountancy, Management and Finance.</p> <p>8. Economically backward students are provided support from the Student’s Welfare Fund of the college.</p> <p>9. A blood donation was organised in collaboration with Blood Bank GMCH &amp; Marwari Yava Mancha on 13/08/2015.</p>
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2.16 Whether the AQAR was placed in statutory body Yes  No   
 Management  Syndicate  Any other body

Provide the details of the action taken

Discussed and approved with minor correction.

Part – B

**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

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

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	--
Annual	01

1.3 Feedback from stakeholders: Alumni  Parents  Employers  Students

Mode of feedback : Online  Manual  Co-operating schools

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

Financial services paper changed to Management of Financial Services in M Com.

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	55	44	11		

\* 18 faculty members are serving in Government sanctioned post and 37 in non sanctioned post.

2.2 No. of permanent faculty with Ph.D.

16

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

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

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

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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	12	
Presented	05	11	
Resource Persons			

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

- The lesson plan of the session of each department is made available to the students at the start of the academic year.
- Class assignments and class tests are conducted after completion of topics.
- Class seminars.
- AV aids are installed in few classrooms for classroom teaching, seminar presentation etc.
- Group Projects, Field trips and Educational tours are conducted every year.
- Continuous evaluation of the students is done in the form of Unit Tests/ Sessional Examination etc.

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

248
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2.8 Examination/ Evaluation Reforms initiated by the Institution

It is done by the Gauhati University
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

01		
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2.10 Average percentage of attendance of students

75%
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B Com	622		26.90	71.78	1.32	97.4
BBA	24		66.66	25		91.66
BCA	10		70	30		100
M. Com	44		88.63	9.09		97.2

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

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

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	01+09			
Technical Staff	**			

\*\*The members of the ICT mainly comprise of the technical staff. More over certain technical job is outsourced.

## **Criterion – III**

### **3. Research, Consultancy and Extension**

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

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

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

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

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01			
Outlay in Rs. Lakhs	1.2 Lacs			

3.4 Details on research publications

	International	National	Others
Peer Review Journals		01	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		04	

3.5 Details on Impact factor of publications:

Range  Average  H-index  Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons: 06

3.13 No. of collaborations  International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
				01		

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

09

01

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

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

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text" value="10"/>
National level	<input type="text" value="03"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="03"/>		
NCC	<input type="text" value="10"/>	NSS	<input type="text"/>	Any other	<input type="text"/>

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

- Fresher's Social
- Republic Day 26<sup>th</sup> January
- Independence Day 15<sup>th</sup> August
- Tree Plantation Programme
- Yoga Day
- Social Service-Flood Relief
- Foundation Day 6<sup>th</sup> and 7<sup>th</sup> November.
- Distribution of Flood relief materials.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

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

#### 4.2 Computerization of administration and library

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

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16029		208	46,150	16237	
Reference Books	5798				5798	
e-Books	As per N-List					
Journals	10	28,888			10	28,888
e-Journals	As per N-List					
Digital Database						
CD & Video	65		15		80	
Dissertation	82		55		137	
Ph. D Thesis	06		01		07	

#### 4.4 Technology up gradation (overall)

\* 1 computer was obsolete

	Total Computers	Computer Labs	Internet	Browsing Centre	Computer Centre	Office	Depart-ments	Others
Existing	91	40	4mbps			10	21	20
Added	--							
Total	91							

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

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

4.6 Amount spent on maintenance:

i) ICT	Rs. 2,03,202
ii) Campus Infrastructure and facilities	Rs. 3,10,033
iii) Equipments	Rs. 32,000
iv) Others	Rs. 19,539
<b>Total :</b>	Rs. 5,64,774

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Through notice Boards
- Through circulars and
- Through prospectus and academic calendars

5.2 Efforts made by the institution for tracking the progression

- Weak students are selected to provide special guidance.
- Regular and timely assessment is done to upgrade the performance of the student.
- Personal care is taken for the meritorious students.
- Providing Text Books and study material.
- Formation of Super 10 club.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
761	110		42

(b) No. of students outside the state

21

(c) No. of international students

No	%
509	56

Men

No	%
404	44

Women

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
402	46	99	99	13	659	465	53	114	11	15	761

Demand ratio 3:1

Dropout % Negligible

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

None

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counseling and career guidance

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

No. of students benefitted

### 5.7 Details of campus placement

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

### 5.8 Details of gender sensitization programmes:

“A lecture on Gender Sensitisation was delivered by Jyotsna Devi Bhagawati on the occasion of International Women’s Day organized by KCDCC Women’s Cell.”

### 5.9 Students Activities

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

State/ University level  National level  International level

#### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	nil	nil
Financial support from government	104	6,01,190
Financial support from other sources		
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

\*Flood relief

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

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

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

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

## 6.2 Does the Institution has a management Information System

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

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

### 6.3.1 Curriculum Development

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

### 6.3.2 Teaching and Learning

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

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

### 6.3.3 Examination and Evaluation

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

### 6.3.4 Research and Development

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

#### Library:

- All library facilities are fully automated. The library functions with the help of SOUL 2.0. Library management software and KOHA Software.
- Barcoding facility is also available.
- The Web OPAC (Online Public Access Catalogue) System allows online access of the library data base from the Library catalogue.
- Book Bank facility is made available to poor and meritorious students.
- N List facility provided by INFLIBNET Centre, Ahmedabad is available through Remote

SL NO.	DEPT/ BRANCH	COMPUTERS	LAP TOPS	SERVER	PRINTER	BARCODE READER	SCANNER	PRINTER WITH SCANNER
01	PRINCIPAL'S CHAMBER	02			01			
02	VICE PRINCIPAL'S CHAMBER	01						
03	IQAC	07			01			
04	DEPARTMENTS	12	08		02			
05	LIBRARY	04			02	02	01	
06	ADMISSION BRANCH	01			01			
07	EXAM BRANCH & IDOL	03+01			02			
08	COLLEGE OFFICE	04	04	02	01			
09	COMPUTER LAB	40			04			
10	ACCOUNTS BRANCH	02			02			
		77	12	02	16			

#### Physical Infrastructure/ Instrumentation:

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

LIFT	01
GENERATOR	01
AIR CONDITIONER	11
AQUAGUARD	06
WATER COOLER	02
MICROWAVE	01
FRIDGE	02
TELEVISION	02
XEROX MACHINE	03
FAX MACHINE	01
SCANNER	01
PRINTER	16

#### 6.3.6 Human Resource Management

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

For Faculty: Refresher Course, Workshops etc.

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

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

### 6.3.8 Industry Interaction / Collaboration

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

### 6.3.9 Admission of Students

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

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

### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"><li>• Duty leave is extended to participate and present research papers at Seminars/ conferences/ workshops, to attend faculty development programs, Orientation, Refresher and Short term courses etc.</li><li>• Admission waiver for their children.</li><li>• 2 representations in the college managing body to encourage involvement in decision making process</li><li>• Study leave/ FIP granted to undertake research.</li><li>• Loans given to non sanctioned teachers from the college fund.</li><li>• Yoga camps organised</li></ul>
Non teaching	<ul style="list-style-type: none"><li>• To address the issues and grievances of the non teaching staff, there is one representative in the college managing body.</li><li>• Loans provided to non teaching staff whose post are not regularised by the government.</li><li>• Admission and fee waiver for their children.</li><li>• In case of sudden demise, family members of grade III and IV employees are given employment on compassionate grounds.</li></ul>

	<ul style="list-style-type: none"> <li>• Yoga camps are organised</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Career Counselling facility is provided by the Career Guidance and Placement Cell of the college.</li> <li>• Skill Development workshops are conducted to nurture talent.</li> <li>• Book Bank facility for underprivileged and meritorious students available.</li> <li>• Campus interviews for placements are conducted.</li> <li>• Educational counselling.</li> <li>• Personality Development initiatives are undertaken.</li> <li>• Grievance redressal mechanism is introduced.</li> <li>• Involvement of students' Council in important functions of the college.</li> <li>• An anti-ragging committee comprising of Faculty members has been constituted to curb the menace of ragging in the institution.</li> <li>• Financial aid to students affected by natural calamities like flood earthquake etc.</li> <li>• Monetary support extended to students participating in various competitions at the state, national or international level.</li> <li>• Incentives in the form of cash awards are given to the students.</li> <li>• The college has formed a Students' Welfare Committee which extends one time financial assistance to poor but meritorious students from the student's welfare fund every year.</li> </ul>

6.5 Total corpus fund generated

1,55,00,000

6.6 Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes    Yes     No

For PG Programmes    Yes     No

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

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

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

None so far

6.11 Activities and support from the Alumni Association

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

## 6.12 Activities and support from the Parent – Teacher Association

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

## 6.13 Development Programmes for support staff

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

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

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

## **Criterion – VII**

### **7. Innovations and Best Practices**

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

- Involvement of students in celebration of important local and national events like Gandhi Jayanti, Bhupen Hazarika Mrityu Divas, Environment Day, Teacher's Day etc.
- Displaying of Answer sheets of Test Examination to the Higher Secondary Super 10 Club students and discussions with their respective guardians.

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

1. The KCDCC National Teacher award was presented to eminent educationist Dr. Dharendra Nath Borthakur and the Achievers award to Dr. Nirmal Kr. Choudhury.
2. The All Assam Inter College Music Competition was organised on “Adhunik Geet”.
3. The Foundation Day lecture was delivered by Prof. Dipak Sharma, Hon’ble VC, Kumar Bhaskar Varma Sanskrit & Ancient Studies University on “Higher Education- Challenges to teachers and students”.
4. 2 (Two) of the faculty members were awarded Doctorate degree during the session.
5. Field Work for B Com 6<sup>th</sup> Semester students were organised by the Departments of Accountancy, Management and Finance.
6. Economically backward students are provided support from the Student’s Welfare Fund of the college.
7. The college bulletin the KCIAN was published on Jan, 2016.
8. A blood donation was organised in collaboration with Blood Bank GMCH & Marwari Yava Mancha on 13/08/2015.
9. To provide Book Loan for Students belonging to SC, MOBC, OBC, ST and BPL.

7.3 Give two Best Practices of the institution:

- Inter-departmental exchange of teachers.
- The women’s Cell of the college took up the responsibility to meet the educational expenses of the daughter of a Grade IV employee of the college.

7.4 Contribution to environmental awareness / protection

- Plantation Drive on 5<sup>th</sup> June on the occasion World Environment Day. The campus cleaning drive was also conducted along with the plantation programme.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

1. **Strengths** : Qualified and experienced faculties, disciplined environment, well equipped classrooms, day care centre, blood donation camps, career counselling, anti-ragging campus, virtuous teacher student relationship.
2. **Weakness** : Transportation problems, problems regarding land, no auditorium, no hostel facility, less number of sanctioned posts, limited classrooms and seating capacity in classrooms.
3. **Opportunity** : Introduction of new courses, organising, playground for students, development canteen, possibilities of conducting national and international seminars and conferences.
4. **Challenges** : Increasing number of private institutions, introduction of specialised courses by some institutes, other institutions providing hostel facilities, government negative attitude towards creation of new posts.

8. Plans of institution for next year

- Organised K C Das Commerce College National Teacher and Achiever award.
- Planned to organise Worlds Environment day, International Women's Day, All Assam Inter College Music Competition and the Annual Foundation Day Lecture.
- A voluntary blood donation camp will be organised by RRC.
- Book Loan will be provided to students belonging to SC, St, OBC, MOBC and BPL.
- To organise Seminars.
- To organize daylong workshop on Stress Management.

*Name: Dr. Runjun Phookun*  
*Coordinator, IQAC*

*Name: Dr. Hrishikesh Baruah*  
*Chairperson, IQAC*

## ANNEXURE I

### ACADEMIC CALENDAR 2015-16

SL	ACTIVITIES	DATES
1	Admission of H S 1 <sup>st</sup> Year	19 <sup>TH</sup> June
2	Admission into B Com 1 <sup>st</sup> Semester	24 <sup>th</sup> June
3	Admission BBA/BCA	29 <sup>th</sup> June
4	IQAC Meeting	Last working day of the month
5	Summer Vacation	1 <sup>st</sup> to 31 <sup>st</sup> July
6	Commencement of classes	1 <sup>st</sup> August/6 <sup>th</sup> August (M Com)
7	Fresher's Social	22 <sup>nd</sup> August
8	Guardian's Meeting	25 <sup>th</sup> August
9	Presentation of National Teachers and Achiever award	5 <sup>th</sup> September
10	Formation of students' union	12 <sup>th</sup> September
11	Foundation Day Celebrations	7 <sup>th</sup> November
12	Sessional/Test Examination	12 <sup>th</sup> -16 <sup>th</sup> October, 20 <sup>th</sup> November to 10 <sup>th</sup> December
13	College Week	25 <sup>th</sup> to 30 <sup>th</sup> January