



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

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

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

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://kdccollege.ac.in/IQAC">http://kdccollege.ac.in/IQAC</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://kdccollege.ac.in/pdf/AcademicCalendar2018.pdf">http://kdccollege.ac.in/pdf/AcademicCalendar2018.pdf</a>

### 5. Accreditation Details

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

### 6. Date of Establishment of IQAC

16-Jun-2003

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
A Faculty Development Programme on	29-Oct-2018 7	39
Workshop on Office Management for Non-	04-Dec-2018 1	7

teaching staff		
Workshop on Integrity and Interpersonal Relationship (Non-teaching staff)	08-Feb-2019 1	7
Training Programme for Updation of College Website for teaching and non-teaching staff	24-May-2019 1	11
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**8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
K C Das Commerce College	Excursion Grant	PC/HE/SOPD	2019 12	100000
K C Das Commerce College	Liibrary	PC/HE/PLAN	2019 365	198158
K C Das Commerce College	Infrastructure	PC/HE	2019 365	5000000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

9

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Installation of Solar Plant to generate renewable energy.

Introduction of the College App to keep the students abreast about the latest news and events of the college. The App also enables the students to procure information related to their, curriculum, examination etc.

Organized a Short-Term Course on ICT in collaboration with IIT, Guwahati.

Published a book entitled "Role of Women in Socio-Economic Aspects of Assam" with ISBN.

Organised a one-day workshop on "Office Management" for the office staff on 4th December 2018. Organized a one-day workshop on "Integrity and Interpersonal Relationship" for the office staff on 8th of February 2019. A day long training programme on College Website Updation was organised for both teaching and non-teaching staff on 24th May, 2019.

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

Plan of Action	Achivements/Outcomes
To conduct a shortterm course in the college.	1. A one week FDP on "Use of ICT Tools for Classroom Teaching" was organised by EICT Academy IIT, Guwahati from 29th October to 4th November 2018 with 39 participants.
To publish a book on women issues with ISBN.	2. Published a book entitled "Role of Women in Socio-Economic Aspects of Assam" with ISBN 987-81-921278-2-8
3. To set up a solar plant in the college premises as an alternate energy initiative for sustainability.	3. With an aim to deliver sustainable, innovative and cost effective solution, the college set up a solar panel under the Solar Power Plant Project of Ministry of New and Renewable Energy (MNRE), Government of India in July 2018. A 30 KW Solar Rooftop Panel was installed with an aim to meet the partial energy requirements of the college.
4. To introduce online admission process for UG and PG courses.	4. The online admission process was introduced in the session 2018-19 for all UG and PG courses.
5. The IQAC members will take the initiative to meet the Alumni members and urge them to play a pro-active role in the development of their Alma mater.	5. A meeting of the IQAC with the Alumni was held on 24th May 2019 in which the members promised to work for the all round development of the college.
6. The college website will be redesigned and updated regularly.	6. The college website has been redesigned with more space from 2018 and is updated regularly.

7. To form a Research and Development Cell to promote research activities among the faculty members as well as the students of the college.	7. A Research and Development Cell was formed on 25th September, 2018 for performing different activities of research and development. Dr. Rohit Dwivedi from IIM, Shillong is the mentor of the cell.
8. The Career Guidance and Placement Cell will organise training camps and workshops for career advancement of students.	8. The Career Guidance and Placement Cell has organised training camps and workshops for career advancement of students in collaboration with various government and private organisations.
To publish the college bulletin "KCIAN".	9. The college bulletin KCIAN was published in August 2018.
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes				
<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>30-Dec-2019</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body	30-Dec-2019
Name of Statutory Body	Meeting Date				
Governing Body	30-Dec-2019				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No				
<b>16. Whether institutional data submitted to AISHE:</b>	Yes				
Year of Submission	2019				
Date of Submission	28-Feb-2019				
<b>17. Does the Institution have Management Information System ?</b>	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The database of the teaching and nonteaching staff as well as the students are maintained by the college office with the help of Academy DCL software. All automated housekeeping operations of the college library is carried out through stateofheart integrated library management software SOUL 2.0, designed and developed by INFLIBNET. The library is also equipped with WebOPAC which facilitates online browsing of library bibliographical information. Admissions to various programmes are done online. Application forms for admission are available on the college website and selected lists				

of candidates are also uploaded in the website. Payment of admission fees is done offline through our partner bank counter set up in the college campus. However, fees payable to the affiliating University is done online. All government and University correspondence are done online. All relevant information pertaining to the college, notices and announcements are uploaded on the website. All information for teaching and nonteaching staff is disseminated through WhatsApp groups. The college administration communicates with the students through emails and the College App. Ledger records are maintained electronically by the Accounts branch through Tally Accounting Software. Meetings with the teaching and non teaching staff are conducted at regular intervals. The Principal convenes a Staff Council meeting every month (preferably in the first week) to discuss academic and allied matters. The college authority also has regular interactions with students' representatives. Guardians/ Parents meet are also organized at intervals to keep the guardians/ parents abreast with the performance of their wards.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

• K C Das Commerce College is affiliated to the Gauhati University. Curricula formulation and syllabi publication is within the purview of the parent university. A few of our faculty are members of the Curriculum design Committee of Gauhati University (GU). They provide valuable inputs to the committee and hence play a key role in the formulation of the curricula. The University undoubtedly takes all major decisions with regards to the design of syllabi. However, the success or failure of any institution as reflected in the achievement of its students depends on the effective delivery of the syllabi by the faculty members. • The College Master Routine is made by the Committee in charge of preparing the Academic Calendar, Rule book and Prospectus. Based on it, the departmental class routines are prepared and allocation of classes and courses is done by the respective heads of departments in consultation with the departmental colleagues. • The Annual Academic Calendar is prepared at the beginning of the session based on the guidelines of the university. It reflects the number of working/ teaching days, holidays, admission slot, tentative internal/ sessional examination dates, staff meetings and other allied activities. • A daily record register is maintained by every department. It records the classes allotted and taken by individual teachers and the course

covered by them • 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. Students are encouraged to participate in extracurricular activities like debate, quiz, music, sports etc. both within and outside the institution. • Besides syllabus oriented text and reference books, the college library also houses periodicals and journals to keep the students and faculty abreast with the changing trends in their respective areas of study. The library also offers the facility of e-books and e-journals through N List facility by INFLIBNET. • The library also maintains a record of the teachers and students availing the facilities offered. • The Career Guidance and Placement Cell of the college organizes various student development programmes like workshops, seminars, free coaching classes etc. with an objective to empower the students to compete in the present job market. • The Principal conducts regular meetings with the teaching staff to take stock of various academic and allied issues of the college. He further ensures timely and effective completion of the syllabus by the respective departments.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
GST Accounts Asst. (140 hours) introduced by the college in association with Assam Skill Development Mission (First college in Assam)		16/03/2019	60	The focus is to train the students on basic GST related issues with regards to computation and filing of taxes.	Yes

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
<b>No Data Entered/Not Applicable !!!</b>		

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

Certificate	Diploma Course
<b>No Data Entered/Not Applicable !!!</b>	

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Workshop on "GST Women Empowerment through Skill Building"	01/07/2018	81
Seminar on Job opportunities in financial market Conducted by NSE SEBI	06/08/2018	140
Student Development Program 2018 Topic: 1. Personal Interview 2. College to Corporate	25/08/2018	341
Workshop on Music/Drama/Dance As A Career Option Livelihood	25/08/2018	113
Student Development Programme 2018 for B.Com 5th Semester BBA Students Topic: Career After Graduation	10/09/2018	114
Workshop on "Team Building And Its Effectiveness In A Corporate Environment"	27/09/2018	92
Seminar On Personality Development And Model Grooming	29/09/2018	154
Workshop on "Entrepreneurship And Start Up"	10/10/2018	75
Workshop on "Finishing School and Career Guidance"	12/10/2018	89
Seminar On "Careers In Digital Marketing"	13/10/2018	65
Student Development Programme 2018 for B.Com 5th Semester BBA/BCA Students Topic: Communication Skill Stress Management.	02/11/2018	55
Student Development Programme 2018 For B.Com 2nd, 4th 6th Semester BBA/BCA Students Topic: Seminar On Interview Skills And Career Counseling	08/02/2019	45
How to Crack Banking, SSC Railways Exam 2019	19/02/2019	145



Student Development Programme 2019 for B.Com 6th Semester BBA/BCA Students TOPIC: Seminar on Interview Skills and Career Counselling		
Awareness Camp and Life Seminar on Bank, SSC, Railway and All State Govt. Exam Student Development Programme 2019 For B.Com 4th 6 Th Semester BBA/BCA Students	11/03/2019	65
UPSC /APSC Exam Preparation Tips Strategies to Crack Banking, SSC Railway Exam Learning Training In Tally Accounting Software (Including GST) Student Development Programme 2019 For B.Com 2nd, 4th 6th Semester BBA/BCA Studen	14/03/2019	48
Certificate Course on GST Accounts Asst.	16/03/2019	30
Student Development Programme 2019 For B.Com 6th Semester BBA/BCA Students conducted by Kaziranga University, Assam	19/03/2019	123
Four months "Free coaching and Allied Scheme (Banking) for Minority students" under Ministry of Minority Affairs, Govt. of India in collaboration with Global Educational Trust, Mumbai.	01/10/2018	110
Six months "Free Coaching for SC and OBC" students for MBA Entrance Examination (CAT Nov18) under Ministry of Social Justice and Empowerment, Govt. of India	03/10/2018	92
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Accountancy	300

BCom	Management & Finance	350
BCom	Economics	45
<a href="#">View File</a>		

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Our institution strongly believes in identifying its deficiencies/ lacunae and addressing it in the right direction. • The responses gathered from students via feedback helps to identify areas of improvement. Student feedback was obtained offline at the end of the semester on varied aspects like curriculum delivery, evaluation methods, library service, college office, canteen etc. The same has been analyzed by an impartial outsider. The suggestions received from the analysis were promptly communicated to the concerned stake holders. Based on the analysis, the institutional head had carried out a one to one interaction with every faculty member as well as the nonteaching staff, library staff and other support staff of the college. Suggestions were formulated to ensure proper redressal of the grievances. • The Alumni feedback is also obtained offline and the suggestions made thereof are taken into consideration. • Feedback from parents is obtained during Parent Teacher meetings. Suggestions from their end are taken into cognizance by the Principal. • Feedback from the faculty is also obtained on various parameters. The same is analysed by the Principal and solutions are sought through meetings with the faculty members and other stake holders.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom		600	1820	605
BBA		60	254	60
BCA		25	106	40
MCom		60	123	71
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses

			teaching only UG courses	teaching only PG courses	
2018	605	71	57	4	2

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
57	0	5	10	3	2

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

• Efforts are made to sustain a healthy student-teacher relationship. The Principal and the teachers regularly interact with the students to know about any grievances. Administrative, academic and emotional support is offered whenever necessary. Super10 Club for degree students and Super30 Club for HS students are formed, under which the brilliant students are offered mentoring. For the not so serious students, guardians are called for interaction and extra assignments are allotted to perform better. • The Class Attendance Committee of the college calculates the monthly attendance of the students. Later, the parents/ guardians of the students with poor attendance are sent for to inform them about the irregularity of their wards. • The authority also keeps a tab on the academic performance of the students. Our faculty members together with the Principal visit the homes of students to personally take stock of their studies and to boost up their confidence to perform well in life. • The teachers also guide the students personally in their projects and assignments which is an integral part of their curriculum. • The college has a vibrant Career Guidance and Placement Cell which offers counsel to the students regarding higher studies, right choice of career etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3013	57	0

### 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
0	0	3	0	0

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
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### 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

BCom	UC	1	03/01/2019	06/06/2019
BCom	UC	3	20/12/2018	31/05/2019
BCom	UC	5	04/01/2019	08/04/2019
BCom	UC	2	25/05/2019	23/08/2019
BCom	UC	4	07/06/2019	21/08/2019
BCom	UC	6	14/05/2019	10/07/2019
BBA	UM	1	12/01/2019	02/09/2019
BBA	UM	3	21/01/2019	19/07/2019
BBA	UM	5	10/01/2019	29/07/2019
BBA	UM	2	09/07/2018	12/11/2018
BBA	UM	4	10/07/2018	12/11/2018
BBA	UM	6	09/07/2018	25/08/2018
BCA	UT	1	10/01/2019	10/05/2019
BCA	UT	3	11/01/2019	20/08/2019
BCA	UT	5	10/01/2019	13/06/2019
BCA	UT	2	09/07/2018	15/12/2018
BCA	UT	4	07/07/2018	15/12/2018
BCA	UT	6	04/07/2018	15/12/2018
MCom	PC	1	29/12/2018	03/07/2019
MCom	PC	3	27/12/2018	12/06/2019
MCom	PC	2	19/06/2018	18/10/2018
MCom	PC	4	22/06/2018	12/10/2018
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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• In our college, the progress/ advancement of students is carried out through a continuous internal evaluation system. As per Gauhati University norms, it is mandatory for students to have 75 attendance to appear in the final/ end semester examination. Class attendance of students is calculated on a monthly basis by the concerned committee. Guardians of students having less attendance are required to meet the Principal which acts as a corrective in improving the performance of the students. • The academic progress of students is assessed frequently by holding class tests after completion of a particular topic/ unit. This helps to identify the weaknesses of students and formulate steps to overcome the same. Moreover, within the curriculum of Gauhati University (to which the college is affiliated), the college has to conduct an internal assessment for 20 marks. This assessment is based on three parameters -a) Sessional or Theory Examination (10 marks), b) Class Attendance (5 marks) and c) Home Assignments (5 marks). • Weak students whose performance is not satisfactory in the theoretical examination are given an additional chance to appear in a second sessional examination. • The marks obtained by the students in such assessments are forwarded to the university portal to be incorporated in the final result. Question papers are set by the teachers and placed before the HODs to ensure that all units have been covered. It follows the pattern provided by the University. • Interactions with experts from relevant fields are sought by the PG department before the students take up their dissertations. During the process of working on the projects, continuous evaluation of the learning and work progress of the students is closely

monitored by the concerned faculty.

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

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

## 2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
	BCom		668	541	80.98
	MCom		60	58	96.66
	BBA		23	20	86.95
	BCA		12	9	75.00

[View File](#)

## 2.7 – Student Satisfaction Survey

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

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

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				

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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
<b>No Data Entered/Not Applicable !!!</b>		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
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No Data Entered/Not Applicable !!!

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

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

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	0

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

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

Department	Number of Publication
Accountancy	2
Management	6
Finance	1
English	1
Assamese	2
Economics	2
M.Com.	2
BBA/BCA	1
Principal	4
Librarian	10
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	10	0	0
Presented papers	5	20	0	0
Resource persons	0	1	0	0
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**3.4 – Extension Activities**

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
GST Women Empowerment through skill building	EIRC The Institute of Chartered Accountant of India, Guwahati Branch	1	81
Job Opportunities in Financial Market	NSE SEBI, Mumbai	1	140
Student Development Program 2018	IBS Business School, ICAI, Guwahati	1	341
Workshop on Music/ Drama/ Dance as a career option and livelihood	K.C. Das Commerce College, Career Guidance and Placement Cell	1	113
Student Development Programme 2018	Asia Pacific Institute of Management, New Delhi	1	114
Team Building and its effectiveness in Corporate Environment	Management Development Institute, West Bengal	1	92
Seminar on Personality Development Model Grooming	G.R. Triumph Model Grooming SelfDevelopment Academy, Guwahati	1	154

Workshop on Finishing School and Career Guidance	Educative IMS, Guwahati	1	110
Workshop on Entrepreneurship and Startup	Master School of Management Meerut	1	75
Seminar on Career in Digital Marketing	Digiperform - World Consulting Research Corporation, Guwahati	1	65
Student Development Programme 2018	New Delhi Institute of Management	1	89
Free coaching and allied scheme for Minority Student	Global Education Trust, Mumbai	1	30
Free Coaching for SC and OBC for MBA Entrance Examination	CPLC, Mumbai (Chitale's Personalised Learning Pvt. Ltd.)	1	30
Student Development Programme 2019	RTS Career Flite, Guwahati	1	65
Seminar on Interview skills and Career Counselling	School of Banking, Guwahati	1	55
Student Development Programme 2019	VisionQ, Guwahati	1	120
Student Development Programme 2019	RTS Career Flite, Guwahati	1	110
Disha A Skill Development Seminar	Kaziranga University, Assam	1	123
Swachh Bharat Abhiyan	NSS Unit of the College	1	25
AntiTobacco Movement and Movement against Child Marriage	NSS Unit of the College	1	80
Blood Donation Camp	Red Ribbon Club, Health and Hygiene Cell of the College	1	63
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year



Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NA	NSS Wing	Swachh Bharat Abhiyan	1	25
NA	NSS Wing	AntiTobacco Movement and Movement against Child Marriage	1	80
NA	Red Ribbon Club, Health and Hygiene Cell	Blood Donation Camp	1	63
NA	K C Das Commerce College Women's Cell	Essay competition on "Laws related to Women"	3	42
NA	K C Das Commerce College Women's Cell	Visit to Amaar Ghar, Old Age Home	16	10
NA	K C Das Commerce College and NCC wing	Celebration of Independence Day	24	15
NA	K C Das Commerce College and NCC wing	Celebration of Republic Day	32	12
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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Student Exchange Programme was conducted with Ajmal College of Arts, Commerce and Science, Hojai, Assam. Students of HS 2nd Year attended the classes of their concerned subjects and interacted with the teachers of the college.	04	NA	06
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#### 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
18902059	16959763

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

### 4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	18241	3993689	337	107940	18578	4101629
Reference	6443	3221500	0	0	6443	3221500

Books						
Journals	15	32914	0	0	15	32914
CD & Video	100	0	5	0	105	0
Others (specify)	176	0	61	0	237	0
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
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#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

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

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

10 MBPS/ GBPS
---------------

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
College App developed through IT Department of the College	<a href="http://kcdclive.in/">http://kcdclive.in/</a>
College you tube channel	<a href="https://www.youtube.com/channel/UCBg-vyhng61MiMveZqAH9nA">https://www.youtube.com/channel/UCBg-vyhng61MiMveZqAH9nA</a>
College twitter handle	<a href="https://twitter.com/KCDasCommerceCl?s=08">https://twitter.com/KCDasCommerceCl?s=08</a>
College face book account	<a href="http://www.facebook.com/KCDas-Commerce-College-102661047750574/">www.facebook.com/KCDas-Commerce-College-102661047750574/</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
18287059	13868375	650000	3091388

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory,

library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Various term based committees have been formed by the Principal for the maintenance and utilization of physical, academic and support facilities of the college. • To maintain transparency, the Principal has got the annual budget of the college prepared by the teachers after necessary deliberations. • Important invogue regulations are followed in carrying out various works. The Construction Committee supervises and carries out all types of construction repair and renovation work by following an official procedure. They ensure that the college infrastructure is properly maintained and taken care of. • The college has a full time electrician and plumber to cater to electrical and plumbing works. There are 05 full time cleaners for keeping the campus clean and a casual gardener is appointed for the overall management of the college garden. • The college has signed an AMC with OTIS Elevator Company for proper and timely maintenance of the elevator. • Gym and minor games facility is also available within the college campus and maintenance of the same is entrusted to a Professor in charge. • Amongst other facilities available in the campus, mention may be made of the 30 KW Solar Panel, generator, water purifiers and water coolers, fire extinguishers, ramp etc. The generator is well maintained and technical assistance is sought whenever the need arises. Equal care is taken to refill the fire extinguishers on time. Servicing of water purifiers and water coolers are also done regularly. • All major purchases of the college are made in due consultation with the Purchase Committee. • The Technical Asset Management Committee maintains a record of the technical assets and also carries out minor repair works at times. An AMC has been signed with a city based computer firm for periodic data base backups, software up gradation, server OS, client OS maintenance, office LAN maintenance etc. • The accounts of visitors, namely the students, teachers visiting the college library are properly maintained. There is also the provision of a Suggestion Book to elicit feedback from the visitors. • The College App Awareness and Development Committee is in charge of creating awareness and motivating the student community to make the best use of the College App. The App enables the students to procure information related to their curriculum, examinations, assignments etc. and about the latest news and events too. • The college infrastructure is made available for holding government and public examinations on payment of seat rent. • A Clearance Certificate is issued to the students before form fillup of final examination to ensure that students return the library books easily. The College Library Committee meets at intervals to address various library issues. The library subscribes to daily newspapers, employment oriented newspapers, journals/ magazines regularly. Library books are arranged according to Dewey Decimal system. Online browsing of bibliographical information is also available. • The expenses of annual infrastructure maintenance like minor repair works, painting, pest control etc. is taken care of by the College Development Fund.

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

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Welfare and Fee Concession Basanta Kr. Das Basanti Devi Scholarship	9	86000

Financial Support from Other Sources			
a) National	Ishan Uday (UGC)	64	4147200
b) International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
GST Women Empowerment through Skill building	01/07/2018	184	Institute of Chartered Accountants of India, Guwahati Branch
Opportunities in Financial Markets	06/08/2018	250	NSE and SEBI Mumbai
Students Development Programme	25/08/2018	250	IBS School, ICFAI Guwahati
Career after Graduation	10/09/2018	150	Asia Pacific Institute of Management, New Delhi
Team Building and its effectiveness in a Corporate Environment	27/09/2019	250	Management Development Institution, Murshidabad West Bengal
Entrepreneurship and Startup	10/10/2018	250	Master School of Management, Meerut
Finishing School and Career Guidance	12/10/2018	240	Educative, IMS, Guwahati
Career in Digital Marketing	13/10/2018	120	DIGIPERFORM (World Consulting Research Corporation) Guwahati
Communication Skill and Stress Management	02/11/2018	150	New Delhi Institute of Management
GST Accounts Assistant	16/03/2019	30	Assam Skill Development Mission
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling	Number of students who have passed in the comp. exam	Number of students placed

			activities		
2018	Free Coaching for SC and OBC students for CAT under Ministry of Social Justice and Empowerment, Government of India	0	80	0	0
2018	Free coaching for Minority students (Banking) Global Education Trust under Ministry of Minority Affairs, Govt. of India	0	33	0	0
<a href="#">View File</a>					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Pragati Motors Guwahati	1	1	ICICI Foundation	28	28
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	5	B.Com.	Commerce	Gauhati University	M. Com.
2018	6	B.Com.	Commerce	Gauhati Commerce	M. Com.

				College	
2018	5	B.Com.	Commerce	Gauhati Commerce College	MBA
2018	12	B.Com.	Commerce	K C Das Commerce College	M.Com.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
CAT	1
Any Other	605
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
All Assam InterCollege Music Competition	State	83
Athletics	College Level	80
Kho Kho	College Level	40
Painting	College Level	70
Volley Ball	College Level	6
Debate	College Level	25
Quiz	College Level	36
Carom	College Level	33
Dance (Group/Solo)	College Level	25
Music	College Level	16
Photography	College Level	5
Advertisement	College Level	22
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students' Council of the college is an elected body. They play a proactive role in fostering holistic development of the college. They act as the medium of communication between the students and the college authority. They voice the

problems faced by the students within the college premises and assists the authority in solving the same. The Students' Body had been very active in organising various events and extracurricular activities under the guidance of the faculty members. They had organised the Freshmen Social function on 24th August to welcome the newcomers of the college. On the same day, the K C Das Commerce College App was inaugurated by the Honourable Education Minister of the state. They had also successfully organised the Annual College Week Festival in the month of January 2019. Various competitions were organised in the field of arts, literature, culture and sports. The All Assam InterCollege Music competition and the College Foundation Day celebration on 6th and 7th of November respectively wouldn't have been possible without the support and cooperation of the Students' Council and the students in general. The Students' Council have also enthusiastically participated in various events like Two Swachh Bharat Abhiyan Cleanliness Drives conducted by the college NSS Wing within the campus and in the nearby areas. AntiTobacco Movement and the Movement against Child Marriage A voluntary Blood Donation Camp organised by the college Red Ribbon Club in association with MMC Hospital Blood Bank and Marwari Yuva Manch, Guwahati International Yoga Day Visited an Old Age Home as part of International Women's' Day celebration organised by the Women's' Cell of the College During admissions, our Students' Council had set up a "Help Desk" to assist the candidates in fillingup their forms online. Our students have also actively participated in the Annual Gauhati University Youth Festival winning laurels for the institution. Their participation in various workshops and seminars organised by the Career Guidance and Placement Cell is also very encouraging. On the whole, the student community, under the guidance of the Students' Council made a sincere attempt to cooperate and extend all possible help to their institution.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

General Meeting : 28.08.2018 Meeting of the Executive Body: 27.10.2018 Annual General Meeting: 11.11.2018 Activities organised: i. Contributed towards flood relief: 06.07.2018 ii. Felicitation of the newly appointed Principal : 24.08.2018 iii. Arranging suitable blood donor for one of the ailing faculty members with the help of the Alumni database: 16.11.2018 iv. Distribution of clothes to the poor and needy: 18.12.2018

#### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

##### 6.1 – Institutional Vision and Leadership

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

The college has a well chalked out mechanism of decentralisation and participative management. It promotes this culture by involving almost all the stakeholders in various Academic, Research and Administrative Committees created with the sole objective of assisting the authority in the smooth



running of the institution. In all matters concerning to the day to day functioning of the college as well as its development, the Principal regularly consults the teaching and nonteaching staff. The Students' Council is also taken into confidence in studentcentric matters. The college faculty as well as the nonteaching staff is given due representation in different committees with regards to admission, examination, construction, purchase, grievance redressal, antiragging, prevention of sexual harassment, office management, library etc.

These committees are created to ensure participative management. Regular monthly meeting is conducted by the institutional head with the entire faculty, wherein academic and allied matters are discussed at length before deciding on a particular matter. The Principal also engages in timely interactions with the office staff. He also interacts with the students and assists them in solving their problems. The Career Guidance and Placement Cell encourages students' participation in organising various workshops, seminars, student development programmes etc. As per Government guidelines, the Governing Body which is the apex body of the college also comprises of representatives from the faculty, nonteaching staff and the guardian community of the college. These members voice the concerns of their respective fraternities and works in tandem with the respected members towards arriving at a workable solution. The college management gives sufficient freedom to the Principal to function in order to realise the vision and mission of the institution. It is always open to discussion with the teaching and nonteaching staff, which in turn, encourages the staff to perform effectively. Last year, a few faculty members were entrusted the onerous task of preparing the annual budget of the college. Various parameters were taken into count while preparing the same. Respective heads of departments were also consulted. Accordingly, it was verified by the Principal and later placed in front of the Governing Body for approval. The Construction Committee of the college comprising of faculty and nonteaching members was delegated the responsibility of constructing two rooms along with a washroom on the ground floor for security personnel and Grade IV staff who were earlier lodged on the top floor of the college. All types of renovation work of the college were also taken care of by the said committee. Such practices speaks loudly of the concept of decentralisation and participative management of the institution.

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The College owes its affiliation to the Gauhati University and hence follows the curriculum prescribed by the University. Few of our teachers are members of the Curriculum Design Committee / Committee of Courses of the parent University. They provided valuable inputs to the central committee after having departmental discussions on relevant issues and hence played a decisive role in framing the syllabi for their respective subjects. The college on its own has started preparation of courses and syllabus for some certificate courses. Discussions with external experts has

	<p>been conducted in this regard. The motto is to enhance the benchmark of learning in the college.</p>
<p>Teaching and Learning</p>	<p>The College follows the conventional chalk and duster method of teaching. Problem based teaching methods which includes solving of previous year question papers, question banks, objective questions is also used by the teachers. There are, however, scattered examples of group discussions and power point presentations being done in a few classes. The major departments of the college had organised guest lectures particularly for B. Com. Final Semester students. The Department of Accountancy also organised a 3 day workshop on Computerised Accounting in association with the Institute of Chartered Accountants of India for the B. Com. students. A Commerce Lab was established on 29th October 2018 in the college premises. The laboratory aims to practically orient the students about various financial products like cheques, shares, contracts, Bill of exchange, currencies of different countries etc. It is perhaps the only working Commerce Lab in the entire North East. The lab remains open for the students during college hours. The faculty maintains a daily record of the courses covered in every class</p>
<p>Examination and Evaluation</p>	<p>Examinations are conducted as per the guidelines laid down by the Gauhati University. Evaluation of answer scripts is done according to University prescribed patterns. Internal Assessment of students for 20 marks is done on the basis of three parameters, viz. Sessional or Theory Examination (10 marks), Class Attendance (5 marks) and Home Assignment (5 marks). The marks obtained by the students in Internal Assessment are forwarded to the University Portal for incorporation in the final result. Teachers of the college participate in the evaluation process as Head Examiners, Scrutinisers, Paper Setters and Moderators etc. The College also serves as a Micro Zonal Centre of Gauhati University.</p>
<p>Research and Development</p>	<p>The Institution has adopted a strategy of promoting research and research oriented activities amongst the faculty. Our teachers are encouraged to</p>

present papers in National and International Seminars/ Conferences, to publish in journals and edited books, to chair sessions in National Seminars/ Conferences etc. This Academic Year, 25 papers were presented at National and International Seminars and Conferences. The number of publications in books and chapters in edited volumes and papers in National and International Conference Proceedings amounted to 17 nos. The Principal and Librarian also made remarkable contributions in the field of research and publication. The Research and Development Cell was established on 25th September 2018 with an objective of promoting research activities. The Cell encourages interested faculty members to submit research proposals and on selection, intends to provide financial assistance to carry out the same. It also aims to assist government and nongovernment agencies with research and development in various socio economic aspects. The Assam State Rural Livelihood Mission, Government of Assam has approved the proposal submitted by the Cell for carrying out research on the outcomes of various government sponsored schemes.

Library, ICT and Physical Infrastructure / Instrumentation

The database of the teaching and nonteaching staff and the students are maintained by the College office with the help of Academy DCL software. All automated housekeeping operations of the college library is carried out through the state of the art integrated library management software SOUL 2.0, designed and developed by INFLIBNET. The library is also equipped with WebOPAC which facilitates online browsing of library bibliographical information. A notable contribution was made towards quality enhancement with the launch of the K C Das Commerce College App. A 30 KW Solar Panel was set up by the college under Government subsidy to meet the partial energy requirements of the college. A Commerce Lab was established to provide practical orientation to students on various commercial practices. One classroom was created for the benefit of the M. Com. Department.

Human Resource Management

The College sincerely attempts to nurture the professional competence of

both the teaching and nonteaching members of the college. The teachers are motivated to participate and present papers in National/ International Seminars, Workshops and Conferences. This year 25 papers were presented in national/ International Seminars. Teachers were also encouraged to attend Refresher Courses and ShortTerm Courses. A Faculty Development Programme was organised for the teachers on October 2018 in collaboration with IIT, Guwahati. There is also a provision of "InHouse" seminar paper presentation amongst the faculty. The nonteaching staff of the college is equally encouraged to upgrade their professional skills. A one day workshop on "Office Management" was organised for the office staff on 4th December 2018. Another day long workshop on Integrity and Interpersonal Relationship was also organised on the 8th of February 2019. A one day training programme on College Website Updation was also organised for both teaching and nonteaching staff on 24th May, 2019. Two of our office staff had also attended a workshop on Office Management organised by a reputed college of Guwahati in January 2019. The Career Guidance and Placement Cell of the college had organised various student development programmes all year round. The college follows the guidelines of the Gauhati University and Director of Higher Education, Assam for recruiting new staff. Steps have been initiated to open EconomicsStatisticsMathematics combination under the Gauhati University.

Industry Interaction / Collaboration

The college tries to reinforce the employability of students by giving stress on the practical aspects of education. Students of B. Com. Final Year were taken for industrial visits to Sitajakhala Cooperative Society (Milk Plant) and Fabric Plus Industrial Growth Centre. The Research and Development Cell of the college was set up in 2018 with the objective of promoting research activities. The Assam State Rural Livelihood Mission, Govt. of Assam has approved the proposal submitted by the Cell for carrying out research on the outcomes of government sponsored schemes like

Deen Dayal Antodhyaya Yojana, National Rural Livelihood Mission, Deen Dayal Upadhyaya Grameen Kaushalya Yojana and Kanaklata Mahila Sabalakaran Yojana. The Career Guidance and Placement Cell had organised various student development programmes throughout the year. Mention may be made of Two certificate courses for GST Accounts Assistant under Assam Skill Development Mission, Government of Assam, Workshop on "GST - Women Empowerment through skill Building" in association with ICAI, Guwahati Branch, Seminar on "Job Opportunities in Financial Market" in collaboration with NSE and SEBI, A workshop on "Entrepreneurship and Start up" in collaboration with Master School of Management, Meerut, A seminar on "Careers in Digital Marketing" in alliance with Digiperform, A 40 hour training on Soft Skill and Life Skill in cooperation with Mahindra and Mahindra.

**Admission of Students**

Admission to various programmes was done online. All necessary information regarding admission was uploaded in the college website. Admission forms were made available in the website itself. Short listing of applications was done as per University guidelines and government directives. Selected lists of candidates were uploaded in the website and care was taken to maintain complete transparency. Admissions were conducted purely on the basis of merit. The reservation policy of the state government was strictly adhered to. Payment of admission fees was done online through Payment Gateway. Fees payable to the affiliating University was also done online.

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

E-governance area	Details
Planning and Development	The College App and various WhatsApp groups have been formed for better functioning of the college and faster dissemination of information.
Administration	The daytoday affairs of the institution are managed largely by communication through WhatsApp groups and through emails in certain cases. There are separate WhatsApp groups for teaching and nonteaching staff. The college staff also posts circulars and other staff and student related information

	<p>on the WhatsApp groups. The faculty members also form WhatsApp groups with students, whenever the need arises. Student data as well as teaching and nonteaching data is maintained through the Academy DCL Software. The K C Das Commerce College App was also created to disseminate student related information. In addition, all important college related information like notices, announcements tender notices for implementing major projects are uploaded in the college website. Government and University correspondence to a certain extent are done online</p>
Finance and Accounts	<p>Ledger records are maintained electronically by the Accounts branch through Tally Accounting Software. There is a computerised system of maintaining all records related to finance and accounts</p>
Student Admission and Support	<p>The entire process of admission starting from filling of forms to payment of fees is done online. An external agency has been engaged to coordinate the online admission process. Fees payable to the affiliating University is also done online.</p>
Examination	<p>The affiliating University has introduced the practice of online filling up examination forms. Downloading of Admit cards and Mark sheets are also done online. Internal Assessment marks of students are forwarded to the University portal to be merged with final results. Examination related notices are uploaded in the website.</p>

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

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

Year	Title of the professional	Title of the administrative	From date	To Date	Number of participants	Number of participants
------	---------------------------	-----------------------------	-----------	---------	------------------------	------------------------

	development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
2018	Faculty Development Programme on "Use of ICT Tools in Classroom Teaching"	NA	29/10/2018	04/11/2018	39	0
2019	Training Programme for Updation of College Website	Training Programme for Updation of College Website	24/05/2019	24/05/2019	6	7
2018	NA	Workshop on Office Management for Non teaching staff	04/12/2018	04/12/2018	0	7
2019	NA	Workshop on Integrity and Interpersonal Relationship (Non teaching staff)	08/02/2019	08/02/2019	0	7

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	10/09/2018	30/09/2018	21
Short Term Course	1	16/07/2018	21/07/2018	06
Short Term Course	1	28/07/2018	02/08/2019	06
Short Term Course	1	30/10/2018	05/11/2018	06
Short Term Course	1	02/12/2018	08/12/2018	06



Faculty Development Programme	29	29/10/2018	04/11/2018	06
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• Duty Leave is extended to participate and present research papers in Seminars/ Conferences/ Workshops, to attend Faculty Development Programmes, Orientation, Refresher and Short Term Courses etc. • Admission fee waiver for their children. • Child Care Leave for a period of one year (3 months with pay and 9 months without pay) for nonsanctioned teachers. • 2 representations in the College Managing Body to encourage involvement in decision making process.</li> <li>• Study Leave/ FIP granted to undertake research. Day care centre and canteen facility</li> </ul>	<ul style="list-style-type: none"> <li>• To address the issues and grievances of the nonteaching staff, there is one representative in the College Managing Body. • Child Care Leave for a period of one year (3 months with pay and 9 months without pay) for office staff. Day care centre and canteen facility</li> </ul>	<ul style="list-style-type: none"> <li>• Career Counselling facility is provided by the Career Guidance and Placement Cell of the college. • Book Bank facility for underprivileged and meritorious students is available. • Skill Development Workshops are conducted to nurture talent. • Campus interviews for placements were also undertaken. • Career Counselling facility • Grievance Redressal mechanism is in place. • Financial aid to students affected by natural calamities like floods, earthquake etc. • Monetary support extended to students participating in various competitions at the state, national or international level. • Antiragging Committee comprising of faculty members has been constituted to curb the menace of ragging in the campus. • Incentives in the form of cash and rewards are given to the students. Canteen facility is available. Financially weak students are allowed to pay their admission fees on an installment basis, if not unable to make onetime payment. They are also given fee concession.</li> </ul>



## 6.4 – Financial Management and Resource Mobilization

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

• Internal Financial Audit is done regularly by an Auditor who is appointed by the college from a reputed firm. It is conducted well ahead of the Government or external audit. Internal audit gives the college an opportunity to know whether financial controls are adequate and operating effectively. It also gives the college the chance to identify areas which requires necessary modifications. The Internal Auditor also makes recommendations for corrective measures. Internal audit assists the college to carry out a transparent external financial audit. The same is conducted on a regular basis by a statutory Auditor, appointed by the Director of Audit (Local Fund), Govt. of Assam. On the expiry of a financial year, college accounts are well prepared to face audit externally. After completion of external audit, steps are taken to implement the suggestions, if any, as given by the Government Auditor towards improvement of the financial activities of the institution. • The Research and Development Cell has been set up for the purpose of resource mobilisation.

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

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

6.4.3 – Total corpus fund generated

118871288.50

## 6.5 – Internal Quality Assurance System

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

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

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

1. Participation in ParentTeacher Meetings. 2. Providing valuable suggestions through feedback. 3. Cooperation extended during home visits by the Principal and faculty members to assess the performance of their wards prior to the start of final examination.

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

1. One day Training Programme on College Website Updation. 2. Workshop on Office Management. 3. Workshop on Integrity and Interpersonal Relationship

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

1. The college has obtained 2f and 12(B) registration under UGC in the year 2007. 2. Introduction of P. G. Course in Commerce. 3. Introduction of Bachelor of Arts with Economics Honours and Regular Course with EconomicsStatisticsMathematics combination has been initiated. The same is expected to commence from the next academic session.

### 6.5.5 – Internal Quality Assurance System Details

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

### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Faculty Development Programme on Use of ICT Tools	29/10/2018	29/10/2018	04/11/2018	39
2018	Workshop on Office Management	04/12/2018	04/12/2018	04/12/2018	7
2019	Workshop on Integrity and Interpersonal Relationship	08/02/2019	08/02/2019	08/02/2019	7
2019	Training Programme for Updation of College Website	24/05/2019	24/05/2019	24/05/2019	13

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Essay competition organized by K C Das Commerce College Women's Cell on Laws related to Women	11/10/2018	11/10/2018	29	13
Movement against Child Marriage organised by the NSS Unit of the college	25/11/2018	25/11/2018	20	14

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

Percentage of power requirement of the University met by the renewable energy sources

INSTALLATION OF SOLAR PLANT With an aim to deliver sustainable, innovative and cost effective solution, the college set up a solar panel under the Solar Power Plant Project of Ministry of New and Renewable Energy (MNRE), Government of India in July 2018. A 30 KW Solar Rooftop Panel was installed which aims to meet the partial energy requirements of the college. Around 20 of the power requirement of the college is met by the renewable energy source. Since rooftop solar panels harness the power of the sun to generate electricity, they are ecofriendly. They pose fewer pollution risks to the environment in comparison to conventional sources of energy. Furthermore, their cost of operation is also stable. With this, the college has switched on to a clean, green and renewable environment.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	2
Ramp/Rails	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	01/05/2019	1	Meeting with the neighbourhood	To jointly address the problem of drug abuse in the surrounding areas. To facilitate the use of library services by the neighbourhood. To open a Coaching Centre for professional courses for students of the	51

						nearby areas.	
2019	1	1	14/08/2018	1	Swachh Bharat Abhiyan	Cleanliness drive within and outside the college campus	200

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

Title	Date of publication	Follow up(max 100 words)
College Prospectus	01/06/2018	Students: The College Prospectus reflects the code of conduct for students. It provides relevant information about class attendance, college rules and discipline, dress code to be maintained etc.
Code of Conduct	01/01/2018	Code of conduct also exists for the Principal, Teachers and other employees of the college. It was formulated way back in 2004. It determines the recruitment and service conditions, workload, conduct and Examination and Leave rules for the above mentioned stakeholders. Time to time modification of the Code of Conduct is done and one such modification is in process.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day Celebration	15/08/2018	19/08/2018	150
International Yoga Day celebrations	21/06/2018	21/06/2018	70
Blood Donation camp	08/09/2018	08/09/2018	63
International Women's Day (Visit to an Old Age Home)	08/03/2019	08/03/2019	30

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

• Use of renewable energy (solar power)
• Tree Plantation

- Use of LED bulbs

- The campus is maintained as a 'No Smoking Zone'

- Installation of dustbins in strategic locations

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

- The Research and Development Cell of the college was set up in 2018 with the objective of promoting research activities. The Assam State Rural Livelihood Mission, Govt. of Assam has already approved the proposal submitted by the Cell for carrying out research on the outcomes of various government sponsored schemes. The Cell intends to fund promising research proposals and has hence urged the faculty members to submit the same.
- The college maintains a Student Welfare Fund to provide financial aid to the needy and deserving students. During the time of renewal admission, financially weak students are granted concession towards their Session Fees. The objective behind is to enable the students to pursue their goals, despite all odds.

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

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

## 7.3 – Institutional Distinctiveness

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

In line with its vision, the college has taken steps to nurture student potential and facilitate self growth. The Career Guidance and Placement Cell has organised various skill development and competence building workshops for the benefit of the students. The college has also initiated to open a "Value Added Department" from the next academic session. The process for setting up the same has already started. Ours being a commerce college, our students opt for professional courses like CA, CS etc. simultaneously while pursuing their degree course. We, at K. C. Das Commerce College strongly believe in offering various Professional and Certificate Courses along with Motivational Sessions and Value Education under the same roof, together with academics to cater towards the all round development of the students. The college gives priority in achieving a holistic development of its student population. Besides regular classroom teaching, industrial visits and educational tours are an integral part of the curricula. Priority has also been given in transforming students into socially responsible citizens. Students have actively participated in voluntary Blood Donation Camps, Cleanliness Drives, Anti Tobacco Movement and Movement against Child Marriage, etc. An area of thrust is the introduction of an Arts and Science stream with Economics Honours and Regular Course with Economics Statistics Mathematics, the process for which has been already been initiated. Emphasis is also given on the promotion of research related activities. The Research and Development Cell of the college has obtained an approval from the Assam State Rural Livelihood Mission to carry out research on the outcomes of various Government sponsored schemes.

Provide the weblink of the institution

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

## 8. Future Plans of Actions for Next Academic Year

Over the years, K C Das Commerce College has strived to carve a niche of its own in the field of education, despite a lot of obstacles. Its future plan for the next academic years aims at addressing diverse issues which are mentioned below

which would surely benefit its stakeholders and the society at large. • To open a "Value Added Department" catering to professional and certificate courses together with motivational sessions and value education. • To introduce dual stream with Honours in Economics and regular course with EcoStatsMaths combination. • To introduce online feedback system for all stakeholders. • To construct a new building in the eastern side of the college campus. • To promote quality research and inhouse support to research proposals to facilitate the learning experience of students and faculty members. • To open an eresource centre. • To open an IGNOU Study centre. • To organise two National level seminars/ workshops. • To extend library facility to the people of the neighbouring areas.