

Annual Quality Assurance Report (AQAR)
INTERNAL QUALIT ASSURANCE CELL
NALBARI COMMERCE COLEGE
NALBARI :: ASSAM
ACADEMIC YEAR: 2010-2011

Part – A

I. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C+	63.00	2004	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 AQAR for the year (for example 2010-11)

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

i. AQAR 2009-2010 submitted on

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

- The college also offers BA, BCom, BBA, BCA and MA (Assamese and Political Science) under KK Handiqui State Open University under distance mode.
- .The college also offers BA, BCom, BSC (IT), BCA, PGDCA, PGDHRM, PGDSMM, PGDBM, PGDFM, PGDBFS, PGDJMC, M.Com, MCJ and MA (Assamese, English, History, Economics, P.Sc., Mathematics, Education, Philosophy) under IDOL, Gauhati University under distance mode.

1.12 Name of the Affiliating University (*for the Colleges*)

GAUHATI UNIVERSITY GUWAHATI,
ASSAM

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc : **NIL**

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="11"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="20"/>

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Lecture on Career Options on 17th August, 2010. (Resource Persons: P. Chaterjee, M. Bansal)
2. Lecture on Career Options on 26th August, 2010. (Resource Person: M. Bansal)
3. Lecture on Career Options on 28th August, 2010. (Resource Persons: Rajib Kumar, Amiya Kr. Kalita)
4. Lecture on Career Options on 3rd September, 2010. (Resource Persons: S. Chakraborty, N. Jana)
5. Lecture on Course Curriculum and Evaluation System under Semester System on 16 September, 2010.
6. Training Need Assessment on students by 'REFORMS'- an external body on 23rd September, 2010.

2.14 Significant Activities and contributions made by IQAC

- Preparation of college Prospectus for the Academic Session 2010-2011
- Preparation of Plan of Action for the Session 2010-2011
- Preparation of Academic Calendar
- Preparation of Daily Class Routine

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements

Academic Calendar of the year is annexed.

The first meeting of IQAC for the Academic Session 2010-2011 was held on June 2, 2010 to chalk out the Action Plan for the session 2010-2011 where the following plans were adopted:

Academic Plans:

1. Continuation of B.Com. Programme.
2. Continuation of distance education under IDOL, Gauhati University, KK Handiqui State Open University.
3. Continuation of Remedial Classes.
4. Commencement of classes from 1st August, 2010.
5. Publication of departmental magazines 'Horizon' and 'Vanijyam' in October/November, 2010.
6. Publication of college magazine in the last week of August, 2010.
7. Feedback on Teachers and campus by students in December, 2010.
8. Holding of UGC Sponsored National Seminar on Folk Elements in Assamese Literature in February, 2011.
9. Holding of UGC Sponsored National Seminar on Role of Commerce Education in the Economic Development of the North-Eastern Region March, 2011.

Students Related Activities by Students' Union Body of the college:

1. Holding of Freshmen Social Day in the month of August, 2010.
2. Holding of Election to Students' Union Body in the 2nd week of September, 2010.
3. Holding of Annual College Week in the last week of January, 2011.

Extension Activities:

1. Adult Education Programme during Sept-Oct, 2010 at Burinagar, Nalbari.
2. Continuation of Career Counselling by the teachers.
3. Free Health Check-up Camp in October, 2010.
4. Plantation programme by Extension Activity Cell.
5. Holding of Law Awareness Programme.

Achievements: The achievements can be read in the Action Taken Report

2.15 Whether the AQAR was placed in statutory body Yes No

 Management Syndicate Any other body

Provide the details of the action taken

Details of Action Taken:

1. Classes of B.Com. were commenced from 16th July, 2010.
2. Freshmen Social Day was organized on 5th August, 2010.

3. Lecture on Career Options on 17th August, 2010. (Resource Persons: P. Chaterjee, M. Bansal)
4. Lecture on Career Options on 26th August, 2010. (Resource Person: M. Bansal)
5. A Plantation Programme was organized by the Extension Activity Cell on 28th August, 2010 in the college campus.
6. Lecture on Career Options on 28th August, 2010. (Resource Persons: Rajib Kumar, Amiya Kr. Kalita)
7. Lecture on Career Options on 3rd September, 2010. (Resource Persons: S. Chakraborty, N. Jana)
8. Adult Education Programme by Extension Activity Cell on 10th September to 12th October, 2010 at Burinagar, Nalbari.
9. Lecture on Course Curriculum and Evaluation System under Semester System on 16 September, 2010.
10. Training Need Assessment on students by 'REFORMS'- an external body on 23rd September, 2010.
11. Health Awareness Lecture and Health Check-up Camp on 8th and 9th October, 2010 organized by Extension Activity Cell (Resource Persons: Dr. Kameswar Lahkar, Dr. Manoranjan Sarma, Dr. Umesh Chakravorty, Dr. Manoj Kakati)
12. Students' feedback on teachers and campus was conducted by IQAC in December and Feedback Report was submitted to Principal on 25th January, 2011.
13. The Annual College Week was organized in the last week of January, 2011.
14. Organized UGC Sponsored National Seminar on Folk Elements in Assamese Literature on 2nd and 3rd February, 2011.
15. Organized UGC Sponsored National Seminar on Role of Commerce Education in the Economic Development of the North-Eastern Region on 4th and 5th February, 2011.
16. The college magazine was published on 30th March, 2011.
17. Teachers continued free career counselling to desirous students and 65 students were registered during the session.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

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

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	01

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

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

NIL

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	5	7	Nil	2

2.2 No. of permanent faculty with Ph.D.

4

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	-	-	-	-	-	-	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

0 0 6

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	20 (Permanent & Temporary)	0
Presented papers	0	2	0
Resource Persons	0	0	0

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

NIL

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

142

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Examination process is controlled by the affiliating university

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

1, Dr. M.C. Barman, Member of CCS, Dept. of Commerce. Gauhati University

2.10 Average percentage of attendance of students

62.3%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com.	59	2.43%	2.43%	63.41%	31.70%	69.49%

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

The IQAC of the college contribute/monitor/evaluate the teaching and learning processes of the college in the following ways:

- Prepare the Daily Class Routine.
- Collects the Lesson Plans prepared by individual teacher.
- Monitor the progress of the course as per Lesson Plan.
- Co-ordinate the Assistant Officer-in-charge of Internal Examinations in the process of evaluation.
- Co-ordinate teachers in holding of Seminars/Workshops/Group Discussions etc.
- Conduct feedback on teachers and campus by students, prepare report and submit to Principal for action.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	2
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil

Summer / Winter schools, Workshops, etc.	<p>20 (Permanent & Temporary)</p> <ul style="list-style-type: none"> • UGC Sponsored National Seminar on “Higher Education under 11th Plan: Strategies for Crisis Management” organized by IQAC, Pragjyotish College, Guwahati on 8th and 9th January, 2011 • UGC Sponsored National Seminar on “Folk Elements in Assamese Literature” organized by Nalbari Commerce College, Nalbari on 2nd & 3rd February, 2011. • UGC Sponsored National Seminar on “Role of Commerce Education in the Economic Development of the North-Eastern Region” organized by Nalbari Commerce College, Nalbari on 4th & 5th February, 2011.
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	0	0	0
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

NIL

3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	2	0	2
Outlay in Rs. Lakhs	0.0	3.0 Lakh	0.0	3.0 Lakh

3.4 Details on research publications:

	International	National	Others
Peer Review Journals	0	0	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	2	0
		<ol style="list-style-type: none"> 1. Collection of UGC Sponsored National Seminar Papers on “Folk Elements in Assamese Literature” organized by Nalbari Commerce College on 2nd & 3rd February, 2011. Published in February, 2011. 2. Collection of UGC Sponsored National Seminar Papers on “Role of Commerce Education in the Economic Development of the NE Region” organized by Nalbari Commerce College on 4th & 5th February, 2011. Published in February, 2011. 	

3.5 Details on Impact factor of publications: **NIL**

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	2	0	0	0
Sponsoring agencies		UGC			

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

Total	International	National	State	University	Dist	College
0	0	0	0	1	0	0

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="0"/>	Any other	<input type="text" value="3"/>

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

1. A Plantation Programme was organized by the Extension Activity Cell on 28th August, 2010 in the college campus.
2. Adult Education Programme by Extension Activity Cell on 10th September to 12th October, 2010 at Burinagar, Nalbari.
3. Health Awareness Lecture and Health Check-up Camp on 8th and 9th October, 2010 organized by Extension Activity Cell (Resource Persons: Dr. Kameswar Lahkar, Dr. Manoranjan Sarma, Dr. Umesh Chakravorty, Dr. Manoj Kakati)

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.3 acres	Nil		1.3 acres
Class rooms	8	Nil		8
Laboratories	1	Nil		1
Seminar Halls	1	Nil		1
No. of important equipments purchased (\geq 1-0 Lakh) during the current year.	Computer- 15 Laptop- 1 Printer- 5 Photostat Machine- 1 Fax Machine- 1	1. Computer- 23 2. Printer- 5 3. Modem- 1 4. Laptop- 1 5. LCD TV- 3 6. Computer Software 7. Inverter- 1 8. Library Software (SOUL)- 1 9. 5 kv DG Set- 1 10. Generator – 1 11. Projector (Ben Q)- 1 12. Sony Handicam- 1 13. White Board- 9 14. Intercom- 13	UGC	Computer- 38 Printer- 10 Modem- 1 Laptop- 2 LCD TV- 3 Computer Software Inverter- 1 Library Software (SOUL)- 1 5 kv DG Set- 1 Generator – 1 Projector (Ben Q)- 1 Sony Handicam- 1 White Board- 9 Intercom- 13 Photostat Machine- 1 Fax Machine- 1
Value of the equipment purchased during the year (Rs. in Lakh)		Rs. 13,22,642/-		
Others				
	Principal's Chamber- 1	Nil		1
	Vice-Principal's Chamber- 1	Nil		1
	Office- 1	Nil		1
	IQAC Office Room- 1	Nil		1
	Central Library- 1	Nil		1
	Teachers' Departmental Rooms- 6	Nil		6
	Teachers' Common Room- 1	Nil		1
	UGC Network Resource Centre- 1	Nil		1
	Students' Common Room- 2	Nil		2
	Night Chowkidar's Quarter- 1	Nil		1

	K. K. Handiqui State Open University and Assam State Open School Study Centre – 1	Nil		1
	College Canteen- 1	Nil		1
		Women Hostel	UGC	1

4.2 Computerization of administration and library

- All office works are done in computer.
- The College Library runs on SOUL Software
- OPAC search is available
- Users can access to N-List Programmes

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7645	-	338		7983	--
Reference Books	-	-	-	-	-	-
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	Desktop-15 Laptop- 1	1	2	1	1	1	9	--
Added	Desktop-23 Laptop- 1	Nil	Nil	Nil	Nil	Nil	Nil	Modem- 1 LCD TV- 3 Computer Software Library Software (SOUL)- 1 5 kv DG Set- 1 Generator – 1 Projector (Ben Q)- 1 Sony Handicam- 1 Intercom- 13
Total	Desktop-38 Laptop- 2	1	2	1	1	1	9	Modem- 1 LCD TV- 3 Computer Software Library Software (SOUL)- 1 5 kv DG Set- 1 Generator – 1 Projector (Ben Q)- 1 Sony Handicam- 1 Intercom- 13

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Training to students in the application of e-mail for communication (group wise)
- Internet access to teachers and students in the IT Centre of the college.

4.6 Amount spent on maintenance in lakh:

i) ICT	.08 Lakh (Rs.8054/-)
ii) Campus Infrastructure and facilities	.08 Lakh (Rs.8190/-)
iii) Equipments	.98 Lakh (Rs. 9850/-)
iv) Others	.53 Lakh (Rs. 53933/-)
Total :	.80 Lakh (Rs. 80027/-)

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Nil

5.2 Efforts made by the institution for tracking the progression

Does not arise.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
354	0	0	0

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	274	77.4%		80	22.5%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
226	19	14	53	NIL	312	273	19	6	56	NIL	354

Demand ratio 1:1.3 Dropout % 7.9%

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

The college did not hold any coaching for competitive examinations.

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

The college has a Career Counselling Cell. The cell organizes Career Counselling Programmes from time to time and for this experts are invited. Besides, teachers of the college provide career counselling to students as well as outsiders on free basis. In this regard, register is maintained regularly.

No. of students benefitted 77

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

NIL

5.9 Students Activities

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

State/ University level NIL National level NIL International level NIL

No. of students participated in cultural events

State/ University level NIL National level NIL International level NIL

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

Sports : State/ University level NIL National level NIL International level NIL

Cultural: State/ University level NIL National level NIL International level NIL

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	31	8700.00
Financial support from government	31	86230.00
Financial support from other sources	2	1500.00
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **NIL**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision of the college is to motivate and strengthen new entrants to the institution to acquire practical education for being self-employed and making them job-giver rather than join-seeker and also injecting work-culture so as to confront the challenges that have been emerging.

6.2 Does the Institution has a management Information System

6.3 No

6.3.1 Curriculum Development

The college is affiliated to Gauhati University. Development of the curriculum is done by the affiliating university.

6.3.2 Teaching and Learning

- Remedial classes were held.
- Tutorial classes were held after the routine classes
- Pre-session classes were held.
- Feedback on teaches and campus was done by students
- Books were purchased as per demand by students and teachers.

6.3.3 Examination and Evaluation

The final examinations are conducted by Gauhati University. The college holds two Unit Tests of 50 marks each in a Year. The Internal Examinations are controlled by the Assistant Officer-in-charge of Degree Examinations of the college.

6.3.4 Research and Development

The following teacher has been doing research for Ph.D. degree during the session:

1. Dr. Ashok Kumar Sarma, Department of Finance on the topic “A Study on LIC Housing Finance Ltd. with Special Reference to Kamrup District of Assam (Year 2011) from Rajib Gandhi University, Arunachal Pradesh

The following teachers have been conducting Minor Research Projects sponsored by UGC:

1. Dr. Ashok Kumar Sarma, Department of Finance.
2. Dr. Umesh Talukdar, Department of Accountancy
3. Dr. Atul Ch. Haloi, Department of Accountancy
4. Dr. Manik CH. Barman, Department of Management

6.3.5 Library, ICT and physical infrastructure / instrumentation

- 338 numbers of books were purchased.
- The foundation stone of Sports Complex (funded by UGC) was laid down on 13th May, 2011
- The Women Hostel (funded by UGC) was completed in June, 2011.
- Following instruments were purchased:
Computer- 23 No.s, Printer- 5 No.s, Modem- 1 No., Laptop- 1 No.
LCD TV- 3 No.s, Computer Software, Inverter- 1 No., Library
Software (SOUL)- 1 No.

6.3.6 Human Resource Management

The existing human resource (teaching and non-teaching staff) is managed by the Principal of the college. However, they are all accountable to the Governing Body of the college. New recruitments to teaching and non-teaching posts are also done by the Governing Body which is submitted to the Director of Higher Education, Assam for approval.

6.3.7 Faculty and Staff recruitment

Looking into the workload of the teachers and office staff, the college recruited four teachers and three office staff on Part-time basis.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Intake capacity is fixed at 250. Students are selected for admission on the basis of merit. Provision of reservation for SC/ST/OBC/Minorities is duly maintained. However, sometimes because of consistent pressure by certain student organizations as well as by the government representatives, the intake capacity is to be enhanced. Students, after getting their Admission Forms checked, have to deposit their respective admission fees into the bank account of the college.

6.4 Welfare schemes for

Teaching	Nalbari Commerce College Employees' Mutual Aid Fund
Non teaching	Nalbari Commerce College Employees' Mutual Aid Fund
Students	Nalbari Commerce College Students' Mutual Aid Fund

6.5 Total corpus fund generated

Rs. 13.12 Lakh (Thirteen lakh twelve thousand) was fixed in 2008 and the amount has been renewed every year.

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	No		No	

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

For UG Programmes Yes No

For PG Programmes Yes No

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

Does not arise

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

Does not arise

6.11 Activities and support from the Alumni Association

NIL

6.12 Activities and support from the Parent – Teacher Association

There is no Parent-Teacher Association in the college. However, Parents-Teachers meet is organized whenever necessary.

6.13 Development programmes for support staff

Nil

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

- Cleanliness drives were taken from time to time.
- Plantation of trees was done.

Criterion – VII

7. Innovations and Best Practices

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

NIL

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

Please refer to Section 2.15.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Library Orientation Sessions for Project Works.
2. Special Session on Course Curriculum and evaluation System for new students.

Details have been annexed as per format.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

A Plantation Programme was organized by the Extension Activity Cell on 28th August, 2010 in the college campus.

7.5 Whether environmental audit was conducted? Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis): **Nil**

8. Plans of institution for next year

The first meeting of IQAC for the Academic Session 2011-2012 was held on June 10, 2011 to chalk out the Action Plan for the session 2011-2012 where the following plans were adopted:

Academic Plans:

1. Continuation of B.Com. Programme.
2. Continuation of distance education under IDOL, Gauhati University, KK Handiqui State Open University.
3. Continuation of Remedial Classes
4. Commencement of classes from 16th July, 2011 and 2nd January, 2012 for Odd and Even semester classes respectively.
5. Holding of 1st and 2nd Sessional Examinations in the 1st week of September and the last week of October, 2011 (for Odd Semester Classes)
6. Holding of UGC Sponsored National Seminar on Human Rights Education in November, 2011.
7. Holding of UGC Sponsored National Seminar on Global Warming in February, 2012.
8. Publication of departmental magazines 'Horizon' and 'Vanijyam' in October/November, 2011.

9. Publication of college magazine in the last week of August, 2011.
10. Purchase of library books and journals.
11. Feedback on Teachers and campus by students in December, 2011.
12. Submission of proposal to university authority for starting M.Com.
13. Training to students on the use of internet.

Students Related Activities by Students' Union Body of the college:

1. Holding of Freshmen Social Day in the 17th August, 2011.
2. Holding of Election to Students' Union Body in the 2nd week of September, 2011.
3. Holding of Annual College Week in the last week of January, 2012.

Extension Activities:

1. Continuation of Career Counselling by the teachers.
2. Plantation programme by Extension Activity Cell.
3. Holding of Law Awareness Programme.

(Manoj Kumar Kalita)
Senior Assistant Professor
Department of English
Coordinator, IQAC

(Dr. Paresh Nath Sarma)
Principal cum Secretary
Nalbari Commerce College
Chairperson, IQAC

Annexure-I

ACADEMIC CALENDER (2010-2011)

Month	Class /Working/ Exam Days	Holidays	Sundays
April 2010	1, 3, 5-10, 12, 13, 17, 19-24, 26-30= 22 Days	Good Friday: 2, Bohag Bihi: 14-16	4, 11, 18, 25
May 2010	3-8, 10-15, 17-22, 24-26, 28, 29= 23 Days	May Day: 1, Biddha Purnima: 27	2, 9, 16, 23, 30
June 2010	1-5, 7-12, 14-19, 21-26, 28-30=26 Days		6, 13, 20, 27
July 2010		Summer Vacation: 1-31 July	4, 11, 18, 25
August 2010	2-7, 9-14, 16-21, 23-28= 23 Days	I Day: 15, Tithi of Sri Sri Madhavdev: 30	1, 8, 15, 22, 29
Sept 2010	2-4, 6-9, 13-18, 20-25, 27-30= 22 Days	Janmastami: 1, Tithi of Sri Sri Sankardev: 10, Id-UI-Fitre: 11-12	5, 12, 19, 26
Oct 2010	1, 4-9, 11, 12, 23, 25-30= 15 Days	Birth Day of Mahatma Gandhi: 2, Puja Vacation, Janmotsav of Sri Sri Sankardev, Kati Bihi, Lakshmi Puja: 13-22	3, 10, 17, 24, 31
Nov 2010	1-4, 6, 8-13, 15, 16, 18-20, 22-27, 29, 30= 23 Days	Kali Puja & Dewali: 5, Id-Uz-Zuha: 17, Guru Nanak's Birth Day: 21	7, 14, 21, 28
Dec 2010	1-4, 6-11, 13-18, 20-24, 28-31= 25 Days	Christmas Day: 25, Maharam: 27	5, 12, 19, 26
Jan 2011	1, 3-8, 10-13, 18-22, 24-25, 27-29, 31= 21 Days	New Years Day:1, Magh Bihi: 14-16, Silpi Divas: 17, Republic Day/University Foundation Day: 26	2, 9, 16, 23, 30
Feb 2011	1-5, 7, 9-12, 14-19, 21-26, 28= 23 Days	Saraswati Puja: 8, H.S. Final Examination	6, 13, 20, 27
March 2011	1, 3-5, 7-12, 14-18, 21-26, 28-31= 24 Days	Sivratri: 2, Dol Jatra: 19-20, Degree Final Examination	6, 13, 20, 27

Annexure-II

STUDENTS' FEEDBACK REPORT ON TEACHERS AND CAMPUS, 2010

PROLOGUE:

Students' feedback had been taken on the teachers to ascertain their performance in different areas. It was measured on 100-point scale categorizing in 10 areas. Likewise students' feedback had also been taken on the college campus to understand the strengths and weaknesses of the campus area. It was also taken on the 100-point scale on 10 categories.

METHODOLOGY:

Following methodology was adopted to take students' feedback on teachers and on campus:

1. Printed feedback form disclosing the name of the teachers and the criteria on which feedback is taken are distributed among the students in the class and asked them to fill-in the form individually.
2. The areas of feedback are: Punctuality, depth of knowledge, presentation of the topic, relation with students, readiness in responding students' questions, interest creation on the topic, communication skill, support to students problems, teachers' personality and motivation to students. For feedback on the campus different areas are: Library service, drinking water, location, common room, canteen, support from administration, sports, classroom & sitting arrangement, open space and general environment.
3. Filled-in forms are collected from the students and analysed for work out the results.
4. Informations are analysed on random sampling basis. The size of the sample is 200. From each of the classes 40 sample forms are taken into consideration on random basis.
5. Feedback is categorized in 5-point scale on the basis of scores accorded to teachers and campus:

Excellent-	from 90% to 100%
Very Good	from 80% to 89%
Good	from 70% to 79%
Average	from 60% to 69%
Poor	from 50% to 59%

SUUMARY ON FEEDBACK ON TEACHERS:

No. of Teachers on whom feedback taken: 13

No. of Sample Students: 200

Excellent teachers: 0%

Very Good teachers: 46%

Good Teachers: 31%

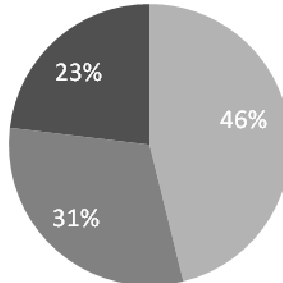
Average Teachers: 23%

Poor Teachers: 0%

Feedback on Campus: 59%

No. of Teachers

90-100/ Excellent
 80-89/ Very Good
 70-79/ Good
 60-69/ Average
 50-59/ Poor



RESULT OF STUDENTS' FEEDBACK ON TEACHERS

Range from	Category of Teachers	No. of Teachers	Percentage
90% to 100%	Excellent	0	0
80% to 89%	Very Good	6	46
70% to 79%	Good	4	31
60% to 69%	Average	3	23
50% to 59%	Poor	0	0
Total		13	100.0

Students Feedback Report on Individual Teachers, 2010

Students feedback on the individual teacher has been work out to measure the effectiveness on teaching. Same methodology and same questionnaire were used to determine teaching effectiveness. The year-wise summary of feedback on individual may be seen below:

2010:

Excellent Teachers	Very Good Teacher	Good Teacher	Average Teacher	Poor Teacher
NIL	Dr. Atul Ch. Haloi			NIL
	Dr. Manik Ch. Barman	Ramani Barman	Saidul Islam	
	Ajoy Ch. Baruah	Kanak Ch. Barman	Bibhuti. B. Das	
	Bibha Das	Birendra Talukdar	Ramesh Goswami	
	Dr. Ashok Kr. Sarma	Manoj Kr. Kalita		
	Dr. Umesh Talukdar			

The Most punctual teacher: Dr. Manik Ch. Barman
The least punctual teacher: Bibhuti Bhusan Das
The most knowledgeable teacher: Ajoy Ch. Baruah
The least knowledgeable teacher: Ramani Barman
The best presenter: Dr. Atul Ch. Haloi
The worst presenter: Birendra Talukdar
The best associate with the students: Dr. Manik Ch. Barman
The worst associate with the students: Saidul Islam
The most responding teacher: Ajoy Ch. Baruah
The least responding teacher: Bibhuti Bhusan Das
The most interest creator: Dr. Manik Ch. Barman
The least interest creator: Ramesh Goswami
The best communicator: Manoj Kr. Kalita
The worst communicator: Saidul Islam
The best supporter to the students: Kanak Ch. Barman
The worst supporter to the students: Bibhuti Bhusan Das
The best personality: Ajoy Ch. Baruah
The worst personality: Birendra Talukdar
The best motivator: Dr. Manik Ch. Barman
The worst motivator: Ramani Barman
Highest Scorer: Ajoy Ch. Baruah
Lowest Scorer: Ramesh Goswami

Annexure-III

BEST PRACTICES

A. Library Orientation Programme

1. Title of the Practice

Library Orientation Programme

2. Goal

Library Orientation Programme is meant for both the new comers as well as the existing students of UG classes. The Programme is conducted as a part of Research Methodology for preparation of seminar papers and project works. The underlying principles of the programme are as follows:

- I. To enable the students select relevant books for preparing seminar papers and project reports.
- II. To make them aware of the way of collection of secondary information for the seminar papers and project works.
- III. To give adequate guidance for selection of relevant topic for the study.
- IV. To teach them how to use citation, quotation and to acknowledge the authors and publishers.

3. The Context

The programme is conducted for the students of the UG level. The Library Orientation Programme is conducted once in a year after new admission.

4. The Practice

The programme is executed as special classes but in the normal academic routine. The teacher-in-charge fixes the schedule in consultation with the Principal or/and Vice-Principal of the college. At least one class of two hours duration is taken for the orientation programme. The students are grouped in a convenient number of students depending upon the volume of the students.

The library of the college is generally informed before the programme is conducted. The librarian supplies the necessary publications as per the needs of the students. The Teacher-in-charge gives necessary guidance to the students.

5. Evidence of Success

The programme has been giving effective results for which purpose it is generally undertaken. After preparation of the seminar papers, they are presented on the scheduled days. The students submit research based papers following proper methodology.

6. Problems Encountered and Resources Required

Following constraints have been noticed in implementation of the programme:

- I. The volume of the students is so large that the Teacher-in-charge gets trouble while dealing with the students.
- II. The students take different topics and is therefore, it is difficult to give proper guidance to the students.
- III. Teaching staff is too nominal to divide the entire group of students into different sections.
- IV. A part of the students generally remain absent on the scheduled day. They do not get proper lessons and it becomes problematic to give orientation in

different sessions.

The programme being purely academic one, financial requirement is very nominal. The programme can be initiated with existing infrastructure as well as ICT facilities available in the college. The library resources have also been proved adequate to satisfy students' needs.

7. Notes (Optional) Nil

8. Contact Details

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Name of the Institution: Nalbari Commerce College
City: Nalari, Assam
Pin Code: 781334
Accredited Status: C+ (in 2004)
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B. Special Session on Course Curriculum and Evaluation System for New Students

1. Title of the Practice

Special Session on Course Curriculum and Evaluation System for New Students

2. Goal

Special sessions on Course Curriculum and Evaluation System are conducted for the newly admitted students into UG programme i.e. B.Com. The sessions are arranged every year by the IQAC of the college. It is felt that the students at UG level might feel confused as to the course curriculum and particularly the evaluation system which is quite different from that of the 10+2 level. The programme is organized in order to acquaint the new students with the different criteria in which their performance are measured. The underlying principles of the programme are as follows:

- I. To acquaint the students with the course/subject pattern (core/optional) at UG level.
- II. To enable the students understand the evaluation system.
- III. To acquaint the students with various criteria in which their performance will be evaluated.

3. The Context

The programme is conducted at the UG level. However, the programme has been felt more relevant with the implementation of semester system at the UG level by the affiliating university in 2011. Under the semester system there has been a provision of internal assessment as a part of academic autonomy to the affiliated colleges. The internal assessment is composed of seminars, home assignments, group discussions and library works. The Programme is conducted once in a year i.e. immediately after the commencement of classes.

4. The Practice

The programme is administered on the undergraduate students who get admission in

the first semester class. The programme is executed as special classes but in the normal academic routine. The teacher-in-charge fixes the schedule in consultation with the Principal or/and Vice-Principal of the college. One class of two hours duration is conducted for the programme. The students are provided with syllabus. As the class is obviously a large one, Power point presentations are arranged to make it convenient to all the students. The various aspects of the syllabus are analyzed to the students.

5. Evidence of Success

The programme has been giving effective results for which purpose it is generally undertaken. The students are found aware of different aspects of the course curriculum as well as the evaluation system. They are seen sincere in performing their assigned duties and also in attending classes.

6. Problems Encountered and Resources Required

Following constraints have been noticed in implementation of the programme:

- I. The volume of the students is so large that the teacher-in-charge gets trouble while dealing with the students.
- II. Teaching staff is too nominal to divide the entire group of students into different sections.
- III. A part of the students generally remain absent on the scheduled day. They do not get proper lessons and it becomes problematic to give orientation in another sessions.

The programme being purely academic one, financial requirement is very nominal. The programme can be initiated with existing infrastructure as well as ICT facilities available in the college.

7. Notes (Optional) Nil

8. Contact Details

Name of the Principal: Dr. Paresh Nath Sarma

Name of the Institution: Nalbari Commerce College

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