

**Annual Quality Assurance Report (AQAR)**  
**INTERNAL QUALIT ASSURANCE CELL**  
NALBARI COMMERCE COLEGE  
NALBARI :: ASSAM  
ACADEMIC YEAR: 2013-2014

**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 <sup>st</sup> Cycle	C+	63.00	2004	5 Years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

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 2012-2013 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	<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 Course Curriculum and Evaluation System under Semester System on 12 August, 2013.
2. Workshop on "Writing in the Examination Hall" on 24 October, 2013.
3. Lecture on Writing Research Project for the B.Com. 6<sup>th</sup> Semester class on 29.03.2014.

2.14 Significant Activities and contributions made by IQAC

- Preparation of Plan of Action for the Session 2013-2014
- Preparation of Academic Calendar
- Preparation of college Prospectus for the Academic Session 2013-2014
- Preparation of Daily Class Routine
- Organized institution level workshops and lecture
- Organized training programme for Non-teaching staff in the use of Office Automation Software and MS Excel.

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 2013-2014 was held on June 6, 2013 to chalk out the Action Plan for the session 2013-2014 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. Submission of proposal to IDOL, Gauhati University for allotting Study Centre
5. Commencement of classes from 1<sup>st</sup> August, 2013 and 3<sup>rd</sup> week of January, 2014 for Odd and Even semester classes respectively.
6. Holding of 1<sup>st</sup> and 2<sup>nd</sup> Sessional Examinations in the 1<sup>st</sup> week of September and the last week of October, 2013 (for Odd Semester Classes)
7. Holding of at least three institution level seminars/workshops by IQAC.
8. Implementation of Minor Research Projects sanctioned by U.G.C.
9. Submission of proposal to UGC for Minor Research Projects.
10. Submission of proposal to UGC for organising National Seminars.
11. Publication of departmental magazines 'Horizon' and 'Vanijyam' in October/November, 2013.
12. Publication of college magazine in the last week of September, 2013
13. Purchase of library books and journals.
14. Feedback on Teachers and campus by students in December, 2013.
15. Organization of training programme for support staff.

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

1. Holding of Freshmen Social Day in the 1<sup>st</sup> Week of August, 2013.
2. Holding of Election to Students' Union Body in the last week of September, 2013.
3. Holding of Badminton Competition in October, 2013 (college level).
4. Holding of Cricket Competition (College Level) in December, 2013.
5. Holding of Annual College Week in the last week of January, 2014.

**Infrastructural Plans:**

1. Implementation of the Project for establishment of Digital Library and E-classroom sponsored by State Government.
2. Shifting of Computer lab to the 1<sup>st</sup> Floor of Administrative Block.

**Extension Activities:**

1. Holding of Awareness Programme on AIDS by Red Ribbon Club in December, 2013.
2. Continuation of Career Counselling by the teachers.
3. Plantation programme by Extension Activity Cell and NSS Cell.
4. Holding of Environmental 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

## Details of Action Taken:

1. Classes of B.Com. 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester were commenced from 1<sup>st</sup> August, 2013.
2. Prof. Bibhuti Bhusan Das, Sr. Assistant Professor, Department of Management hold lecture on Library Orientation for the entire students on 6<sup>th</sup> August, 2013.
3. Plantation Programme in the college campus was organized by Extension Activity Cell on August 4, 2013.
4. Freshmen Social Day was organized on 8<sup>th</sup> August, 2013.
5. Lecture on Course Curriculum and Evaluation System under Semester System was held on 12 August, 2013.
6. Following teachers of the college submitted proposal for Minor Research Project in August, 2013-  
Kanak Ch. Barman, Sr. Lecturer, Department of Economics on "Implementation of Govt. Sponsored Programmes in Baksa District of Assam".  
Ramani Barman, Associate Professor, Department of Finance on "A Study of MGNREGA and Its Role in Rural Development: A Case Study of Nalbari District of Assam".  
Dr. Umesh Talukdar, Associate Professor, Department of Accountancy on "Problems and Prospects of Street Vendors Operating in Guwahati City and Nalbari Town of Assam".  
Dr. Nupur Kalita, Assistant Professor, Department of Accountancy on "Problems and Prospects of Tourism Industry in Kamrup District".
7. Environmental Awareness Lecture for the learners of KK Handiqui State Open University Study Centre was organized by Extension Activity Cell on September 8, 2013.
8. The 1<sup>st</sup> Sessional Examination of B.Com. 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester classes was held on 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> September, 2013.
9. The college magazine was published on 30<sup>th</sup> September, 2013.
10. Training to Co-ordinator, IQAC on the handling of Office Automation Software on October 8, 2013.
11. Workshop on "Writing in the Examination Hall" on 24 October, 2013.
12. The 2<sup>nd</sup> Sessional Examination of B.Com. 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester classes was held on 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> November, 2013.
13. Application submitted to Director, IDOL, Gauhati University for allotting Study Centre on 12<sup>th</sup> November, 2013.
14. An intra-college badminton competition was organized on 23<sup>rd</sup> November, 2013.
15. Foundation of E-Classroom was laid down on 30<sup>th</sup> November, 2013 by Hon'ble Chief Minister, Assam.
16. Awareness Camp on AIDS on the event of World AIDS Day organized by Reb Robbon Club on December 1, 2013 attended by Dr. Jardish Ali, AIDS Counsellor, Dr. T. K. Chakravorty, Manager, Blood Bank, Nalbari Civil Hospital as Resource Person.
17. Students' feedback on teachers and campus was conducted by IQAC in December and Feedback Report was submitted to Principal on 26<sup>th</sup> December, 2013.
18. The Annual College Week was organized on 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> December, 2013.

19. Prof. Bibhuti Bhusan Das, Sr. Assistant Professor, Department of Management hold special classes on Research Methodology for the students of 6<sup>th</sup> Semester class on 3<sup>rd</sup> January, 2014.
20. Classes of B.Com. 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semesters were started from 20<sup>th</sup> January, 2014.
21. Organized training programme for Non-teaching staff in the use of Office Automation Software and MS Excel on February 5 & 6, 2014.
22. Environmental Awareness Lecture for students organized by Extension Activity Cell in association with The Green Globe, an NGO of Nalbari, Assam on March 4, 2014.
23. Cleanliness Drive in the college campus and college road by NSS Unit on March 6, 2014.
24. The 1<sup>st</sup> Sessional Examination of B.Com. 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester classes was held on 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> March, 2014.
25. Lecture on Writing Research Project for the B.Com. 6<sup>th</sup> Semester class on March 29, 2014.
26. Star Project (viz. Data Entry Operator) sponsored by National Skill Development Council (NSDC) started by Extension Activity Cell for selected students of the college in association with Institute of Computer Accounts (ICA), Maligaon, Guwahati (Project started in May 2014, No. of beneficiaries 47, Duration of the project: 300 Hours)
27. The 2<sup>nd</sup> Sessional Examination of B.Com. 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester classes was held on 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> May, 2014.
28. Dr. Ashok Kumar Sarma, Associate Professor, Department of Finance submitted Final Report of MRP on “A Study on Housing Finance with Special Reference to LIC Housing Finance Ltd. Area Office, Guwahati” on 30<sup>th</sup> May, 2014.
29. The Library Committee purchases 767 numbers of new books at the cost of Rs. 1.5 Lac in June 2014.
30. Provided training to students in the application of e-mail for communication (group wise) after class hours.
31. Teachers continued free career counselling to desirous students and 123 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				
<b>Total</b>	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.

1. Study Centre, Institute of Distance and Open Learning, Gauhati University, Guwahati, Assam
  2. Nalbari Commerce College Study Circle
  3. Nalbari Commerce College Research Cell

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
12	4	7	Nil	1

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	2	-	-	-	-	-	-	0	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

0      0      5

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	2	0
Presented papers	0	0	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

144

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

67.7%

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.	152	0	6.6%	31%	62.4%	48.68

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	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil

Summer / Winter schools, Workshops, etc.	6 <ul style="list-style-type: none"> <li>Workshop on Preparation for NAAC Assessment and Accreditation of Colleges organized College Development Council, GU at BH College, Barpeta on 22/3/2014</li> <li>Workshop on New Procedure of NAAC Assessment and Accreditation of Colleges organized at Gauhati University on 6<sup>th</sup> June, 2014</li> <li>Workshop on Evaluation Process under Semester System at Gauhati University on 22/05/2014</li> </ul>
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

The IQAC of the college urged upon the college authority to constitute Research Cell and Study Circle for promoting an environment for research works and their publication. Accordingly, the college authority granted approval and constituted the proposed Research Cell and Study Circle in the college. The college authority also decided to collect a nominal fee from the students at the time of admission from next academic session i.e. 2014-2015 for implementation of.

#### 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	7	1
Outlay in Rs. Lakhs	0.0	2.75 Lakh	7.5 Lakh	1.0 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	0	0

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	1½ Years	UGC	7.5 Lakh	3.17 Lakh
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			7.5 Lakh	3.17 Lakh

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	0	0	0	0
Sponsoring agencies					

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	0	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
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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	0	State level	0
National level	0	International level	0

3.25 No. of Extension activities organized

University forum	0	College forum	0
NCC	0	NSS	1
		Any other	4

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

- Plantation Programme in the college campus by Extension Activity Cell on August 4, 2013.
- Environmental Awareness Lecture for the learners of KK Handiqui State Open University Study Centre organized by Extension Activity Cell on September 8, 2013.
- Awareness Camp on AIDS on the event of World AIDS Day organized by Reb Robbon Club on December 1, 2013 attended by Dr. Jardish Ali, AIDS Counsellor, Dr. T. K. Chakravorty, Manager, Blood Bank, Nalbari Civil Hospital as Resource Person.
- Environmental Awareness Lecture for students organized by Extension Activity Cell in association with The Green Globe, an NGO of Nalbari, Assam on March 4, 2014.
- Cleanliness Drive in the college campus and college road by NSS Unit on March 6, 2014.
- Star Project (viz. Data Entry Operator) sponsored by National Skill Development Council (NSDC) started by Extension Activity Cell for selected students of the college in association with Institute of Computer Accounts (ICA), Maligaon, Guwahati (Project started in May 2014, No. of beneficiaries 47, Duration of the project: 300 Hours)



## 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	9	Nil		9
Laboratories	1	Nil		1
Seminar Halls	2	Nil		2
No. of important equipments purchased ( $\geq$ 1-0 Lakh) during the current year.	Computer- 41 Printer- 13 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- 2 Fax Machine- 1 BenQ LCD Projector- 4 Sanyo LCD Projector- 7 Audiotrack- 3 Digital Visualizer- 3 P & F Duo Pen Interactive Attachment- 2 E-board Interactive Attachment for White Board- 1 DTH Dish- 7 Water Cooler-1 Automatic Classroom Bell-1 Digital Podium-4  Exide Inverter-1 UPS 700 VA-3 CC Camera-16 Green Board-10 Ahuja Amplifier-1 View Sonic Projector- 2	1. Digital Library (in progress) 2. E-classroom (in progress)	Govt. of Assam	Computer- 41 Printer- 13 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- 2 Fax Machine- 1 BenQ LCD Projector- 4 Sanyo LCD Projector- 7 Audiotrack- 3 Digital Visualizer- 3 P & F Duo Pen Interactive Attachment- 2 E-board Interactive Attachment for White Board- 1 DTH Dish- 7 Water Cooler-1 Automatic Classroom Bell-1 Digital Podium-4 Exide Inverter-1

				UPS 700 VA-3 CC Camera-16 Green Board-10 Ahuja Amplifier-1 View Sonic Projector- 2
Value of the equipment purchased during the year (Rs. in Lakh)		1 Crore		
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
	Sports Complex	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	8227	--	767	1.5 Lac	8994	--
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-41 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 - 12 Sony Handicam- 1 Intercom- 13 Laser Printer- 3 Audiotrack- 3 Digital Visualizer- 3 P & F Duo Pen Interactive Attachment- 2 E-board Interactive Attachment for White Board- 1 DTH Dish- 7 Automatic Classroom Bell-1 Copier Machine c200- 1 Digital Podium-4 CC Camera-16 Ahuja Amplifier-1
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Digital Library & E- Classroom (in Progress)
Total	Desktop-41 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 - 12 Sony Handicam- 1 Intercom- 13 Laser Printer- 3 Audiotrack- 3 Digital Visualizer- 3 P & F Duo Pen Interactive Attachment- 2 E-board Interactive Attachment for White Board- 1 DTH Dish- 7 Automatic Classroom Bell-1 Copier Machine c200- 1 Digital Podium-4 CC Camera-16 Ahuja Amplifier-1
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4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Training to Co-ordinator, IQAC on the handling of Office Automation Software on October 8, 2013.
- Organized training programme for Non-teaching staff in the use of Office Automation Software and MS Excel on February 5 & 6, 2014.
- Star Project (viz. Data Entry Operator) sponsored by National Skill Development Council (NSDC) started by Extension Activity Cell for selected students of the college in association with Institute of Computer Accounts (ICA), Maligaon, Guwahati (Project started in May 2014, No. of beneficiaries 47, Duration of the project: 300 Hours)
- Internet access to teachers and students through UGC Network Resource Centre
- 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	.30 Lakh (Rs.30800/-)
ii) Campus Infrastructure and facilities	.24 Lakh (Rs.24850/-)
iii) Equipments	.09 Lakh (Rs. 9355/-)
iv) Others	.07 Lakh (Rs. 7700/-)
<b>Total :</b>	<b>.72 Lakh (Rs. 72705/-)</b>

## 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 the Principal to extend the facility of pure drinking water.
- Requested the Library Committee to purchase new relevant books (as per new syllabus)
- Requested Prof. Bibhuti Bhusan Das, Sr. Assistant Professor, Department of Management to take special classes on Research Methodology for the students of 6<sup>th</sup> Semester class.
- Requested Prof. Bibhuti Bhusan Das, Sr. Assistant Professor, Department of Management to take special classes on library orientation.
- Requested the teachers to supply free hardcopies of class notes.
- Requested the teachers to arrange mock seminar paper presentation by students.
- Requested the Asstt. Officer-in-charge, Degree Examinations to held lecture on

#### 5.2 Efforts made by the institution for tracking the progression

The IQAC made the following demand regarding student support services:

- The college authority purchased one filter to extend the facility of pure drinking water. Two additional water taps were arranged for students.
- The Library Committee purchases 767 numbers of new books at the cost of Rs. 1.5 Lac.
- Prof. Bibhuti Bhusan Das, Sr. Assistant Professor, Department of Management hold special classes on Research Methodology for the students of 6<sup>th</sup> Semester class and on Library Orientation for the entire students.
- A few teachers supplied hardcopies of class notes and the students got them photocopied.
- 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
641	0	0	0

#### (b) No. of students outside the state

NIL

#### (c) No. of international students

NIL

Men	No	%	Women	No	%
	540	84.2%		101	15.8%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
459	35	8	100	NIL	602	587	13	4	37	NIL	641

Demand ratio 1:1.12      Dropout % 8.5%

#### 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

123

#### 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  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	50 (Poor Students, @ Rs. 300/-)	15000.00
Financial support from government	76	294245.00
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

Research Cell and Study Circle were constituted in the college. The Research Cell adopted steps for minor research by students guided by teachers. The following teachers have been doing researching for Ph.D. degree 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.



1. Ramani Barman, Associate Professor, Department of Finance on the topic “A Study of Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGA)- Implementation and Constraints with Special Reference to Nalbari District of Assam under Magadh University, Bodh Gaya, Bihar
2. Kanak Ch. Barman, Senior Lecturer, Department of Economics on the topic “Implementation of Govt. Sponsored Programmes in Tribal Areas of Baksa District of Assam” under Magadh University, Bodh Gaya, Bihar.
3. Birendra Talukdar, Associate Professor, Department of Management on the topic “Personal Management Practices in Small Scale Industrial Units with Special Reference to Kamrup District” under Gauhati University.
4. Manoj Kumar Kalita, Assistant Professor, Department of English on the topic “Tradition to Modernity: A Study of the Select Novels of Anita Desai, Kamala Markanday and RP Jhabvala” under K.K. Handiqui State Open University, Assam

The following teacher submitted Minor Research Projects sponsored by UGC:

1. Dr. Ashok Kumar Sarma, Associate Professor, Department of Finance on the topic “A Study on Housing Finance with Special Reference to LIC Housing Finance Ltd., Area Office, Guwahati, Assam

The following teachers have been conducting MRP sponsored by UGC:

1. Bibhuti Bhusan das, Assistant Professor, Department of Management on the topic “Role of Self-help Group: A Case Study of Nalbari District.
2. Manoj Kumar Kalita, Assistant Professor, Department of English on the topic “Present Status of the Communicative Approach to the English Language Teaching at Nalbari and Kamrup Districts”.
3. Kanak Ch. Barman, Sr. Lecturer, Department of Economics on “Implementation of Govt. Sponsored Programmes in Baksa District of Assam”.
4. Ramani Barman, Associate Professor, Department of Finance on “A Study of MGNREGA and Its Role in Rural Development: A Case Study of Nalbari District of Assam”.
5. Dr. Umesh Talukdar, Associate Professor, Department of Accountancy on “Problems and Prospects of Street Vendors Operating in Guwahati City and Nalbari Town of Assam”.
6. Dr. Nupur Kalita, Assistant Professor, Department of Accountancy on “Problems and Prospects of Tourism Industry in Kamrup District”.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- 767 numbers of books were purchased.
- Foundation of E-Classroom was laid down on 30<sup>th</sup> November, 2013 by Hon’ble Chief Minister, Assam.
- Establishment of Digital Library is going on.
- Computer Lab was shifted to a more spacious area.
- College canteen is under construction.

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 five teachers and one office assistant on Part-time basis.

6.3.8 Industry Interaction / Collaboration

During the session 2013-14, Govt. of Assam granted financial assistance for Academic Tour. A group of selected students of ..... number was taken to Orissa where they could visit industries viz. The group was guided by Prof. Kanak Ch. Barman, Sr. Lecturer, Dept. Of Economics, Prof. Ramani Barman, Associate Professor Dept. of Commerce and Dr. Nupur Kalita, Assistant Professor, Dept. of Accountancy.

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	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
For PG Programmes	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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

- Training to Co-ordinator, IQAC on the handling of Office Automation Software on October 8, 2013.
- Organized training programme for Non-teaching staff in the use of Office Automation Software and MS Excel on February 5 & 6, 2014.

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

- Plantation Programme in the college campus by Extension Activity Cell on Aug 4, 2013.
- Environmental Awareness Lecture for the learners of KK Handiqui State Open University Study Centre organized by Extension Activity Cell on September 8, 2013.
- Environmental Awareness Lecture for students organized by Extension Activity Cell in association with The Green Globe, an NGO of Nalbari, Assam on March 4, 2014.
- Cleanliness Drive in the college campus and college road by NSS Unit on March 6, 2014.

7.5 Whether environmental audit was conducted?      Yes       No

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

SWOT Analysis:

Strength:

1. The college campus is under CC Camera surveillance.
2. Process of establishing E-classroom and Digital Library has been started.
3. OPAC search is available in the library.
4. Access to N-List programmes is available for teachers and students.
5. Extension (Distance) education to disadvantaged learners.
6. Sufficient technological aids for teaching
7. Library Orientation class for the students every year.
8. 40 bedded Women Hostel in the campus itself.
9. Indoor Sports Complex

**Weakness:**

1. Insufficient campus area.
2. Insufficient manpower.
3. Inconvenient road connectivity (during monsoon)
4. Lack of playground
5. Lack of Boys' Hostel

**Opportunity:**

1. Establishment of Boys' Hostel
2. Establishment of Gymnasium
3. Introduction of new vocational and professional courses
4. Introduction of PG Course in Commerce
5. Recruitment of more teaching staff
6. Improvement of the college Canteen

**Threats:**

1. The college is located in an area where road connectivity is still under-developed.
2. The college is located in a purely rural residential area and there is no scope for extending campus area of the college.
3. The government has not taken any step for new recruitment in the college.
4. Existing teachers have to restrict themselves from taking part in programmes for career advancement due to shortage of such staff.

## **8. Plans of institution for next year**

The first meeting of IQAC for the Academic Session 2014-2015 was held on June 20, 2014 to chalk out the Action Plan for the session 2014-2015 where the following plans were adopted:

**Academic Plans:**

1. Continuation of B.Com. Programme
2. Contact University authority for inspection of the college for introduction of M.Com. Programme.
3. Introduction of the following Vocational Courses at B.Com. level
  - a. Certificate in Communicative Skill Development
  - b. Certificate in Entrepreneurship Development
  - c. Certificate in Salesmanship
  - d. Certificate in Computer Application
  - e. Certificate in Insurance
  - f. Certificate in Share and Stock Training
4. Introduction of the following Short-term Computer Courses (open for all)
  - a. Certificate in Computer Application (6 Months)
  - b. Certificate in Desktop Publication (6 Months)
  - c. Certificate in Tally (6 Months)
5. Continuation of Remedial Classes
6. Continuation of distance education under IDOL, Gauhati University, KK Handiqui State Open University and Assam State Open School

7. Commencement of classes from 1<sup>st</sup> August, 2014 and 3<sup>rd</sup> week of January, 2015 for Odd and Even semester classes respectively.
8. Holding of 1<sup>st</sup> and 2<sup>nd</sup> Sessional Examinations in the 1<sup>st</sup> week of September and the last week of October, 2014 (for Odd Semester Classes)
9. Implementation of Minor Research Projects sanctioned by U.G.C.
10. Submission of proposal to UGC for organising two National Seminars.
11. Publication of departmental magazines 'Horizon' and 'Vanijyam' in October/November, 2014.
12. Publication of Seminar papers on Youth Unrest held in April, 2013 in October, 2014.
13. Publication of college magazine in the last week of September, 2014
14. Purchase of library books and journals.
15. Minor Research by students and teachers to be sponsored by Research Cell of the college.
16. Feedback on Teachers and campus by students in December, 2014.
17. Holding Orientation Programme for Teachers and Office Staff for academic review in Jan, 2015.
18. Holding of 1<sup>st</sup> and 2<sup>nd</sup> Sessional Examinations in the 3<sup>rd</sup> week of February and the 1<sup>st</sup> week of April, 2015 (for Even Semester Classes)

Students Related Activities:

6. Holding of Freshmen Social Day in the 1<sup>st</sup> Week of August, 2014.
7. Holding of Election to Students' Union Body in the last week of September, 2014.
8. Holding of Inter-college Badminton Competition in November, 2014.
9. Holding of Cricket Competition (College Level) in December, 2014.
10. Holding of Annual College Week in the last week of January, 2015.
11. Holding of Inter-college Quiz Competition (District Level) in February, 2015
12. Holding of Debating Competition (College level) in March, 2015.

Infrastructural Plans:

1. Implementation of the State Government Projects for establishment of Digital Library and E-classroom.
2. Submission of Proposal to UGC for establishment of Gymnasium.
3. Submission of proposal to UGC for construction of new Academic Block.
4. Construction/Renovation of the College Canteen.
5. Construction of the 1<sup>st</sup> Floor of the KKHSOU Study Centre building.
6. Renovation of the College Office.
7. Renovation of the IQAC Office.

Extension Activities:

5. Holding of Awareness Programme on AIDS/Blood Donation by Red Ribbon Club in October, 2014.
6. Holding of Adult Education Programme at Raitkuchi, Nalbari in November, 2014.
7. Continuation of Career Counselling by the teachers.
8. Plantation programme by Extension Activity Cell and NSS Cell in public places.
9. Publication of book on multidisciplinary topics by Study Circle in December, 2014.
10. Holding of Literary Programme by Study Circle in February, 2015.

*(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 (2013-2014)**

Month	Class /Working/ Exam Days	Holidays	Sundays	Academic & other activities
July 2013	1-6, 8-13, 15-20, 22-27, 29-31 = 27 Days		7,14,21,28	Summer vacation
Aug 2013	1-3, 5-8, 12-14, 16, 17, 19-24, 26, 27, 29-31 = 24 Days	Id-Ul-Fitre: 9-10, I Day: 15, Tithi of Madhav Dev: 25, Janmastami: 28	4, 11, 18, 25	The Odd semester classes of TDC be commenced from 1 <sup>st</sup> Aug, Freshmen Social: 1 <sup>st</sup> week of Aug.
Sept 2013	2-6, 9-14, 16-21, 23-28, 30 = 22 Days	Tithi of Srimanta Sankardev: 7	1, 8, 15, 22, 29	1 <sup>st</sup> Sessional Exam for B.Com classes be completed in the 1 <sup>st</sup> week. Election to Students' Union Body within 3 <sup>rd</sup> half.
Oct 2013	1, 3-5, 7-10, 19, 21-26, 28-31 = 19 Days	Gandhi Jayanti: 2, Durga Puja, Kati Bihu, Janmotsav of Srimanta Sankardev, Id-Ud-Zuha, Lakshmi Puja: 11-18	6, 13, 20, 27	Educational Field Trip be done in the 1 <sup>st</sup> half. 2 <sup>nd</sup> Sessional Exam for B.Com classes be completed in the 2 <sup>nd</sup> week. Publication of College Magazine be done before Puja Vacation.
Nov 2013	1, 4-9, 11-13, 15, 18-23, 25-30 = 24 Days	Kali Puja & Dewali: 2-3, Maharam: 14, Guru Nanak's Birth Day: 17	3, 10, 17, 24	
Dec 2013	2-7, 9-14, 16-21, 23, 24, 26-28, 30, 31 = 25 Days	Christmas Day: 25	1, 8, 15, 22, 29	End of 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Semester. Examinations be completed by 15 <sup>th</sup> Dec.
Jan 2014	1-4, 6-11, 18, 20-25, 27-31= 23 Days	Winter Vacation: 1-12, Magh Bihu, Silpi Divas: 13-17, Republic Day/University Foundation Day: 26	5, 12, 19, 26	Commencement of Even Semester classes from 3 <sup>rd</sup> week of Jan. Orientation Programme for teachers/students be organized for academic review and report be submitted to Director CDC, GU by 13 <sup>th</sup> Jan, Annual College Week be organized in the last week.
Feb 2014	1, 3, 5-8, 10-15, 17-22, 24-26, 28= 22 Days	Saraswati Puja: 4, Sivaratri: 27	2, 9, 16, 23	1 <sup>st</sup> Sessional Exam for even semester classes be completed by 3 <sup>rd</sup> week of Feb.
Mar 2014	1, 3-8, 10-15, 17-22, 24-29,	Dol Jatra: 16	2, 9, 16, 23, 30	Declaration of result of 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Semester exam within 45 days from the date of last exam.
April 2014	1-5, 7-12, 17-19, 21-26, 28-30= 23 Days	Bohag Bihu: 14-16	6, 13, 20, 27	2 <sup>nd</sup> Sessional Exam (for even semester) be completed by 1 <sup>st</sup> half of April.
May 2014	1-3, 5-10, 12-17, 19-24, 26-31= 27 Days		4, 11, 18, 25	
June 2014	2-7, 9-14, 16-21, 23-28, 30= 25 Days		1, 8, 15, 22, 29	End of 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester by 15 <sup>th</sup> June and will be followed by 15 days evaluation period.

## Annexure-II

### **STUDENTS' FEEDBACK REPORT ON TEACHERS AND CAMPUS, 2013**

#### **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 forms 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 analyzed for work out the results.
4. Information is analyzed 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: 15

No. of Sample Students: 200

Excellent teachers: 0%

Very Good teachers: 33%

Good Teachers: 20%

Average Teachers: 47%

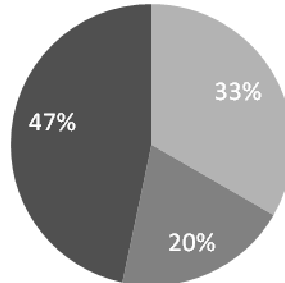
Poor Teachers: 0%

Feedback on campus: 69%



## 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	5	33
70% to 79%	Good	3	20
60% to 69%	Average	7	47
50% to 59%	Poor	0	0
<b>Total</b>		<b>15</b>	<b>100.0</b>

### Students' Feedback Report on Individual Teachers

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:

Excellent Teachers	Very Good Teacher	Good Teacher	Average Teacher	Poor Teacher
NIL	<b>Dr. Atul Ch. Haloi</b>	<b>Kanak Ch. Barman</b>	<b>Bibhuti. B. Das</b>	NIL
	<b>Dr. Manik Ch. Barman</b>	<b>Birendra Talukdar</b>	<b>Ramani Barman</b>	
	<b>Dr. Umesh Talukdar</b>	<b>Dr. Ashok Kr. Sarma</b>	<b>Manoj Kr. Kalita</b>	
	<b>Bibha Das</b>		<b>Saidul Islam</b>	
	<b>Dr. Nupur Kalita</b>		<b>Dr. Hemen Sarma</b>	
			<b>Chandana Kashyap</b>	
			<b>Mukut Huzury</b>	

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: Md. Saidul Islam

The best presenter: Dr. Atul Ch. Haloi  
The worst presenter: Md. Saidul Islam  
The best associate with the students: Dr. Manik Ch. Barman  
The worst associate with the students: Md. Saidul Islam  
The most responding teacher: Dr. Nupur Kalita  
The least responding teacher: Md. Saidul Islam  
The most interest creator: Dr. Manik Ch. Barman  
The least interest creator: Mukut Huzury, Saidul Islam  
The best communicator: Dr. Nupur Kalita  
The worst communicator: Ramani Barman  
The best supporter to the students: Kanak Ch. Barman  
The worst supporter to the students: Birendra Talukdar  
The best personality: Manoj Kr. Kalita  
The worst personality: Ramani Barman  
The best motivator: Manoj Kr. Kalita  
The worst motivator: Birendra Talukdar  
**Highest Scorer:** Dr. Manik Ch. Barman  
**Lowest Scorer:** Md. 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 6<sup>th</sup> 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. 6<sup>th</sup> 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 librarian 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 6<sup>th</sup> 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**

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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**

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Name of the Institution: Nalbari Commerce College

City: Nalbari, Assam

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