

Annual Quality Assurance Report (AQAR)
INTERNAL QUALIT ASSURANCE CELL
NALBARI COMMERCE COLEGE
NALBARI :: ASSAM
ACADEMIC YEAR: 2011-2012

Part – A

I. Details of the Institution

1.1 Name of the Institution	NALBARI COMMERCE COLLEGE
1.2 Address Line 1	JAPARKUCHI
Address Line 2	P.O.: CHOWKBAZAR
City/Town	NALBARI
State	ASSAM
Pin Code	781335
Institution e-mail address	iqacncc@gmail.com
Contact Nos.	03624-220969, 03624-220249
Name of the Head of the Institution:	DR. PARESH NATH SARMA
Tel. No. with STD Code:	03624-220969, 03624-220249
Mobile:	+919859926398

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 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 2010-2011 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.
- The college offers Higher Secondary course in Arts and Commerce under Assam State Open School, Assam Higher Secondary Education Council 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

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

11

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

0

2.9 Total No. of members

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

<ol style="list-style-type: none">1. Lecture on Course Curriculum and Evaluation System under Semester System on 6 August, 2011.2. Lecture on Library Orientation for the B.Com. students on 5 January, 2012.
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2.14 Significant Activities and contributions made by IQAC

- Preparation of college Prospectus for the Academic Session 2011-2012
- Preparation of Plan of Action for the Session 2011-2012
- 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 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.

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. A Plantation Programme was organized by the Extension Activity Cell on 10th July, 2011 in the college campus.
2. Classes of B.Com. Odd Semesters were commenced from 16th July, 2011.
3. Freshmen Social Day was organized on 17th August, 2011.
4. Lecture on Course Curriculum and Evaluation System under Semester System on 6 August, 2011.

5. The 1st Sessional Examination of B.Com. classes was held in the 1st week of September, 2011.
6. A Workshop on English Language Teaching for the Lower Primary School Teachers of Nalbari District was organized by the Department of English on 3rd October, 2011. Resource Persons were invited from the Department of ELT, Gauhati University, Guwahati.
7. The 2nd Sessional Examination of B.Com. classes was held in the 1st week of November, 2011.
8. UGC Sponsored National Seminar on “Human Rights Education: Its Importance in the Context of Growing Social Unrest” was organized on 12th and 13th November, 2011 in collaboration with Nalbari Law College, Nalbari.
9. Students’ feedback on teachers and campus was conducted by IQAC in December and Feedback Report was submitted to Principal on 3rd January, 2012.
10. Classes of B.Com. 2nd Semesters were started from 2nd January, 2012.
11. Lecture on Library Orientation for the B.Com. students on 5 January, 2012
12. The Annual College Week was organized in the last week of January, 2012.
13. UGC Sponsored National Seminar on “Global Warming: Its Impact on the World Environment” was organized on 19th and 20th February, 2012 in collaboration with Women & Children Development Sangha, Nalbari.
14. The college magazine was published on 22nd February, 2012.
15. Proposal submitted to Director, College Development Council, Gauhati University for starting M.Com. Programme on 2nd March, 2012.
16. The 1st Sessional Examination of B.Com. 2nd Semester classes was held in the 1st week of March, 2012.
17. A workshop on “Training Needs Assessment of Students” was organized by the Extension Activity Cell on 24th March, 2012.
18. An Adult Education Programme was organized by the Extension Activity Cell at Pub-Kalakuchi, Nalbari from 25th March to 5th April, 2012.
19. A Law Awareness Lecture was organized by the Extension Activity Cell on 13th May, 2012.
20. The 2nd Sessional Examination of B.Com. 2nd Semester classes was held in the 2nd week of May, 2012.
21. A Lecture on “Professional Education and Careers” was organized by the Extension Activity Cell on 5th June, 2012.
22. A Lecture on “Career Guidance” was organized by the Extension Activity Cell on 15th June, 2012.
23. A Lecture on “Communicative Skill and Career Opportunity” was organized by the Extension Activity Cell on 16th June, 2012.
24. A Lecture on “Road Map for CA” was organized by the Extension Activity Cell on 23rd June, 2012.
25. A Lecture on “Interview Skills and Career Opportunity” was organized by the Extension Activity Cell on 27th June, 2012.
26. Provided training to students in the application of e-mail for communication (group wise) after class hours.
27. 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	01
Trimester	
Annual	

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.

5

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 3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	17 (Permanent & Temporary)	0
Presented papers	0	11	0
Resource Persons	0	0	0

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

Use of Technological aids like Projector and Visualizer.

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

153

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

69.8%

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.	115	0%	7.69%	42.85%	49.45%	79.13

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	2 No.s
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil

Summer / Winter schools, Workshops, etc.	<p>17 (Permanent & Temporary)</p> <ul style="list-style-type: none"> UGC Sponsored National Seminar on “Human Rights Education: Its Importance in the Context of Growing Social Unrest” was organized on 12th and 13th November, 2011 in collaboration with Nalbari Law College, Nalbari. UGC Sponsored National Seminar on “Global Warming: Its Impact on the World Environment” was organized on 19th and 20th February, 2012 in collaboration with Women & Children Development Sangha, Nalbari.
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	9	1	0	1
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	0	0	0
Outlay in Rs. Lakhs	0.0	0.0	0	0.0

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	1 Collection of UGC Sponsored National Seminar Papers on “Human Rights Education: Its Importance in the Context of Growing Social Unrest” held on 12 th & 13 th November, 2011. Published in February, 2012. ISBN- 978-81-922971-0-1	0

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: **NIL**

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				

Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	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

0
0

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

0

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

JRF	0	SRF	0	Project Fellows	0	Any other	0
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3.21 No. of students Participated in NSS events:

University level	0	State level	0
National level	0	International level	0

3.22 No. of students participated in NCC events:

University level	0	State level	0
National level	0	International level	0

3.23 No. of Awards won in NSS:

University level	0	State level	0
National level	0	International level	0

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

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="5"/>

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 10th July, 2011 in the college campus.
2. A Workshop on English Language Teaching for the Lower Primary School Teachers of Nalbari District was organized by the Department of English on 3rd October, 2011. Resource Persons were invited from the Department of ELT, Gauhati University, Guwahati.
3. An Adult Education Programme was organized by the Extension Activity Cell at Pub-Kalakuchi, Nalbari from 25th March to 5th April, 2012.
4. A Law Awareness Lecture was organized by the Extension Activity Cell on 13th May, 2012.

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	1	Nil		1
Laboratories	1	Nil		1
Seminar Halls	1	Nil		1
No. of important equipments purchased (\geq 1-0 Lakh) during the current year.	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	1. Laser Printer- 2 2. HP Laptop- 7 3. BenQ LCD Projector- 2 4. Sanyo LCD Projector- 6 5. Audiotrack- 3 6. Digital Visualizer- 3 7. P & F Duo Pen Interactive Attachment- 2 8. E-board Interactive Attachment for White Board- 1 9. LG Oval TV 20"- 1 10. LG LCD TV- 6 11. DTH Dish- 7	UGC	Computer- 38 Printer- 12 Modem- 1 Laptop- 9 LCD TV- 10 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 BenQ LCD Projector- 2 Sanyo LCD Projector- 6 Audiotrack- 3 Digital Visualizer- 3 P & F Duo Pen Interactive Attachment- 2 E-board Interactive Attachment for White Board- 1 DTH Dish- 7
Value of the equipment purchased during the year (Rs. in Lakh)		Rs.12,38,303 /-		
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	Nil		1

4.2 Computerization of administration and library

- All office works are done in computer.
- The office has LAN facility.
- The office runs on Office Automation Software designed and developed by BITNET DigiSoft Solution Pvt. Ltd., Guwahati.
- Preparation of students' merit list and admission process are accomplished through the Office Automation Software.
- 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	7983	--	244	-	8227	--
Reference Books	-	-	-	-	-	-
e-Books	-	-	-	-	-	-
Journals	2	400.00	-	-	-	-
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-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
Added	Laptop- 7	Nil	Nil	Nil	Nil	Nil	Nil	Laser Printer- 2 HP Laptop- 7 BenQ LCD Projector- 2 Sanyo LCD Projector- 6 Audiotrack- 3 Digital Visualizer- 3 P & F Duo Pen Interactive Attachment- 2 E-board Interactive Attachment for White Board- 1 LG Oval TV 20”- 1 LG LCD TV- 6 DTH Dish- 7
Total	Desktop-38 Laptop- 9	1	2	1	1	1	9	Modem- 1 LCD TV- 10 Computer Software Library Software (SOUL)- 1 5 kv DG Set- 1 Generator – 1 Projector (Ben Q)- 9 Sony Handicam- 1 Intercom- 13 Laser Printer- 2 Audiotrack- 3 Digital Visualizer- 3 P & F Duo Pen Interactive Attachment- 2 E-board Interactive Attachment for White Board- 1 DTH Dish- 7

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

- Access to N-List programme in the Library by students and teachers.
- Training to students in the application of e-mail for communication (group wise)

4.6 Amount spent on maintenance in lakh:

i) ICT	.12 Lakh (Rs.12028/-)
ii) Campus Infrastructure and facilities	.37 Lakh (Rs.37320/-)
iii) Equipments	.02 Lakh (Rs. 2400/-)
iv) Others	.73 Lakh (Rs. 73399/-)
Total :	1.25 Lakh (Rs. 125147/-)

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC made the following demand regarding student support services:

- Requested Prof. Bibhuti Bhusan Das, Sr. Assistant Professor, Department of Management to take special classes on library orientation.
- Requested the teachers to arrange mock seminar paper presentation by students.
- Requested the Asstt. Officer-in-charge, Degree Examinations to held lecture on new course curriculum and Examination procedure under semester system

5.2 Efforts made by the institution for tracking the progression

The IQAC made the following demand regarding student support services:

- Prof. Bibhuti Bhusan Das, Sr. Assistant Professor, Department of Management hold special classes on Library Orientation for the entire students.
- Hardcopies of class notes were provided by a few teachers.
- The Assistant Officer-in-charge, Degree Examinations hold lecture on new course curriculum and Examination procedure under semester system.
- A few teachers arranged mock seminar paper presentation, mock interviews for the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
514	0	0	0

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	428	83.26%		86	16.73%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
273	19	6	56	NIL	354	404	19	6	85	NIL	514

Demand ratio 1:1.4 Dropout % 6.8%

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 45

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 National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	39	11700.00
Financial support from government	99	296910.00
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

No

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

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
- Technological aids like projector and visualize were used in the classroom.
- Books were purchased as per demand by students and teachers.

6.3.3 Examination and Evaluation

The final semester examinations are conducted by Gauhati University. The college holds two sessional examinations of 20 marks each in a semester. Besides, a students' performance is also judged on the basis of his/her performance in home assignments, group discussions, seminar paper presentation, attendance in classes, punctuality and library works on proportionate basis. 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 teachers have enrolled for Ph.D. during the session:

1. Bibhuti Bhusan Das, Assistant Professor, Department of Management on the topic "An Evaluated Study of Select Rural Employment Generation Programmes- A Case Study of Nalbari District.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- 244 numbers of books were purchased.
- The following items were purchased:
Laser Printer- 2, HP Laptop- 7, BenQ LCD Projector- 2, Sanyo LCD Projector- 6, Audiotrack- 3, Digital Visualizer- 3, P & F Duo Pen Interactive Attachment- 2, E-board Interactive Attachment for White Board- 1, LG Oval TV 20"- 1, LG LCD TV- 6, DTH Dish- 7

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 entire students.
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

1. A Plantation Programme was organized by the Extension Activity Cell on 10th July, 2011 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 2012-2013 was held on June 4, 2012 to chalk out the Action Plan for the session 2012-2013 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 and Assam State Open School
3. Continuation of Remedial Classes
4. Commencement of classes from 16th July, 2012 and 2nd January, 2013 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, 2012 (for Odd Semester Classes)
6. Submission of application to CDC, Gauhati University for inspection of college regarding introduction of M.Com. Programme.

7. Holding of UGC Sponsored National Seminar on ELT in September, 2012.
8. Holding of institution level seminars/workshops by IQAC.
9. Implementation of Minor Research Projects sanctioned by U.G.C.
10. Submission of proposal to UGC for Minor Research Projects.
11. Submission of proposal to UGC for organising National Seminars.
12. Publication of departmental magazines 'Horizon' and 'Vanijyam' in October/November, 2012.
13. Publication of college magazine in the last week of August, 2012
14. Purchase of library books and journals.
15. Feedback on Teachers and campus by students in December, 2012.
16. 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, 2012.
2. Holding of Election to Students' Union Body in the 2nd week of September, 2012.
3. Holding of Annual College Week in the last week of January, 2013.

Infrastructural Plans:

1. Implementation of the Project for establishment of Digital Library and E-classroom sponsored by State Government.

Extension Activities:

1. Continuation of Career Counselling by the teachers.
2. Plantation programme by Extension Activity Cell and NSS Cell.
3. Holding of Awareness Camp on Blood Donation in October, 2012
4. Holding of AIDS Awareness Programme during November, 2012.

(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 (2011-2012)

Month	Class /Working/ Exam Days	Holidays	Sundays	Academic & other activities
June, 2011	1-4, 6-11, 13-15, 16-18, 20-25, 27-30= 26 Days	Summer Vacation: 16 June to 15 July	5, 12, 19, 26	Admission to 1 st Semester be completed by 15 th July
July 2011	1, 2, 4-9, 11-15, 16, 18-23, 25-30, 31= 26 Days		3, 10, 17, 24, 31	The classes of B.Com. 1 st Semester be commenced from 16 th July
Aug 2011	1-6, 8-13, 16, 17, 19, 20, 23-27, 29=23 Days	I Day: 15, Tithi of Sri Sri Madhad Dev: 18, Janmastami: 22, Tithi of Sri Sri Snakardev: 30, Id-UI-Fitre: 31	7, 14, 21, 28	Freshmen Social: 17 th Aug, Publication of the College Magazine by the last week of August
Sept 2011	2,3, 5-10, 12-16, 19-24, 26-30= 22 Days	Biswakarma Puja: 17	4, 11, 18, 25	Election to Students' Union Body within 15 th Sept., 1 st Sessional Exam for B.Com 1 st Semester be completed by 1 st half of Sept.
Oct 2011	1, 12-15, 17, 19-22, 24, 25, 27-29, 31= 15 Days	Gandhi Jayanti: 2, Puja Vacation, Janmotsav of Srimanta Sankardev: 3-11, Kati Bihu: 18, Kali uja & Dewali: 26	2, 9, 16, 23, 30	
Nov 2011	1-5, 8-9, 11, 12, 14-19, 21-26, 28-30= 23 Days	Id-Uz-Zuha: 7, Guru Nanak's Birth Day: 10	6, 13, 20, 27	Educational Field Trip be done in the 1 st week of November
Dec 2011	1, 2, 3, 5, 7-10, 12-17, 19-24, 26-31= 25 Days	Sukapha Divas: 2 (Restricted), Maharam: 6, Christmas Day: 25	4, 11, 18, 25	End of 1 st Semesters Exam be completed by 20 th Dec. Evaluation Period from 21 st to 31 st December.
Jan 2012	2-7, 9-13, 18-21, 23-25, 27, 30, 31	New Years Day: 1, Magh Bihu: 14-16, Silpi Divas: 17, Republic Day/University Foundation Day: 26, Saraswati Puja: 28	1, 8, 15, 22, 29	Commencement of 2 nd Semester classes from 2 nd Jan, Orientation Programme for teachers/students be organized for academic review and report be submitted to Director CDC, GU by 13 th Jan, Annual College Week be organized in the last week of January.
Feb 2012	1-4, 6-11, 13-18, 21-25, 27-29= 23 Days	Sivratri Puja: 20	5, 12, 19, 26	
Mar 2012	1-3, 5-7, 9, 10, 12-17, 19-24, 26-31= 24 Days	Dol Jatra: 8	4, 11, 18, 25	Declaration of result of 1 st Semester exam within 45 days from the date of last exam, Sessional Exam for 2 nd semester classes be completed by 1 st half of March.
April 2012	2-7, 9-12, 17-21, 23-28, 30= 22 Days	Bohag Bihu: 13-16	1, 8, 15, 22, 29	
May 2012	1-5, 7-12, 14-16, 18, 19, 21-26, 28-31= 23 Days	Buddha Purnima: 17	6, 13, 20, 27	
June 2012	1-3, 5-10, 12-17, 19-24, 26-30= 23 Days		4, 11, 18, 25	End of 2 nd Semester by 5 th June, Evaluation Period from 6 th June for end semester examination, Summer Vacation starts from 16 th June.

Annexure-II

STUDENTS' FEEDBACK REPORT ON TEACHERS AND CAMPUS, 2011

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: 14

No. of Sample Students: 200

Excellent teachers: 0%

Very Good teachers: 43%

Good Teachers: 21%

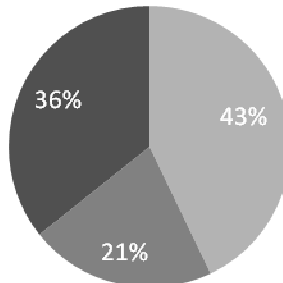
Average Teachers: 36%

Poor Teachers: 0%

Feedback on Campus: 56%

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	43
70% to 79%	Good	3	21
60% to 69%	Average	5	36
50% to 59%	Poor	0	0
Total		14	100.0

Students Feedback Report on Individual Teachers, 2011

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:

2011:

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

The Most punctual teacher: Dr. Manik Ch. Barman
The least punctual teacher: Md. Saidul Islam
The most knowledgeable teacher: Dr. Atul Ch. Haloi
The least knowledgeable teacher: Ramani Barman
The best presenter: Ajoy Ch. Baruah
The worst presenter: Bibhuti Bhusan Das
The best associate with the students: Dr. Manik Ch. Barman
The worst associate with the students: Ramani Barman
The most responding teacher: Ajoy Ch. Baruah
The least responding teacher: Birendra Talukdar
The most interest creator: Dr. Manik Ch. Barman
The least interest creator: Bibhuti Bhusan Das
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: Bibha Das
The worst personality: Bibhuti Bhusan Das
The best motivator: Dr. Manik Ch. Barman
The worst motivator: Birendra Talukdar
Highest Scorer: Dr. Atul Ch. Haloi
Lowest Scorer: Saidul Islam

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 in context of implementation of semester system at the UG and PG colleges affiliated to Gauhati 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. From amongst these seminars, home assignments and library works are undertaken regularly while group discussions are conducted casually.

The Library Orientation Programme is conducted two times in a year- one after new admission, preferably in the month of August, the other for the project work, preferably in the month of March.

The challenging issues to be addressed in designing and implementing the practices may be noted below:

- I. The students of 6th semester class have to be fully equipped for carrying out a research based project work and preparing a project report subsequently, virtually within a period of four months.
- II. It is important to note that students have to be oriented one by one as they are to take up distinct topic in consultation with the teacher-in-charge and the Librarian only.

4. The Practice

The programme is administered on the undergraduate students who get admission in the first semester and also on the students of B.Com. 6th Semester having project works. It adjoins research methodology and library practices.

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 five classes of two hours duration are conducted for the orientation programme. The students are grouped in a convenient number of students depending upon the volume of the students. They are grouped on the basis of their broad areas of topics, so that the students may be advised for getting assistance.

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 6th Semester students submit research based project report 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

Name of the Principal: Dr. Paresh Nath Sarma
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

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