SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

K. C. DAS COMMERCE COLLEGE

CHATRIBARI, GUWAHATI-781008

781008

www.kcdccollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

K. C. Das Commerce College, a co-educational institute, named after the cherished memory of Late Keshab Chandra Das, was established on the 7th of November 1983, as an evening College with the initial enrolment of one hundred and seven students. It started functioning in the premises of Sonaram H.S. Multipurpose School at Bharalumukh, Guwahati. Later on it shifted to its present site in November, 1994. As on today, it is one of the premier institutions of higher learning imparting mainly commerce education along with management and computer to nearly three thousand students, not only from Assam but other parts of North-East India and other States as well.

K. C. Das Commerce College is located within the Guwahati city at a distance of 37 kilometres N.E. from Lokapriya Gopinath Bordoloi International Airport, Guwahati and 3 kilometres S-S.W. from Guwahati Railway Station.

The College was brought under Deficit Grants-in-Aid System in the year 1998 and Provincialisation Programme of the Assam Government in 2005. Subsequently it was recognized by UGC under Section 2(f) and 12(B) of the UGC Act 1956 on 27 November, 2007.

The College is affiliated to Gauhati University and offers different programmes like Higher Secondary, B.Com, B.A., B.Sc., BBA, BCA, M.Com, and PGDCA. The College has thirteen (13) departments manned by efficient and dedicated teaching staff. The pass percentage is usually about 90%. Students can offer Honours papers only in Accountancy, Finance, Management and Economics. The College also offers Regular Courses for B.Com and B.Sc. degree along with subsidiary subjects like Mathematics, Statistics, Business Communication, Assamese, Bengali and Hindi. From the session 2020-21, the Institution introduced BA with Economics Honours and B.Sc. Regular Course with Economics, Mathematics and Statistics.

Vision

K. C. Das Commerce College was established with the vision of catering to the need of Commerce education at the tertiary level to tap the intrinsic potential of aspiring youths of the State. The College aspires to uphold the ethos of national policies of education, stay relevant across time and contribute towards nation building and development. The College seeks to make the students courageous enough to appreciate creativity, inclusiveness, innovation, integrity and quality as well as hardworking enough to acquire these traits, be skillful, employable and adapt to the contemporary challenges. The College desires to promote excellence in teaching, research, interdisciplinary education, leadership and outreach. Our cooperation of instinct and intellect founded upon human values strolls perfectly with our motto: '**To Strive, To Seek, To Learn and not to Yield.'**

Mission

Mission of the College

Since its inception, our College has been committed to foster individuals realize the ethics reflected in the College's vision. In the new millennium, missions of our College are:

·   To enrich students through quality education and thereby empower them.

·   To be a model learning institution with a working environment in which the quality of life, mutual support and teamwork on campus are rich and participatory.

·   To make higher education accessible to the underprivileged section of the society.

·   To encourage students develop and realize their innate potential in co-curricular fields through participation in cultural, extension, literary, sports activities etc.

·   To emphasize on sustaining interdisciplinary research and education not only within and across academic fields, but also across institutional, national and cultural boundaries.

·   To work hard and stay relevant under any education regime and achieve scholastic brilliance to meet the needs and expectations of the society.

·   To sensitize students play a constructive role and contribute towards nation building with honesty, integrity, civilized discourse and good behaviour.

·   To enable the guardians to assess their own children and help them to reach their full potential.

·   To help teachers improve themselves through self-assessment and professional development.

KCIAN Goals and Objectives:

In order to realise our **Vision and Mission**, certain goals and objectives have been outlined:

·   Encourage students carry out self assessment and share the needs if any, with teachers and Principal.

·   Provide extra academic support to students to better their previous results.

·   Provide opportunities of education, skills enhancement and employability through regular and value added courses and tutorials.

·   Enhance learning of the students through innovative educational environment.

·   To enable students to develop a sense of culture, patriotism and morality through human values.

·   Encourage students develop and realize their innate potential in co-curricular fields through participation in cultural, extension, literary, sports activities etc.

·   To encourage and develop research culture among the faculty members.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. It is a Provincialised College under the Government of Assam and affiliated to the Gauhati University.
2. It was accredited by NAAC with B+ Grade in 2006.
3. Very good academic results and sound teaching learning environment.
4. Experienced and dedicated teaching and non-teaching staff.
5. Enrollment of about three thousand meritorious students.
6. Fully computerized ERP driven office.
7. Resourceful library with an E-Resource centre and ICT facilities.
8. Achievement of students in cultural and sports activities.
9. Establishment of a Value Added Department for various Certificate and Professional Courses.
10. Increasing number of applications seeking admission in B.Com courses. For e.g. in the session 2021-22 against 750 seats in B.Com course there were 4270 applications seeking admission.
11. It is a multi-stream College, having Commerce-Management, Arts and Science streams.
12. The College hosts Study Centres of open and distance learning education under IGNOU and IDOL with around 750 students.
13. Promotion of value based & holistic education.
14. Secured, ragging and tobacco free campus.
15. Establishment of Community and I.T. Research and Development Cells.

Institutional Weakness

1. Paucity of space to house infrastructures like playground, hostel and auditorium etc.

2. Lack of sufficient land for the college.

3. Inadequate funding for infrastructure development from the Government.

4. High Student-Teacher Ratio.

5. Inadequate permanent faculties of teaching and non-teaching staff.

6. Lack of institutional transportation facility for a section of students and teachers.

Institutional Opportunity

1. Enhancing employability of students.
2. Promote incubation of Start-Ups.
3. Scope for community development research activities.
4. Scope for Skill Development and Vocational Courses.
5. Scope for introducing MBA programme.
6. Organization of National, International seminars and conferences.
7. Strengthening of ICT infrastructure.
8. Increasing consultancy, collaborations, MOUs, and linkages.

Institutional Challenge

1. To achieve and maintain academic excellence.

2. Create, sustain and strengthen linkage between industry and academia.

3. High cost of maintenance and improvement of infrastructure.

4. Requirement of huge amount of fund for salary of non-sanctioned Teaching and Non-Teaching staff.

5. Sustaining self-financed P.G. and other Professional Courses.

6. Organising regular placement events and 'Job Melas'.

7. Develop into a total ICT enabled institution and acquire goodwill as a vendor.

8. Enhancement of more academic departments in Arts and Science streams.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- K. C. Das Commerce College is affiliated to Gauhati University (GU). The curricula formulation and syllabi publication of affiliated courses is within the ambit of the Gauhati University. A few of our teachers are members of Curriculum Design Committee of Gauhati University.
- The College offers five (5) Undergraduate and two (2) Post Graduate Courses which follow CBCS Curriculum.
- With a view to make learning more effective and absorbing, conventional classroom teaching is complemented with guest lectures, field trips, educational tours, and ICT applications apart from visits to industrial areas and various social awareness programmes.
- The Career Guidance and Placement Cell try to prepare students to face the challenges of present day competitive job market.
- Faculty members have collectively contributed towards design and development of curriculum for the Department of Value Added Education initiated by the College.
- Management of the College has taken effective steps for curriculum delivery and transaction through establishment of ICT enabled classrooms and by strengthening of infrastructure.
- Apart from University curriculum, College organizes various activities and programmes through Students' Union, NSS, NCC, Scouts & Guides and Red Cross.
- Yoga, Meditation, and Acupressure classes have been introduced from the session 2020-21 in the daily class routine for the overall holistic development of the students. The College Anthem is played every day.
- Regular feedback on curriculum is obtained from students and other stakeholders. The structured feedback, collected from students, teachers, parents, and alumni, is very useful for the overall development of the College and students in particular.

Teaching-learning and Evaluation

- The institution always aims to impart a high 'value for money' teaching-learning experience.
- A substantial proportion of students are from various backgrounds of the society, reserved category and minorities thereby reflecting high student diversity and the need to adjust teaching learning approaches accordingly.
- Various student-centric learning methods and tools such as field projects, on-the-job training, survey method, ICT enabled classrooms etc. are used for enhancing teaching-learning processes.
- Admission process follows university and government rules.
- Fifty two teachers (sanctioned / non-sanctioned) are appointed for UG, PG and Professional courses.
- Sessional Examinations are conducted for internal evaluation. Evaluation methods involve assignments, tutorials, dissertation project, class seminars, presentations etc.
- Teachers used ICT enabled teaching-learning process involving online classes during the pandemic, notes sharing through self-developed College App, e-resources, power point presentations, video-conferencing, Google classroom, Zoom Meetings, etc. ICT applications will continue for better outcomes.
- The IQAC ensures the strict implementation of the Academic Calendar by monitoring activities and implementing gaps are reviewed periodically.
- Field visits, industry academia meets, excursion tours, industrial visits, skill development programs and special counseling and lecture sessions are organized for effective delivery of course curriculum. Average passing results for last five years are above 80 % for all programs and in some courses 100%.
- Faculty Development Programmes are organised from time to time. Enhanced participation and presentation of papers in seminars and conferences at the national and international levels by teachers have been seen.
- Outcome oriented value added courses are available, and there also exists collaboration with Professional academia for successful implementation of the same.

Research, Innovations and Extension

- IQAC and Community Research and Development Cell of the College promotes and monitors progress of research work.
- One (1) minor research project was undertaken and successfully completed.
- In Commerce Stream there is one university recognized research guide.
- Five (5) students were successfully guided by the research guide to Doctoral degree.
- The faculty members have published thirty two (32) research papers in UGC notified journals, four (04) research papers in Conferences/ Seminars/ Workshops. The Principal is involved in his field of research and consultancy works.
- Sixty five (65) books with ISBN numbers and chapter contributions and four (04) conference proceedings were published during the last five years.
- Eight (08) Formal MoUs established with various organizations.
- NSS, NCC, Red Ribbon Club and Women Cell of the College conduct wide range of extension activities.
- Publication Cell of the College published a number of books titled "Assam Land and People", "Melange", "Role of Women in Socio-Economic Aspect of Assam", "Compendia", "The Souvenir", "Digboloy", "Commerce Education in Assam", and also one Campus Bulletin "K-CIAN".
- To address issues of health and hygiene and gender discrimination, blood donation camps, health checkup camps, etc are organized by the institution. Sanitary issues of girls are given due importance.

- One College level Intellectual Property Rights (IPR) workshop organized in the College.
- The College is working in promoting incubation of startups.
- The College is a training partner of Assam Skill Development Mission, Govt. of Assam.
- All post graduate students have to complete dissertation as a part of partial fulfillment of their course curriculum under their assigned guides.

Infrastructure and Learning Resources

- The total built-up ground area of the College is 1803.60 square meters.
- College is connected with 50 Mbps dedicated internet leased line sourced from Reliance Jio. Free Wi-Fi connectivity is available in the College campus.
- The College has 28 classrooms out of which 10 classrooms are with ICT facilities, and 4 classrooms equipped with public address system, and two digital conference halls, computer laboratories, e-resource centre, a commerce and audio laboratory.
- The College has a well furnished library with a spacious reading room and e-resource center with 30 computers. The library has a total of 27,430 text and reference books. It has access to INFLIBNET, N-LIST for e-books and e-journals. It also has a book bank facility to help the needy students.
- The Examination Branch is well equipped with a strong room, required computers and Xerox faciity.
- There are distance learning centres of IGNOU and IDOL, Gauhati University.
- The College has pure drinking water facilities (Aquaguard), water coolers, and a canteen that provides hygienic food and refreshment at a nominal cost.
- Gymnasium and indoor game facilities are also available.
- The College has separate common rooms and toilets for both girls and boys. There is also a Students' Union room.
- Uninterrupted electricity supply is ensured in the college campus with help of a 100 KW generator set. A 30 KW solar roof-top plant is installed to meet the partial energy requirement of the College with assistance from Government of India.
- Parking facilities are also available in the college campus.
- Photostat machines are available in the campus.
- Daycare and Healthcare Centres and a quarter for security personnel are also available in the College.

Student Support and Progression

- Career Guidance & Placement Cell organizes various programs on career opportunities and higher studies. The College encourages entrepreneurial skills through career oriented Certificate Courses and linkages to Financial Institutions to avail specific jobs for the students.
- Substantial number of students is eligible for Government of Assam and UGC sponsored financial support schemes. The College facilitates these processes. Financial supports to selective students have been provided from the College Welfare Fund. Sarat Ch. Das Award and Dr. Prafulla Choudhury Award are given to meritorious but poor students by the Basanta Kr. Das & Basanti Devi Charitable Trust.
- The College has regularly performs extension and social outreach activities. These programmes are organized under the supervision of NCC, NSS, Scouts and Guides, Red Cross, Red Ribbon Club, and various departments of the College.
- The College supports participation of students in different co-curricular events. Exemplary performances in cultural and sports events have been shown by our students in the University, State and National levels etc.

- Grievances of students that may arise are resolved in Students' Discipline Management Committee.
- The College provides essential facilities for overall development of the students such as library, reading hall, digital conference rooms, audio-visual classrooms, computer and internet facilities, gymnasium, vehicle parking, canteen, floor-wise drinking water and toilet facility, etc.
- CCTVs are installed throughout the campus to ensure safety and security of all concerned. Provision for separate Girls' Common Room (with attached toilets) is also there.
- College has a Students' Union comprising of 13 numbers of student secretaries with their individual teacher-in-charges for smooth conduct of various student related activities.
- Alumni Association of the College is a Registered Society. Alumni have contributed to development of the College in various forms such as donations, valuable feedback, and suggestions.
- Students' feedback is used as a tool to improve and revise classroom instructions. Remedial classes are carried out with the objective of improving student's performance.

Governance, Leadership and Management

- Decentralization and participative management is the core essence of academic as well as administrative framework in the College.
- The Apex body of the College (Governing Body) has representatives nominated by the Government of Assam, affiliate University, teaching staff, non-teaching staff, guardians and donor members.
- IQAC acts as a catalyst between Management and other stakeholders of the College. It provides inputs for sustenance of quality in each sphere of college activity. As such, IQAC has representatives from the Governing Body, teaching and non-teaching staff, alumni, students, retired teachers, neighboring community, industrialists, etc.
- Thirty seven (37) numbers of in-house Committees are in operation to facilitate smooth functioning of the Institution in a coordinated manner decentralized governance. Some of the Committees have students' representatives, including IQAC, and strategies are developed collectively.
- College motivates teachers to avail FIPs and participate in Orientation Programmes, Refresher Courses, Seminar, Workshop, Short term training programmes, etc. Necessary leaves are sanctioned for augmenting their academic and professional skills.
- College undertakes regular internal auditing from recognized auditors and external auditing from Government auditor. Office and Financial works are fully automated.
- Incremental improvements which include augmentation of infrastructure, different learning resources like smart and ICT enabled classroom, procurement of computers, internet, newly introduced programmes, establishment of study centres, digital library, online admission and cashless transactions, installation of CCTV surveillance, etc. have been possible due to support from the management.
- The College follows the practice of self-appraisal for teachers and non-teaching staff and is reported to the Head of the Institution.

Institutional Values and Best Practices

- Gender equity programmes are promoted by Women's Cell of the College.
- Steps are taken to promote tree plantation, plastic-free campus, tobacco-free campus and, make the students aware of the significance of sustainable development.
- Operating Students' Welfare Fund to help economically backward students, publishing student-edited college magazines, boosting student mentoring, campus placement and experience sharing of social works by the students.

- The spirit of national integrity, universal values and human values is instilled by organizing National festivals, celebrating cultural heritage of India.
- Green campus initiatives are initiated through use of solar power, LED street lights, etc.
- Augmentation of modest Divyangjan friendliness resources including ramps, ramp rails, rest rooms, provision of lifts, toilets etc.
- Transparency is maintained in financial, academic, and administrative matters by way of collective involvement of stakeholders in work execution depending on the nature.
- Quality audits like Academic Audit, Administrative Audit, Environmental Audit and Energy Audit are conducted.
- College Anthem is played every day to instill a sense of belongingness.
- Establishment of Community Library.
- Establishment and functioning of the Department of Value Added Education, Community Research and Development Cell and I.T. Research and Development Cell reflect optimal utilization of in-house resources. Activities under these Cells highlight attempts to become self reliant and contribute towards societal development through transfer of knowledge and information to the needy.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	K. C. DAS COMMERCE COLLEGE
Address	Chatribari, Guwahati-781008
City	Guwahati
State	Assam
Pin	781008
Website	www.kcdccollege.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Hrishikesh Baruah	0361-2733691	9864030992	-	hbaruah@hotmail.com
IQAC / CIQA coordinator	Bijoy Kalita	0361-2733791	7002038872	-	bjykalita@gmail.com

Status of the Institution	
Institution Status	Government , Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Assam	Gauhati University	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	27-11-2007	[View Document](#)
12B of UGC	27-11-2007	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Chatribari, Guwahati-781008	Urban	1.05	4240.17

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce,General Course	36	H.S	English,Assamese	750	0
UG	BCom,Commerce,Accountancy Management and Banking	36	H.S	English,Assamese	750	750
UG	BA,Ba,General Course Economic Mathematics and Statistics	36	H.S	English,Assamese	50	0
UG	BA,Ba,ECONOMICS MAJOR	36	H.S	English,Assamese	30	23
UG	BSc,Bsc,MATHEMATICS ECONOMICS AND STATISTICS	36	H.S	English,Assamese	50	8
UG	BBA,Bba,	36	H.S	English	60	60
UG	BCA,Bca,	36	H.S	English	25	25
PG	MCom,Mcom,	24	Degree	English	60	60
PG Diploma recognised by statutory authority including university	PGDCA,Pgdca,	12	Degree	English	40	3

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				7				17			
Recruited	0	0	0	0	3	4	0	7	6	9	0	15
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				30			
Recruited	0	0	0	0	0	0	0	0	17	13	0	30
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				9
Recruited	5	3	0	8
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				15
Recruited	13	2	0	15
Yet to Recruit				0

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Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	4	0	11	6	0	24
M.Phil.	0	0	0	0	0	0	1	3	0	4
PG	0	0	0	0	0	0	11	13	0	24
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	0	0	3
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1070	164	103	0	1337
	Female	821	0	0	0	821
	Others	0	0	0	0	0
PG	Male	38	3	0	0	41
	Female	65	4	0	0	69
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	3	0	0	0	3
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	40	31	35	33
	Female	22	21	14	18
	Others	0	0	0	0
ST	Male	58	67	35	49
	Female	44	36	23	30
	Others	0	0	0	0
OBC	Male	80	65	60	58
	Female	59	47	52	54
	Others	0	0	0	0
General	Male	341	244	282	255
	Female	252	234	244	248
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		896	745	745	745

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Despite being distinctively known as a Commerce College, from the functionality viewpoint K. C. Das Commerce College is a multidisciplinary institution. Along with B.Com., the College offers other UG programmes like B.B.A., B.C.A. From the session 2020-21, B.A. and B.Sc. streams have also been opened and right now it is restricted to the subject combinations of Economics, Statistics and Mathematics. The College desires to offer more subjects from the Humanities sector to students in future. As on today, to offer more varieties from amongst available subjects, the College has sought approval of the Gauhati University to facilitate a student of B.A. to take up relevant Generic papers of

	B.Com. At the PG level, the College offers PGDCA and M.Com programmes. Flexibility is all set to increase from the next academic session as groundwork for the same are being done by the University authorities. The College is a Study Centre of IGNOU and Institute of Distance and Open Learning, Gauhati University. The College offers a few Add-On Online / Offline Certificate Courses including Music classes. Scope for experiential learning will be further enlarged. K. C. Das Commerce College has however taken steps which justifies a strong institutional desire to stay relevant in future. Our teachers are made aware of the concept of NEP, who in turn is gradually trying to impress upon the students on concept of the same.
2. Academic bank of credits (ABC):	Assam is all set to implement NEP from the academic session 2023-2024 and a broad guideline in this regard has been issued by the State Government. K. C. Das Commerce College is awaiting further directives from the State Government as well as the Gauhati University in this regard. Being an affiliated College the process of credit transfer will have to be routed through the parent University as of now. The College has developed a strong and self-sufficient I.T. RnD Cell for technical support and it will play an indispensable role in creating a college database of credits of our students.
3. Skill development:	Apart from the regular skill enhancement course under CBCS curriculum of Gauhati University, the College has also initiated a few online add-on Certificate Courses like Capital Market and Stock Broking, Green Banking, E-Commerce, System Administration (Linux) etc to facilitate up-skilling of the students. The College facilitates students with the opportunities of experiential learning and skill development related training programmes, lecture sessions so that they can exploit their latent talents. Students showing prowess in co-scholastic domains like Sports, Art and Culture are supported. Innovation Cell initiated presentation of innovative thoughts by students during Annual College Week celebrations.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The College follows the instructions / curriculum of the Gauhati University in its teaching-learning endeavours. It has been a practice of the College to organise different cultural programmes for the students to encourage them to showcase and imbibe

	their local, regional & traditional cultures. The Assamese Department under Literary Forum has been organising interactive sessions amongst students of different community backgrounds. At present, efforts are being made to understand 'Bodo' language. The College library has been maintaining a collection of valuable ancient manuscripts both in physical and digitized form. Workshop on 'Manuscript Preservation' and, 'Manuscript Appreciation Sessions' are being conducted by the Literary Forum and Central Library. The Commerce Laboratory of the College also maintains certain artifacts like ancient coins, rupee notes, and other valuable learning materials for providing our students practical exposure to the processes, procedures and practices followed in our country's ancient as well as modern business spheres.
5. Focus on Outcome based education (OBE):	K. C. Das Commerce College practices Outcome Based Education (OBE). The academic session starts with "DEEKSHARAMBH WEEK" to orient the students on programme outcomes (PO) and course outcomes (CO). POs and COs are displayed on the College website. Students are made to understand what they are expected to know at the end of the academic session, what their thought process should be and what they would be able to do. Teachers try to act as facilitators. Curricular development and design are being done by the teachers through add-on courses. Various teaching methods are applied before assessment through conventional and digital modes. Sessions on skill development, career counselling and innovation are organised from time to time.
6. Distance education/online education:	In preparedness for NEP, the College has been gradually taking some steps. Following are some of the notable initiatives in this context. The Institutional I.T. RnD Cell has developed student interactive, digital library and e-learn platforms for teaching learning and evaluation purposes. The College overcame pandemic induced hindrances by conducting internal examinations in online mode through self developed College LMS (Learning Management System). Post-pandemic also, this handle is in use. The College has initiated some certificate courses on online mode under Value Added Education Department. Central Library of the College is also automated with SOUL 2.0 Library management Software. Recently upon initiation,

	MOOC and audio TLM development team of our College also have produced some output. The College is a registered Study Centre of IGNOU and IDOL (Institute of Distance and Open Learning), Gauhati University.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2271	2191	2121	2160	2129

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 57

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
51	52	51	54	54

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
233.48	74.24	122.6	155.8	194.31

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

- K.C. Das Commerce College is affiliated to the Gauhati University. Curricula formulation and syllabi publication of affiliated courses is within the purview of the parent university. A couple of faculties are members of the Curriculum Design Committee of Gauhati University (GU). Inputs for syllabus development are generated from intra-departmental discussions.
- Faculty members have collectively contributed towards design and development of curriculum for the Department of Value Added Education initiated by the College. Details of the same can be accessed through the Value Added portal embedded in the College's website.
- The College offers five UG Courses (B.Com, B.B.A., B.C.A., B.A. and B.Sc. in Economics, Statistics and Mathematics) and two PG Courses (M.Com. and P.G.D.C.A.).
- The College Master routine is prepared by the Committee in charge of preparing the Academic Calendar, Rule Book and Prospectus. The departmental class routine is prepared and allocation of classes and courses is done by the respective Heads of the departments in consultation with the departmental colleagues.
- A lesson plan is prepared for effective delivery of the syllabus. Practical classes are held in IT and Commerce laboratories and e-Resource Centre as per the requirement of the syllabus.
- The annual Academic Calendar is prepared based on University guidelines. It reflects the number of teaching days, holidays, tentative internal/sessional examination dates, and other allied activities.
- A daily class record register is maintained by every department.
- The IQAC collects feedbacks on curricula from all the stake holders which are analyzed for further appropriate reforms and actions by the administration.
- To make learning more effective and interesting, conventional classroom teaching is supplemented with guest lectures, field trips, educational tours, industrial visits, and social awareness programmes. Students are also encouraged to participate in extracurricular activities both within and outside the institution.
- Departmental library facility is available in every department. Students are provided study materials through WhatsApp groups, Google classrooms, self developed Android Application. During Covid Pandemic online classes were conducted.
- The Principal conducts regular meetings with the teaching staff to take stock of various academic issues to ensure timely and effective completion of the syllabus by the respective departments.
- Academic audit has been conducted in the academic session 2019-20 and 2020-21 by external peers for further improvements in the academic activities.

As per the academic calendar, tentative schedule for examinations is prepared. The Examination Committee works out plans and reforms in evaluation system by keeping regular interactions with IQAC

and all Heads of the departments.

Apart from university prescribed methods like assignments and tutorials, methods such as class test, online multiple choice questions, home assignments, project work, internship etc. are applied in the internal assessments to assess the learning level.

The examination committee monitors and conducts internal examinations in the College. The results are prepared within the stipulated time and communicated to the students. M.Com students are exposed to research orientation in the form of working for a dissertation.

The College conducts student-parent-teacher meets in which their performance is discussed.

File Description	Document
Upload Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Add on /Certificate/Value added programs offered during the last five years

Response: 3

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.2.2

Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 0.18

1.2.2.1 **Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
5	15	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Response:

As per the curriculum of affiliating university, courses taught in the Institution across different specific courses deal with each of these issues viz. professional ethics, gender, human values, environment and sustainability. For instance, the papers like Economics of health & Education, Development Economics-II, Applied Statistics and English Communication in BA/B.Sc., Organisational Behaviour and Industrial Psychology of BBA and M.Com etc. highlight and address the various issues related to gender. Environmental Studies is a compulsory subject at B.Com, B.A. and B.Sc. 2nd Semester (1st Year). In Commerce & Management, professional ethics and values are inculcated with the subjects like Insurance, Entrepreneurship, Accountancy, Business Law, Business Environment and Business Communication.

Apart from curricula, the initiatives taken by the College, at both institutional and departmental levels, to address these crosscutting issues may be cited as follows:

Gender:

Women Cell of the College plays a vital role on gender sensitization. For creating awareness, various programmes like seminars, lectures, essay competitions, etc. are held among the students to sensitize them on social, moral and legal implications of gender discrimination. The Women Cell organizes interactive talks and lectures on women empowerment, problems of women and legal implications under the guidance of distinguished experts.

Environment & Sustainability:

The significance of Sustainable Development Goals are conveyed to the students at every interactive meet. The College feels that such incremental infusion can bring huge changes as these students are potentially future business leaders of our society. Students have been involved in ecotourism studies of the Community Research and Development Cell.

Environmental awareness is created by celebrating World Environment Day. NCC wing and NSS unit of the College sensitize the students through activities like Swachh Bharat Abhiyan, tree plantation etc. Efforts to reduce carbon footprint and plastic waste management are taken regularly.

Solar panels are installed to minimize the load on conventional electricity.

Official communications are done through e-mails, WhatsApp groups to minimize the use of paper.

Human Values and Professional Ethics:

The College takes initiative to promote discipline, patriotism, equality, ethical values through various programs. NCC, NSS, Scouts & Guides and Red Cross units play a vital role in these efforts. Students and Women Cell visit 'Old Age Homes' to share time with inmates therein as well as make token contributions. Programs like blood donation camps are regularly organized by the Red Ribbon Club.

Seminars on Intellectual Property Rights are organised.

In order to maintain a healthy body and a healthy mind Yoga classes are introduced in the daily class routine.

File Description	Document
Upload Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 26.82

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 609

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: No

File Description	Document
Upload supporting document	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 92.59

2.1.1.1 **Number of students admitted year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
929	896	745	745	745

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1015	1015	785	785	785

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.1.2

Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 81.31

2.1.2.1 *Number of actual students admitted from the reserved categories year - wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
305	303	267	219	242

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2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
385	385	291	291	291

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 44.53

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools

Response:

Methods of teaching:

Experiential Learning: Apart from prescribed field projects for Accountancy, Management, Finance, and Environmental Science, each department encourages students to get an experience about what they are exactly studying in the books. Departments of Accountancy, Management, Finance, and M.Com organize workshops for the benefits of the students. Management, BBA and BCA departments conduct internship programme and industrial visits for the students.

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

Problem-Solving Method: While teaching in the class, students participate in the learning process and

experience those things in his/her practical (for eg., balance sheet corrections), field work, industry visits. The College organizes guest lectures on share marketing, retail marketing, etc. All such activities help them to pacify the curiosity of their problem raised while learning in the class. This helps to provide them an opportunity for self-assessment and self-evaluation by improving the skills of listening, speaking, reading and writing.

USE of ICT Tools for Teaching-Learning:

All departments use PPT and multimedia to transact the syllabus in a more meaningful way. The teachers effectively mix up the theoretical classroom teaching and practical exposure through the commerce laboratory, YouTube videos, E-PG Pathshala material etc. Three of our teachers have participated in short-term course regarding using MOOCs. A MOOC course material has been developed by the College MOOC team. To keep our students and teachers' pace with the changing scenario, library is regularly updated with online resources, N-list, Shodhganga, and allied e-resources are provided free of cost. Institution has created its online repository. The library has a good number of educational CDs and DVDs. The recorded video lectures of teachers are uploaded on the College YouTube channel. Social media is skillfully used by the College through its WhatsApp group, Facebook account and all these links are visible on the front page of the website. ICT resources in the College are being used by teachers to further their interests in research. The College conducted all internal exams in online mode during the Covid-19 pandemic using the self developed Learning Management Software (LMS). The College also has its own self developed Digital Library and College App. Teachers share study materials and assignments of their respective subjects using the application.

Faculty Development Programmes are organised from time to time. One week long training on "Use of ICT tools for Classroom Teaching" was organized with support of IIT, Guwahati in 2018. Overall, enhanced participation and presentation of papers in seminars and conferences at the national and international levels by teachers have been seen.

File Description	Document
Upload Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 97.04

2.4.1.1 **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

2021-22	2020-21	2019-20	2018-19	2017-18
54	54	54	54	54

File Description	Document
Upload supporting document	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 54.96

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
30	28	27	30	29

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Apart from university prescribed methods like assignments and tutorials, other methods such as class test, multiple choice questions, guest lectures, project work, internship etc. are experimented for internal assessment. As per the academic calendar, tentative schedule for different activities is prepared and displayed in the College website, notice boards, and on the WhatsApp group of the classes. The College overcame pandemic induced hindrances by conducting internal exams in online mode through self developed College LMS (Learning Management System). Post-pandemic also, this handle is in use.

As per University guidelines, the assessment of students is done under two segments in every subject carrying a total of 100 marks. 80% of the total mark is allotted for external assessment which is conducted by the Affiliating University; and the rest 20% of total mark is allotted for internal assessment

which is conducted by the concerned institution. The breakup of Internal Assessment as prescribed by the University is as follows: 50% through internal/sessional examinations; 30% through Assignments, Projects, Practicals and the like; 20% for Attendance. Sessional examinations are conducted before University examinations as per academic calendar of the College. The results are prepared within the stipulated time and communicated to the students in the classroom as well as displayed on the notice board. The answer books are shown on the demand of the students and they are guided for better performance in the forthcoming examination of the university. Compiled marks are displayed and communicated to the students. The College conducts student-parent-teacher meets in which their performance is discussed.

All exam related grievances are addressed to the Examination Committee where Principal is the chairperson.

If any grievance occurs, he/she needs to apply to the Examination Committee. At initial level, committee discusses with the concerned teacher and solves issue at this primary level. Each teacher prepares question paper by keeping in mind the ethical values of the institute and academic integrity. Generally there is a zero tolerance policy for the malpractices if committed by students. Sessional examinations are repeated on serious medical grounds or, for students representing in some State, National or International events.

The students have the freedom to use the suggestion box to put in the note of query/instruction which is considered for internal examination reform. All the mechanism to deal with examination related grievances is transparent, time bounded and efficient. Mentor Mentee Scheme also helps students to decide before going to the exam committee with any grievance. It has also reduced stress and anxiety of the students.

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

The Institution works hard to make its outputs, responsible and proud Indian citizen with a global outlook through its teaching-learning transactions.

Program and Course Outcomes have been prepared very meticulously by discussing with all stakeholders and displayed in the College website. To orient the students regarding the course outcome of the programmes and rules and regulations of the College, a "DEEKSHARAMBH WEEK" is observed in the beginning of the academic session. IQAC emphasizes the need to effectively run and promote courses in the Value Added Education Department. The outcome of Value Added Courses are displayed in the College website for all the stakeholders, especially parents, to persuade maximum students towards the skill oriented and value based courses.

Teachers of every department interact with the students about what they are supposed to get at the end of each program. The program outcomes of all the subjects are clearly made known to the students. Successful alumni students are invited to interact with both the students and teachers at specific events and meetings. They share how the different courses shaped their careers and thus help students appreciate the program. The College organizes career counseling lectures and capability enhancement programs to effectively communicate the learning objectives and expected outcomes.

Close awareness of cross-cutting issues, basic conceptual clarity, life-skills, practical exposure and their behavioral change are few of the parameters to recognize or evaluate the attainment of their course outcomes. Google Classroom, MCQs, Home Assignments, Unit Tests and university assessment are substantially helping to evaluate the learning outcomes. The College provides subject related add on, value added education courses to inculcate additional outcomes at the end of the course and extend it through their life. Lectures on competitive examinations, career counseling and soft skills are playing crucial role in the overall development of the students.

Employability Enhancement Programs was conducted in collaboration with the Placement Cell of the College. Program specific outcomes are measured through both academic performances of the students. The performance of the students in the internal and external examinations, in the practical and assignments, participation in class activities, role in departmental activities are some of the means by which program specific outcomes are measured. Students are also encouraged to take part in competitions, seminars and conferences, research competitions, etc. Their performance within and outside the College in the various academic events provides another index of their learning-levels. Course outcomes are measured through the performance of students in practical examinations, internal evaluations and external evaluations. Students are measured continuously based on their regularity, their receptiveness, participation in class discussions, their answers to questions asked by the teacher and the overall quality of their conduct. Their performance in the internal examinations provides the initial indication of their learning outcome. Teachers provide critical inputs to the students on the basis of this performance. Thus, they are helped to improve their performance in the external examinations.

File Description	Document
Provide Link for Additional information	View Document

2.6.2

Pass percentage of Students during last five years

Response: 85

2.6.2.1 **Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
515	539	603	700	578

2.6.2.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
670	653	786	751	593

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.05

File Description	Document
Upload database of all students on roll	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The Institution provides a favorable environment for promotion of innovation and incubation. All required facilities are provided and guidance is extended to the students. Awareness meets, workshops, seminars and guest lectures on various relevant topics are organized for students as well as teachers. Students are encouraged to directly interact with outside entrepreneurs excelling in their fields.

The College R&D (KCDCCR&D) Cell was set up on 29th August 2019 with an aim to strengthen and expand the research culture in the Institution. The Cell promotes multi-disciplinary academic as well as industry-oriented research. The KCDCCR&D Cell has two wings, viz. The Community Research & Development Cell, and the IT Research & Development Cell.

The College has its own Android Application, Value Added Education portal, Learning Management System (LMS) and Digital Library App developed by the IT R&D Cell of the College, to deal with assignments, study materials, and important updates, both for the students and teachers.

The College has an Innovation Cell for creating awareness among the students and to nurture ideas and

induce passion for entrepreneurship. With this aim, the Cell has been organizing an Innovation Challenge every year from the year 2020.

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 20

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1	12	0	7	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.49

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
03	09	06	07	03

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.16

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
10	20	19	15	02

File Description	Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

3.4.1

Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The College inspires Red Ribbon Club, NSS, NCC Units and Students' Union to take active participation in different activities of the College and the society in general. Every year Blood Donation Camp is organized by the Red Ribbon Club of the College in association with other organizations. The NCC and NSS Units are involved in Swachh Bharat Abhiyan, Republic Day and Independence Day and other activities with non-governmental organizations, as well as anti-tobacco, movements and movement against child marriage. One Anti-Drugs Sensitisation Programme was organised in association with All Assam Police Association. Covid-19 awareness programmes were conducted by the College by teachers and students in the Chatribari market area.

Covid-19 Testing Centre was set up in the College campus by the Government of Assam where almost all teachers were involved shift-wise to run the center smoothly for nearly three months. The Librarian and a faculty member were in-charge of the Centre.

Food distribution was overseen by the College to facilitate families affected by Covid19 during the lockdown period on behalf of the Government of Assam. During the pandemic, food items were distributed by the faculty members among the poor and needy section of the society on a collective basis.

During Covid-19 pandemic the librarian along with six faculty members was involved in communicating with the people staying outside Assam to provide their information to the Government under a

Government of Assam outreach programs.

Teachers and students participated in a cancer awareness rally organized by the College in association with Deepshikha Foundation.

Health check-up camp was organized by the NSS wing of the College at Najirakhat. Wells were dug in Najirakhat to provide water to the villagers as a community service.

One day salary of sanctioned post teachers and two days salary of Principal was contributed to the "CM Relief Fund", Government of Assam. Some PPE kit were distributed to the frontline workers.

Community Services by the Library: The College Library has a provision of lending of books and journals to the people of neighborhood area. Some people have taken membership under this facility to borrow books and journals available in the Library. The Library has been lending the books to the members from time to time. Representatives of the neighboring community have also contributed some books.

File Description	Document
Upload Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

None

3.4.3

Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years

Response: 20

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
03	09	03	02	03

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 03

File Description	Document
Institutional data in the prescribed format	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

The College has basic physical facilities and infrastructure which are essential to maintain the quality of academic and other programs of the College. The total built up ground area of the College is 1803.60 square meters. The main campus of the College comprises of College Office, Principal Chamber, Library, Faculty Houses, Conference Hall, College Canteen, Day Care Centre & Health Check-up Room, IQAC, Career Counseling & Placement Cell, Accounts Branch, Quarter for Security Personnel, Boys' Common Room, Examination Branch with Strong Room, IDOL and IGNOU Study Centre, Vice Principal Chamber, Girls' Common Room, Value Added Department, Commerce Laboratory, NCC Room, Office of the Alumni Association, Research & Development Cells, Computer Laboratories, Publication Cell, E- Resource Centre. Other supportive facilities available in the College Campus are Wi-Fi facilities, Safe drinking water facilities, Generator for uninterrupted power supply, 30 KW Solar Power plant for energy generation. For security and safety, the College has fixed up CCTV cameras. Entire College campus is under CCTV surveillance, of which control panel is in Principal's Chamber. The College has well-furnished Library with text books, reference books, e- journals, e- booklets, etc. The College has Elevator and Ramp facilities for "Divyangjan" (differently abled) and teaching faculties. The College has separate toilet facilities for students (male and female), teaching and non-teaching staff and 'Divyangjans'. There is parking facilities for two wheelers and four wheelers for both students, teaching and non-teaching staff.

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

Yoga is conducted for the students and teachers by in-house faculty members. Performance in cultural activities of the students is satisfactory and encouraging in the last five years. The students of the College have represented at State, Zonal and University level cultural events. The College has musical instruments like Tabla, Harmonium, etc. The students take participation in different events like modern, classical and folk dance; mimes; group songs; folk, classical, semi-classical, modern songs, orchestra, etc. of Youth Festivals organized by different Universities and organizations at State and Zonal level. College organized All Assam Inter College Music Competition till the onset of Covid19 pandemic.

The number of Classrooms and Seminar Halls with ICT Facilities in our College is thirteen (out of thirty one rooms).

The details of available ICT infrastructure are as follows:

Name of Item	Number

Computers with UPS, Mouse, Keyboard	105
N Computing Device with Monitors & UPS	10
Projectors	13
Scanner	5
Fax	1
Barcode Reader Machine	2
Camera	3
Switch	15
Microphone	24
LAN Tester	1
Web Camera	1
Printer	30
Photostat Machine	8
CCTV	64
Server	3
Digital boards	2
Audio laboratory	1

4.1.2

Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 1.39

4.1.2.1 **Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
1.68	2.02	2.36	2.39	2.38

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

The fully automated College Library has made a consistent progress in terms of collection of books, periodicals, e-resources and services. It provides open access facilities that help easy access and use of the library as a learning knowledge centre. The library has total 27,430 books including reference books, twenty (23) journals, ten (10) numbers of newspapers, thirteen (13) numbers of thesis, UG Project reports and more than two hundred (200) M.Com dissertations. The library has access to N-list provided by INFLIBNET Centre, Gandhinagar, Gujrat, for e-books and e-journals. The library is using SOUL 2.0 library management software for creating books and members' database and is being regularly updated. The library has recently opted Institutional Membership of National Digital Library of India (NDLI). Separate computer is provided to the library users for searching the books on Online Public Access Catalogue (OPAC). OPAC is also available in library website. Recently the library has installed IR (Institutional Repository) system using a dedicated server with D-Space open source software. Institutional Repository cum Digital Library (Cloud Based) has been operational for access from September 2021. College Central Library in association with the Institutional IT R&D Cell has developed digital library software.

During the last five years the College Library has spent an amount of Rs. 20.53 lakhs on purchase of books and journals and for subscription to journals/ e-journals, etc.

The library maintains record of the teachers and students availing the facilities offered. During the last academic year, percentage per day usage of library by teachers and students (foot falls and log in data for online access) was 42 percent.

File Description	Document
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

The College has worked with an objective of becoming self reliant in maintaining IT infrastructure as well as earn resources. Financial provision is made in the budget for annual maintenance, and technical staff is appointed for maintaining hardware and IT infrastructure of the campus.

- Number of computers has been increased in the last five years, with setting up of the e-Resource Center in the library. At present the College has 105 computers.
- There is a dedicated internet leased line connectivity sourced from Reliance JIO. The bandwidth of the internet connection has been upgraded from 10 MBPS to 50 MBPS at present, which is necessary due to increasing number of computers, ICT enabled classrooms & conference hall, computer lab, e-resource center, dynamic website, automated library and various supporting software.

- The Wi-Fi facility is provided in the campus for all the stakeholders free of cost.
- The College has a self developed Android application for faculty and students, intended to deal with assignments, study materials, and important updates. The software is available in Google Play Store.
- Under active initiation of IQAC, a dynamic institutional website (www.kcdccollege.ac.in) has been designed to meet the rising demand in educational and administrative domains, whereby large database needs to be stored and displayed in the website in the interest of different stakeholders.
- Two system analysts were appointed from in-house faculty members attached to IQAC to monitor the regular updating works in the website and in the self developed android application. They also look after the maintenance of hardware and networking.
- Online application procedure has been initiated from 2017 where only the payment of the admission fees was done offline through our partner bank counters set up in the College campus. However fee payable to the affiliating University is done through online mode. From 2020-21 cent percent online admission and online renewal admission have been introduced in all programmes including all types of payments.
- Different official e-mail Id s and WhatsApp groups have been created for official in-house communication.
- The Biometric system is used to maintain timer and attendance records of all the teaching and non-teaching staff of the College,
- Application for Casual Leave or Restricted Leave is also done online.
- Self developed online Portal for Value added Department has been introduced in the year 2021.
- Outsourcing for hardware and software maintenance (except the customized ERP) has been almost stopped. The motto has been to earn from available IT related human resources rather than spend.
- Internal assessment and assignment related transactions are done through the self developed LMS.
- Digital Library software has been developed by the IT Research and Development Cell and the same has been marketed. A few Colleges have bought the software.

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 34.94

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 65

File Description	Document
Upload supporting document	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 97.14

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
224.7	71.08	119.68	151.75	190.88

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 33.71

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
458	1910	507	426	364

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2

Capacity building and skills enhancement initiatives taken by the institution include the following

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: C. 2 of the above

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 0.21

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
03	04	10	06	00

File Description	Document
Institutional data in the prescribed format	View Document

5.1.4

The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: B. Any 3 of the above

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 0.78

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
01	19	04	02	01

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
670	653	786	751	593

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 100

5.2.2.1 *Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
00	01	00	00	00

5.2.2.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
00	01	00	00	00

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3 Student Participation and Activities

5.3.1

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

last five years

Response: 3

5.3.1.1 *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 wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
01	00	02	00	00

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 8.2

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
03	04	08	26	00

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1

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

Response:

The Alumni Association of K.C. Das Commerce College has been in existence since 2003. The Alumni

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

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

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

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

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

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

File Description	Document
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

Guided by in-vogue rules and regulations the Institutions (read, stakeholders) believe in the policy of decentralization and participative or collective management in drafting quality polices and plans to achieve institutional vision, mission and goals.

Governing Body (GB) is the apex policy making body of the institution and is well represented from the teaching staff, non-teaching staff and three parent/guardian members. Librarian is a permanent member of the GB as per in-vogue regulation. President of the GB is nominated by the Government of Assam. The affiliating University is also represented by the presence of two nominated academicians by the Vice-Chancellor. Principal of the College is the ex-officio Secretary of the GB.

A Vice-Principal has been appointed to facilitate and strengthen different administrative and academic works of the Institution.

Heads of the Departments are nominated as per in vogue regulations. They are made responsible for overseeing the day to day academic and administrative tasks of their respective departments and are the chief spokesperson of all departmental issues. HoDs communicate and coordinate with the Vice-Principal and the Principal.

Various in-house Committees have been constituted by the Principal in consultation with the Vice-Principal and IQAC coordinator. These committees are represented by the teaching staff and non-teaching staff. GB members are also part of some committees. Moreover these committees have been granted autonomy to prepare and strategize their plans for smooth functioning of all operations during their tenure.

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

To ensure the welfare of students and to infuse a culture of democracy amongst them, there is a Students' Union (KCDCCSU) which works for different kinds of student centric activities. The Students' Union (KCDCCSU) ensures amicable relationship between the students and the administration. One faculty member is assigned as in-charge for each office bearer of KCDCCSU for guiding the secretary and monitoring the allotted activities within their tenure.

All extra-curricular activities and events held/ conducted inside the College campus such as Annual College Week Festival, Freshmen Social Function, Students' Farewell Function, preparation of Wall Magazines, Newsletters (KCIAN), beautification and cleanliness drives, etc. are actively monitored and coordinated by the teachers. Over and above, there is joint participation of teaching and non-teaching

staff as well as students in other Institutional events like celebration of College Foundation Day, All Assam Inter-College Music Competition, Saraswati Puja, Independence Day, Republic Day, World Environment Day, International Women's day, etc.

6.2 Strategy Development and Deployment

6.2.1

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

The College is affiliated to the Gauhati University. Management of the Institution rests with the Governing Body, constituted as per in-vogue regulations of the Department of Higher Education, Government of Assam. Principal is the academic and administrative head of the Institution as well as Secretary of the Governing Body. The Principal is assisted in all administrative and academic matters by the Vice-Principal, IQAC, HoDs, Staff, IQAC, and other in-house bodies.

Governing Body

Governing Body (GB) is the apex decision making body of the College, headed by a President to advice the Principal on different matters placed for discussion.

GB comprises of two elected representatives from the teaching staff (annually from amongst the sanctioned faculty members), one from non-teaching staff, three parent/guardian members, two nominees from the affiliating university (nominated by the Vice-Chancellor), one donor member, the Vice-Principal and the Librarian of the College. An academician of repute is nominated by the Government of Assam as the President of GB. Principal is ex-officio Secretary of the GB.

Administrative Setup

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

Departmental hierarchy is headed by the HoDs, followed by Associate Professor and Assistant Professors.

The formal organizational structure of the library staff consists of the librarian, library assistant and other subordinate staff. Head Assistant, Upper Division Assistant (UDA), Lower Division Assistant (LDA), Cashier, etc. constitute the Office of the Principal and facilitate administration. Various types of works are executed by Grade IV employees ot MTS.

College In-House Bodies:

Different in-house committees play an active and vital role in the execution of different responsibilities and activities inside the campus.

Every in-house committee is headed by a Convener/ Coordinator and assisted by members. This setup of in-house committees reflects the participative and collective mechanism of institutional management.

Service Rules:

The service conditions of the permanent teachers, including their appointment and promotion are regulated as per rules and procedures stipulated by the UGC and Government of Assam.

Procedure for recruitment:

All fresh recruitments in sanctioned posts are made in a transparent manner by way of public advertisement in newspapers and through the College website as per State Government and UGC rules. Reservation rules are applicable in case of fresh appointments. Promotion of the non-teaching staff takes place as per vacancy and seniority. In both cases, the College recommends promotion of a concerned employee to the Government.

Temporary and Fulltime Contractual Teachers:

Appointments of Fulltime Contractual Teachers for various departments and programs are based on necessities and are made through proper interview procedure.

Procedure for Promotion:

Promotions are made according to the UGC and Government of Assam regulations, through assessments of the Departmental Promotion Committees (DPC), held as and when necessity arises.

Grievance Redressal Mechanism:

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

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

6.2.2

Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Response:

The College administration is committed to undertake a number of welfare measures for its employees. Some of the welfare provisions that are presently in practice and enforced from time to time as per the requirements are as follows:

- Various types of leaves to non-sanctioned employees are allowed. Leaves include study leave for Ph.D. work, maternity leave, child care leave (for all ladies staff), medical leave, duty leaves for participating in academic courses/ examination work/ Government matters etc. Leaves of Sanctioned teachers are governed by Government regulations.
- Day Care Center facility (for all staff)
- Emergency First Aid Facility
- Group Insurance and Provident Fund/ NPS (for all permanent staff)
- Periodical pay revision for contractual teachers.
- Sports, Yoga, and Gymnasium facilities at free of cost.
- Collection of donations in (monetary form) to address certain problems of the employees as and when need arises.
- Separate seating arrangement for teachers in College Canteen.
- Facility of air-conditioned teachers' common room with attached wash-room facilities.
- Provision of safe drinking water facilities.
- Central library facilities to all faculty members for borrowing books.
- Travelling expenditure as per stipulated norms to all teacher-in-charges who accompanying the students in educational field trips.

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

For assessing the calibre and potential of teaching and non-teaching staff feedback is collected annually from the students. The results of the feedback are confidentially communicated to the teachers by the Principal for taking remedial measures in order to enhance their skills.

Performance appraisal formats prescribed by the Government for promotional matters are certified by the Principal from time to time for individual permanent faculty members. These formats are required to be sent to the office of the Director of Higher Education by the College and duly evaluated by the

Government of Assam.

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

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 4.06

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
02	06	4	04	00

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
27	27	27	24	27

File Description	Document
Institutional data in the prescribed format	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The College is fully aided by the Government of Assam and included under Section 2 (f) and Section 12B of the UGC Act, 1956. As such, the College is eligible to receive the grants under various schemes of Government of Assam and the UGC. As on today, the College receives and generates funds from:

- Grants received from UGC
- Salary grants from the Government of Assam
- Self-sustaining programs
- Surplus fund from different university and other job related examination centre fees
- Center fees of different Government and Non-government examinations
- Funds generated through auction of scrap/ e-scrap materials.
- Rent from the College Canteen and ICICI Bank ATM.
- Funds generated through sale of prospectus/ registration
- Interest accrued from fixed deposits at banks
- Sale of I.T. R&D Cell products and Value Added Education department courses.

Optimal Utilization of resources:

Financial resources: Funds generated through different sources like self-sustaining programs is mainly used for salary of contractual teachers, infrastructure augmentation and maintenance of various physical and academic support facilities. As an example of optimal utilization of financial resources it may be stated that the College's I.T. infrastructure has been used for generating products to generate revenue.

Human Resources: Teachers are entrusted with a wide range of administrative functions. Besides, faculty members are also engaged in various Government programs. Faculty members of IT and Computer Science department are fully engaged in various IQAC support works as well as technical issues of the College. The two system analysts of the College are in fact faculty members of the College and this step has saved a lot of resources which was earlier spent on outsourcing.

Physical & Other resources:

- Classrooms allotted to various Government/ Public bodies for holding examinations on Sundays

> when there are no classes.

- Library facilities are provided to the neighborhood community
- NSS activities/Camps are used as windows for data collection to carry out community research activities.
- College has developed one LMS software. More software are in pipeline and the same will be used for resource generation.
- Utilising the in house intellectual capital the College has established a Department of Value Added Education.
- A Publication Cell is established to generate funds from College publications.

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

Internal Audit: The internal audit is conducted on an annual basis by 'Hazarika & Co.', a reputed Chartered Accountant Firm approved by the College's Governing Body. After the internal audit report is prepared, it is placed before the GB meeting for review and approval. The College administration takes into cognizance the advisories of auditors if any, for strengthening official transactions. The Directorate of Audit (Local Fund), Government of Assam also audits all financial matters. This audit has been done till 2021-22.

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

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC was established 2003 for strengthening institutional quality enhancement and sustenance. The IQAC is consistently working on to magnify the quality culture in its all spheres of the College activities by channelized efforts toward promoting holistic academic excellence. The IQAC monitors the implementation of vision and mission of the College. IQAC prepares perspective plan of development for the College and execute it in a strategic plan of every year. It has been trying to institutionalize number of quality assurance strategies such as digitization of academic and administration facilities, gender equality, strengthening extension activities, etc.

Output of IQAC meetings are placed in meetings of teaching and non-teaching staff for discussion and implementation. Development of teaching- learning environment, self development of the faculty

members and extracting the best of their abilities, implementation of problem solving practical classes, development of I.T. resource, MOOC and audio laboratory may be considered as some outcomes.

Practice- 1 Developing Quality Culture among Teachers

Since the establishment of IQAC, it has been promoting the quality culture in overall activities of the College. Every year IQAC takes review of the status of the teachers' research work, seminar, webinar, workshop participations. At present twenty (22) teachers have obtained Ph.D. degree on various subjects. One national level seminar was organized by the College which was sponsored by the North-Eastern Council, Government of India in 2021. Most of the department organizes departmental seminars, workshops, etc. in association with the IQAC.

Practice-2 Quality Enhancement and Sustenance through Academic and Administrative Audit (AAA)

IQAC has always been trying to enhance and update academic and administration of the College. As per feedback received from various stakeholders internal academic and administrative audit is conducted to create the quality culture in the College.

The IQAC takes initiatives on learner centric teaching-learning process and designs the policy to assess and evaluate it from time to time taking into cognizance reviews and suggestions. In order to achieve learning outcomes, the IQAC suggests gradual and regular expansion, up gradation and addition of the requisite materials, equipments, infrastructure, etc. The College has identified the following institutional reviews and implementations of teaching-learning reforms as suggested by IQAC.

Introducing New Courses and ensuring Outcome oriented teaching:

The College has introduced B.A. (Economics honors) and B.Sc (Regular) with Economics-Statistics-Mathematics combination as per the suggestion of the 1st cycle of NAAC. As per the decision of the GB, the College introduced need-based Value-Added Courses to bridge the gap between the university curricula and the market demands. The College uses methods like project work, internship, field study, industry visit, industry academia meet in support of regular teaching-learning methodologies.

To provide quality education the College has signed official MoUs with ICSI, Assam Startup-The Nest, and Assam Skill Development Mission, Government of Assam and a few Colleges.

Initiatives to transform traditional classrooms to digitized classrooms:

Apart from the chalk-duster and black board teaching, LCD Projectors, PPTs, and online mode of teaching & examination are also used as teaching methodology in the teaching-leaning process

6.5.2

Quality assurance initiatives of the institution include:

   1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed

and used for improvements

2. Collaborative quality initiatives with other institution(s)/ membership of international networks

3. Participation in NIRF

4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc

Response: B. Any 3 of the above

File Description	Document
Institutional data in the prescribed format	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

Gender equity

The College lays down a lot of stress in gender equity. K. C. Das Commerce College Women's Cell has been involved in generating sensitivity in both staff and girl students on various gender and security related issues. Women Cell of the College organizes activities associated with women related issues.

An Anti-ragging Committee is constituted to ensure that instances of ragging can be prevented and necessary action is taken whenever necessary. However, it may be mentioned that there has never been an incident of ragging. The College has 24/7 security cover made available through outsourced agencies.

The teachers are accessible to students if there is requirement of support in any serious individual problems on both personal and academic fronts like the Mentor-Mentee system. The College organizes lectures of eminent personalities to create legal awareness, health and hygiene among the students. Students are allowed to participate in various gender and sustainability related programmes.

There is a Day-Care Centre in the College campus which was established on 16th June, 2012, for the in-house working mothers to look after their minor children during working hours, if required. As of now due to on-going constructions, health care support is also given from that room.

Celebration of commemorative days, events and festivals

Our Country is a land of unity in diversity and is well known for its festivals and cultural diversity. The College helps the students to relate themselves with the cultural heritage and connect with their roots by inculcating the importance of protection, preservation and propagation of Indian ethos and culture. The institution celebrates different days of national importance like Republic Day, Independence Day. The NCC, NSS unit, Students' Union along with the faculty members observe with fervor and enthusiasm these events. The death and birth anniversaries of great personalities as well as days of national and international significance like birth anniversary of Sarvepalli Radhakrishnan, death anniversary of Bharat Ratna Dr. Bhupen Hazarika, birth anniversary of Netaji Subhash Chandra Bose, Kalaguru Bishnu Rabha, etc are celebrated. The institution celebrates these days of national importance to recall the events and contribution of our leaders in building the nation.

International commemorative days like International Womens' Day (8th March), World Environment day (5th June), and International Yoga day (21st June), National Teachers' day (5th September), Pulawama Shahid Divas (14 February) are celebrated in the College. Colourful cultural presentations related to different Indian Communities are made by the students during Annual College Week Festival.

Bihu, the heart and soul of Assam is also celebrated with different performances by the students. Students excelling in music and culture are allowed to participate in different institutional or university programmes.

File Description	Document
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: B. 3 of the above

File Description	Document
Upload supporting document	[View Document](#)

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: C. Any 2 of the above

File Description	Document
Upload supporting document	[View Document](#)

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

By dint of hard work of all the stakeholders, K. C. Das Commerce College has become a sought after destination of higher learning for many. As on today, the College attracts students from all States of N.E. India plus from States like Rajasthan, Bihar, West Bengal and Jharkhand. During the last five years there were students even from our neighboring countries like Nepal and Bhutan. Students from various caste, community, religion, and socio-economic status are admitted in the College on the basis of their merit, resulting in a rich cultural diversity amongst our students. The College tries to facilitate students with an environment that helps them to identify their latent talents.

The College plays an effective role of catalyst to maintain peace, harmony and national integration. It regularly organizes different activities for inculcating tolerance, harmony towards cultural diversity. The College observes Independence Day, the Republic Day, Pulawama Shahid Divas etc. to inculcate patriotism in student's mind, lectures are organized on freedom movement of India, pay tribute to the freedom fighters. Homages are paid to legends like Lokopriya Gopinath Bordoloi, Bharat Ratna Dr. Bhupen Hazarika, Kalaguru Bishnu Rabha, etc.

During Fresher's Social and Annual College Week functions, students showcase their talents in various programs which represent their cultural values. Students are encouraged to participate in programmes of value education. It is very interesting to note that student shows interest to learn about other cultures and its diversities. The College offers such platform which helps them to inculcate tolerance and harmony towards culture, religion, language, and other diversities.

The Institute displays all relevant information on the College website. Preamble of the Constitution is displayed at the entrance of the Institute and is visible to all the entrants. This step is taken to generate a strong attachment of the students, employees and the neighborhood towards the values enshrined in the Indian Constitution. College Anthem and value based thoughts are clearly displayed in the campus. In order to stimulate the minds of the students and neighborhood with pride and, infuse a sense of emotional attachment the College Anthem is played through loudspeakers at 12 noon every day. Our institution also arranges various programmes on relevant topics which includes freedom of expression. Many of our teachers deliver lectures on Constitutional obligations, national unity and social harmony in the College. On 7th of November every year, College celebrates Foundation day and organizes Foundation Day Lecture by eminent personalities. Along with the Foundation day celebration, the Institute used to organize all Assam inter-College Music Competition on 6th of November on various Assamese songs of Jyoti Prasad Agarwala, Bishnu Rabha, Dr. Bhupen Hazarika, Jayanta Hazarika, etc. The World Environment Day (5th June), International Yoga Day (21st June), International Women's Day (8th March), World Aids Day (1st December), Tourism Day (27th September) etc, have been successfully conducted by the Institution every year.

File Description	Document
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1

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

Response:

A) *Self Reliance and Sustainable Development initiatives*

Objectives:

1. Enlighten students about necessity of sustainable development.
2. Develop institutional I.T. sector to become self reliant as well as earn resources.
3. Encourage paperless administration.
4. Inculcate green energy initiatives in the campus.
5. Encourage plastic free life inside the campus.
6. Enlighten people through activities of the Community R&D Cell.

The Context:

Carrying capacity of our Earth is already very badly hit courtesy myopic acts of mankind at different scales. Anthropogenic acts have instigated maximum damage in the recent past. It is of utmost necessity that today's youth who will be the future business leaders of the society are enlightened on the issues of sustainable development related principles and practices.

The Practice:

The Institution has made it a point to express and share the ideas / views of sustainable development at every possible interaction with students and initiatives to be taken accordingly. The Institution has initiated paper free communication between teaching and non-teaching staff and the students. Communication takes place through e-communication for example; leave applications through DCS, notices, etc. Online internal examination system has been initiated in order to reduce paper works. Study materials are distributed to the students through WhatsApp and College App. Assignments are uploaded on the LMS. Mentor-mentee groups have been formed with teacher-in-charges through WhatsApp group.

Evidence of Success:

1. Institutional Office is largely ERP driven. There is a separate e-mail for internal communication. The office and the accounts branch are fully automated.
2. The I.T. R&D Cell has developed student interactive, digital library and e-learn platforms for teaching learning and evaluation purposes.
3. Communications with the Higher Education Department, Government of Assam, Universities and other organizations are all carried out online.
4. The Institute has switched on to a clean, green and renewable environment. A 30 KW solar rooftop panel, set up under the Solar Power Plant Project of the Ministry of New and Renewable Energy (MNRE), Government of India, exists to meet the partial energy requirement.
5. A Rainwater harvesting setup is in operation.
6. Central Library of the College is also automated. Although the Central Library has a collection of 27430 books in various subjects it is equipped with SOUL 2.0 Library management Software..
7. The Institutional Community Research and Development Cell have worked in financial literacy

drives and eco-tourism related studies.

8. Upon initiation, MOOC and audio TLM development team have produced some output.
9. The institute has tried its level best to create a plastic free zone. Moreover there are provisions for various dustbins like biodegradable and non- biodegradable. Environment audit has been done and Eco-Club is vigilant on these aspects.

B) *Value Added Education***:**

Objectives:

1. To bridge the gap between university curricula and the market demand.
2. To prepare the students for employment.
3. To prepare students for professional courses like C.A. and C.S.
4. To enhance the benchmark of learning in the institute.

The Context:

With a vision of offering something extra to the students to make them more competent and market relevant the Department of Value Added Education was established using the in-house intellectual capital of the College. Along with add-on certificate courses tutorial support for CA Foundation Course is also initiated.

The Practice:

The institute has framed the syllabus for different Add-on Short-term Certificate Courses for the students in the areas of:

1. Management
2. Capital Market and Stock Broking
3. Green banking
4. Basics of Accounting, Taxation, and Auditing in Business
5. Information Technology
6. Machine Learning with SCI KIT

A separate portal has been created to provide details of the courses and getting admission. Faculty members work hard to transform and empower students who come from diverse background. These tutorial classes are held in later half of the working days. Reputed Chartered Accountants are invited to take CA tutorial classes.

Evidence of Success:

Although growth of the Department of Value Added Education has been affected by the Covid19 pandemic related issues, stakeholders are making every effort to make this Unit a successful one. Some students have taken admission in the certificate courses and CA classes.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The College has put a lot of thrusts in optimal utilization of in-house intellectual and physical resources to execute institutional operations and create robust, relevant and resourceful outputs.

Acknowledging the fact that education sector in our country is all set for a paradigm shift with the advent of NEP 2020, the College has initiated steps to not only stay relevant but also excel despite limitations. Covid19 pandemic and ideals of self reliance were also major factors that influenced institutional preparedness in this regard.

To add flavour to education at K. C. Das Commerce College steps were taken to create a Department of Value Added Education and Research & Development Cells. Under the Value Added Department few online add-on certificate courses have been made available to generate interest in the minds of the students. It is expected that a student taking up a certificate course in Green Banking or Stock broking will have a sense of sustainable development and the scope of a stock broker. The Department of Value Added Education has withstood the impact of Covid19 pandemic and has started generating some resources for the Institution.

Stakeholders believe that education should not be confined within four walls of a classroom. The students should be exposed to some hands-on experiences which can on the other hand be beneficial to a community. With these objectives, financial literacy drives (for benefit of small traders at a local market), eco-tourism studies (at Rani Khamar area near the famous Chandubi Lake) and capacity building of stakeholders at Darrangiri Banana Market (arguably, India's largest banana market) in association with Dudhnoi College, Goalpara district were recently undertaken.

I.T. Research and Development Cell of the College is involved in maintenance of the in-house ICT infrastructure. This Cell has created institutional webpage, value added education portal, LMS, digital library and institutional app. The products have been marketed and a few Colleges have procured our digital library software. After sales support are provided by the College. A MOOC has been developed by the institutional MOOC Development Cell and the same is being uploaded by the ICT R&D Cell. An audio teaching learning material (TLM) is being developed for use of the students. The Institution desires to develop these TLM at a larger scale in future.

The College has introduced dual stream- B.A. with Major in Economics and B.Sc. (Economics, Statistics, & Mathematics) Regular Course. With this, the institute has set its foot towards

diversification.

Faculty members are involved in organising career counselling sessions, skill and innovation related events. Memorandum of Understanding (MoU) has been signed with a few Colleges of Assam with the intention of collaborative works. Community library is another example of optimal utilisation of institutional resources

File Description	Document
Appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

A good practice of the College also include: The Teachers' Unit of the College provides financial assistance to the wards of financially weak employees of the College for their education.

Concluding Remarks :

Education in K. C. Das Commerce College is not only restricted to classrooms and the prescribed curriculum. Our endeavour is to facilitate students with an environment that enables them to identify their latent talents and offer them hand-on experiences. Students are exposed to various shades of life through NCC, NSS, Scouts and Guides, Red Cross, and Community Research and Development Cell. Utilising in house intellectual capital, the College established a Department of Value Added Education which offers various online certificate courses and offline counseling sessions for professional CA Course. Our self developed online infrastructure caters to administration, teaching, learning, and evaluation as well. Except the customized ERP all other ICT related software infrastructure are created and handled by the in-house I.T. Research and Development Cell. The products include institutional website, value added education portal, e-learn (LMS), digital library etc. Marketing of these software have been initiated and a few institutions have procured our software. Steps have been taken to produce audio TLM. Considering the challenges, the College has laid emphasis on self reliance and optimal utilization of resources and, approaches that conceptually sprouts from the realm of sustainable development to induce desired changes in the students.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	**Number of Add on /Certificate/Value added programs offered during the last five years** Answer before DVV Verification : 33 Answer After DVV Verification :3
1.4.1	**Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)** Answer before DVV Verification : Yes Answer After DVV Verification: No Remark : as per the evidence
3.3.1	*Number of research papers published per teacher in the Journals notified on UGC care list during the last five years* 3.3.1.1. **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years** Answer before DVV Verification: 	2021-22	2020-21	2019-20	2018-19	2017-18
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07	09	06	07	03 | Answer After DVV Verification : | 2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
03	09	06	07	03	 Remark : as per the document
3.3.2	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years** 3.3.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years** Answer before DVV Verification: 	2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
01	10	20	19	18 | Answer After DVV Verification : | 2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
10	20	19	15	02	

	Remark : as per the document
3.5.1	**Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.** Answer before DVV Verification : Answer After DVV Verification :03 Remark : as per the document
4.4.1	**Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)** 4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)** Answer before DVV Verification: Answer After DVV Verification :
5.1.2	*Capacity building and skills enhancement initiatives taken by the institution include the following* *1. Soft skills* *2. Language and communication skills* *3. Life skills (Yoga, physical fitness, health and hygiene)* *4. ICT/computing skills* Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above
5.1.4	**The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases** 1. **Implementation of guidelines of statutory/regulatory bodies** 2. **Organisation wide awareness and undertakings on policies with zero tolerance** 3. **Mechanisms for submission of online/offline students' grievances** 4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification (4.4.1):

2021-22	2020-21	2019-20	2018-19	2017-18
231.80	72.22	120.24	153.41	191.93

Answer After DVV Verification (4.4.1):

2021-22	2020-21	2019-20	2018-19	2017-18
224.7	71.08	119.68	151.75	190.88

Remark : Airtel DTH recharge, Bank charges, contingency expenses, curtain etc., are excluded from Audited Income and Expenditure statement.

	Answer before DVV Verification : A. All of the above
	Answer After DVV Verification: B. Any 3 of the above
	Remark : as per the document

5.3.1	**Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years**
	5.3.1.1. *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 wise during the last five years*

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
02	07	14	05	02

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
01	00	02	00	00

Remark : as per the document

6.3.3	**Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**
	6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
11	08	31	04	00

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
02	06	4	04	00

6.3.3.2. Number of non-teaching staff year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18

7.1.2	**The Institution has facilities and initiatives for** 1. **Alternate sources of energy and energy conservation measures**

	2. **Management of the various types of degradable and nondegradable waste** 3. **Water conservation** 4. **Green campus initiatives** 5. **Disabled-friendly, barrier free environment** Answer before DVV Verification : A. 4 or All of the above Answer After DVV Verification: B. 3 of the above
7.1.3	**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following** 1. **Green audit / Environment audit** 2. **Energy audit** 3. **Clean and green campus initiatives** 4. **Beyond the campus environmental promotion activities** Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. Any 2 of the above Remark : As per the supporting document

2.Extended Profile Deviations

ID	Extended Questions
1.2	**Number of teaching staff / full time teachers year wise during the last five years** Answer before DVV Verification:

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
52	52	51	54	54

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
51	52	51	54	54