Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**NALBARI COMMERCE COLLEGE**
Name of the head of the Institution	**Dr. Basanta Kalita**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03624220249**
Mobile no.	**9854931937**
Registered Email	**iqacncc@gmail.com**
Alternate Email	**iprincipalnccollege1979@gmail.com**
Address	**PO: Chowkbazar**
City/Town	**Nalbari**
State/UT	**Assam**
Pincode	**781334**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Manoj Kumar Kalita**
Phone no/Alternate Phone no.	**03624220249**
Mobile no.	**9854931937**
Registered Email	**iqacncc@gmail.com**
Alternate Email	**principalnccollege1979@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.nccnalbari.in/website/static/attachments/AQAR_NCC_Nalbari_17_18.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.nccnalbari.in/website/static/attachments/Academic_NCC_Nalbari_18_19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C**	**63.00**	**2004**	**16-Sep-2004**	**15-Sep-2009**
2	**A**	**3.10**	**2016**	**16-Sep-2016**	**15-Sep-2021**

6. Date of Establishment of IQAC	**08-Jan-2005**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Bridge Course for the new students enrolled into B.Com. program from other than commerce stream	21-Jun-2018 10	25
Workshop on Course Curriculum and Evaluation System under Semester System for the new students	03-Aug-2018 1	195
Library Orientation Program for the students of UG and PG 1st Semester Classes	04-Aug-2018 1	280
Workshop on Intellectual Property Rights for Teaching Staff	03-Oct-2018 1	25
Workshop on Stress Management	24-Oct-2018 1	140
Training Session on the Application of Tally in Accounts Management for Non-teaching Staff	06-Nov-2018 1	5
5 Day Workshop on Research Methodology for teaching staff	18-Feb-2019 5	15
[View File](#)		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nalbari Commerce College	Excursion Grants	Govt of Assam	2018 365	100000
Nalbari Commerce College	Fee Waiver	Govt of Assam	2018 365	2485147
[View File](#)				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional	No

website	
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Preparation of Plan of Action for the Session 2018 2019 Preparation of Academic Calendar Preparation of college Prospectus for the Academic Session 2018 2019 Preparation of Daily Class Routine Organized institution level workshops and lecture sessions

No Files Uploaded !!!

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

Plan of Action	Achivements/Outcomes
Academic Plans: 1. Continuation of of B.A. and B.Voc. IT Programmes in regular mode under Gauhati University. 2. Continuation of B.Com. Programme 3. Continuation of M.Com. Programme 4. Continuation 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 5. Continuation of the following Shortterm 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) 6. Continuation of Bridge course for the students enrolled from other streams. 7. Continuation of Remedial Classes 8. Continuation of distance education under KK Handiqui State Open University and Assam State Open School 9. Organizing Faculty Improvement Program for the teaching staff and training for nonteaching staff 10. Submission of application to UGC granting permission to start B.Voc. in Retail Management and IT program with sponsorship. 11. Commencement of	Achievements: 1. International Environment Day was observed on 5th June, 2018 by the Green Audit Cell. 2. Bridge Course for the new students enrolled into B.Com. program from other than commerce stream organized by IQAC from 21 June to 30 June, 2018. 3. International Yoga Divas was organized on 21st June, 2018 by the Extension Activity Cell. 4. Odd Semester Classes of UG Programs were started from 1st August, 2018. For this Bidyarambha Program was organized by the Admission Committee of the college. 5. Workshop on Course Curriculum and Evaluation System under Semester System for the new students was organized on 3rd August, 2018 by IQAC in collaboration with Research Cell. 6. Rover Crew participated in the Independence Day parade organized by the district administration. 7. Library Orientation Program for the students of UG and PG 1st Semester Classes was organized on 4th August, 2018 by IQAC in collaboration with Research Cell. 8. College Foundation Day was observed on 18th August, 2018. 9. Freshmen Social Day observed on 1st September, 2018. 10. Teachers' Day organized by Students' Union Body on 5th September, 2018 by the Students' Union Body. 11.

classes from 1st August, 2018 and 3rd week of January, 2019 for Odd and Even semester classes respectively. 12. Holding of 1st and 2nd Sessional Examinations in the 1st week of September and the last week of October, 2018 (for Odd Semester Classes) 13. Publication of departmental magazines 'Horizon' and 'Vanijyam' in October/November, 2018. 14. Publication of college magazine in the last week of September, 2018. 15. Feedback on Teachers and campus by students in December, 2018. 16. Holding of 1st and 2nd Sessional Examinations in the 3rd week of February and the 1st week of April, 2019 (for Even Semester Classes) Students Related Activities: 1. Holding of Freshmen Social Day in the month of August, 2018. 2. Holding of Election to Students' Union Body in the month of September, 2018. 3. Holding of Intercollege quiz Competition. 4. Holding of Annual College Week in the last week of January, 2019. 5. Holding of Inter College Cricket Competition. Infrastructural Plans: 1. Submission of proposal to RUSA for infrastructure development grants 2. Construction of college gate. Extension Activities: 1. Holding of Health Awareness Program. 2. Holding of gender sensitization program 3. Observation of Earth Day 4. Observation of Women's Day 5. Continuation of Career Counselling by the teachers. 6. Conducting plantation drive

The 1st Sessional Examination of odd Semester classes were held during 2nd week of September, 2018. 12. A Intercollege badminton competition was organized by Students' Union Body on 26 and 27 September, 2018. 13. Cleanliness Drive was organized by Rover Crew on 1st October, 2018 in the college campus. 14. Workshop on Intellectual Property Rights for Teaching Staff organized on 3rd October, 2018 by the IQAC. 15. A Career Counselling program was organized by Career Counselling Cell on 6th October, 2018. 16. The 2nd Sessional Examination of odd semester classes was held during 2nd week of October, 2018. 17. Workshop on Stress Management was organized on 24th October, 2018 by the IQAC. 18. Training Session on the Application of Tally in Accounts Management for nonteaching staff was organized by IQAC in collaboration with the Department of B.Voc. IT on 6th November, 2018. 19. Students' feedback on teachers and campus was conducted by IQAC in December, 2018 and Feedback Report was submitted to Principal. 20. Classes of even Semester were started from 16th January, 2019. 21. Republic Day was observed on 26th January, 2019. 22. Vist to Assam Secretariate by a group of students headed by two teachers on 22nd February, 2019. 23. 5 Day Workshop on Research Methodology for teaching staff was organized by Research Cell in collaboration with IQAC from 18 February to 22 February, 2019. 24. The 1st Sessional Examination of even semester classes were held during 4th week of February, 2019. 25. Lecture on Women's Safety was organized by the Women Cell on 2nd April, 2019. 26. World Health Day observed on 7th April, 2019. On this occasion an Awareness Lecture on Cancer was organized by the Health Centre. 27. Earth Day was observed on 22nd April, 2019. On this occasion, a plantation drive was organized by

No Files Uploaded !!!

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to	No

assess the functioning ?	
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**01-Apr-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The college has a selfdeveloped website which was designed by the faculty members of the department of B.Voc. IT (Software Development). For admission into various programmes of the college, online admission system is used. Students can apply online through the Admission Portal in the college website. The selected lists of students are duly uploaded in the college website maintaining the reservation guidelines issued by Govt. of Assam for the students belonging to OBC, SC, ST, MOBC, etc. However, payment of admission fees is accepted offline in the college office. Students submit examination forms for Semester examinations of Gauhati University online through Gauhati University website. Fees payable to the Gauhati University is also done through online mode. Students get their marksheets online before marksheets are issued by Gauhati University. Reevaluation forms are also submitted online through the university website. Internal marks are entered and submitted to Gauhati University through online mode implemented by Gauhati University. This has eased the efforts of office staff. Students are communicated through the college website. All relevant and important information including notices and announcements are timely uploaded in the college website. Besides, class wise whatsapp groups are managed by teachers and notices and other relevant information are also shared in the whatsapp groups. The Library Management Software, SOUL 2.0 is used to conduct all automated housekeeping operations of the college library. The Web based OPAC system is used to facilitate online browsing of library**

bibliographical information. The digital library section of the library provides opportunity to students to access study materials and old question papers. The administration conducts meetings with the teaching and nonteaching staff at regular intervals. The college authority is also involved in regular interactions with Students' Union Body. Besides, regular meetings of the subcommittees are also held from time to time. Meeting of the Governing Body is also held from time to time. To keep the guardians/parents abreast with the performance of their wards, Guardians' Meet are held from time to time. For smooth communication among the teaching the nonteaching staff of the college, a whatsapp group is managed by the IQAC Coordinator.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Nalbari Commerce College is affiliated to Gauhati University, Assam. Therefore, the curricula formulation and syllabi development is within the domain of the parent university. Dr. Manik Ch. Barman, Associate Professor, Department of Management of our college is member of the Curriculum Design Committee of the Department of Commerce of Gauhati University. He contributes valuable inputs to the Committee, thus playing a key role in preparation of the curricula. However, all major decisions regarding design of syllabi is made by the affiliating university. The effective delivery of the course curriculum by the faculty members is well reflected in the success or failure of its students. For smooth and effective delivery of the course curriculum following arrangements are made. • The IQAC prepare the Academic Calendar and Prospectus. Besides the IQAC prepare the college master routine with due cooperation of the Vice Principal and based on it, the departmental class routines are prepared. The allocation of classes and course content to be taught is decided upon by the respective departmental heads in due consultation with their colleagues. • The Annual Academic Calendar of the college is designed at the start of the academic session on the basis of the University guidelines. The Academic Calendar reflects on the number of working/ teaching days, holidays, admission slot, projected dates of Internal Examination, summer/winter vacation, examination schedule, dates of declaration of results and other allied activities. • The individual teachers maintain a Teachers' Diary which documents the classes allotted and taken by the departmental colleagues together with the content taught daily. • To make learning more effective and absorbing, conventional classroom teaching is complemented with Guest Lectures, Field Trips and Educational Tours, visit to industrial areas and various social awareness programmes. Besides, chalk and talk method, some teachers use ICT tools in the classroom. Besides academics, students are also motivated to take active part in allied activities like debate, quiz, music, sports etc., both within and outside the institution. • The central library of the college keeps

a reasonable collection of syllabus oriented textbook and reference books. There is a digital library section. Students can access study materials and old question papers. The Library is also equipped with N-List facility by INFLIBNET. One can access electronic resources like e- books and e journals subscribed under N-List programme.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepren urship	Skill Development
Certificate in Entrepren eurship Development	Nil	01/08/2018	90	Entreprene urship	Entreprene urial Skill
Certificate in Computer Application	Nil	01/08/2018	90	Employabil ity	Computer application skill
Nil	Diploma in DTP	01/08/2018	180	Employabil ity	DTP Software application skill
Certificate in Soft Skill Development	Nil	01/08/2018	90	Employabil ity	Soft Skill development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

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

	Certificate	Diploma Course
Number of Students	75	25

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate in Soft Skill Development	01/08/2018	25
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	General	51
BCom	Major Accountancy	80
BCom	Major Management	25
BCom	Major Finance	104
MCom	Accounting & Finance	28
MCom	Management	22
[View File](#)		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nill
Employers	Nill
Alumni	Nill
Parents	Nill

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

Feedback Obtained
The feedback process is carried out by the IQAC of the college. Qualitative feedback has been obtained from the students in offline mode at the end of the year on major domains like teachers' quality, academic environment, curriculum delivery, evaluation methods, library services, college office, canteen facility etc. in the form of questionnaire. The responses gathered thereof are processed and reports are submitted to Principal. The responses has helped to identify key areas which demands improvement. Feedback on individual teachers has been promptly shared by the Principal and this has helped them in assessing their strengths and weaknesses as perceived by the students. Suggestions were made to ensure proper redressal of grievances and thereby bring about improvement.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	General	100	70	45
BCom	Accountancy	80	80	64
BCom	Management	80	45	39
BCom	Finance	80	70	73
BA	Pass Course	100	48	32
BA	Major Assamese	30	13	13
BA	Major	30	12	12

	Sociology				
BVoc	IT (Software Development)	20	21	16
MCom	Accounting & Finance, Management	50	45	45

View File

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	936	89	28	4	4

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
8	6	3	4	1	2

View File of ICT Tools and resources

View File of E-resources and techniques used

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

A healthy student teacher relationship is ideal for healthy growth of an institution. The teachers appointed mentor to take care of the students. Each individual teacher is allotted 25 numbers of students as their mentor. The students communicate with their respective mentor for any problem they face in the college. The mentors also take care of their mentees regarding attendance in the college. If a students remain absent for more than one day, then parents are informed by the respective mentor.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1025	28	1:37

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
14	13	1	0	6

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

No Data Entered/Not Applicable !!!
No file uploaded.

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	UC	Nill	Nill	Nill
MCom	PC	Nill	Nill	Nill
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

No reforms were initiated during the session.

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

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

2.6 – Student Performance and Learning Outcomes

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

http://www.nccnalbari.in

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UC	BCom	General	95	18	18.9
UC	BCom	Accountancy	47	22	46.8
UC	BCom	Management	26	14	53.8
UC	BCom	Finance	68	27	39.7
PC	MCom	Accounting & Finance, Management	38	32	84.2
View File					

2.7 – Student Satisfaction Survey

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
14. Workshop on Intellectual Property Rights for Teaching Staff	IQAC	03/10/2018

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

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

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

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

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	3	0
[View File](#)			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Assamese	1

English	1

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

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

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

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

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	0	4	0	0

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Participated in Independence Day Parade organized by the District Administration	Rover Crew	1	15
Participated in Republic Day Parade organized by the District Administration	Rover Crew	1	15
International Environment Day	Green Audit Cell	5	100
International Yoga Divas was organized on 21st June, 2018	Extension Activity Cell	20	50
Earth Day was observed on 22nd April, 2019	Rover Crew	12	25

(plantation drive was taken)			
Motivational Speech by Sri Dipak Sarma, Advocate, Gauhati High Court on 27th April, 2019.	Extension Activity Cell	25	250
Awareness Lecture on Domestic Violence Against Women on 10th May, 2019	Extension Activity Cell	16	100

View File

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers

		participated under MoUs
	No Data Entered/Not Applicable !!!	
	No file uploaded.	

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
200000	25000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9600	Nill	300	Nill	9900	Nill
Reference Books	1099	Nill	0	Nill	1099	Nill
Journals	2	Nill	0	Nill	2	Nill
[View File](#)						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
	No Data Entered/Not Applicable !!!		
	No file uploaded.		

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	50	1	1	0	1	1	12	50	2

| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 50 | 1 | 1 | 0 | 1 | 1 | 12 | 50 | 2 |

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
500000	675000	200000	25000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

There is good mechanism for the maintenance and utilization of physical, academic and support facilities like computer laboratories, library, sports complex, computers, classrooms etc. There are employees in the college who are given specific assignments for the upkeep of the computer laboratories. Students are informed of the laboratory facilities through notifications and classroom interactions. The Library Management Committee oversees the maintenance and utilization of library facilities. Students are informed of the facilities through the library orientation classes and relevant bill boards kept in the library. The books are purchased by the Library Committee after receiving demand notes from the departmental heads. The Students' Union Body In charge keeps records, maintains and utilizes the sports facilities. There is budgetary provision for the purchase of sports goods from time to time. Similarly there are assigned employees in the college for the physical upkeep and maintenance of the classrooms and computers. The construction works of the college are supervised and executed by the Construction Committee. Necessary particulars are purchased by the Purchase Committee of the college.

http://www.nccnalbari.in

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Welfare Fund	0	0
Financial Support from Other Sources			
a) National	UGC Ishan Uday and Scholarship to SC/ST/OBC/MOBC Students	90	Nill

b)International	Nill	Nill	Nill

View File

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Bridge Course for the new students from other than commerce stream	21/06/2018	25	IQAC
Remedial Coaching for the B.Com. Students	01/11/2018	30	Departments of the college
Certificate in Soft Skill Development	01/08/2018	25	Department of English
Career Counselling program	06/10/2018	90	Career Counselling Cell

View File

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Career Counselling	0	48	0	0

View File

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme

	enrolling into higher education				admitted to
2018	20	B.Com.	Accountancy, Management, Finance	Gauhati University	M.Com.
2018	2	B.Com.	Accountancy, Management, Finance	Gauhati University	MBA
			[View File]		

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
College Week	Institute Level	55
A Intercollege badminton competition	District Level	30
	[View File]	

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Union Body is formed every year through the direct election system. The Lyngdoh Committee recommendations are followed while conducting the election of Students' Council. Various initiatives are taken throughout the year to conduct numerous programs by the Union Body. The Annual Fresher's Social, Lecture programs, Debate and Quiz competitions, Literary competitions and functions, Musical functions, Sports Tournament etc. are organised under the initiative of the Union Body. The Union Body also supports in executing all the activities carried out by NSS Cell, Rover Crew, and all other Cells and Committees. There is representation of students in various academic/administrative bodies of the college. The college magazine is also published by the Students' Union Body. The Union Body takes initiative in students' representation in University Youth Festivals and all other events organized by other institutions.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The success of an institution depends on the combined efforts of all its stakeholders who work towards attaining the vision of the institution. The college keenly focuses on decentralization and participative management. This is reflected in its representation of almost all its stakeholders in various academic and administrative works. This has been done with the sole objective of assisting the authority in the smooth functioning of the college. All academic and operational policies are based on the unanimous decision of the Governing Body, the IQAC and the teachers of the college. The Principal, teaching and non-teaching staff, members of the Students Council works jointly to foster the growth and progress of the institution by sharing of responsibilities. To execute different activities of the college, various term based committees are constituted in the general meeting of the teaching and non teaching staff which promotes the culture of participative management. The teaching and non-teaching staff is given due representation in different committees with regards to admission, examination, construction, purchase, library, office management, career guidance and placement, grievance redressal etc. The Principal heads such committees and one faculty as its Co-ordinator and three to four teaching and non-teaching staff as members of the committee. The committees are empowered to frame policies and take decisions for functioning effectively. The committees are reconstituted as per time frame of the committees. Two such practices of decentralization and participative management during the last year can be stated as follows. 1. The purchase of all materials, equipments of the college are made by the Purchase Committee. The Purchase Committee is constituted in the General Meeting of the teaching and Non-teaching Staff of the college at the beginning of the Academic Session. 2. The Admission Committee is constituted in the General Meeting of the Teaching and Non-teaching Staff of the college. The Admission Committee is empowered to make policies, decide on cut-off marks for admission and adopt all necessary mechanism for admission of students in the college.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The college is affiliated to Gauhati University. Development of the

	curriculum is done by the affiliating university
Teaching and Learning	Besides regular classroom teaching, teachers are involved in preparation of Lesson Plan, maintenance of Teacher's Diary, Use of Smart Boards and LCD Projectors in some of the classrooms. The various departments adopt practices or methods that suit the students of the respective departments. The following practices are done for the benefit of students. • Remedial classes were held. • Tutorial classes were held after the routine classes • Pre-session classes were held. • Bridge Course was arranged for the students coming from other streams. • Feedback on teaches and campus was done by students • Technological aids like projector and visualize were used in the classroom. • Experimental Learning through Field Trips is done.
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 Internal Examination Cell of the college.
Research and Development	The IQAC of the college supports the Research Cell of the college. The Research Cell organizes research oriented activities like workshops, seminars etc. as mandatory activities for the students of B.Com. and M.Com. students in order to cultivate a research environment in the college. The IQAC also encourages the teachers in writing research papers and to carry out minor research projects.
Library, ICT and Physical Infrastructure / Instrumentation	The Library Committee is empowered to maintain the library. Books are purchased by the Library Management Committee. • ICT and physical infrastructure of the college are maintained by employees appointed for the work. All construction and renovation works are carried out by the Construction Committee. New equipments

	are purchased by Purchase Committee.
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.
Industry Interaction / Collaboration	The students are allowed for industry visit with the excursion grants sponsored by Govt of Assam. Selected students are guided by a group of teachers and they are taken to industries for practical knowledge.
Admission of Students	Intake capacity is fixed at 250 for B.Com. Program, 50 for M.Com. Program, 30 for BA (Honours), 100 for BA (Pass Course) and 20 for B.Voc. IT Program. 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.

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

E-governace area	Details
Planning and Development	All planning and developmental strategies adopted by the college authority are intimated to the stakeholders through the college website. Besides whatsapp is also used for sharing such information.
Administration	The college website offered a platform for intimating various stakeholders about the administrative notices such as Parent-Teachers meetings, Holiday notices etc. The college website was updated with information regarding faculties of various departments as well as recruitment notices are put up in conjunction with conventional methods of advertisement. Besides, notices inviting quotations for supply of materials, equipments or construction works are also uploaded in the college

	website.
Finance and Accounts	The salary bills for the faculties and office staff are intimated to the state government through the portal of the finance department of Govt of Assam.
Student Admission and Support	The college has a self-developed website which was designed by the faculty members of the department of B.Voc. IT (Software Development). For admission into various programmes of the college, online admission system is used. Students can apply online through the Admission Portal in the college website. The selected lists of students are duly uploaded in the college website maintaining the reservation guidelines issued by Govt. of Assam for the students belonging to OBC, SC, ST, MOBC, etc. However, payment of admission fees is accepted offline in the college office. Regarding any academic as well as other relevant information, students are intimated by publishing notice in the website and whatsapp groups.
Examination	Students submit examination forms for Semester examinations of Gauhati University online through Gauhati University website. Fees payable to the Gauhati University is also done through online mode. Students get their marksheets online before marksheets are issued by Gauhati University. Re evaluation forms are also submitted online through the university website. Internal marks are entered and submitted to Gauhati University through online mode implemented by Gauhati University. This has eased the efforts of office staff.

6.3 – Faculty Empowerment Strategies

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

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

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

Year	Title of the	Title of the	From date	To Date	Number of	Number of

professional development programme organised for teaching staff	administrative training programme organised for non-teaching staff			participants (Teaching staff)	participants (non-teaching staff)
2018	Workshop on Intellectual Property Rights	Nill	03/10/2018	03/10/2018	20	Nill
2018	Nill	Training Session on the Application of Tally in Accounts Management	06/11/2018	06/11/2018	Nill	5
2019	5 Day Workshop on Research Methodology	Nill	18/02/2019	22/02/2019	25	Nill

View File

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in Assamese	1	03/09/2018	23/09/2018	21
Short Term Course in Human Rights	1	12/11/2018	18/11/2018	7

View File

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nalbari Commerce College Employees Mutual Benefit Fund	Nalbari Commerce College Employees Mutual Benefit Fund	Students Welfare Fund

6.4 – Financial Management and Resource Mobilization

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

The internal audit is conducted yearly by the Institutions audit committee

which consists of various stake holders as well as the faculties with expertise in accounting practices. The books of accounts, vouchers for transactions, grant orders and completion reports are all collected and verified. The collected materials are scrutinised to check whether the regulations and accounting principles were followed while maintaining the books of accounts. The balances of cash books are verified with the bank statements and the physical cash in hand available at the end of the year. After the proper verification and scrutiny of the Page : 24 The Annual Quality Assurance Report (AQAR) of the IQAC, 2017-18] B. H. College, Howly materials, a report is thereby prepared highlighting any discrepancies if found and with suggestions on its rectification. The external audit is conducted by the Department of Audit (Local Fund), Govt. of Assam. The periodicity of such an audit is however at the discretion of the aforementioned department.

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

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

6.4.3 – Total corpus fund generated

13.12

6.5 – Internal Quality Assurance System

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

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

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

NIL

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

Training Session on the Application of Tally in Accounts Management for non-teaching staff was organized by IQAC in collaboration with the Department of B.Voc. IT on 6th November, 2018

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

1. Online Admission System 2. Introduction of Bachelor of Vocation in Information Technology (Software Development) 3. Introduction of Bachelor of Arts

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality	Date of	Duration From	Duration To	Number of

	initiative by IQAC	conducting IQAC			participants
2018	**Bridge Course for the new students enrolled into B.Com. program from other than commerce stream**	21/06/2018	21/06/2018	30/06/2018	25
2018	**Workshop on Course Curriculum and Evaluation System under Semester System for the new students**	03/08/2018	03/08/2018	03/08/2018	195
2018	**Library Orientation Program for the students of UG and PG 1st Semester Classes**	04/08/2018	04/08/2018	04/08/2018	280
2018	**Workshop on Intellectual Property Rights for Teaching Staff**	03/10/2018	03/10/2018	03/10/2018	25
2018	**Workshop on Stress Management**	24/10/2018	24/10/2018	24/10/2018	140
2018	**Training Session on the Application of Tally in Accounts Management for Non-teaching Staff**	06/11/2018	06/11/2018	06/11/2018	5
2019	**5 Day Workshop on Research Methodology for teaching staff**	18/02/2019	18/02/2019	22/02/2019	15
		View File			

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Lecture on Women's Safety	02/04/2019	02/04/2019	87	12
Awareness Lecture on Domestic Violence Against Women	10/05/2019	10/05/2019	115	75

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

Percentage of power requirement of the University met by the renewable energy sources
No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
Provision for lift	No	0
Ramp/Rails	No	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observation of International Environment Day	05/06/2018	05/06/2018	100
Observation of International Yoga Divas	21/06/2018	21/06/2018	50
Observation of Earth Day	22/04/2019	22/04/2019	25

View File

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

1. Planting trees in the campus. 2. Conserving water. (Water taps are checked regularly, Leaks are repaired to save water) 3. Conserving electricity. (Lights and fans are switched off when not required) 4. CFL bulbs are used wherever bulbs are required to be installed. 5. Awareness programs on environment are conducted.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES A. Library Orientation Program 1. Title of the Practice: Library Orientation Program 2. Objectives: Library Orientation Program is meant for both the new comers as well as the existing students of UG classes. The Program is conducted as a part of Research Methodology for preparation of seminar papers and project works. The underlying principles of the Program 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 Program is conducted for the students of the UG level. The Library Orientation Program is conducted once in a year after new admission. 4. The Practice The Program is executed as special classes but in the normal academic routine. The teacher-in charge fixes the schedule in consultation with the Principal or/and Vice Principal of the college. At least one class of two hours duration is taken for the orientation Program. The students are grouped in a convenient number of students depending upon the volume of the students. The library of the college is generally informed before the Program 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 Program has been giving effective results for which purpose it is generally undertaken. After preparation of the seminar papers, they are presented on the scheduled days. The students submit research based papers following proper methodology. 6. Problems Encountered and Resources Required Following constraints have been noticed in implementation of the Program: 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 Program being purely

academic one, financial requirement is very nominal. The Program 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. 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 Program 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 102 level. The Program is organized in order to acquaint the new students with the different criteria in which their performance are measured. The underlying principles of the Program 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 Program is conducted at the UG level. However, the Program 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 Program is conducted once in a year i.e. immediately after the commencement of classes. 4. The Practice: The Program is administered on the undergraduate students who get admission in the first semester class. The Program 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 Program. 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 Program 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 Program: 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 Program being purely academic one, financial requirement is very nominal. The Program can be initiated with existing infrastructure as well as ICT facilities available in the college.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.nccnalbari.in/website/static/attachments/IQACBest_NCC_Nalbari_1.pdf

7.3 – Institutional Distinctiveness

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

Nalbari Commerce College, Nalbari, is a premier co-educational institution of higher education primarily imparting education in commerce. Experiencing the vacuum and realizing the urgent need of such an institution, a good number of personalities from different walks of lives comprising of educationists and

intellectuals, social workers, thinkers, businessmen had made a drive to establish Nalbari Commerce College in the late eighties of the past century. The pioneering zeal and endeavour of those learned persons gave birth to the college on 18 August, 1979. Since its inception, the college has been striving to achieve its vision of imparting commerce graduate. The college is distinctive in this sense that the students graduated from the college with B.Com. degree are all well established. Most of the commerce graduates are self employed and only a few are working in govt or private establishments. Besides being self-employed, they are also capable of creating job opportunities for other educated as well as uneducated youths. Most of the commerce graduates are now working as Chartered Accountants, Company Secretaries, entrepreneurs, businessman and many more. There is not a single graduate who is unemployed. This makes the institution distinctive.

Provide the weblink of the institution
http://www.nccnalbari.in

8. Future Plans of Actions for Next Academic Year

Plan of Action for the Academic Session 2019-2020 Academic Plans: 1. Continuation of of B.A. and B.Voc. IT Programmes in regular mode under Gauhati University. 2. Continuation of B.Com. Programme 3. Continuation of M.Com. Programme 4. Introduction of B.Voc. in Retail Management IT 5. Continuation of the following Vocational Courses at B.Com. level a. Certificate in Entrepreneurship Development b. Certificate in Computer Application c. Diploma in DTP d. Certificate in Soft-skill Development 6. Bridge course for the students enrolled from other streams. 7. Remedial Classes of deserving students 8. Continuation of distance education under KK Handiqui State Open University and Assam State Open School 9. Organizing Faculty Improvement Program for the teaching staff and training for non-teaching staff 10. Commencement of classes from 1st August, 2019 and 3rd week of January, 2020 for Odd and Even semester classes respectively. 11. Holding of 1st and 2nd Sessional Examinations in the 1st week of September and the last week of October, 2019 (for Odd Semester Classes) 12. Publication of departmental magazines 'Horizon' and 'Vanijyam' in October/November, 2019 13. Publication of college magazine in the last week of September, 2019. 14. Feedback on Teachers and campus by students in December, 2019. 15. Holding of 1st and 2nd Sessional Examinations in the 3rd week of February and the 1st week of April, 2020 (for Even Semester Classes) Students Related Activities: 1. Organizing career counselling sessions. 2. Organizing motivational speech for students. 3. Holding of Freshmen Social Day in the month of August, 2019. 4. Holding of Election to Students' Union Body in the month of September, 2019. 5. Holding of Inter-college sports and cultural competitions. 6. Holding of Annual College Week in the last week of January, 2020. Infrastructural Plans: 1. Construction of ground floor of classroom building with RUSA grants. 2. Renovation of existing infrastructure of the college with RUSA grants. 3. Purchase of Sports and IT equipments with RUSA grants. 4. Construction of college gate. Extension Activities: 1. Observing International Environment Day 2. Observing Yoga Divas 3. Holding of Health Awareness Program. 4. Holding of gender sensitization program 5. Observation of Earth Day 6. Observation of Women's Day 7. Conducting plantation drive