

SELF-STUDY REPORT
FOR
RE-ACCREDITATION
(CYCLE 2)



Submitted to
National Assessment & Accreditation Council
(NAAC)
Bangalore, India

By
NALBARI COMMERCE COLLEGE

P.O.: Chowkbazar ♦ Dist.: Nalbari
State: Assam ♦ PIN- 781 334
E-mail: iqacncc@gmail.com
Website: www.nalbaricommercecollege.ac.in

JANUARY, 2016



Office of the Principal

NALBARI COMMERCE COLLEGE

(A Premier Co-educational Institution of Higher Learning)

P.O.- CHOWKBAZAR, Dist.- NALBARI-781334 (ASSAM)

Website: www.nalbaricommercecollege.ac.in
E-mail: iqacncc@gmail.com

Phone: 03624 – 220969, Mobile: 9859926398
Fax: 03624 - 220969

Memo No. NCC/3(D)16/29

Date: 30/03/2016

From
Dr. Paresh Nath Sarma
Principal cum Secretary
Nalbari Commerce College, Nalbari, Assam

To
The Director
National Assessment and Accreditation Council (NAAC)
P.O. Box No. 1075, Nagarbhavi
Bangalore: 560072, India

Sub: Submission of Self-Study Report (SSR) for Re-accreditation (Hard & Soft copies).

Ref: Your e-mail dtd. 21 March, 2016.

Respected Sir,

In reference to your e-mail dated 21 March, 2016 we have been informed that our LOI bearing Track ID **ASCOGN11672** dated 29th February, 2016 has been accepted and accordingly we have been advised to proceed further for submission of SSR. Therefore, I like to submit 05 hard copies and 01 soft copy of the Self-Study Report (SSR) for re-accreditation of Nalbari Commerce College, Nalbari.

Further I like to inform you that the college is a Govt. Provincialised College and is covered under section 2 (f) and 12 (B) of UGC Act, 1956, and we have also got General Development Grants during XII Plan. In this regard relevant documents have been annexed with the SSR.

This is for your kind information and needful action.

With regards.

Yours sincerely

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

A





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Memo No.NCC/.....

Date: 30/03/2016

**Extract copy of Governing Body's Resolution No. 7 adopted in the meeting
of the Governing Body held on 25th November, 2015**

Resolution No. 7 : In view of the matter in connection with re-accreditation of Nalbari Commerce College, Nalbari for the 2nd Cycle by National Assessment and Accreditation Council (NAAC), the manuscript of the Self-Study Report (SSR) prepared by the Steering Committee constituted for re-accreditation of the college by NAAC is placed before the meeting of the Governing Body of the college held today the 25th November, 2015 for its approval. The members present in the house analyze the facts and figures incorporated in the SSR and express satisfaction over the preparation of the same. Finally, it is resolved that the Principal cum Secretary of the college be authorized to follow the next step for re-accreditation of the institution by NAAC.

Certified to be true copy

Sd/-
(*Hemanta Kumar Dutta*)
President
Governing Body
Nalbari Commerce College
Nalbari, Assam

(*Dr. P. N. Sarma*)
Principal cum Secretary
Nalbari Commerce College
Nalbari, Assam

B



LIST OF ABBREVIATIONS

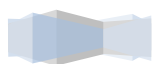
ACS:	Assam Civil Service
AHSEC :	Assam Higher Secondary Education Council
AICTE:	All India Council for Technical Education
AIDS:	Acquired Immune Deficiency Syndrom
API:	Academic Performance Indicator
AQAR:	Annual Quality Assurance Report
ASOS:	Assam State Open School
B.Com.:	Bachelor of Commerce
BBA:	Bachelor of Business Administration
BCA:	Bachelor of Computer Application
CA:	Chartared Accountant
CAT:	Commom Admission Test
CCS:	Committee For Courses and Studies
CCTV:	Close Circuit Tele Vision
CGPA :	Cumulative Grade Point Average
CPF:	Contributory Provident Fund
CSIR:	Council of Scientific and Industrial Research
DOEACC:	Department of Electronics and Accreditation of Computer Classes
DRDA:	District Rural Development Authority
GB :	Governing Body
GMAT:	Graduate Management Apptitude Test
GoI :	Government of India
GPF:	General Provident Fund
GU :	Gauhati University
HE:	Higher Education
HoD :	Head of the Department
HS :	Higher Secondary
HSLC :	High School Leaving Certificate
ICA:	Institute of Computer Accountants
ICT:	Information and Communication Technology
ICWA:	Indian Coast and Works Accontants
IDOL :	Institute of Distance & Open Learning

C



IIT:	Indian Institute of Technology
INFLIBNET:	Information and Library Network
IQAC :	Internal Quality Assurance Cell
ISBN:	International Standard Book Number
IT:	Information Technology
KKHSOU :	Krishna Kanta Handiqui State Open University
KVBSASU :	Kumar Vaskar Barma Sanskrit & Ancient Studies University
LAN:	Local Area Network
LCD:	Liquid Crystal Display
LIC:	Life Insurance Corporation
M. Phil.:	Master of Philosophy
M.Com:	Master of Commerce
MA:	Master of Arts
Mbps:	Mega Byte per second
MCI:	Medical Council of India
MCJ:	Master of Communication and Journalism
MGNREGS:	Mahatma Gandhi National Rural Employment Guarantee Scheme
MHRD :	Ministry of Human Resource Development
MLA:	member of Legislative Assembly
MRP :	Minor Research Project
NAAC:	National Assessment and Accreditation Council
NCC:	National Cadet Corps
NCTE:	National Council of Technical Education
NE:	North-East
NERO :	North Eastern Regional Office
NET:	National Eligibility Test
NMB:	Nripendra Malla Bujarbaruah
NMEICT:	National Mission on Education through Information and Communication Technology
NPTE:	National Programme on Technology Enhanced Learning
NSS:	National Service Scheme
OBC:	Other Backward Classes
OER:	Open Educational Resources
OPAC:	Open Public Access Catalog

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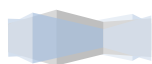


PG:	Post Graduate
PGDCA:	Post Graduate Diploma in Computer Application
PGDFM:	Post Graduate Diploma in Financial Management
PGDHRM:	Post Graduate Diploma in Human Resource Management
Ph.D.	Doctorate of Philosophy
PWD:	Public Works Department
RCC:	Rock Cement Concreting
RTI:	Right to Information Act
SC:	Schedule Caste
SEBA :	Board of Secondary Education, Assam
SLET:	State Level Eligibility Test
SOUL:	Software for University Libraries
ST:	Schedule Tribe
SWOC :	Strength Weakness Opportunity Challenge
TDC :	Three Year Degree Course
UG:	Under Graduate
UGC:	University Grants Commission



CONTENTS

Sl. No.	Title	Page No.
1.	Preface	1
2.	Executive Summery - The SOWC Analysis of the College	3
3.	Profile of the College	15
4.	Criteria-wise Inputs	26-135
	Criterion-I : Curricular Aspects	26
	Criterion-II : Teaching-Learning and Evaluation	39
	Criterion-III : Research, Consultancy and Extension	55
	Criterion-IV : Infrastructure and Learning Resources	94
	Criterion-V : Student Support and Progression	109
	Criterion-VI : Governance, Leadership and Management	119
	Criterion-VII : Innovations and Best Practices	136
5.	Evaluative Reports of the Departments	142-236
	➤ Accountancy	142
	➤ Business Management	155
	➤ Finance (Commerce)	170
	➤ Economics	182
	➤ Mathematics & Statistics	194
	➤ Information Technology	203
	➤ English	211
	➤ Assamese	221
	➤ Hindi	229
6.	Post-Accreditation Initiatives	237
7.	Declaration by the Head of the Institution	247
8.	Compliance Certificate	248
9.	Annexures	249-266
	<i>Annexure- I:</i> Recognition Certificate (u/s 2 (f) and 12 (B) of the UGC Act.)	249
	<i>Annexure- II-A:</i> Accreditation Certificate	250
	<i>Annexure- II-B:</i> Quality Profile (NAAC)	251
	<i>Annexure- III:</i> Master Plan	252
	<i>Annexure- IV-A-D:</i> Statements of Receipt and Payment (2011-2015)	253-256
	<i>Annexure- V:</i> Summary of UGC Grants (Receipt and Utilization)	257-262
	<i>Annexure- VI:</i> Grants release letter from UGC during 12 th Plan	263
	<i>Annexure- VII:</i> Data uploaded certificate (AISHE) 2015-2016	264
	<i>Annexure- VIII:</i> Certificate of Validity of Affiliation	265
	<i>Annexure- IX:</i> Certificate of Validity of Affiliation	266



PREFACE

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 16 July, 1979. It is located in the southern part of the district head quarter and at a distance of about 72 kilometers from the state capital.

It was a daunting task to the college to make people aware of the importance of commerce and other professional education, as the socio-economic condition of Assam is predominantly an agrarian one instead of being an industrial one. However, the situation has been rapidly changing with the thirst of having commerce education, most particularly in the era of worldwide phenomena like Liberalization, Privatization and Globalization (LPG) of recent times. Presently, narrowing down of opportunities to get employment in Govt. Departments vis-a-vis growing scenario of privatization has also awakened the people, inspiring the students to acquire commerce education besides the other technical and semi-technical and professional courses which may patronize the new generation to find out paths for getting employment in govt. departments, corporate bodies and for being a self-employed.

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 job-seekers and also injecting work-culture so as to confront the challenges that have been emerging.

The emblem of the Nalbari Commerce College, Nalbari reflecting the motto of the college bears an open book in front of the rising sun. The open book symbolizes awakening everybody to acquire knowledge while the spreading rays of the rising sun symbolize enlightening the learners, the sinister with the power of wisdom. The Sanskrit words mean, "*Let us acquire knowledge to enlighten our minds*".

Started as a single faculty commerce college affiliated to the Gauhati University, the college came under deficit Grants-in-Aid system in 1992 and then in 2005 the college was provincialized by the Govt. of Assam as per provisions of Assam College Employees (Provincialization) Act, 2005. The college celebrated its Silver Jubilee in 2009, a few years late than its actual time due to some constraints. The college was assessed and accredited (Cycle 1) by the National Assessment and Accreditation Council (NAAC) in 2004 with 'C+' Grade.

Initially, the college started Pre-University Course in commerce stream under Gauhati University and then in 1984, it started Bachelor of Commerce (B.Com.) Programme under the same university offering Major in Accountancy, Management

and Finance. Then from the Academic Session 2015-2016, the college started Master of Commerce (M.Com.) Programme after obtaining necessary permission from Gauhati University. Besides, the college has also been granted permission to start Post-Graduate Diploma in Computer Application (PGDCA) in regular mode by the affiliating university from the Academic Session 2015-2016.

Moreover, the college also provides opportunity to learn certain short-term computer courses as well as certain vocational courses on self-finance mode so that the students can accommodate themselves in the current job market immediately after completion of their graduation.

The college has been offering various PG and UG programmes parallaly in distance mode under Krishna Kanta Handiqui State Open University (KKHSOU), Assam and Institute of Distance and Open Learning (IDOL), Gauhati University. There is also a Study Centre of Assam State Open Schooling (ASOS) under Assam Higher Secondary Education Council (AHSEC) where learners can pursue Higher Secondary education in Arts and Commerce streams. The Study Centre of Krishna Kanta Handiqui State Open University offers certain short-term computer courses on self-finance mode.

It is a matter of pleasure that the college is going to submit the Self-Study Report (SSR) of the college for its re-accreditation by NAAC for the 2nd cycle. I take this privilege to express my sincere gratitude to the members of the Steering Committee for rendering their noble services in preparing this Self-Study Report. Further, I also express my thankfulness to the members of the Governing Body, IQAC, Teaching and Non-Teaching Staff, Students' Union Body and Alumni Association of the college for their active co-operation in preparing this report.

With sincere regards.

Date: 30-03-2016
Place : Nalbari

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

EXECUTIVE SUMMARY

The SWOC Analysis of the College

Since its inception in 1979, Nalbari Commerce College has been rendering its noble services to the society through the way of imparting higher education in commerce and thereby producing commerce graduates having the attributes as required for rendering financial services in various organizations and also for strengthening the entrepreneurial sector of the region. With the lowest number of staff in a college, the institution started Pre-University courses in commerce under Gauhati University in 1979 and then from 1984 the college started Bachelor of Commerce under the same university. However, the college has started one historic journey in the field of educational services to the society with the starting of Master of Commerce (M.Com.) from the Academic Session 2015-2016 under Gauhati University. The college has also been granted permission to start PG Diploma in Computer Application (PGDCA) in regular mode by Gauhati University from the Academic Session 2015-2016.

Besides continuing teaching in Higher Secondary level, since 1984, the college has been offering major in Accountancy, Management and Finance of B.Com. Programme. Moreover, the college offers simultaneous admission into certain short-term computer courses as well as certain vocational courses in Insurance, Taxation, Entrepreneurship and Share and Stock Training on self-finance mode so that the students can accommodate themselves in the current job market immediately after completion of their graduation. The college also offers a good number of UG, PG and PG Diploma Courses through distance mode under KKHSOU and IDOL, Gauhati University. The Study Centre of Krishna Kanta Handiqui State Open University offers certain short-term computer courses on self-finance mode. There is also one Study Centre of Assam State Open Schooling under AHSEC where learners can pursue Higher Secondary education in Arts and Commerce streams through distance mode of learning.

The college has been very much conscious in order to ensure quality teaching by the teachers. With the UGC grants, the college has been able to purchase many audio-visual teaching aids and the college authority always encourages the teaching staff to use those aids in order to replace the traditional lecture mode of teaching. With the grant sanctioned by Govt. of Assam, the college has established digital library and one e-classroom. Teachers store relevant materials, question papers etc. in the digital library for access by students. The college campus has Wi-Fi internet connectivity which is accessible to students and faculty.

The Central Library of the college has a rich stock of books, references, journals etc. The Book Bank facility is also offered by the central library. Moreover, students can also search N-list programmes in the central library for collecting relevant study materials. It is a matter of great satisfaction that the automation process

of the library has been completed. Besides the central library, each and every department has departmental library and students can also borrow books, references etc. from the departmental libraries.

In order to enhance teachers' competence in their respective areas, the college always encourages its teachers to participate in RCs, OCs, STCs, Seminars, Workshops etc. conducted by different organizations. The institution also encourages the teachers to prosecute their Ph.D., M. Phil researches and also to undertake MRPs, to publish research papers, books etc. It is a matter of satisfaction that 05 faculty members have been awarded M.Phil. and 06 faculty members have been awarded Ph.D. degrees by different universities and other 06 have been involving in active research for obtaining Ph.D. degree. Moreover, 09 MRPs have already been completed by the faculty members and presently 02 MRPs are being conducted. The college has also successfully organized 01 State Level Seminar and 08 National Level Seminars during last six years sponsored by NAAC and UGC.

The college has been striving to extend its services to the community. To achieve this objective, the college has formed different cells and units consisting of teachers, non-teaching staff and students through which the college has been organizing lots of in-house and outreach extension activities. The various cells like Extension Activity Cell, NSS, Red Ribbon Club, IQAC, Study Circle, KKHSOU Study Centre etc. and different committees of the college have been rendering satisfactory services in realization of the objectives of the college. The college has an Information and Career Guidance Cell to extend career guidance and job information to the students with the support of the dedicated teaching staff of the college and very frequently by organizing lectures by distinguished scholars and entrepreneurs.

The financial and administrative activities of the college are monitored by the Governing Body of the college. The college has a Budget Committee which prepares annual budget for a session and follows efficient internal and external audit mechanism. For purchasing of equipments etc. the college has a Purchase Committee. For appointment of teaching and non-teaching staff, the college follows the UGC/State Govt. guidelines in letter and spirit. The policies adopted by the Governing Body of the college are implemented through the committees, units and cells of the college. The IQAC works for ensuring overall quality in the institution in co-ordination with the various committees, units and cells.

Strength:

The strengths of the college, as identified by it, are furnished below criterion-wise:

Curricular Aspects:

- The college offers PG Course in Commerce.
- The college offers major in Accountancy, Management and Finance of B.Com. Programme.

- The college offers the opportunity for skill development of students by offering short-term vocational courses in Insurance, Taxation, Share and Stock Training, and Entrepreneurship along with some short-term computer courses simultaneously with UG and PG courses.
- For improving students' communication skill, the Department of English organizes certificate course in Communicative Skill Development for the intending students.
- The college has been granted permission to start PGDCA in regular mode by Gauhati University from the Academic Session 2015-2016.
- Besides the regular UG and PG courses, the college also offers UG, PG and PG Diploma courses through distance mode under Krishna Kanta Handiqui State Open University (KKHSOU), Assam and Institute of Distance and Open Learning (IDOL), Gauhati University.

Teaching-Learning and Evaluation:

- The college has an Admission Committee which makes wide publicity of its admission process through its website, prospectus and notification in leading newspapers and maintains transparency in the whole process.
- The college arranges bridge course for the students coming from other streams viz. Arts and Science.
- Subject-wise Remedial Coaching is offered to those students who fail in an examination.
- Tutorial classes are arranged after the normal class hours.
- The faculty members prepare their teaching plans and maintains teachers' diary which are monitored by the IQAC in order to check the progress.
- Besides the traditional lecture mode of teaching, teachers supplement their teaching with seminars, group discussion, use of internet, audio-visual aids etc.
- The college authority encourages the teachers to participate in different OCs/RCs/STCs, Seminars, Workshops, Training programmes etc. so that their knowledge can be kept updated.
- The college strictly follows the evaluation system adopted by the affiliating university. For assessing a student, the college holds sessional examinations, group discussions, seminars, etc. as per university rules. Besides, a student is also assessed on the basis of holistic behaviour of the student.

Research, Consultancy and Extension:

- The teachers are encouraged to pursue research activities. It is a matter of satisfaction that 05 faculty members have been awarded M.Phil. and 06

faculty members have been awarded Ph.D. degrees by different universities and other 06 have been involving in active research for obtaining Ph.D. degree. Moreover, 09 MRPs have already been completed by the faculty members and presently 02 MRPs are being conducted.

- In-house research projects by students under teachers' guidance are encouraged.
- Departments organize seminars, group discussions etc. in order to inculcate the research culture among students.
- Departments organize state/national level seminars from time to time. Till now the departments have organized 01 State Level Seminar and 08 National Level Seminars during last six years sponsored by NAAC and UGC.
- Teachers participate in workshops, seminars, conferences organized by other organizations and present research papers in their relevant subjects which enhance their competence level.
- A good number of research papers written by the teachers have been published in seminar proceedings, national and international journals.
- The college has been organizing various extension activities on environment, adult education, blood donation, health awareness etc. for the welfare of the students and the community through the various committees, units and cells of the college.
- The teachers of the college have been writing books on their respective subjects. Till now more than 50 books have been published by national level publishers.
- The college has an Information & Career Guidance Cell. The cell organizes Career Counseling Programmes from time to time and for this experts are invited. Besides, teachers of the college provide career counseling to students as well as outsiders on free basis. In this regard, register is maintained regularly.

Infrastructure and Learning Resources:

- The college has 11 classrooms equipped with projectors, green boards, furniture, lights, fans etc.
- There is 01 Conference Hall having 120 seating capacity equipped with projector, laptop, green board and other audio-visual facilities.
- There is one mini Conference Hall for arranging meetings of Teaching/Non-teaching staff, Students' Union Body, Governing Body of the college and others.
- There is 01 Computer Laboratory having 19 numbers of computers.
- There is 01 common room for the faculty members for the PG Section.

- The college has a central library, with well-stock of text books, references and sufficient numbers of journals, magazines, newspapers etc. The central library has one Digital Section having 12 computers for accessing digital materials and the computers are WiFi connected. The students can also access to N-List Programmes provided by INFLIBNET Centre. There is also a Book Bank attached with the central library. Internet and reprographic facilities are also available in the central library.
- All the departments have 01 departmental library each.
- There is 01 Digital Printer cum Photocopier accessible for all the teaching and office staff.
- All the departments have 01 Laptop which helps the department in preparing their teaching materials, question papers and other departmental works.
- The college has provided separate building (RCC 1st Floor, 1240 sq.ft.) for the Study Centres of Krishna Kanta Handiqui State Open University, Assam and Assam State Open School under Assam Higher Secondary Education Council, Assam.
- There is one UGC Network Resource Centre in the college.
- The college has been publishing an annual students' magazine. Besides, the departments of the college have been publishing 02 Departmental Magazines annually under the titles "Vanijyam" and "Horizon". Moreover, there is 01 Wall Magazine in the college.
- The college has a Women Hostel where 35 boarders can be accommodated.
- The college has 01 canteen having separate seating arrangement for teachers and students.
- The college has one Sports Complex constructed with the UGC grants measuring 2555 sq. ft. which provides necessary indoor and outdoor sports items like Table Tennis, Carom and Badminton.
- The college has one Tennis and one Volleyball Court in the main campus.
- For public speaking such as holding of meetings, seminars, workshops, lecture programmes, training programmes etc., the college can provide adequate space, sitting arrangement, sound system, light, LCD projector, public address system and other necessary facilities.
- There is one Health Centre in the college. Doctors attend the centre on part-time basis for health check-up of students. Free community health check-up programmes are also arranged by the college from time to time. Besides, health awareness programmes are also organized by the various units/cells of the college.

- In order to ensure security, the main campus of the college measuring 1.3 acre is surrounded by 7 feet tall brick wall. 01 night chowkidar has been appointed on contractual basis to guard the campus during the night hours. 16 CCTV cameras have been installed at different locations of the college mainly to ensure security. The Women Hostel of the college is located inside the college campus. Hence, the security measures adopted for the college also cover the security of the Women Hostel. The residence of the Hostel Warden is in the ground floor of the hostel building and this has ensured security of the hostel boarders to a large extent.

Student Support and Progression:

- The college publishes an updated prospectus every year in the beginning of the academic session. The prospectus provides all the necessary academic and administrative information
- Scholarships from Government are availed by the students of SC, ST and OBC communities. Economically weaker students are also given benefits like fee concession, free books etc.
- Students participating in different events are encouraged by extending different facilities and financial assistance.
- There is Health Centre in the college. First aid box is available in the college for emergencies. In case of emergencies, the patient is taken to the Civil Hospital or local nursing homes. Health Camps are organized for health checkups for students. Financial assistance is provided to poor students if and when necessary.
- Communicative skill development course is conducted by English department of the college in order to develop the communicative skill of the students.
- The slow learners are provided extra classes/remedial classes as per the requirement.
- The College publishes a magazine where articles on different aspects by the students as well as by teachers and by non teaching staff are published. The magazine serves as a platform for the young writers.
- The Information & Career Guidance Cell and Extension Activity Cell of the college arrange counseling classes with the help of experts in order to guide the students for selecting the right career.
- The institution has a Students' Grievance Redressal Cell to solve various problems faced by the students.
- The college has a committee for prevention of sexual harassment to look after such issues.
- There is an Anti-Ragging Committee to ensure ragging-free environment.

- WiFi Internet facility is available for teachers as well as students.
- Add-on vocational courses in computer application, insurance, taxation, share and stock training and entrepreneurship are offered.
- Annual Sports and Cultural events are organized to find out students' talents.
- Economically poor students are given admission opportunity on installment basis.
- The college offers two cash awards for students securing highest positions in final examinations (H.S. and U.G.). The awards are sponsored by Keshori Mal Rara and Khiroda Buzarbaruah.
- Book Bank facility is extended to students coming from poor economic background.
- Financial assistance is given from the institution to poor needy students on application.
- Financial support is offered to students participating in sports and cultural competitions at the state and at the national level.
- The college has the provision of offering remedial classes to the students who are at risk of failure or dropout. Moreover, the faculty members render personal assistance to the academically weaker students if they seek for.
- In order to strengthen student support and progression, the college has started PG in Commerce (M.Com) through regular mode under Gauhati University from the session 2015-16 having intake capacity of 40 students.
- The college has one study centre of IDOL, GU where graduates in commerce can pursue higher education in commerce through distance mode.
- About 55% of graduates of the college join Master Degree Programmes. Regarding establishment, it is assumed that almost 60% pass out students become entrepreneur or self-employed and 40% get jobs in private or government organizations.

Governance, Leadership and Management:

- The Governing Body of the college is the apex authority in connection with the internal matters of the college. The Body is the prime authority to formulate all the policies regarding the management and development of the college.
- The Principal makes decisions regarding ensuring the policy statements and action plans for fulfillment of the missions with proper suggestions from the stakeholders of the college.

- The Principal, being the executing authority, himself monitors the policies and plans for their effective materialization and improvement from time to time.
- The Governing Body empowers the Principal and committees to monitor the efficient utilization of the financial resources of the college. For each of the matters the Governing Body approves the budgeted amount.
- In the context of salary head, annual budget is prepared for submission to Director of Higher Education, Assam. The expenditure under salary head is audited by the government auditors.
- For all other expenditure including UGC funded expenditure, there is provision of internal audit. Proper Utilization Certificate of audited accounts is submitted to UGC.
- Financial matters are also constantly monitored by Construction Committee, Purchase Committee, Planning Board, Library Purchased Committee etc.
- Leadership is decentralized. The HoDs are empowered to distribute syllabus among the teachers. The faculties are incorporated in various committees so as to patronize the Principal in academic activities. 2 teachers' nominees represent the governing body to place the problems faced by the teachers and also to help the governing body in determining the plans and policies for the institution.
- The departments are given autonomy in management of classes, organizing departmental seminars/ workshops, holding group discussions etc.
- Teachers are allowed to involve in research activities and to participate in various academic activities like seminars, workshops, RCs, OCs, STCs etc. for enhancing their competence for the benefit of the students.
- The IQAC of the college suggests different policies, particularly for the academic growth of the institution to the Governing Body of the college and helps in implementing them with due support from various committees, units and cells.
- The college adopts teachers' performance appraisal system which is implemented by the IQAC and based on the report submitted by the IQAC, teachers are entrusted with various developmental activities of their personalities as well as of the institution.
- Performance appraisal forms are also supplied by the Director of Higher Education, Assam. The primary information is filled in by the concerned teachers and the performance related points are filled in by the authority and subsequently the forms are submitted to DHE, Assam.

- The college follows internal as well as external (Govt.) audit mechanism. All expenditures are made based on an annual budget with due approval of the G.B.

Innovation and Best Practices:

The following innovations have been introduced in the college during the last four years which have brought positive impact on the functioning of the college.

- Introduction of PG in Commerce.
- Introduction of Vocational Courses in Taxation, Insurance, Entrepreneurship, Share and Stock Training.
- Construction of a digital library and e-classroom.
- Construction of Women Hostel.
- Construction of Indoor Sports Complex.
- Wi-Fi internet facility to students and faculty members.
- Installation of power generators (8 & 5 kv).
- Installation of CC Cameras in various locations of the college.
- Library automation.
- Access to N-list programmes in the central library.
- Formation of Anti Ragging Cell to ensure ragging-free environment.
- Implementation of Anti-Ragging Undertaking as per UGC direction.
- Formation of Study Circle for extension activities.
- Formation of Research Cell.
- Formation of Committee for Prevention from Sexual Harassment.
- Financial support to the students under the BPL category.

Best Practices:

- Library Orientation Programme
- Special session on Course Curriculum and Evaluation System for new students.

Weakness:

The major weaknesses of the college are:

- The college has been suffering from the shortage of land. It has got only 1.3 acre land where there is no further chance of extension of the existing area.
- The college has not been able to impose a strict limitation in the intake capacity due to strong public demand. The college is the only institution offering Commerce stream at the UG level in the district. Therefore, the

general classes are crowded with students of different levels. Due to poor number of teachers and insufficient infrastructure, dividing the classes into sections is also restricted.

- The students taking admission into UG level are mostly from Arts and Science background for which it has been very troublesome for the teachers to complete the courses at the expected level.
- The college has been suffering from the shortage of permanent teaching posts. There are only 14 permanent teaching posts where departments like Assamese, English, Mathematics and Statistics and Information Technology have only 01 post respectively. The department of Finance which offers major to maximum students at the UG level has only 02 permanent posts.
- In the colleges of Assam, there is no provision of appointing Physical Instructors, Music and Dance Teachers, which has imposed a hindrance in developing these extra-curricular qualities among the students.
- The college has not been able to provide sufficient fund for departmental research projects.
- The college has not been able provide placement service to the pass out students.
- The college does not have a Gymnasium for the students.
- Due to shortage of land, the college does not have a playground.
- Though the college has a Women Hostel, it does not have a Boys' Hostel.

Opportunity:

Following are the different aspects in which the college has many opportunities to grow more:

- The college can submit proposal to UGC or the Govt. of Assam for infrastructural development in order to divide the large classes into sections for effective teaching-learning.
- The college can submit proposal to UGC or to the Govt. of Assam for establishing Gymnasium for the students.
- The college can place proposal to the Govt. of Assam for sanctioning more permanent teaching and non-teaching posts.
- The college can acquire land in neighbouring areas for playground and Boys' Hostel.
- The college can organize more National level seminars or workshops in the coming future.
- The teachers can undertake Minor/Major Research Projects as almost all the faculty members have completed at least one Minor Research Project.

- The college campus has Wi-Fi internet connectivity. So, the college can make provision for online teaching-learning with due linkage with external organizations.
- The college can open some more job oriented courses for the students in order to enhance job opportunity after completion of graduation.
- The college can organize more extension activities for the students and community on issues like climate change, pollution, inclusion, health awareness, women rights, child labour, human rights etc.

Challenge:

The following factors will pose as the challenges in achieving the desired goals by the college:

- The college will have to challenge the scarcity of permanent teaching and non-teaching posts until the Govt. of Assam sanctions additional posts.
- The college will have to challenge the scarcity of fund in order to purchase land.
- The college will have to challenge the problem of creating linkage with industries/companies/govt. organizations in order to provide placement services to the graduates.
- The college will have to challenge the students' economic crisis after offering job-oriented courses in self-financing mode as a large number of the students belong to economically backward families.
- The college will have to challenge the land crisis for providing hostel facility to the male students.
- The college will have to challenge the fund crisis in order to establish gymnasium, swimming pool etc. as well as to provide adequate sports facilities to the students due to lack of necessary land and infrastructure facilities.

Future Plan:

In order to facilitate effective teaching and learning, the college has adopted the following plans for creation and enhancement of infrastructural facilities to cope with the academic growth.

- Connecting Students-Teachers-Parents-Administration through **myly** (Mobile App Solution) to be provided by Institute of Computer Accountants (ICA).
- Purchase of land for construction of Boys' Hostel and playground.
- Creation of linkage with industries and companies for placement of students.
- Renovation of existing classrooms.

- Construction of Faculty Building.
- Purchase of books for the central library
- Setting up of gymnasium.
- Setting up of Internet Cafeteria.
- Purchase of computers for the Computer Lab.

Conclusion:

The college was assessed and accredited by NAAC in 2004 for Cycle 1. It is encouraging that the college would be re-assessed by NAAC for the 2nd Cycle very soon. The Self-Study Report of the college has been prepared by a dedicated team of teaching and non-teaching staff of the college under the banner of “Steering Committee” headed by Manoj Kumar Kalita, Assistant Professor in English and Co-ordinator of IQAC of the college. I take this privilege to express my sincere gratitude to the members of the Internal Quality Assurance Cell (IQAC) for rendering their noble services in preparing this Self-Study Report. Further, I also express my thankfulness to the members of the Governing Body, Teaching and Non-Teaching Staff, Students’ Union Body and Alumni Association of the college for their active co-operation in preparing this report.

1. Profile of the Affiliated / Constituent College**1. Name and Address of the College:**

Name :	NALBARI COMMERCE COLLEGE	
Address :	P.O.: Chowkbazar, Dist.: Nalbari	
City : Nalbari	Pin : 781334	State : Assam
Website :	www.nalbaricommercecollege.ac.in	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Paresh Nath Sarma	O: 03624-220249 R:	9859926398	03624-220969	principalncc@rediffmail.com
Vice Principal	Dr. Atul Ch. Haloi	O: 03624-220249 R:	9954052743	03624-220969	
Steering Committee Co-ordinator	Manoj Kumar Kalita	O: 03624-220249 R:	9854931937	03624-220969	iqacncc@gmail.com

3. Status of the Institution:

Affiliated College

☒

Constituent College

☐

Any other (specify)

☐**4. Type of Institution:****a. By Gender**

i. For Men

☐

ii. For Women

☐

iii. Co-education

☒**b. By Shift**

i. Regular

☐

ii. Day

☒

iii. Evening

☐**5. It is a recognized minority institution?**

Yes

☐

No

☒

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

6. Sources of funding:

Government

☒

Grant-in-aid

☒

Self-financing

☒

Any other

☒

UGC Grants

7. a. Date of establishment of the college: 16/07/1979 (dd/mm/yyyy)
- b. University to which the college is affiliated /or which governs the college (If it is a constituent college) **GAUHATI UNIVERSITY, GUWAHATI, ASSAM**
- c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	25-07-2008	No
ii. 12 (B)	25-07-2008	No

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)
(Annexure-I)

- d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.) **Does not arise**

Under Section/ clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.				
ii.				
iii.				
iv.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes ☐No ☒

If yes, has the College applied for availing the autonomous status?

Yes ☐No ☐

9. Is the college recognized

- a. by UGC as a College with Potential for Excellence (CPE)?

Yes ☐No ☒

If yes, date of recognition: (dd/mm/yyyy)

- b. for its performance by any other governmental agency?

Yes ☐No ☒

If yes, Name of the agency and

Date of recognition: (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Rural
Campus area in sq. mts.	6889 sq. mts.
Built up area in sq. mts.	2787 sq. mts.

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

• Auditorium/seminar complex with infrastructural facilities ☒

• Sports facilities

* Play ground ☐

The college does not have playground. The open space, measuring about 1500 sq.mtrs. in the midst of buildings is used for holding some events. Therefore, the college uses the playground of Nalbari College, Nalbari which is ½ k.m. away from our college, with due permission of the college authority for holding outdoor events.

The college has also Indoor Sports Complex, Tennis Court and Cricket Practice Ground in the college campus.

* Swimming pool ☐

* Gymnasium ☐

• Hostel

* Boys' hostel ☐

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities)

* Girls' hostel ☒

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities)

a) Warden's room- **02** ☒

b) Visitors' room- **01** ☒

c) Night Chowkidar- **01** ☒

d) T. V., News paper, Telephone- **Yes** ☒

e) Running Water- **Yes** ☒

f) Dining room- **01** ☒

g) Toilet block - **05** ☒

* Working women's hostel

i. Number of inmates ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise)

i. Teaching staff ii. Non-teaching staff

- Cafeteria —

- Health centre —

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance.....

Health centre staff —

Qualified Doctor

Full Time Part-time

Qualified Nurse

Full Time Part-time

- Facilities like banking, post office, book shops

Facilities like Banking, Post Office, book shops are not available in the campus of the college. But these are available within a radius of 300 meters.

- Transport facilities to cater to the needs of students and staff
- Animal house
- Biological waste disposal
- Generator or other facility for management/regulation of electricity and voltage
- Solid waste management facility
- Waste water management
- Water harvesting

12. Details of programmes offered by the college (Give data for current academic year) for 2015-2016

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1	Under-Graduate	B.Com. under G.U.	6 Sem	H.S. or equivalent	English & Assamese	250	249
		B.A. under KKHSOU (Distance)	6 Sem	H.S. or equivalent	English & Assamese	--	144

		B.Com. under KKHSOU (Distance)	6 Sem	H.S. or equivalent	English & Assamese	--	16
		B.C.A. under KKHSOU (Distance)	6 Sem	H.S. or equivalent	English	--	01
		B.B.A. under KKHSOU (Distance)	6 Sem	H.S. or equivalent	English	--	00
2	Post-Graduate	M.Com. under G.U.	4 Sem	B.Com.	English	40	40
		MA under KKHSOU (Assamese & P.Sc.) (Distance)	4 Sem	Any Graduate	English	--	09
		M.Com. under IDOL, GU (Distance)	4 Sem	B.Com.	English	--	30
		M.A. under IDOL, GU (All subjects) (Distance)	4 Sem	Any Graduate	English	--	--
3	Integrated Programmes PG						
4	Ph.D.						
5	M.Phil.						
6	Ph.D						
7	Certificate courses	Certificate in Insurance	3 Months	HS or equivalent	English	-	34
		Certificate in Entrepreneurship Development	3 Months	HS or equivalent	English	-	22
		Certificate in Share & Stock Training	3 Months	HS or equivalent	English	-	47
		Certificate in Communicative Skill Development	3 Months	HS or equivalent	English	-	15
		Certificate in Computer Application	3 Months	HS or equivalent	English	-	30
		Diploma in Computer Application (under KKHSOU Study Centre)	6 Months	HS or equivalent	English	-	16
		Certificate in Tally (under KKHSOU Study Centre)	6 Months	HS or equivalent	English	-	02
8	UG Diploma						
9	PG Diploma	PGDCA under IDOL, GU (Distance)	2 Sem	Graduation	English	-	09
10	Any Other (specify and provide details)	Higher Secondary Level Course (Under Assam State Open School of AHSEC) (Distance)	1 Year	HSLC or equivalent	Assamese & English	-	44

13. Does the college offer self-financed Programmes?

Yes ☒ No ☐

If yes, how many ? **12 Nos.**

1. M.Com.
2. PGDCA
3. Certificate in Insurance
4. Certificate in Entrepreneurship Development
5. Certificate in Share & Stock Training
6. Certificate in Communicative Skill Development
7. Certificate in Computer Application
8. Certificate in Computer Application (under KKHSOU Study Centre)
9. Diploma in Computer Application (under KKHSOU Study Centre)
10. Certificate in Tally (under KKHSOU Study Centre)
11. Diploma in DTP (under KKHSOU Study Centre)
12. Certificate in Photoshop (under KKHSOU Study Centre)

14. New programmes introduced in the college during the last five years if any?

Yes	<input checked="" type="checkbox"/>	No		Number	13
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1. M.Com
2. PGDCA
3. Certificate in Insurance
4. Certificate in Entrepreneurship Development
5. Certificate in Share & Stock Training
6. Certificate in Taxation
7. Certificate in Sellsmanship
8. Certificate in Computer Applicatoion
9. Certificate in Computer Application (under KKHSOU Study Centre)
10. Diploma in Computer Application (under KKHSOU Study Centre)
11. Certificate in Tally (under KKHSOU Study Centre)
12. Diploma in DTP (under KKHSOU Study Centre)
13. Certificate in Photoshop (under KKHSOU Study Centre)

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science				
Arts				

Commerce	Accountancy, Management, Finance, Economics, Mathematics & Statistics, Information Technology	6	6	Nil
Any Other (Specify)				

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com.)

- a. Annual system H.S. Commerce Stream (Regular) & HS Level Course under Assam State Open School of AHSEC (Distance)
- b. Semester system B.Com. & M.Com. in Regular Mode under GU. BA, B.Com, BBA, BCA & MA in Distance Mode under KKHSOU
MA, M.Com. & PGDCA in Distance Mode under IDOL, GU
- c. Trimester system

17. Number of Programmes with

- a. Choice Based Credit System
- b. Inter/Multidisciplinary Approach
- c. Any other (specify and provide details)
1. CGPA System B.Com. under GU (Regular), M.Com. under GU (Regular & Distance) & MA under IDOL, GU
2. Traditional Percentage System BA, B.Com., BBA, BCA, MA under KKHSOU (Distance) and PGDCA under IDOL, GU (Distance)

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes ☐ No ☒

If yes,

- a. Year of Introduction of the programme(s).....(dd/mm/yyyy)
and number of batches that completed the programme
- b. NCTE recognition details (if applicable)
Notification No.: Date: (dd/mm/yyyy)
Validity:.....
- c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?
Yes ☐ No ☒

19. Does the college offer UG or PG programme in Physical Education?

Yes ☐ No ☒

If yes,

- Year of Introduction of the programme(s)..... (dd/mm/yyyy)
and number of batches that completed the programme
- NCTE recognition details (if applicable)
Notification No.: Date:(dd/mm/yyyy)
Validity:.....
- Is the institution opting for assessment and accreditation of Physical
Education Programme separately?

Yes ☐ No ☒

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government <i>Recruited</i>	-	-	6	1	4	1	9	1	-	-
<i>Yet to recruit</i>	-	-	-	1	-	-	-	-	-	-
Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>	-	-	-	-	-	-	2	1	1	-
<i>Yet to recruit</i>						* 1				

* Selection process completed but to be approved by DHE, Assam *M-Male *F-Female

- Besides, we have 1(One) Sr. Lecturer in the Department of Economics working at State scale of pay.

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							13
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	-	-	4	-	1	1	6
M.Phil.	-	-	-	-	4	1	5
PG	-	-	2	1	-	-	3
Temporary teachers (Contractual)							5
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	2	5	7
Part-time teachers							-
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-

- Besides, we have 1(One) permanent Sr. Lecturer (Male) in the Department of Economics working at State Scale having PG Degree.
22. Number of Visiting Faculty /Guest Faculty engaged with the College. **1**
Prof. Susanta Dutta, Retd. Associate Professor, Dept. of Management, B.H. College, Barpeta.
23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1 2011-12		Year 2 2012-13		Year 3 2013-14		Year 4 2014-15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	19	00	31	04	10	03	26	04
ST	03	03	07	01	02	02	16	02
OBC	78	07	93	07	25	12	100	19
General	428	86	507	95	490	97	400	88
Others								
Total	528	96	638	107	527	114	542	113
Grand Total (Excluding HS)	624		745		641		655	
Grand Total (Including HS)							862	

24. Details on students' enrollment in the college during the current academic year:
2015-16

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	659	40	-	-	699
Students from other states of India	-	-	-	-	-
NRI students	-	-	-	-	-
Foreign students	-	-	-	-	-
Total	659	40	-	-	699
Grand Total including HS					945

25. Dropout rate in UG and PG (average of the last two batches)

UG **4.57%**

PG ** Enrolment started in 2015-16*

26. Unit Cost of Education (**As per 2014-15**)

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

	Including HS Students	Excluding HS Students
(a) including the salary component	Rs.24,057/-	Rs.31,660/-
(b) excluding the salary component	Rs.975/-	Rs.1,283/-

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes ☒ No ☐

If yes,

a) Is it a registered centre for offering distance education programmes of another University

Yes ☒ No ☐

b) Name of the University which has granted such registration.

1. K.K. Handiqui State Open University, Guwahati, Assam.
2. Institute of Distance and Open Learning, Gauhati University, Assam
3. Assam State Open Schooling under AHSEC

c) Number of programmes offered

BA, B.Com, BBA, BCA & MA under KKHSOU, Guwahati, Assam

M.Com., MA and PGDCA under IDOL, GU, Guwahati, Assam

d) Programmes carry the recognition of the Distance Education Council.

Yes ☒ No ☐

28. Provide Teacher-student ratio for each of the programme/course offered

UG - 39 : 1

PG - 6 : 1

29. Is the college applying for Accreditation :

Cycle 1 ☐ Cycle 2 ☒ Cycle 3 ☐
Cycle 4 ☐ Re-Assessment: ☐

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: **25 & 26 Aug, 2004** (dd/mm/yyyy) Accreditation Outcome/Result: **C+**

** Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.
(Enclosed Annexure-II-A & II-B)*

31. Number of working days during the last academic year.

32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

08/01/2005 (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR	(i)	03/02/2015	(dd/mm/yyyy)	(2009-2010)
AQAR	(ii)	03/02/2015	(dd/mm/yyyy)	(2010-2011)
AQAR	(iii)	03/02/2015	(dd/mm/yyyy)	(2011-2012)
AQAR	(iv)	03/02/2015	(dd/mm/yyyy)	(2012-2013)
AQAR	(v)	03/02/2015	(dd/mm/yyyy)	(2013-2014)
AQAR	(vi)	01/02/2016	(dd/mm/yyyy)	(2014-2015)

35. Any other relevant data (not covered above) the college would like to include.
(Do not include explanatory/descriptive information)

NIL

2. Criteria-wise Inputs

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

- 1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

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 job-seeker and also injecting work-culture so as to confront the challenges that have been emerging. The emblem reflecting the motto of the college bears an open book in front of the rising sun. The open book symbolizes awakening everybody to acquire knowledge while the spreading rays of the rising sun symbolize enlightening the learners, the sinister with the power of wisdom. The words in Sanskrit mean 'Let us acquire knowledge to enlighten our minds'.

The long cherished goals and objectives which are reflected in plans, programmes and various activities conducted by the college can be stated as follows:

- To impart higher education in commerce to the students of this region irrespective of caste, creed, sex and religion.
- To cultivate social, moral, ethical and spiritual values among the students.
- To help the students acquire required skills, knowledge and competence for being right human resource for the nation.
- To encourage students for pursuing entrepreneurship as a career for being job-giver.
- To enable the students reflect their views and attitudes critically on different social, political, economic and cultural issues.
- To inject desirable qualities for all round development of personality of each student.
- To build up intelligent democratic citizenship.
- To help the students grow a sense of responsibility towards the society.
- To enable the students realize the diverse cultural and social structure of the people living in different parts of the globe and to induce the sense of fraternity and brotherhood among the students.

- To create awareness among the students regarding the needs of protection, preservation and enrichment of the environment.
- To create awareness among the students regarding the necessity of preservation of human rights.
- To provide opportunity to the disadvantaged group of learners for pursuing higher education through distance learning centers.

The vision, mission and objectives of the college are communicated to the students, teachers and others through the college website, prospectus, handouts, banners etc.

The Student Induction Programme is also organized at the beginning of the session to communicate the vision, mission and objectives of the college along with other necessary information.

Besides, these are also communicated through various meetings and other activities conducted by the college.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

For effective implementation of the curriculum, the college develops and deploys the following plans of action:-

- A Daily Class Routine is prepared by the IQAC of the college covering the whole curriculum and that is communicated to the students before commencement of classes. This routine is strictly followed by the teachers in order to ensure delivery of the teaching on each and every subject from the very beginning of the academic session.
- The university to which the college is affiliated prepares and supplies an Academic Calendar before starting of a session and the college prepares its own Academic Calendar based on that of the affiliating university which is strictly followed in order to ensure implementation of all academic plans within the stipulated time.
- The Head of the Departments distribute courses among teachers on the basis of their areas of specialization and the teachers prepare their Teaching Plans so that the courses can be completed within stipulated time. The execution of the Teaching Plan is recorded in the Teachers' Diary.
- The teachers check their Diaries from time to time in order to check status of their Teaching Plans and accordingly, take additional classes for certain topics or bring changes to their plans if required.
- The departments hold seminars and group discussions among the students for effective implementation of the curriculum.

- In order to ensure effective implementation of the curriculum, Sessional Examinations are conducted by the Internal Examination Cell of the college and based on the performance of the students in those examinations, special classes are also arranged by the individual teachers beyond the normal teaching hours.
- For effective implementation of the curriculum, students are provided with library facility by the departments as well as by the Central Library of the college.
- Students can access to the N-List Programmes in the central library of the college. Besides, students can access to the Digital Library established in the college with the fund provided by the Govt. of Assam.
- Guest lectures are also arranged on certain topics for the benefit of the students.
- The curriculum delivery is effectively done through lectures. The teachers use Power Point presentations and Audio-visual aids for better teaching. Printed study materials are supplied to the students which are also made available in the Digital Library of the college.
- The quality of the education imparted to students is monitored by the IQAC of the College. The IQAC takes feedback from students on teachers and campus facilities in December every year and submit report to the Principal for necessary action.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

- The affiliating university (GU) designs the syllabus and revises the same from time to time.
- The affiliating university (GU) prepares an Academic Calendar for effective implementation of the curriculum.
- The affiliating university (GU) organizes various Career Advancement Programmes like Refresher Courses, Orientation Programmes, Short Term Courses, Workshops, Seminars, Summer/Winter School etc. at regular intervals to keep teachers' knowledge and aptitude updated.
- The university also informs the college authority regarding holding of programmes by other organizations and instructs the college authority to ensure participation by teachers for refreshing their knowledge and skills.
- The college authority encourages the teachers to join such Career Advancement Programmes.

- The college organizes Seminars, Workshops, Lectures, etc. for the teachers with the grants of UGC or with its own source.
- Reference Books, Journals etc. are made available in the Central Library of the college for updating teachers' knowledge.
- The college campus is Wi-Fi enabled. Teachers can access to relevant websites for getting updated information on their subjects.
- Audio-visual aids have been made available in the college with the UGC grants and teachers use them for effective implementation of the curriculum.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

The college has some mechanisms in order to ensure effective curriculum delivery and transaction on the Curriculum. These can be reflected on the following points:

- Preparation of the Academic Calendar before the starting of the Academic Session.
- Preparation of Teaching Plan as per the Academic Calendar and maintenance of the Teachers' Diary.
- Holding of Seminars, Group Discussions, Guest Lectures, Field Study etc. for students.
- Holding of Sessional Examinations, Unit Tests as per Academic Calendar and announcing students' performance.
- Arranging special classes for the poor learners identifying them through Sessional Examinations and Unit Tests.
- Providing teachers with audio-visual aids for effecting teaching.
- Getting students' feedback on teachers and campus for improving teachers' quality and campus facilities.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

The college networks and interacts with various agencies from time to time for effective operationalisation of the curriculum.

Industry: The college arranges Industry Visits for the students of the last year. Sometime such tours are sponsored by the State Government. The college organizes speech by prominent entrepreneurs and Human Resource Managers occasionally to encourage students to take up the career of entrepreneurship. The Information and Career Guidance Cell of the college

invites scholars for interaction with students so as to get the students touched with the latest trend of employment in public and private sectors. The ICGC also displays paper cuts regarding various vacancies published in newspapers etc.

Research Bodies: The college has not been able to establish linkage with prominent Research Bodies. However, scholars from research bodies are invited as Resource Persons for the state and national level seminars organized by the college.

University: The teachers of the college are always in touch with their respective departments in the university. They attend meetings organized by the departments of the university where they can share their problems and experiences relating to the curriculum. Besides, Professors from the university are invited to the college from time to time to provide suggestions and advices for effective delivery of the curriculum which are executed effectively.

- 1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

The curriculum is designed and developed by the affiliating university (GU). Dr. Manik Ch. Barman, Associate Professor, Department of Management has been representing the CCS, Department of Commerce, Gauhati University.

- 1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

Yes, in order to enhance students' quality, the college offers the following short-term vocational and computer courses in Self-finance mode. The curriculums for the courses are prepared by the Academic Committee of the college.

1. Certificate in Entrepreneurship Development (3 months)
2. Certificate in Insurance (3 months)
3. Certificate in Share and Stock Training (3 months)
4. Certificate in Communicative Skill Development (3 months)
5. Certificate in Computer Application (3 months)

The students of B.Com. programme are to choose any of the above mentioned five certificate courses simultaneously at the time of entry into the programme. The above courses are however also open for students from other institutions.

Besides, the Study Centre of K.K. Handiqui State Open University, Guwahati, Assam offers the following Computer Courses on self-finance mode. The curriculums of the courses are prepared by the Academic Council of the college.

1. Certificate in Computer Application (3 Months)
2. Diploma in Computer Application. (6 months)
3. Certificate in Tally (6 months)
4. Certificate in Photoshop (3 months)
5. Diploma in Desk-top Publishing (6 Months)

1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

Evaluation of the students is the only way to analyze/ensure whether the stated objectives of the curriculum have been achieved or not. Students' evaluation is done through the university examinations preceded by the unit tests conducted by the college twice in a semester. Besides, students' achievements are also analyzed through the students' performance in home assignments, project preparation, attendance in classes, performances in seminars, workshops, group discussions, punctuality etc. which are recorded by Assistant Officer-in-charge of Internal Examinations. Students' admission in higher learning institutions and placement also indicate whether the objectives have been achieved by students or not.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

Sl. No.	Name of the Course	Duration	Eligibility for admission	Goals & Objectives
1	Certificate in Communicative Skill Development	3 months	10+2	<i>Goals:</i> To enhance students' scope of employability. <i>Objectives:</i> To enhance students' communicative capability in English

2	Certificate in Entrepreneurship Development	3 months	10+2	<i>Goals:</i> To make the students enable to cultivate the potentiality for self-employment <i>Objectives:</i> To encourage students for undertaking entrepreneurship as a career
3	Certificate in Insurance	3 months	10+2	<i>Goals:</i> To make the students enable to cultivate the potentiality for self-employment <i>Objectives:</i> To encourage students for pursuing insurance as a career
4	Certificate in Share and Stock Training	3 months	10+2	<i>Goals:</i> To make the students enable to cultivate the potentiality for self-employment <i>Objectives:</i> To train the students in share and stock
5	Certificate in Computer Application	3 months	10 th Class	<i>Goals:</i> To promote computer literacy among students <i>Objectives:</i> To provide quality education in the use of computer software. To make the students fit for employability.
6	Certificate in Desktop Publication	3 months	10 th Class	Do
7	Certificate in Tally	3 months	10+2	Do
8	Diploma in Computer Application	6 months	10 th Class	Do
9	Certificate in Photoshop	3 months	10+2	Do

Besides the college also offers some Diploma/PG Diploma Courses in distance mode under Institute of Distance and Open Learning, Gauhati University:

1.2.2 Does the institution offer programmes that facilitate twinning/dual degree? If 'yes', give details.

No.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- Range of Core / Elective options offered by the University and those opted by the college
- Choice Based Credit System and range of subject options
- Courses offered in modular form
- Credit transfer and accumulation facility
- Lateral and vertical mobility within and across programmes and courses
- Enrichment courses

There are no institutional provisions with reference to academic flexibility under the semester system adopted by the college. However, the students are allowed to choose one Add-on vocational course at the time of admission which seems to be helpful in enhancing their scope of employability. Besides, the students are also allowed to take admission into various short term computer courses offered by the college beyond the normal class routine.

There is also a provision offered by the Krishna Kanta Handiqui State Open University, Guwahati, Assam, where a regular student pursuing B.Com. programme may also take admission simultaneously into another degree/diploma courses offered by the university. The Study Centre of the said university of our college informs the regular students about this provision and a few students have been seen to avail this opportunity. Basically, a trend has been noticed among the students to pursue BBA or BCA programme (offered by KKHSOU) simultaneously with B.Com. programme (offered by Gauhati University). However, the number of such students is very poor.

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

Yes, in order to enhance students' quality, the college offers the following self-financed Vocational courses.

1. Certificate in Entrepreneurship Development (3 months)
2. Certificate in Insurance (3 months)
3. Certificate in Share and Stock Training (3 months)
4. Certificate in Communicative Skill Development (3 months)
5. Certificate in Computer Application (3 months)

Moreover, in order to ensure students' literacy in computer, the college offers the following self-financed Computer courses through the Study Centre of KKHSOU.

1. Diploma in Computer Application. (6 months)
2. Certificate in Computer Application (3 months)
3. Certificate in Desktop Publication (6 months)
4. Certificate in Tally (6 months)
5. Certificate in Photosop (3 months)

The students of B.Com. programme are to choose any of the Vocational courses simultaneously at the time of entry into the programme. The above courses are however also open for students from other institutions. The computer courses are open for all students.

- 1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

No, the college does not provide such programmes.

- 1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

There is a provision offered by the Krishna Kanta Handiqui State Open University, Guwahati, Assam, where a regular student pursuing B.Com. programme may also take admission simultaneously into another degree/diploma courses offered by the university. The Study Centre of the said university of our college informs the regular students about this provision and a few students have been seen to avail this opportunity. Basically, a trend has been noticed among the students to pursue BBA or BCA programme (offered by KKHSOU) simultaneously with B.Com. programme (offered by Gauhati University). However, the number of such students is very poor.

1.3 Curriculum Enrichment

- 1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

The college being affiliated to Gauhati University, does not have the authority to formulate its own curriculum, still the courses offered

in under graduate level have their relevance to the institutional goals and objectives. The institution studies the curriculum in detail and gives it a practical shape by teaching the course content in the class room.

- 1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

The curricula are designed by the university on the basis of suggestions by various course committees for under graduate courses. Members of such committees belonging to various colleges have stressed on innovations at various points of time. But once the curricula are approved the college has no scope to rectify it within the syllabus.

- 1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

There are certain issues which are part of the curriculum and they are dealt accordingly.

However, other issues are integrated by observing the days in the calendar Year. The College has constituted Women Cell and Green Audit Committee. The college offers environmental studies as a core subject. Students are offered projects on environmental issues as a compulsory subject of study. Regular field trips under teachers are arranged in Environmental Studies. Moreover, the college invites Resource Persons to address the issues from time to time. The college also annually observes the World Environment Day. The college regularly organizes plantation programme, cleanliness drive etc. The college had organized national seminars on issues like global warming, human rights. The college offers short-term course like Certificate in Computer Application. The study centre of KKHSOU also offers BCA course and the study centre of IDOL offers PGDCA course.

- 1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

- moral and ethical values
- employable and life skills
- better career options
- community orientation

Moral and ethical values: The College has made all the efforts for imparting moral and ethical values among students. For this programmes like Yoga Workshop, Blood Donation Camps, plantation programme, cleanliness drive, AIDS awareness, National Seminar on Human Rights etc. are arranged.

Employable and life skills: The Information and Career Guidance Cell of the college often organizes seminars, expert lectures, group discussions etc. to guide the students so that they can take the right decision for their future. The college offers vocational courses on Entrepreneurship, Taxation, Salesmanship etc. Besides, the college has introduced some short-term courses like Certificate in Communicative Skill Development and Certificate in Computer Application for the development of life skills of students. The study centre of KKHSOU also offers BCA course and the study centre of IDOL offers PGDCA course.

Better career options: The college provides career counseling to the students in the beginning, mid and at the end of the sessions. There are Information and Career Guidance Cell and Extension Activity Cell in the college. These cells organize different counselling classes by experts and seminars, workshops etc. The main purpose of these is to guide the students regarding career options so that they can take the right decision for their future.

Community orientation: The college organizes Environmental Awareness Programmes, Plantation Programme, Health Check-up Camp, Cleanliness Drive, AIDS Awareness Programme, Blood Donation Camp etc. and observes International Women Day, World Environment Day etc.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

The feedback is taken from students. The IQAC analyses these feedbacks and prepares response chart for future use by the Principal and accordingly decides the course of action for enrichment programmes

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

The IQAC monitors and evaluates the efficiency and success of these enrichment programs.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The college is affiliated to Gauhati University. Being an affiliated college, it does not have any capacity to restructure or rebuild the curriculum prepared by the university.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment

and introducing changes/new programmes?

There is no formal mechanism to obtain feedback on curriculum from students or stakeholders.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

The college has started Master of Commerce (M.Com.) programme from the Academic Session 2015-2016 under Gauhati University in regular mode. Moreover, the college has also been granted permission to start PGDCA in regular mode by Gauhati University from the Academic Session 2015-2016.

In order to enhance students' quality, the college started the following self-financed courses during last two sessions.

Sl. No.	Name of the Course	Duration	Eligibility for admission	Objectives
1.	M.Com	4 Sems	B.Com	To ensure students' progression in higher education.
2.	PGDCA	2 Sems	Graduation	To provide advance knowledge in computer. To enhance the scope of employability.
3	Certificate in Communicative Skill Development	3 months	10+2	To enhance students' communicative capability in English
4	Certificate in Entrepreneurship Development	3 months	10+2	To encourage students for undertaking entrepreneurship as a career
5	Certificate in Salesmanship	3 months	10+2	To acquaint the students with desirable qualities of a salesman
6	Certificate in Insurance	3 months	10+2	To encourage students for pursuing insurance as a career
7	Certificate in Share and Stock Training	3 months	10+2	To train the students in share and stock
8	Certificate in Taxation	3 months	10+2	To induce the knowledge on taxation

9	Certificate in Computer Application	3 months	10 th Class	To promote computer literacy
10	Certificate in Desktop Publication	3 months	10 th Class	To promote computer literacy
11	Certificate in Tally	3 months	10+2	To promote computer literacy
12	Diploma in Computer Application	6 months	10 th Class	To promote computer literacy
13	Certificate in Photoshop	3 months	10+2	To promote computer literacy

Any other relevant information regarding curricular aspects which the college would like to include.

NIL

CRITERION II: TEACHING - LEARNING AND EVALUATION

2.1 Student Enrollment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

The college ensures wide publicity of the admission process through

- Annual Prospectus
- Institutional Website
- The Alumni
- Advertisement in regional dailies
- College Notice Board

To ensure transparency in the admission process the college authority constitutes an Admission Committee which monitors the entire admission process. Transparency in the admission process is ensured by preparing the merit list. The merit list is prepared and displayed on the notice board.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

- The Admission Committee constituted for each UG/PG class is entrusted with the responsibility of monitoring the complete admission process.
- Admission is done strictly on the basis of merit in both UG and PG courses.
- The Admission Committee decides a cut-off mark for admission. However, regarding allotment of Major sometimes the Departments conduct Merit Tests.
- The state Government norms in respect to SC/ST/OBC/ MOBC and Minorities students are also followed while preparing the merit lists.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

The *cut off marks* vary from year to year.

Maximum Percentage (2015-16)			Minimum Percentage (2015-16)		
Nalbari Commerce College, Nalbari	Nalbari College, Nalbari	MNC Balika Mahavidyalaya, Nalbari	Nalbari Commerce College, Nalbari	Nalbari College, Nalbari	MNC Balika Mahavidyalaya, Nalbari
B.Com.- 79.4 % M.Com.- 61.42 %	Not available	Not available	B.Com.-40 % M.Com. 45 %	Not available	B.A.-No Cut off marks for Admission

- 2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

Yes, the Admission Committee reviews the admission process of the previous years and student profiles annually and accordingly takes needed steps for qualitative improvement of the admission process. Activities of students are closely monitored. A record of their performance in all the fields, academic as well as extra-curricular is maintained in the office. Attendance records are maintained and informed from time-to-time to the students by faculty members. Remedial classes are arranged for the poor performers.

Outcome: As a result of this process, disciplinary and academic performances of the students have improved.

- 2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion.

The college follows the reservation policy adopted by the Govt. to ensure national commitment to diversity and inclusion.

Category	Percentage to be reserved as per Govt. rules
SC	15 %
ST	7 %
OBC	27%
Women	--
Differently abled	1 in each programme
Economically weaker sections	10 %
Minority community	5 %
Any other (Sports person)	1 in each programme

The scholarship form of SC/ST/OBC/MM students is processed in time by the college. Economically weaker students are also given benefits like fee concession, free books etc. There are significant numbers of girl student in the college who are pursuing various

programmes. Hostel facilities are available for women. The college also provides distance education facilities to students for the continuation of their studies who cannot continue the regular course.

- 2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase/decrease and actions initiated for improvement.

Programmes	Number of applications	Number of students admitted	Demand ratio
UG			
2012-2013	326	297	1.09 : 1
2013-2014	273	226	1.20 : 1
2014-2015	310	255	1.21 : 1
2015-2016	292	249	1.17 : 1
PG			
2015-2016	71	40	1.77 : 1

2.2 Catering to Student Diversity

- 2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

The need for differently-abled students has not come up so far. However, the institution will definitely take necessary steps if needed in future.

- 2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

Yes. The institution assesses the students' needs in terms of knowledge and skills before the commencement of the programme. Students are enrolled according to the marks attained in the qualifying examinations with special stress on marks attained in the subject opted for honours. As students from arts and science backgrounds also take admission in the institution, bridge course is held to educate these students on different aspects of the course.

- 2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

To bridge the knowledge gap of the enrolled students, bridge course is held by the Institution. The teacher personally meets the slow learners to find out their problems in concerned subjects. The

college organizes Remedial Classes particularly for the weaker students. Tutorial classes are also arranged to bridge the knowledge gap, particularly in the major level.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

To sensitize its staff and students on issues such as gender, inclusion, environment etc., the college observes important days like Women's Day, Environment Day (followed by plantation), AIDS Day, Human Rights Day, etc.

Environmental study tours, projects and assignments are compulsory for students of both Higher Secondary and B. Com. as part of the syllabus. Besides these, students are encouraged to keep the campus clean, to use waste bins. The college also organizes lectures, workshops, seminars on environmental issues, human rights etc.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

Based on the merit list of the students, interaction with the students, group discussions, internal tests, end semester examination etc. teachers identify advanced learners.

Advanced learners are given special guidance by the teachers. They are encouraged to use the library facilities (advanced texts and journals which are available in central library). They are motivated to participate in seminar presentation, quiz competition, debates etc. They are given opportunities to represent the college in various events and activities.

Guest teachers from peer institutes are sometimes invited to deliver lectures on various relevant topics.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

To collect data of the students at the risk of drop out, all the departments maintain regular check on attendance. The academic performances of the students are evaluated by their performance in classes, sessional examinations, semester examinations, seminars, home assignments etc. Parent-Teacher Meetings are conducted to give information about the students who are at risk of drop out to their respective parents.

Remedial classes are arranged for the slow learners. In addition, economically weaker students are also given benefits like fee concession, free books etc. Scholarship grants are arranged for as much number of students as possible.

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (academic calendar, teaching plan, evaluation blue print, etc.)

The college in totality follows the academic calendar and examination schedule provided by the affiliating university. The same academic calendar is published in the college prospectus and college website before the commencement of the session. College routine is prepared at the start of the session and displayed on the notice board. Each department prepares departmental teaching plan and unit wise syllabus is distributed among the teachers of the concerned departments. Each teacher is given a diary before the commencement of the academic year.

The college evaluates the students internally through Sessional examinations and finally end-semester examination is conducted as per university schedule. The dates of examination, submission of project works, re-evaluation of papers, results are announced well in advance. The answer scripts of internal examinations are evaluated in the college itself. The project reports and reports of environmental studies are evaluated by concerned nodal teachers. The evaluation of the answer scripts for end-semester examinations is carried out in Examination Zones constituted by the university.

2.3.2 How does IQAC contribute to improve the teaching –learning process?

The IQAC of the college makes noteworthy contribution to the improvement of the teaching-learning process. The contribution of IQAC could be listed as follows:

- Preparing feedback questionnaire for students and use such feedbacks to improve teaching-learning process.
- Addressing the need and requirements of the learners.
- Planning and introducing more teaching aids to improve the teaching-learning process.
- Holding of seminars and workshops, opening of vocational courses, arrangement of remedial classes for slow learners.
- Timely preparation for admission process and maintenance of transparency throughout the process.

- Preparation of Teachers Diary for faculty members to keep records of their classes.
- Holding of all internal examinations as per the academic calendar.
- Preparation of Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC to be submitted to NAAC.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

3.

The college makes the learning more student-centric through seminars, group discussions, home assignments, remedial classes, orientation programmes. The project works, which is also a part of the UG curricular, help the students to develop the skill of independent learning. The college has audio-visual mode of teaching, projector, computer laboratory to develop skills like interactive learning. Study tours, college excursions, field works, various competitions, cultural functions, wall-magazines, games and sports etc are organized to develop collaborative learning among the students.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

To nurture critical thought, creativity and scientific approach, students are encouraged to ask questions and advance their opinions within the classrooms. Group discussions, project works and students' seminars in various departments are conducted to inculcate independent critical thinking as well as collaborative learning among the students. Students are also encouraged to contribute articles, paintings and drawings to the college magazine.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The college mostly follows the lecture method of teaching. However, the college has digital class room, which are used by the teachers for effective teaching. The college provides laptop and internet facility to the teachers. The faculty members regularly collect materials and learning resources from the internet for effective teaching purpose.

The Teaching is assisted with computer, LCD projector, Visualizer, greenboard etc.

- 2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

The students and faculties are exposed to advanced level of knowledge through expert lectures, seminars, group discussions and workshops. The faculties attend national and international seminars, conferences and workshops. The college has subscriptions of reputed journals. The college also conducts expert lectures and seminars on various issues in which faculty members and students are encouraged to participate. The teachers go for Refresher and Orientation Courses. Educational tours are also conducted.

- 2.3.7 Detail (process and the number of students/benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?

The students are divided into groups and each group is provided mentor to provide academic and personal guidance to the needy students. The teacher in charge carefully monitors the regularity of attendance of the students, their performance in internal and semester examinations. Accordingly, the students are advised and remedial measures are adopted.

Moreover, students are provided academic counseling by the Information and Career Guidance Cell of the college. The number of students benefited from this counseling is listed below-

Academic Session	Number of students benefited
2009-2010	77
2010-2011	77
2011-2012	45
2012-2013	102
2013-2014	123
2014-2015	97

- 2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

Though the lecture method is followed mostly in the college yet audio-visual method like projectors are also applied depending upon the need of the hour. The college has digital classroom and the provision for power point presentation. The college encourages the teachers to adopt new developments in their respective fields. They are provided with laptops, Internet facility and library resources to enrich their teaching. From time to time the college faculty adopts approaches like seminars, group discussions, conferences and special lectures. The faculty members are encouraged to participate in National and International level seminars.

2.3.9 How are library resources used to augment the teaching- learning process?

The central library houses more than 9,000 books and 2 journals. The collection of books is diverse and carefully selected by the faculty members with the help of the library staff. Apart from the central library, there are departmental libraries also. These can be utilized by teachers and students. The library provides Internet-access and newspapers too. Faculty members regularly use the library resources to update their knowledge in order to prepare teaching materials. The library is been constantly used by the students. Students can borrow text books and reference books from the Central Library under a set of rules. Further, the departmental libraries issue books to the students, particularly to the concerned major students.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

Yes, sometimes the college face challenges in completing the curriculum within the planned time frame. Such challenges are faced due to factors like state govt. allotted duties (election), bandhs and strikes etc. These challenges are overcome by taking extra classes sometimes even during holidays.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

IQAC monitors the quality of teaching learning. Teaching plan is prepared at the beginning of the session. Each teacher is given a diary before the commencement of the academic year which is reviewed monthly by IQAC. For evaluation of teaching learning the college maintains attendance records of students and teachers. The college evaluates the students internally through Sessional examinations and finally end-semester examination is conducted as

per university schedule. For slow learners, remedial classes are arranged.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

<u>Highest Qualification</u>	<u>Professor</u>		<u>Associate Professor</u>		<u>Assistant Professor</u>		<u>Total</u>
	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	
Permanent teachers							13
D.Sc./D.Litt.							
Ph.D.			4	-	1	1	6
M.Phil.					4	1	5
P.G.			2	1			3
Temporary teachers							
Ph.D.							
M.Phil.							
P.G.					2	5	7

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

As new programme M.Com has been introduced in the college in 2015 after receiving permission from the affiliating university qualified contractual teachers with knowledge of latest syllabus have been appointed. It is difficult to fill up the scarcity of qualified senior faculty as they are not locally available because there is no commerce college in the neighboring area. Still, one guest faculty is invited from B.H. College, Barpeta to take classes regularly as per routine for M.Com. In the same way for modern areas (emerging area) the college appoints qualified contractual teachers having knowledge of the concerned subject. Moreover, the college has submitted proposal to the concerned authorities for sanctioning posts of faculty for the emerging areas.

2.4.3 Provide details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	05
HRD programmes	-
Orientation programmes	01
Staff training conducted by the university	02
Summer / winter schools, workshops, etc.	-

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning:

- Teaching learning methods/approaches
- Handling new curriculum
- Content/knowledge management
- Selection, development and use of enrichment materials
- Assessment
- Cross cutting issues
- Audio Visual
- Aids/multimedia
- OER's
- Teaching learning material development, selection and use

The college has not organized any such training programmes for its faculty. However, whenever new teaching-learning equipments purchased or installed in the college, the faculty members are trained by the expert team delegated by the company.

c) Percentage of faculty

- invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies **23.5 %**
- participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies **100 %**
- presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies **64.70%**

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

The institution extends full support for the professional development of the faculty. The faculties are encouraged to pursue their M. Phil. and Ph. D as well as to undertake Minor Research Project under the financial assistance of UGC or other agencies. The college allows its teachers to attend Refresher and Orientation programs, conferences, seminars and training programs organized by other institutes, universities and research organizations by adjusting their classes. The college also conducts number of seminars and special lectures for the benefit of its faculties and students. The college grants duty leaves according to the nature of work. The college has been publishing departmental magazines annually namely “Vanijyam” and “Horizon”.

- 2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

Nil

- 2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Yes, the evaluation of teachers is done by the students through students’ feedback. The feedback is used by the administration to give necessary instruction to the teachers for improving their teaching method and skills. There is no provision for evaluation through external Peers.

2.5 Evaluation Process and Reforms

- 2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The college publishes the evaluation processes in the prospectus. The answer scripts of internal examinations are made open to the students and they are given necessary hints and suggestions to improve their performances. The teachers give suggestions to students on the expected length of the answers and also the content on the basis of marks allotted to the questions. Principal and deputed teachers’ representative of the college attend workshop on evaluation process organized by the affiliating university from time to time.

- 2.5.2 What are the major evaluation reforms of the university that the

institution has adopted and what are the reforms initiated by the institution on its own?

Gauhati University, the affiliating university of the college had adopted the following evaluation reforms;

- Introduction of *Semester system* in TDC level since July, 2011.
- Introduction of *Grading system* instead of percentage system of evaluation in semester system and announcement of results on the basis of CGPA.
- *Spot Evaluation* of answer scripts at the zones instead of allowing faculty members to carry answer scripts home for evaluation.
- Evaluation of students performance in each of the theory and practical papers as:
 - (a) Internal Evaluation: 20% of marks, which is based on sessional examination, home assignment, seminar and library work.
 - (b) External Evaluation: 80% of marks, which is based on a final exam at the end of each semester
- Clearance of the all semesters within 5 years from the entry date into the programme, with maximum 3 chances to clear a particular semester.

Being an affiliated college of G.U., Nalbari Commerce College is bound to follow the reforms of G.U. It has no liberty to initiate any separate evaluation reform.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The evaluation reforms put forward by the affiliating university are carried out in the college through the Academic Committee. The Academic Committee studies the circular issued in this regard by the university and then builds consensus regarding the mode of its implementation. As soon as the reforms by the University are notified to the college, the Principal communicates it formally to the faculty by holding staff meetings and then displays it on the notice board for students. Any doubt about evaluation is made clear to the students. The college office also takes a major role in implementing the evaluation reforms of G.U. The college authority sanctions duty leave to teachers engaged by the University for evaluation in the examination zones.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few

examples which have positively impacted the system.

To measure student achievement, the college has been adopting the means such as sessional examination, home assignment, internal assessment in project in accordance with the guidelines laid down by G.U. Findings from these assessments are discussed in academic meetings and departmental sittings. The inferences are often used formatively to guide the teaching activities. The college submits the students' performance in these parameters to the G.U. authority and the later integrates it with the students' performance in summative end semester and final examinations.

- 2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

The internal assessment procedure of the college is thoroughly transparent and is communicated to the stakeholders. The college follows the norms laid down by the affiliating university in this regard. With the introduction of semester system at the UG level in 2011, G.U. has made the internal assessment for 20% of the total marks compulsory, which comprises sessional examinations, home assignments, seminars, group discussions, etc. The attendance of a student is considered during allotment of internal assessment marks. The answer scripts of sessional examinations are made open to the students for verification and analysis.

- 2.5.6 What are the graduates attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

The objective of the college is to produce graduates. However as a commerce college our main objective is to develop entrepreneurial skill among the students so that they can become job givers rather than job seekers. Many pass out students of our college are now successful entrepreneurs. In addition, the college tries to develop strong moral character, social responsibility, environmental awareness among the students. All the plans and programmes of the college are formulated in such a way so that its graduates can attain these attributes.

- 2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

In all cases of grievances, the college verifies the claim of the students and forwards the application to the university for rectification. Such applications should be routed through the college.

There is a re-evaluation mechanism in the university. Those students not satisfied with their results can place their appeals in this process and their grievances can be redressed. The students can take the help of RTI Acts also and register their complains to the university and there issues are addressed by the university through its own mechanism. Even students can get photocopies of their evaluated answer scripts. The answer scripts of sessional examinations are made open to the students for verification and analysis. In case of grievances for internal examinations, re-evaluation system is in vogue in the college.

2.6. Student performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes', give details on how the students and staff are made aware of these?

Yes, the learning outcomes of different courses offered by the college are stated through its prospectus and various counseling sessions organized by the college. Our graduates develop communicative skills in both theory and practice in the fields of accounting, finance, banking, insurance, marketing etc. About 95 percent of our pass out students have already engaged themselves in different economic activities either in govt. sector or private sector or self employment activities. With the help of this course some of our graduates have already engaged in professions like CA, ACS, ICWA, Finance Manager, Accounts Officer, Tax Consultant, entrepreneurship etc. or as self employed persons. Many alumni of the college are successful entrepreneurs.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The students' progress is monitored through two in- semester Sessional examinations which is also in compliance with the university regulation for internal assessment of students. In addition to said Sessional examinations the college monitors their progress through the means like home assignment, group discussions, remedial classes, project work etc. Students' progress is communicated to them through showing their evaluated answer scripts which has to be returned to the examiner. The students' performance in end semester and final examinations are communicated to the students by G.U. through the college. The Final Examination results of Nalbari Commerce College in B. Com. programme are furnished below:

Year	2011-12	2012-13	2013-14	2014-15
Percentage	57.97%	79.13%	78.28%	96.47%

- 2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The teaching-learning and assessment strategies of the college are formulated aiming at the achievement of the desired learning outcomes. A carefully thought out teaching plan and class routine are formulated on the basis of academic calendar provided by the affiliating university in the beginning of the session. If needed, extra classes are taken in order to complete the syllabus effectively. The college follows the syllabus of the affiliating university based on the semester system. The college conducts Sessional examinations to test the learning outcomes of the students. The students' attendance, home assignments, group discussions, projects etc. are taken to assess learning outcomes. If some students are found lagging behind, the college arranges remedial classes for them.

- 2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

The college takes some measures to enhance the social and economic relevance of the course. The college arranges counseling programmes among the students through its Information and Career Guidance Cell and Extension Activity Cell in order to make them aware of their career and placement prospects. Through these programmes the students become aware of prospects which are available after completion of B. Com. course. As B. Com. course includes entrepreneurship programmes also so students who want to go for entrepreneurship are also encouraged. Many alumni of the college are successful entrepreneurs. Some of our graduates have already been engaged in professions like CA, ACS, ICWA, Finance Manager etc. also. The project work undertaken by the B. Com. students of all semesters helps them for their future research work.

- 2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

The college collects the data on performance of students in specific subjects from the results of both internal and external examinations. The IQAC of the institution uses the data to find out

the errors and arranges remedial classes by the respective departments for the slow learners.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

There was no definite mechanism to monitor and ensure the achievement of the learning outcome. However, last year the college has formed Alumni Cell for registration of alumni of the college. From this cell and from informal information it is ensured that about 55 percent of the graduates have enrolled for P.G course (both conventional and distance mode). About 95 percent of our pass out students got engagement either in govt. sector or in private sector or in self employment activities.

2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

Yes, the institution and individual teachers use assessment outcomes as an indicator to evaluate student performance, achievement of learning objectives and planning. The institution and the faculty members assess the students' performances on the basis of the internal examinations, home assignments, projects etc. After the evaluation of the answer scripts of sessional examinations, the teachers show the evaluated answer scripts to the students pointing out their mistakes. This helps the students to identify and consequently rectify their errors and achieve good performance in the end semester examination. For the students who are not performing well, remedial classes are arranged. Advanced learners on the other hand are specially guided by the teachers and are provided with books from departmental library so that they can do better in their final examinations.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION**3.1 Promotion of Research**

- 3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

No, it does not have any recognized research centre. The college is an UG college affiliated to Gauhati University.

- 3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Yes, the college has a Research Cell. The composition of the Research Cell is given below.

Chairman: Principal

Convener: Bibhuti Bhusan Das

Members: Dr. Manik Ch. Barman

Ramani Barman

Dr. Nupur Kalita

The Research Cell made certain recommendations for implementation in order to strengthen the zeal for research activities among the teachers and students of the college. A few significant recommendations can be stated as follows:

Recommendation made in the meeting held on 09/09/2013

1. The meeting of the Research Cell held on 09/09/2013 stressed on carrying out Minor Research Projects and therefore, requested the teachers of the college to submit proposals to the University Grants Commission for funding.

IMPACT: As a result of the formal encouragement to the teaching staff of the college by the Research Cell, the following members of the Teaching Staff submitted proposal for Minor Research Projects to the UGC, NERO and their proposals were also approved by the funding agency.

Sl. No.	Name of the Faculty	Designation	Topic of MRP	Amount Sanctioned
1	Dr. Umesh Talukdar	Associate Professor, Dept. of Accountancy	Problems and Prospects of Micro Enterprise with Special Reference to Paschim-Nalbari Block and Pub-Nalbari Block of Nalbari District in Assam	1,50,000/-

2	Dr. Nupur Kalita	Assistant Professor, Dept. of Accountancy	Problems and Prospects of Tourism Industry in Kamrup District	1,50,000/-
3	Kanak Ch. Barman	Sr. Lecturer, Dept. of Economics	Implementation of Govt. Sponsored Programmes in Baksa District of Assam	1,50,000/-
4	Ramani Barman	Associate Professor, Dept. of Finance	A Study of Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS): Implementation and Constraints with Special Reference to Nalbari District, Assam	1,50,000/-

Recommendation made in the meeting held on 03/06/2014

1. *The meeting of the Research Cell recommended that the cell should take initiative for in-house projects by students of the college from the coming Academic Session 2014-2015 under the guidance of the teachers. So far the financial aspect was concerned, the cell resolved to request the college authority to collect a nominal fee from the degree students in order to meet the research expenditures.*

IMPACT: As per the resolution mentioned above, the college authority was requested by the Research Cell and the college authority resolved to collect a nominal fee of Rs 10/- from the degree students from the Academic Session 2014-2015 at the time of admission which has been continued in the session 2015-2016.

Recommendation made in the meeting held on 02/08/2014

1. *The meeting of the Research Cell held on 02/08/2014 resolved that following projects be undertaken by students of B.Com. 5th Semester class with due support from the teachers of the college and the same completed during the Academic Session 2014-2015. The meeting also resolved that the Principal of the college be requested to release grants, if needed, for conducting the research projects.*

Topic of research:

- Personnel Management of the Automobile Workshops: A Case Study on Nalbari Municipal Area.

IMPACT: As resolved as above, the Research Cell invited applications from the students of B.Com. 5th Semester Class for conducting research project on local issues as mentioned below and accordingly, following research topics were allotted to the group of investigators as shown against the title of the Project.

Sl. No.	Research Topics	Name of Investigators	Guide
1	Personnel Management of the Automobile Workshops: A Case Study on Nalbari Municipal Area.	Jupitara Dutta Dipankar sarma Baby Dutta Madhusmita Devi Pawan Das	Sri Bibhuti Bhusan Das

Recommendation made in the meeting held on 04/08/2015

1. The meeting of the Research Cell held on 04/08/2015 resolved to publish a volume of Research Articles every year on multi-disciplinary issues from the Academic Session 2015-2016 and in this regard an Editorial Board was formed to execute the resolution with the following staff of the college.

Editor: Manoj Kr. Kalita

Members: Dr. Nupur Klaita
Bibhuti Bhusan Das

IMPACT: The decision was a turning point for the college regarding research activity. Since the college has been lagging behind in publication and research activities, the decision was accepted by all whole heartedly. The Editorial Board has started collecting research articles from academicians from different parts of the country and the volume is likely to come out in March, 2016.

Recommendation made in the meeting held on 04/08/2015

2. The meeting of the Research Cell held on 04/08/2015 resolved that following in-house projects on local issues be undertaken by students of B.Com. 5th Semester class and the same completed during the Academic Session 2015-2016. The meeting also resolved that the Principal of the college be requested to release grants, if needed, for conducting the research projects.

Topic of research:

- A Study of Bank-Customers Relationship with Reference to Union Bank of India, Nalbari Branch
- Financial Management of Self-Help Groups: A Case Study of Paschim Nalbari Block, Nalbari

IMPACT: As resolved as above, the Research Cell invited applications from the students of B.Com. 5th Semester Class for conducting research project on local issues as mentioned below and accordingly, following research topics were allotted to the group of investigators as shown against the title of the Project.

Sl. No.	Research Topics	Name of Investigators	Guide
1	A Study of Bank-Customers Relationship with Reference	Chandrakshee Bhagawati	Sri Bibhuti Bhusan Das

	to Union Bank of India, Nalbari Branch	Rubi Sarma Abhijit Kalita Kalyan Kalita Darshana Baruah	
2	Financial Management of Self-Help Groups: A Case Study of Paschim Nalbari Block, Nalbari	Diksha Agarwala Sabnam Choudhury Neha Jain Nilakshee Sarma Nabajit Kalita	Dr. Nupur Kalita

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

- autonomy to the principal investigator

The college provides autonomy to the principal investigator in carrying out the research activities. However he/she remains responsible for implementing the project as per UGC recommendations.

- timely availability or release of resources

Resources are made available timely to the researchers as per provision of the college library.

- adequate infrastructure and human resources

The college provides adequate infrastructural facilities to the researchers. However, the college has no provision for providing human resource support.

- time-off, reduced teaching load, special leave etc. to teachers

The research scholars are neither provided any off-time nor the teaching load is reduced. They are not provided any special leave for the research works. The research scholars carry out their research works besides their normal duty hours.

- support in terms of technology and information needs

The college provides technological support to the researchers. The college has Wi-Fi internet connectivity and the researchers can utilize it for their research works. Besides, necessary information is also provided to the possible extend.

- facilitate timely auditing and submission of utilization certificate to the funding authorities

The auditing of expenditures is expedited by the college authority and accordingly the submission of Utilization Certificate to the funding agency as well.

- any other

Nil

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The curriculum does not have the provision of undertaking research activity by the students except the project works which is mandatory for the major students of B.Com. 6th semester class. The project works and field studies help a little bit in creating scientific temperament among the students. Besides, the science based activities like quiz, group discussion, lectures sessions on science topics help in inculcating scientific temperament among the students.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

Details of the faculty involvement in active research are furnished below:

Faculty Involvement in Active Research

Sl. No.	Name of faculty with designation	Level of Research	Research topic	University
1	Birendra Talukdar Associate Professor Dept. of Management	Ph.D. (ongoing)	Personnel Management Practices in Small Scale Industrial Units with Special Reference to Kamrup District	Gauhati University
2	Ramani Barman Associate Professor Dept. of Finance	Ph.D. (ongoing)	Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS): A Socio-Economic Study with Special Reference to Nalbari District, Assam	Magadh University, Bodh Gaya, Bihar
3	Kanak Ch. Barman Senior Lecturer Dept. of Economics	Ph.D. (ongoing)	Implementation of Govt. Sponsored Programmes in Tribal Areas of Assam with Special Reference to Baksa District.	Magadh University, Bodh Gaya, Bihar
4	Bibhuti Bhusan Das Sr. Asstt. Professor Dept. of Management	Ph.D. (ongoing)	An Evaluative Study of Select Rural Employments Generation Programmes: A Case Study of Nalbari District.	Gauhati University
5	Manoj Kumar Kalita Sr. Asstt. Professor Dept. of English	Ph.D. (ongoing)	Tradition to Modernity: A Study of the Select Novels of Anita Desai, Kamala Markandaya	Krishna Kanta Handiqui State Open University,

			and Ruth Prawar Jhabvala	Assam
6	Chandana Kashyap Asstt. Professor (Contractual) Dept. of Management	Ph.D. (ongoing)	Quality of Work Life and Job Satisfaction of Bank Employees in Assam: A Study with Special reference to Nalbari District	Gauhati University

Faculty Involvement in Minor Research Projects

Sl. No.	Name of faculty with designation	MRP Topic	Completed/ Ongoing	Funding Agency
1	Dr. Atul Ch. Haloi Associate Professor Dept. of Accountancy	A Study of Road Transport and Electric Power Facilities in Assam- A Case Study of Nalbari District	Completed in 2009	UGC
2	Dr. Umesh Talukdar Associate Professor Dept. of Accountancy	Problems and Prospects of Street Vendors Operating in Guwahati City and Nalbari Town of Assam	Completed in 2009	UGC
		Problems and Prospects of Micro Enterprise with Special Reference to Paschim-Nalbari Block and Pub-Nalbari Block of Nalbari District in Assam	Completed in 2015	UGC
3	Dr. Nupur Kalita Assistant Professor Dept. of Accountancy	Problems and Prospects of Tourism Industry in Kamrup District	Completed in 2015	UGC
4	Dr. Manik Ch. Barman Associate Professor Dept. of Management	Management of Agricultural Credit in Assam and Its Impact on Agricultural Development- A Case Study of Nalbari District	Completed in 2009	UGC
5	Bibhuti Bhusan Das Sr. Asstt. Professor Dept. of Management	Role of Self-help Groups: A Case Study of Nalbari District	Completed in 2014	UGC
6	Dr. Ashok Kr. Sarma Associate Professor Dept. of Finance	Formal Sector Lending and Role of Unorganized Mutual Benefit Fund Grown Among Teaching Community of Various Levels of Educational Institutions: A Case Study of Nalbari District	Completed in 2011	UGC
		A Study on Housing Finance with Special Reference to LIC Housing Finance Ltd., Area Office Guwahati, Assam	Completed in 2014	UGC
7	Ramani Barman Associate Professor Dept. of Finance	A Study Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS): Implementation and Constraints with Special Reference to Nalbari District, Assam	Ongoing	UGC

8	Kanak Ch. Barman Senior Lecturer Dept. of Economics	Implementation of Govt. Sponsored Programmes in Baksa District of Assam	Ongoing	UGC
9	Manoj Kumar Kalita Sr. Asstt. Professor Dept. of English	Present Status of the Communicative Approach to the English Language Teaching at Nalbari and Kamrup District: Problems and Prospects	Completed in 2014	UGC

Faculty Involvement in guiding In-house Research by students

Sl. No.	Name of faculty with designation	Topic	Investigators	Funding Agency
1	Bibhuti Bhusan Das Sr. Asstt. Professor Dept. of Management	A Study of Bank-Customers Relationship with Reference to Union Bank of India, Nalbari Branch	Chandrakshee Bhagawati Rubi Sarma Abhijit Kalita Kalyan Kalita Darshana Baruah	Self-financed
2	Dr. Nupur Kalita Assistant Professor Dept. of Accountancy	Financial Management of Self-Help Groups: A Case Study of Paschim Nalbari Block, Nalbari	Diksha Agarwala Sabnam Choudhury Neha Jain Nilakshee Sarma Nabajit Kalita	Self-financed

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

In order to expose its faculty to new vistas of knowledge and thereby to grow research culture in them, the college has organized different programmes from time to time. Some of such programmes are detailed below:

Programmes organized by the college to grow research culture

Sl. No.	Name of Programme	Date of organizing	Sponsored by
1	State Level Seminar on Folk-life and Culture- Their Impacts on the Society” organized by Nalbari Commerce College, Nalbari	5 th & 6 th June, 2010	UGC
2	Current Trends in the Teaching of English in India at the Higher Secondary and Degree Level: Problems and Prospects	9 th & 10 th June, 2010	UGC
3	NAAC Sponsored National Seminar on Challenging Role of IQACs in Qualitative Development of Higher Education in Assam.	11 th & 12 th June, 2010	NAAC
4	Folk Elements in Assamese Literature	2 nd & 3 rd February, 2011	UGC
5	Role of Commerce Education in the Economic Development of the North-Eastern Region” organized by Nalbari Commerce College, Nalbari	4 th & 5 th February, 2011	UGC

6	Human Rights Education: Its Importance in the Context of Global Social Unrest	12 th & 13 th November, 2011	UGC
7	Global Warming: Its Impact on the World Environment	19 th & 20 th February, 2012	UGC
8	Teaching English as a Second Language at the College Level in India: Issues and Prospects	26 th & 27 th September, 2012	UGC
9	Youth Unrest: Issues and Impact on Socio-Economic Life of India with Special Reference to NE Region” organized by Department of Economics, Nalbari Commerce College, Nalbari	6 th & 7 th April, 2013	UGC

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

The college has no recognized research centre. Besides, research is not its main activity. So, the college does not formulate any research programme. However, it makes efforts for growing a research culture and for capacity building in terms of research among the faculty members by organizing various programmes. The college has organized 8 National Seminars and 1 State Level Seminar during 2010-2013. So far, 6 faculty members have completed and another 5 have been pursuing their Ph.D. research. Similarly, 9 Minor Research Projects under the financial assistance of UGC have been completed so far and another 2 have been going on.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The college always looks for privilege to invite some academicians/ researchers of eminence for interaction with its faculty members and students so that they can be exposed to higher level of knowledge and information. Some of such invitees are detailed below:

Sl. No.	Name of the Academician/ Researcher	Designation with address	Programme for which invited	Date
1	Dr. Deepak Kr. Chakravarty	Professor Emeritus IIT, Mumbai	Foundation Day Lecture	8 Oct., 2010
2	Prof. Diganta Kr. Goswami	Professor IIT, Guwahati	Foundation Day Lecture	8 Oct., 2010
3	Dr. Benhur Salome	English & Foreign Languages University, Hyderabad	UGC Sponsored National Seminar on “Current Trends in the Teaching of English in India at the Higher Secondary and Degree Level: Problems and Prospects”	9 & 10 June, 2010
4	Dr. Amitha Ruth	English & Foreign Languages University, Hyderabad	DO	9 & 10 June, 2010
5	Dr. Nabin Ch. Sarma	Retd. Professor & HoD Dept. of Folklore Gauhati University	UGC Sponsored National Seminar on “Folk Elements in Assamese Literature”	2 Feb, 2011

6	Dr. Ram Bahal Tiwary	Retd. Professor Dept. of Bengali Biswabharati, Santiniketan, West Bengal	Do	2 & 3 Feb, 2011
7	Dr. Upen Rabha Hakasom	Professor & HoD Dept. of Assamese Gauhati University, Guwahati	Do	2 Feb, 2011
8	Dr. Anil Boro	Professor Dept. of Folklore Gauhati University, Guwahati	Do	2 Feb, 2011
9	Dr. Deepak Sarma	Hon'ble Vice-Chancellor Kumar Vaskar Verma Sanskrit & Ancient Studies University, Assam	UGC Sponsored National Seminar on "Human Rights Education: Its Importance in the Context of Growing Social Unrest"	12 Nov, 2011
10	Dr. Harihar Bhattacharyya	Professor & HoD Dept. of Political Science Burdwan University West Bengal	Do	12 Nov, 2011
11	Dr. R. C. Barpatra Gohain	Reader Dept. of Law Gauhati University	Do	12 Nov, 2011
12	Dr. S.B.Medhi	Former Chief Executive Assam Human Rights Commission & Special Representative National Human Rights Commission, New Delhi	Do	13 Nov, 2011
13	Dr. Hariprasad Sarma	Professor Dept. of Geography Gauhati University Guwahati, Assam	UGC Sponsored National Seminar on "Global Warming: Its Impact on the World Environment"	19 Feb, 2012
14	Dr. Abani Kr. Bhagawati	Professor Dept. of Geography Gauhati University Guwahati, Assam	Do	19 Feb, 2012
15	Dr. Jogen Ch. Kalita	Director i/c CDC, Gauhati University	Do	20 Feb, 2012
16	Dr. Gauranga Kr.Sarma	Faculty, AIM, Guwahati	Workashop on Career Guidance	15 June, 2012
17	Dr. Goutam Kr. Baruah	Associate Professor Dept. of Linguistics Tezpur University, Assam	UGC Sponsored National Seminar on "Teaching English as a Second Language at the College Level in India: Issues and Prospects"	26 Sept, 2012
18	Dr. Nigamananda Das	Dept. of English Nagaland University	Do	26 Sept, 2012
19	Dr. L.S. Singh	University Professor of Economics Head, PG Dept. of Labour	UGC Sponsored National Seminar on "Youth Unrest: Issues and Impact on Socio-	6 April, 2013

		and Social Welfare Magadh University, Bodh Gaya, Bihar	Economic Life of India with Special reference to NER”	
20	Dr. Vijay Kumar	HoD, Dept. of Economics Magadh University, Bodh Gaya, Bihar	Do	6 April, 2013
21	Prof. Hemkanta Baruah	Retd. Professor, Department of Commerce Gauhati University	College Foundation Day Lecture on ‘Commerce Education in Assam: Problems and Prospects’	18 Aug, 2015

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

There is no provision of granting Sabbatical Leave to the faculty members for pursuing their research actives.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

Intimation for creating awareness/ advocating/ transfer of relative findings of research works done by the faculty members of the college can be detailed as below:

- The Teachers’ Unit of the college has been publishing two annual departmental magazines under the titles, “Vanijyam” and “Horizon”. The findings of the research works done by the teachers are published and circulated among the students and other stakeholders of the college.
- The teachers can disseminate their research findings, knowledge and experiences through the lecture sessions organized at the college where they act as resource persons.
- The IQAC of the college takes utmost care for collecting and preserving the research works done by the faculty and those are accessible to the students.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research?

Give details of major heads of expenditure, financial allocation and actual utilization.

The college is neither a research organization nor it has any research centre. So, no fund is allocated for conducting research work in the college. However, each of the departments is provided a nominal fund to conduct the seminars and project works.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

No, there is no such provision in the college.

3.2.3 What are the financial provisions made available to support student research projects by students?

A nominal fee of Rs. 10/- is collected from the students of B.Com. classes at the time of admission. Students pursuing in-house projects under the teachers' guidance are provided nominal fund for conducting research projects.

Besides, undertaking some small research projects by the B.Com. 6th Semester students is a part of the G.U. curriculum. So, the college provides a nominal fund to conduct the projects to those departments offering major.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

So far, no inter-disciplinary research has been undertaken.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

The equipments which are in the possession of a particular department are accessible to the students and teachers of other departments. Besides, the central library, the computer lab, the internet facilities available in the college are also accessible to all the students and teachers for research or other purposes.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

For developing research facility, the college has been receiving special grants from UGC. The grants received by the college during 11th and 12th Plan Period are detailed below:

Plan Period	Grant Head	Funding Agency	Amount
11 th Plan Period	Books & Equipments	UGC	Rs.13,05,000.00
12 th Plan Period	Books & Equipments	UGC	Rs.1,37,000.00

The college has also received a grant amounting to Rs. 99.50 lakh from the Govt. of Assam vide sanctioning letter No. PC/HE/Plan/20/2012/55 dt. 2/5/2012 and Letter No. PC/HE/Plan/20/2012/88 dtd. 16/9/2013 for constructing a digital classroom and a digital library. The construction of the Digital Classroom and establishment of the Digital Library has been accomplished and these will be helpful in conducting research works.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

The completed and ongoing research projects along with the grants received for conducting these projects are furnished below:

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total Grant		Total grant received till date
				Sanctioned	Received	
Minor Projects						
Dr. Manik Ch. Barman Associate Professor Dept. of Management	2008-2009	Management of Agricultural Credit in Assam and Its Impact on Agricultural Development- A Case Study of Nalbari District.	UGC	Rs. 1,50,000/-	Rs. 1,50,000/-	Completed in 2009
Dr. Atul Ch. Haloi Associate Professor Dept. of Accountancy	2009-2010	A Study of Road Transport and Electric Power Facilities in Assam- A Case Study of Nalbari District	UGC	Rs. 1,50,000/-	Rs. 1,50,000/-	Completed in 2009
Dr. Ashok Kr. Sarma Associate Professor Dept. of Commerce	2009-2010	Formal Sector Lending and Role of Unorganized Mutual Benefit Fund Grown Among Teaching Community of Various Levels of Educational Institutions: A Case Study of Nalbari District.	UGC	Rs. 1,50,000/-	Rs. 1,50,000/-	Completed in 2011
Dr. Umesh Talukdar Associate Professor Dept. of Accountancy	2008-2009	Problems and Prospects of Street Vendors Operating in Guwahati City and Nalbari Town of Assam	UGC	Rs. 1,50,000/-	Rs. 1,50,000/-	Completed in 2010

Dr. Ashok Kr. Sarma Associate Professor Dept. of Commerce	2011-2012	A Study on Housing Finance with Special Reference to LIC Housing Finance Ltd., Area Office Guwahati, Assam.	UGC	Rs. 1,00,000/-	Rs. 80,000/-	Completed in 2014
Bibhuti Bhusan Das Asstt. Professor Dept. of	2011-2012	Role of Self-help Groups: A Case Study of Nalbari District.	UGC	Rs. 1,25,000/-	Rs. 95,000/-	Completed in 2014
Manoj Kumar Kalita Sr. Asstt. Professor Dept. of English	2011-2012	Present Status of the Communicative Approach to the English Language Teaching at Nalbari and Kamrup District: Problems and Prospects	UGC	Rs. 1,50,000/-	Rs. 1,12,000/-	Completed in 2014
Dr. Umesh Talukdar Associate Professor Dept. of Accountancy	2012-2013	Problems and Prospects of Micro Enterprise with Special Reference to Paschim-Nalbari Block and Pub-Nalbari Block of Nalbari District in	UGC	Rs. 1,50,000/-	Rs. 1,00,000/-	Completed in 2015
Dr. Nupur Kalita Assistant Professor Dept. of Accountancy	2012-2013	Problems and Prospects of Tourism Industry in Kamrup District	UGC	Rs. 1,50,000/-	Rs. 1,07,500/-	Completed in 2015
Ramani Barman Associate Professor Dept. of Finance	2012-2013	A Study Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS): Implementation and Constraints with Special Reference to Nalbari District, Assam	UGC	Rs. 1,50,000/-	Rs. 1,09,500/-	Ongoing

Kanak Ch. Barman Senior Lecturer Dept. of Economics	2012-2013	Implementation of Govt. Sponsored Programmes in Baksa District of Assam	UGC	Rs. 1,50,000/-	Rs. 1,09,500/-	Ongoing
Major projects						NIL
Interdisciplinary projects						NIL
Industry sponsored						NIL
Students' Research Projects						NIL
Any other (specify)						NIL

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

As the institution is not a research organization or a Research Centre so, it does not have special facilities for conducting research works. However, students and teachers can use the resources available in the Central Library, the Digital Library and internet facility available in the college. Besides, the collection of research works done by the teachers of the college are also accessible to the students and teachers for use.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The college has planned to submit proposal to UGC for development assistance in order to upgrade and create infrastructural facilities to meet the needs of researchers. The college has already received development assistance during the 11th and 12th Plan Periods out of which the infrastructural facilities have been enhanced to some extent.

The college has also received a grant amounting to Rs. 99.50 lakh from the Govt. of Assam vide sanctioning letter No. PC/HE/Plan/20/2012/55 dt. 2/5/2012 and Letter No. PC/HE/Plan/20/2012/88 dtd. 16/9/2013 for constructing a Digital Classroom and a Digital Library. The construction of the Digital Classroom and establishment of the Digital Library has been accomplished and these will be helpful in conducting research works.

The Wi-Fi internet connectivity has also been made available in the college campus and this will help the researchers in research works.

- 3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments/facilities created during the last four years.

Yes, the college has received financial assistance from UGC and the Govt. of Assam for purchasing equipments. The equipment so purchased can be used by teachers and students for research works. The college has procured the following equipments during last 05 years.

Equipments procured during 2010-2015

Year	Equipments	Quantity	Funding Agency
2010-2011	Desktop Computer	23	UGC
	HP Laptop	1	UGC
	Printer	5	UGC
	LCD TV	3	UGC
	Library Software (SOUL)	1	UGC
	5 kv DG Set	1	UGC
	Generator	1	UGC
	Projector BenQ	1	UGC
	Sony Handicam-	1	UGC
2011-2012	Laser Printer	2	UGC
	HP Laptop	7	UGC
	LCD Projector (BenQ)	2	UGC
	LCD Projector (Sony)	6	UGC
	Audiotrack	3	UGC
	Digital Visualizer	3	UGC
	P & F Duo Pen Interactive Attachment	2	UGC
	LG Oval TV 20"	1	UGC
	LG LCD TV	6	UGC
	DTH Dish	7	UGC
2012-2013	Copier Machine c200	1	UGC
	Digital Podium	4	UGC
	NEC Projector	1	UGC
	Canon A3 Laser Printer	1	UGC
	Lenovo Desktop	3	UGC
	CC Camera	16	UGC
	View Sonic Projector	2	UGC

2013-2014	Instalation of Digital Library		
	Desktop	12	Assam Govt. Grant
	Wi Fi Controller	1	Assam Govt. Grant
	Scation Station	1	Assam Govt. Grant
	AC (1.5 Ton)	1	Assam Govt. Grant
	Software (Digital Library)	1	Assam Govt. Grant
	Sever & other accessories		Assam Govt. Grant
2014-2015	LCD Projector	3	Assam Govt. Grant
	Smart Board	1	Assam Govt. Grant

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

NIL

3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?

Wi-Fi internet facility has been made available to the teachers and students. Teachers can use internet facility for visiting websites, downloading files etc. Researchers can log on N-List Programmes in the central library. Besides these, some Research Journals have also been made available in the central library which can help the researchers in conducting their research works.

3.3.6 What are the collaborative research facilities developed/ created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

No collaborative research facility has been developed in the college.

3.4. Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

- Patents obtained and filed (process and product)
- Original research contributing to product improvement
- Research studies or surveys benefiting the community or improving the services
- Research inputs contributing to new initiatives and social development

No such research activities related to any physical product or its process/ improvement/ patent are carried out till now. However, the faculty members are reaching the community with their research binding speech, by presenting and publishing papers, articles etc. Moreover, the Ph.D. abstracts of the faculty along with

their research papers published in different seminar proceedings have strengthened the database in the concerned fields of study.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If ‘yes’, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

Yes, the Teachers’ Unit of the college publishes two Departmental Magazines under the titles ‘Vanijyam’ and ‘Horizon’ annually. The research articles of the teachers and other reputed scholars are published in the magazines. However, those publications have not been able to get any place in the international database. The compositions of the Editorial Boards of the magazines are given below:

The composition of the Editorial Board for “Vanijyam” for 2015-16:

President: *Dr. Paresh Nath Sarma (Principal)*

Vice-President: *Dr. Atul Ch. Haloi (Vice-Principal)*

Convener: *Dr. Manik Ch. Barman (Management)*

Members: *Birendra Talukdar (Management)*

Dr. Ashok Kr. Sarma (Finance)

Ramani Barman (Finance)

Bibhuti Bhusan Das (Management)

Saidul Islam (Information Technology)

The composition of the Editorial Board for “Horizon” for 2015-16:

President: *Dr. Paresh Nath Sarma (Principal)*

Vice-President: *Dr. Atul Ch. Haloi (Vice-Principal)*

Convener: *Bibha Das (Maths & Statistics)*

Members: *Kanak Ch. Barman (Economics)*

Dr. Soma Dhar (Economics)

Manoj Kr. Kalita (English)

Mukut Huzuri (Assamese)

Dr. Nupur Kalita (Accountancy)

3.4.3 Give details of publications by the faculty and students:

▪ **Publication per faculty**

Bibhuti Bhusan Das (Management): Seminar Papers- 02

Chandana Kashyap (Management): Seminar Papers- 06

Dr. Ashok Kr. Sarma (Finance): Seminar Papers- 03

<i>Ramani Barman (Finance):</i>	Seminar Paper-	01
<i>Kanak Ch. Barman (Economics):</i>	Seminar Papers-	02
<i>Dr. Umesh Talukdar (Accountancy):</i>	Seminar Paper-	01
<i>Dr. Nupur Kalita (Accountancy):</i>	Seminar Papers-	06
<i>Tandraleem Kashyap (Accountancy):</i>	Seminar paper-	01
<i>Manoj Kr. Kalita (English):</i>	Seminar Papers-	03
<i>Saidul Islam (Information Technology):</i>	Seminar papers:	01

Name of faculty	Title of the Paper	Name of the Volume	ISBN
Bibhuti Bhusan Das	A Study on Employment Generation Schemes in Pub-Nalbari Development Block with Special reference to MGNREGA		
	Student Unrest and the Relevance of Theory of Deprivation	A Collection of UGC Sponsored National Seminar on “Youth Unrest: Issues and Impact on Socio-Economic Life of India with Special Reference to the North-Eastern Region” organized by Nalbari Commerce College, Nalbari on 6 th & 7 th April, 2013	ISBN: 978-81-922971-3-2
Chandana Kashyap	Impact of Global Warming on the World Environment	A Collection of UGC Sponsored National Seminar on “Global Warming: Its Impact on the World Environment” organized by Nalbari Commerce College, Nalbari on 19 th & 20 th February, 2012	ISBN: 978-81-922971-1-8 Co-author: Pulama Talukdar
	Child Labour Issues and Human Rights Education	A Collection of UGC Sponsored National Seminar on “Human Rights Education: Its Importance in the Context of Growing Social Unrest” organized by Nalbari Commerce College, Nalbari on 12 th & 13 th November, 2011	978-81-922971-0-1
	Youth Unrest and Insurgency Problem in North-East India	A Collection of UGC Sponsored National Seminar on “Youth Unrest: Issues and Impact on Socio-Economic Life of India with Special Reference to the North-Eastern Region” organized by Nalbari Commerce College, Nalbari on 6 th & 7 th April, 2013	ISBN: 978-81-922971-3-2
	E-Retailing in Assam: A Study with Special Reference to Nalbari	Presented in 68 th All India Commerce Conference, Hazaribag, Jharkhand	Selected for publication
	A Scenario of Human Rights, Value Education and Youth Unrest in NE India with Special Attention to Assam	A Collection of UGC Sponsored National Seminar on “Human Rights and Value Education” organized by Uttar Kampith Mahavidyalaya, Nalbari 16 th May, 2014	ISBN: 978-81-929748-0-4

	Social Entrepreneurship Movement in the Midst of Regional Conflict: A Study of the North-East India	Presented in International Conference on Regional Conflict and Entrepreneurship Development: With Special Reference to South-East Asia held on 27 Nov, 2015 at Assam University, diphu Campus	Selected for publication
Dr. Ashok Kr. Sarma	Women Empowerment, Unpaid Work by Women and Human Rights	A Collection of UGC Sponsored National Seminar on “Human Rights Education: Its Importance in the Context of Growing Social Unrest” organized by Nalbari Commerce College, Nalbari on 12 th & 13 th November, 2011	978-81-922971-0-1 Co-author: Kanak Ch. Barman
	Global Warming and Sustainable Development	A Collection of UGC Sponsored National Seminar on “Global Warming: Its Impact on the World Environment” organized by Nalbari Commerce College, Nalbari on 19 th & 20 th February, 2012	ISBN: 978-81-922971-1-8 Co-author: Kanak Ch. Barman
Ramani Barman	Human Rights under the Constitution of India and the Position of Women in Assam	A Collection of UGC Sponsored National Seminar on “Human Rights Education: Its Importance in the Context of Growing Social Unrest” organized by Nalbari Commerce College, Nalbari on 12 th & 13 th November, 2011	978-81-922971-0-1
Kanak Ch. Barman	Women Empowerment, Unpaid Work by Women and Human Rights	A Collection of UGC Sponsored National Seminar on “Human Rights Education: Its Importance in the Context of Growing Social Unrest” organized by Nalbari Commerce College, Nalbari on 12 th & 13 th November, 2011	978-81-922971-0-1 Co-author: Dr. Ashok Kr. Sarma
	Global Warming and Sustainable Development	A Collection of UGC Sponsored National Seminar on “Global Warming: Its Impact on the World Environment” organized by Nalbari Commerce College, Nalbari on 19 th & 20 th February, 2012	ISBN: 978-81-922971-1-8 Co-author: Dr. Ashok Kr. Sarma
Dr. Umesh Talukdar	Role of Law as a Protective Weapon to Safeguard the Human Rights of Women	A Collection of UGC Sponsored National Seminar Papers on “Human Rights Education: Its Importance in the Context of Growing Social Unrest” held on 12 th & 13 th Nov., 2011 at Nalbari Commerce College	978-81-922971-0-1
Dr. Nupur Kalita	Women Empowerment for Preventing Discrimination Against Women	A Collection of UGC Sponsored National Seminar on “Human Rights Education: Its Importance in the Context of Growing Social Unrest” organized by Nalbari Commerce College, Nalbari on 12 th & 13 th November, 2011	ISBN: 978-81-922971-0-1
	Global Warming- A Cause of Devastation	A Collection of UGC Sponsored National Seminar on “Global Warming: Its Impact on the World	ISBN: 978-81-922971-1-8 Co-author:

		Environment” organized by Nalbari Commerce College, Nalbari on 19 th & 20 th February, 2012	Bhupen Biswas
	Teaching English in India at the College Level: Objectives and Outcomes	A Collection of UGC Sponsored National Seminar on “Teaching English as a Second Language at the College Level in India: Issues and Prospects” organized by Department of English, Nalbari Commerce College, Nalbari on 26 th & 27 th September, 2012	ISBN: 978-81-922971-2-5 Co-author: Lakshmi Kanta Barman
	Value Education: Its Importance in the Present Day Context	A Collection of UGC Sponsored National Seminar on “Youth Unrest: Issues and Impact on Socio-Economic Life of India with Special reference to the North-Eastern Region” organized by Nalbari Commerce College, Nalbari on 6 th & 7 th April, 2013	ISBN: 978-81-922971-3-2
	Socio-Economic Status and Role of SHG- A Study of Selected Women under Rangia, Kamrup, Assam	A Collection of UGC Sponsored National Seminar on “Socio-Economic Development of North-East India” organized by T. H. B. College, Tezpur on 15 th & 16 th March, 2014	ISBN: 978-93-81694-24-4
	Privatization of Higher Education and Its Effects on Women Folk of North-East Region	A Collection of UGC Sponsored National Seminar on “Importance of Women Education for the Upliftment of Rural Society” organized by Madhya Kamrup College, Barpeta on 26 th & 27 th October, 2014	ISBN: 978-81-921469-6-6
Tandraleem Kashyap	Youth Unrest: Issues and Impact on Socio-Economic Life of India with Special Reference to the North-Eastern Region	A Collection of UGC Sponsored National Seminar on “Youth Unrest: Issues and Impact on Socio-Economic Life of India with Special reference to the North-Eastern Region” organized by Nalbari Commerce College, Nalbari on 6 th & 7 th April, 2013	ISBN: 978-81-922971-3-2
Manoj Kr. Kalita (English)	Need and Importance of Entrepreneurship Development Programme in Promoting Entrepreneurship	Collection of UGC Sponsored National Seminar Papers on “Entrepreneurship Development- A Key Issue for Socio-Economic Growth” organized by Gauhati Commerce College on 19 th March, 2008	Nil
	Objectives of Teaching English Poetry at UG Level with Special Reference to Rural Colleges of Nalbari District	A Collection of UGC Sponsored National Seminar Papers on “Teaching English as a Second Language at the College Level in India: Issues and Prospects” organized by Department of English, Nalbari Commerce College, Nalbari on 26 th & 27 th September, 2012	978-81-922971-2-5
	Youth Unrest and the Relevance of Sankardeva’s Ideology	A Collection of UGC Sponsored National Seminar Papers on “Youth Unrest: Issues and Impact on Socio-Economic Life of India with Special	978-81-922971-3-2

		reference to the North-eastern Region”. Organized by Nalbari Commerce College, Nalbari on 6 th & 7 th April, 2013	
Saidul Islam	Climate Change and Global Warming.	A Collection of UGC Sponsored National Seminar on “Global Warming: Its Impact on the World Environment” organized by Nalbari Commerce College, Nalbari on 19 th & 20 th February, 2012	ISBN: 978-81-922971-1-8 Co-author: Saiful Haque

- Number of papers published by faculty and students in peer reviewed journals (national / international)

Dr. Manik Ch. Barman: Number of Papers: 1 No.

- Management of Infrastructure for Agricultural Development in Assam With Special Reference to Nalbari District (Abstract of Doctoral Dissertation) Published in “Finance India”, Quarterly Journal of Indian Institute of Finance, Delhi Vol XXVIII, No. 1 March 2014, ISSN: 0970-3772

Chandaan Kashyap: Number of Papers: 1 No.

- Trade Union Practices in the Recognised Trade Unions of North-East Frontier Railway, India” Published in “International Journal of Current Research & Academic Review”, Vol II, No. 12, December 2014, ISSN: 2347-3215

Dr. Soma Dhar (Economics): Number of Papers: 4 Nos.

Sl. No.	Title	Name of the Journal/Edited Book with ISBN/ISSN	Year of publication
1	Trend and Performance of Major Food grain Production in Assam	Pratidhwani the Echo (Journal) ISSN- 2278-5264	2013
2	Production Growth and Technology adoption in Agriculture: A Case Study of Central Brahmaputra Valley zone, Assam	Social Change and Development (Journal) ISSN- 0975- 4016	2013
3	Socio-Economic and Demographic Status of Assam: A Comparative Analysis	International Journal of Humanities & Social Science Studies (Journal) ISSN: 2349-6711	2014
4	Gender Inequality in Education, Health and Employment in North-East India	International Journal of Humanities & Social Science Studies (Journal) ISSN: 2349-6959	2015

- Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

NIL

- ☐ Monographs
- ☐ Chapter in Books

Dr. Manik Ch. Barman: 01 No.

- Marketing Management (A Chapter in the book 'Business Studies' under Assam Higher Secondary Education Council, Guwahati, Assam)

Dr. Soma Dhar: 01 No.

- Title of the Chapter: Performance of Rice Production in Central Brahmaputra Valley Zone of Assam during 1971-2010
Edited book: Health and Development in Rural North East India
ISBN-978-93-5074-45-3
Year: 2012

- ☐ Books Edited
- ☐ Books with ISBN/ISSN numbers with details of publishers

Dr. Manik Ch. Barman (Management): Number of Books: 17

Chandana Kashyap (Management): Number of Books: 02

Dr. Ashok Kr. Sarma (Finance): Number of Books: 17

Ramani Barman (Finance): Number of Books: 04

Kanak Ch. Barman (Economics): Number of Books: 15

Dr. Soma Dhar (Economics): Number of Books: 01

Dr. Atul Ch. Haloi (Accountancy): Number of Books: 04

Dr. Umesh Talukdar (Accountancy): Number of Books: 02

Dr. Nupur Kalita (Accountancy): Number of Books: 01

Tandraleem Kashyap (Accountancy): Number of Books: 01

Bibha Das (Maths & Statistics): Number of Books: 04

Name of faculty	Sl. No.	Title of the books & ISBN	Co-author (if any)	Publisher	Year of publication
Dr. Manik Ch. Barman (Management)	1	Corporation Finance ISBN: 81-7096-879-8	--	Kalyani Publishers, Ludhiana	1998
	2	Business Organization & Management	Dr. Debdas Bharali	Lawyers Book Stall, Guwahati	1998
	3	Corporation Finance & Financial Management	--	Lawyer's Book Stall, Guwahati	1998
	4	Business Organization & Commercial Practice (Vol-I) ISBN: 81-7663-191-4	S.S. Sarkar	Kalyani Publishers, Ludhiana	1999
	5	Business Organization & Commercial Practice (Vol-II) ISBN: 81-272-0490-0	S.S. Sarkar	Kalyani Publishers, Ludhiana	2002

	6	Business Studies (Vol-I) ISBN: 81-272-2338-7	--	Kalyani Publishers, Ludhiana	2005
	7	Business Studies (Vol-II) ISBN: 81-272-2861-3	--	Kalyani Publishers, Ludhiana	2006
	8	Business Organization & Entrepreneurship Development ISBN: 81-272-3012-x	--	Kalyani Publishers, Ludhiana	2006
	9	Principles of Business Management ISBN: 81-272-2801-x	--	Kalyani Publishers, Ludhiana	2006
	10	Financial Management ISBN: 978-81-272-3787-5	--	Kalyani Publishers, Ludhiana	2007
	11	Fundamentals of Entrepreneurship ISBN: 978-81-272-3977-0	Dr. Pranjal Bezborah	Kalyani Publishers, Ludhiana	2007
	12	Business Studies (Vol-I) As per NCERT Syllabus	--	Manab Publications, Guwahati	2011
	13	Business Studies (Vol-II) As per NCERT Syllabus	--	Manab Publications, Guwahati	2012
	14	Principles of Management ISBN: 978-93-840-9699-1	Chandana Kashyap	Manab Publications, Guwahati	2013
	15	Entrepreneurship Development ISBN: 978-93-81850-78-7	Dr. Pranjal Bezborah	Ashok Book Stall, Guwahati	2013
	16	Marketing Management ISBN: 978-93-84096-97-7	Chandana Kashyap	Manab Publications, Guwahati	2014
	17	Financial Management (Revised Edition as per Revision of Syllabus)	--	Manab Publications, Guwahati	2014
Chandana Kashyap (Management)	1	Principles of Management ISBN: 978-93-840-9699-1	Dr. Manik Ch. Barman	Manab Publications, Guwahati	2013
	2	Marketing Management ISBN: 978-93-84096-97-7	Dr. Manik Ch. Barman	Manab Publications, Guwahati	2014
Dr. Ashok Kr. Sarma (Finance)	1	Banking Law and Practice (for B.Com.) ISBN: 81-7096892-5	Dilip Kr. Sarma	Kalyani Publishers, New Delhi	1998
	2	Indian Financial System (for B.Com.) ISBN: 81-272- 0137-5	Dilip Kr. Sarma	Kalyani Publishers, New Delhi	2001
	3	Money and Indian Financial System (for B.Com.) ISBN: 81-272-1682-8	--	Kalyani Publishers, New Delhi	2004
	4	Banking Law and Practice (for B.Com.) (Revised Edition) ISBN: 81-7096892-5	Dilip Kr. Sarma	Kalyani Publishers, New Delhi	2005

	5	Indian Financial System (for B.Com.) ISBN: 978-81-272-5724-8	--	Kalyani Publishers, New Delhi	2009
	6	Modern Banking Practice (for B.Com.) ISBN: 978-81-272-5209-0	--	Kalyani Publishers, New Delhi	2009
	7	Banking (for H.S. 2 nd Year)	--	Manab Publications, Guwahati	2012
	8	Rural and Micro Finance (for B.Com.) ISBN: 978-93-272-1686-8	R. Barman, KC Barman, Dr. H.K. Sarma	Kalyani Publishers, New Delhi	2012
	9	Banking (for H.S. 1 st Yr)	--	Manab Publications, Guwahati	2012
	10	Micro Credit Institutions (for B.Com.) ISBN: 978-93-272-1899-2	R. Barman, KC Barman, Dr. H.K. Sarma	Kalyani Publishers, New Delhi	2012
	11	Indian Financial System (for B.Com.) ISBN: 978-93-81850-21-3	--	Ashok Book Stall, Guwahati	2012
	12	Fundamentals of Insurance (for B.Com.)	Ramani Barman	Kalyani Publishers, New Delhi	2012
	13	Financial Institutions and Market (for B.Com.)	--	Manab Publications, Guwahati	2013
	14	Regulatory Framework of Business-I(for B.Com.) ISBN: 978-93-81850-72-5	Ramani Barman	Ashok Book Stall, Guwahati	2013
	15	Financial Services (for B.Com.) ISBN: 978-93-81850-53-4	--	Ashok Book Stall, Guwahati	2013
	16	Modern Banking Practice (for B.Com.)	--	Manab Publications, Guwahati	2014
	17	Regulatory Framework of Business-II(for B.Com.) ISBN: 978-93-84-846-01-5	Tandraleem Kashyap	Ashok Book Stall, Guwahati	2015
Ramani Barman (Finance)	1	Rural and Micro Finance (for B.Com.) ISBN: 978-93-272-1686-8	Dr. AK Sarma, KC Barman, Dr. HK Sarma	Kalyani Publishers, New Delhi	2012
	2	Micro Credit Institutions (for B.Com.) ISBN: 978-93-272-1899-2	Dr. AK Sarma, KC Barman, Dr. HK Sarma	Kalyani Publishers, New Delhi	2012
	3	Fundamentals of Insurance (for B.Com.) ISBN: 978-93-272-1693-5	Dr. AK Sarma, Dr. N. Kalita, Dr. HK Sarma	Kalyani Publishers, New Delhi	2013
	4	Regulatory Framework of Business-I (for B.Com.) ISBN::978-93-81850-72-5	Dr. Ashok Kr. Sarma	Ashok Publications, Guwahati	2013

Kanak Ch. Barman (Economics)	1	Fundamentals of Insurance	--	Kalyani Publishers, New Delhi	2012
	2	Rural and Micro Finance	--	Kalyani Publishers, New Delhi	2012
	3	Micro Credit Institutions	--	Kalyani Publishers, New Delhi	2012
	4	Rural and Micro Finance (for B.Com.) ISBN: 978-93-272-1686-8	Dr. AK Sarma, R Barman, Dr. HK Sarma	Kalyani Publishers, New Delhi	2012
	5	Micro Credit Institutions (for B.Com.) ISBN: 978-93-272-1899-2	Dr. AK Sarma, R Barman, Dr. HK Sarma	Kalyani Publishers, New Delhi	2012
	6	Business Economics ISBN: 978-81-92277-23-3	--	Manab Publications, Guwahati	2013
	7	Business Environment ISBN: 978-93-81850-18-3	--	Manab Publications, Guwahati	2013
	8	Elements of Public Finance and Statistics	--	Mrityunjay Prakashan, Guwahati	2013
	9	History of Economic Thought and Economic Development ISBN: 978-93-84095-30-7	--	Mrityunjay Prakashan, Guwahati	2013
	10	Micro Economics ISBN: 978-93-81850-65-7	--	Ashok Book Stall, Guwahati	2013
	11	Macro Economics ISBN: 978-93-8150-70-1	--	Ashok Book Stall, Guwahati	2013
	12	Public Finance ISBN: 978-93-81850-86-2	--	Ashok Book Stall, Guwahati	2013
	13	Indian Economic Planning and International Economy ISBN: 978-93-81850-89-3	--	Ashok Book Stall, Guwahati	2014
	14	Money, Banking and Financial System ISBN: 978-93-84095-16-1	--	Ashok Publications, Guwahati	2014
	15	Modern Economics ISBN: 978-93-84095-32-1	--	Ashok Publications, Guwahati	2014
Dr. Soma Dhar (Economics)	1	Micro-finance and its role on Rural development ISBN: 978-3-659-43298-9	Dr. Amith Roy	LAMBERT Academic Publishing	2014
Dr. Atul Ch. Haloi (Accountancy)	1	Financial Accounting-II Year of Publication: ISBN: 978-93-272-1841-1	C. M. Juneja, Biplab Das, RK Rajodia	Kalyani Publishers, New Delhi	2012
	2	Corporate Accounting ISBN: 978-93-272-2408-5	C. M. Juneja, Biplab Das	Kalyani Publishers, New Delhi	2012

	3	Advanced Corporate Accounting ISBN: 978-93-272-2420-7	C. M. Juneja, Biplab Das	Kalyani Publishers, New Delhi	2012
	4	Advanced Financial Accounting ISBN: 978-93-272-2844-1	C. M. Juneja, Biplab Das	Kalyani Publishers, New Delhi	2013
Dr. Umesh Talukdar (Accountancy)	1	Accounting (for H.S. 1 st Year) ISBN: NIL	Prof. H.K. Baruah	R. G. Publication	2005
	2	Corporate Accounting (for B.Com.) ISBN: NIL	G.C. Banik	R.G. Publication	2005
Dr. Nupur Kalita (Accountancy)	1	Fundamentals of Insurance ISBN: 978-93-272-2693-5	Dr. A.K. Sarma, Dr. H. K. Sarma, R. Barman	Kalyani Publishers, New Delhi	2013
Tandraleem Kashyap (Accountancy)	1	Regulatory Framework of Business-II (for B.Com.) ISBN: 978-93-84-846-01-5	Dr. Ashok Kr. Sarma	Ashok Book Stall, Guwahati	2015
Bibha Das (Maths & Statistics)	1	Banijyik Parishankhya Vignayan (Business Statistics) (Assamese Edition) ISBN: 978-81-272-3866-7	--	Kalyani Publishers, Ludhiana	2007
	2	Banijyik Parishankhya Vignayan (Business Statistics) (Revised Edition) ISBN: 978-81-272-5728-6	--	Kalyani Publishers, Ludhiana	2009
	3	Banijyik Parishankhya Vignayan (Business Statistics) (Third Edition) ISBN: 978-93-272-1977-7	--	Kalyani Publishers, Ludhiana	2012
	4	Arthavigyan	Hiran Deka	Manab Publications, Guwahati	2012

- ☐ Citation Index
- ☐ SNIP
- ☐ SJR
- ☐ Impact factor **2 Nos.**

Name of faculty	Sl. No.	Title	Name of the Journal/Edited Book with ISBN/ISSN	Year of publication
Dr. Soma Dhar (Economics)	1	Socio-Economic and Demographic Status of Assam: A Comparative Analysis	International Journal of Humanities & Social Science Studies (Journal) ISSN: 2349-6711	2014
	2	Gender Inequality in Education, Health and Employment in North-East India	International Journal of Humanities & Social Science Studies (Journal) ISSN: 2349-6959	2015

- ☐ h-index

- The following Faculty Members translated chapters/books as stated below:

Name of the Faculty	Translation works done
Dr. Manik Ch. Barman (Management)	Business Studies (Translated for AHSEC under Assam State Open Schooling Programme, NCERT Book)
Birendra Talukdar (Management)	Business Studies (NCERT) for Class XI Chapter 4 th & 9 th of AHSEC, Guwahati in 2010
	Business Studies (NCERT) for Class XII Chapter 7 th of AHSEC, Guwahati in 2011
	Corporate and Business Law Chapter 1 st to 5 th of KK Handiqui State Open University, Guwahati in July 2010
	Principles of Business Management (Part-I) Chapter 7 th of KK Handiqui State Open University, Guwahati in 2011
Bibha Das (Maths & Statistics)	Business Statistics of B.Com 2 nd year of K K Handiqui State Open University, Guwahati in 2009

3.4.4 Provide details (if any) of

- ☐ research awards received by the faculty

Till now, the following faculty members have been awarded for Ph.D./M.Phil. Degree-

Sl. No.	Name of faculty with department	Degree awarded	Year of award	University	Topics of Research
1	Dr. Atul Ch. Haloi (Accountancy)	Ph.D.	2007	Gauhati University, Assam	A Study of the Infrastructural Facilities of Transport and Power Sectors in Assam
2	Dr. Umesh Talukdar (Accountancy)	Ph.D.	2004	Gauhati University, Assam	Pattern of Rural Savings and Its Investment: A Case Study of Nalbari District
3	Dr. Nupur Kalita (Accountancy)	Ph.D.	2012	BR Ambedkar University, Bihar	A Critical Study of Problems and Prospects of Tourism Industry in Assam
		M.Phil.	2008	Periyar University, Tamilnadu	Agricultural Marketing- Its Problems and Prospects with Special Reference to Kamrup District
4	Dr. Manik Ch. Barman (Management)	Ph.D.	2007	Dibrugarh University, Assam	Management of Infrastructure for Agricultural Development in Assam with Special Reference to Nalbari District

5	Dr. Ashok Kr. Sarma (Finance)	Ph.D.	2011	Rajiv Gandhi University, Arunachal Pradesh	A Study on LIC Housing Finance Ltd. with Special Reference to Kamrup District of Assam
6	Dr. Soma Dhar (Economics)	Ph.D.	2014	Assam University, Assam	Problems and Prospects of Technology Transfer in Agriculture: A Study in Central Brahmaputra Valley of Assam
		M.Phil.	2009	Vinayak Mission University, Tamilnadu	Impact of Co-operative societies in generating employment with special reference to Sita Jakhala Dugdha Utpadak Samabai Samiti, Morigaon, Assam
7	Bibhuti Bhusan Das (Management)	M.Phil.	2009	Madurai Kamaraj University, Tamilnadu	Role of Employment Generation Schemes for Rural Youths of Assam Initiated by Government
8	Manoj Kumar Kalita (English)	M.Phil.	2009	Madurai Kamaraj University, Tamilnadu	W.B. Yeats' Treatment of Love in his Poetry.
9	Saidul Islam (Information Technology)	M.Phil.	2009	Vinayak Mission University, Tamilnadu	Heterogeneous Computer Networks

- ☐ recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally

NIL

- ☐ incentives given to faculty for receiving state, national and international recognitions for research contributions.

NIL

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

The college has not been able to develop a system for establishing institute-industry relationship. However, the college sometimes organizes industry tour for the final year students.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

So far, consultancy has not been incorporated in the policy of the college.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The college has an Information and Career Guidance 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.

Academic Session	Number of students benefited
2009-2010	77
2010-2011	77
2011-2012	45
2012-2013	102
2013-2014	123
2014-2015	97

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

Although the teachers of the college extend academic consultancy to the students of the college as well as to the outsiders, they do not take any remuneration for that.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Does not arise as the teachers do not take any remuneration for providing consultancy.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighbourhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

The college makes various efforts in order to promote institution-neighbourhood community network and for this various in-house and outreach extension activities are carried out during each academic session through different units/cells viz. NSS, Extension Activity Cell, KKHSOU Study Centre, IQAC, Information and Career Guidance Cell, Red Ribbon Club etc. The college always encourages its students to participate in these programmes and thereby make them aware of different prejudices and injustices which are prevailing in the society.

The Study Centres of Krihna Kanta Handiqui State Open University and Institute of Distance and Open Learning (under Gauhati

University) established in the college impart higher education through distance learning mode to the people who couldn't pursue education in formal mode due to various problems. There is also one Study Centre of Assam State Open Schooling under Assam Higher Secondary Education Council (AHSEC) in the college which offers Higher Secondary Course in Arts and Commerce through distance mode. Near about 700 learners are now pursuing education through these Study centres and this has been helping the college in bringing the community in its touch.

The college tries to inculcate the sense of civic responsibility among students through the celebration of Independence Day, Republic Day, World Environment Day, Teachers' Day etc. Besides, the college regularly celebrates social festivals like Saraswati Puja, Tithi of Srimanta Sankardev, Biswakarma Puja, which also cultivate moral ethics among the students. Holding of election for Students' Union Body teaches them about the democratic process and makes them aware regarding their national responsibilities.

These are some of the efforts made by the college for holistic development of the students.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

Students are encouraged to take part in different social activities undertaken by the various cells and units of the college such as plantation programme, health check-up camp, cleanliness drive, AIDS awareness, Blood donation camp etc.

The Extension Activity Cell of the college organizes Adult Education Programme in certain places for the uneducated adults with full co-operation of the students. The NSS volunteers of the college organize cleanliness drives, road repairing etc. in public places.

Thus the college tries to track its students' involvement in social activities for promoting their citizenship roles.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The institution solicits stakeholder perception on the overall performance and quality of the institution ensuring their participation in different events/activities of the college such as Foundation Day Celebration, Freshers' Social, Annual College Week, local/national seminars/workshops.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the

major extension and outreach programmes and their impact on the overall development of students.

The Extension Activity Cell of the college acts as the nodal unit in planning and monitoring different extension activities. At the beginning of every academic session, the centre invites proposals of extension activities from other units / cells of the college. Based on these proposals, the centre formulates a year-wide plan in consultation with the IQAC and submits to the authority for necessary approval.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

The college has an Extension Activity Cell which organizes many extension activities like Adult Education Programmes, Plantation Programmes, Cleanliness Drive and various programmes related to health awareness, environmental awareness and career counseling etc. with active participation of students and faculty. The college has an NSS unit which has been organizing Plantation Programmes and Cleanliness Drive and other extension activities from time to time. The college has also one Red Ribbon Club which organizes Blood Donation Camps and Awareness Camp on AIDS with active participation of students and faculty.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The college has held extension programmes to ensure social justice among the students from under privileged and vulnerable sections of society. The following are some of those:

- A Law Awareness Lecture was organized by the Extension Activity Cell on 13th May, 2012.
- National Seminar on “Human Rights Education: Its Importance in the Context of Global Social Unrest” on 12th & 13th November, 2011 at Nalbari Commerce College.
- National Seminar on “Global Warming: Its Impact on the World Environment” on 19th & 20th February, 2012 at Nalbari Commerce College.
- National Seminar on “Youth Unrest: Issues and Impact on Socio-Economic Life of India with Special Reference to NE Region” on 6th & 7th April, 2013 at Nalbari Commerce College.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement

students' academic learning experience and specify the values and skills inculcated.

The objectives of extension activities are:

- To increase literacy rate.
- To build awareness on environmental issues like pollution, plantation, global warming etc.
- To build awareness on health related issues.
- To educate the illiterate women mainly of rural areas.
- To make the students aware of various problems prevailing in society for developing the sense of responsibility of the students towards society.

The outcomes of the extension activities of the college can be listed as below:

- We have witnessed a marked increase in the number of graduates in the locality.
- It has increased environmental and health awareness among the students.
- Increased literacy among rural women.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

After fixation of date and venue, the organizing unit/cell circulates about the programme in the concerned area well ahead the date of holding the programme. Moreover, the importance of such programmes is also communicated among the concerned people by holding inaugural meeting. For such reach out programmes the concerned unit of the college selects one local people of the target area for co-ordination between the institution and target people.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The college has not been able to construct any relationships with local institutions for working on various outreach and extension activities. However, collaborations were made for organizing seminars in the college with the following local institutions:

Sl. No.	Name of the event with level	Collaborating Institutions	Topic	Date of organizing
1	UGC Sponsored National Seminar	Dakshin Nalbari	Current Trends in the Teaching of English in	9 th & 10 th June, 2010

		Mahabidyalaya, Nalbari	India at the Higher Secondary and Degree Level: Problems and Prospects	
2	UGC Sponsored State Level Seminar	M.N.C Balika Mahabidyalaya, Nalbari	Folklife and Culture- Their Impacts on the Society in the Present Day Context	5 th & 6 th June, 2010
3	NAAC Sponsored National Seminar	--	Challenging Role of IQACs in Qualitative Development of Higher Education in Assam	11 th & 12 th June, 2010
4	UGC Sponsored National Seminar	Nalbari Sahitya Samaj, Nalbari	Folk Elements in Assamese Literature	2 nd & 3 rd February, 2011
5	UGC Sponsored National Seminar	Ahinsha Chemicals Pvt. Ltd., Nalbari	Role of Commerce Education in the Economic Development of the North-Eastern Region	4 th & 5 th February, 2011
6	UGC Sponsored National Seminar	Nalbari Law College, Nalbari	Human Rights Education: Its Importance in the Context of Global Social Unrest	12 th & 13 th November, 2011
7	UGC Sponsored National Seminar	Women and Children Sangha, Nalbari	Global Warming: Its Impact on the World Environment	19 th & 20 th February, 2012
8	UGC Sponsored National Seminar	Pragatishil Janakalyan Samiti, Nalbari	Teaching English as a Second Language at the College Level in India: Issues and Prospects	26 th & 27 th September, 2012
9	UGC Sponsored National Seminar	Royal Academy, Nalbari	Youth Unrest: Issues and Impact on Socio-Economic Life of India with Special Reference to NE Region” organized by Department of Economics, Nalbari Commerce College, Nalbari	6 th & 7 th April, 2013

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

Nil

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The college has not been able to establish any collaboration with other institutions for research activities, staff exchange, sharing of facilities and equipments etc. However, the faculty members of the

college visits the libraries of other institutions, the organizations, industries whenever required for carrying out research works with due permission of the concerned authority.

- 3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

The college had signed MoUs with KKHSOU, IDOL and ASOS under AHSEC in order to run study centers for offering higher education through distance mode. The Study Centres have been offering the opportunity of pursuing higher education in open and distance mode to those who could not complete their higher education due to various constraints. Presently, more than 700 learners are pursuing higher education through these centres. The Study Centres are also source of revenue for the college with which the college has created infrastructural facilities to some extent. The Study Centres have also been helping in achieving the objective of extending the facility of pursuing higher education by the disadvantaged.

- 3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/ up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

- The college was established in 1979 on the land donated by the founder President of the college Late Nripendra Malla Bujarbaruah.
- The local population contributed for construction of the initial infrastructure required for the college.
- One Assam type classroom cum conference hall (DRDA Hall) was constructed out of the fund granted by District Rural Development Authority (DRDA), Nalbari district.
- One Assam type classroom (NMB Hall) was constructed out of the fund donated by the family of Late Nripendra Malla Bujarbaruah which was named after his name in 1985.
- One Assam type classroom (RARA Hall) was constructed out of the fund donated by the family of Late Keshori Mall Rara which was named after his name in 1985.
- Honorable Ex-Prime Minister of India Dr. M. M. Singh sanctioned rupees 10 lakh for construction of an IT centre in the college in 2007 which was constructed as per plan by the PWD department (Building Division), Nalbari. Accordingly, the centre offered ICSC

(one year certificate course) under DOEACC along with some other short term courses.

- The college has also received a grant amounting to Rs. 99.50 lakh from the Govt. of Assam vide sanctioning letter No. PC/HE/Plan/20/2012/55 dtd. 2/5/2012 and Letter No. PC/HE/Plan/20/2012/88 dtd. 16/9/2013 for construction of a Digital Library and E-Classroom. The construction of the Digital Classroom and establishment of the Digital Library has been accomplished.
- The main college gate was donated by Sri Rajani Kanta Kalita of Nalbari in the memory of his son Late Dilip Ch. Kalita who was the first General Secretary of the Students' Union Body of the college.
- The college had signed MoU with KKHSOU in order to run study centre for offering higher education through distance mode. As a result of this agreement, KKHSOU provided the study centre with the following equipments and books:
 1. LCD TV- 1 No. (32 inch)
 2. Projector- 1 No.
 3. Desktop Computer- 2 Sets.
 4. HP Laser Printor-1 No.
 5. Radio cum Cassette Player- 1 No.
 6. Audio-Visual Materials- 50 Nos.
 7. Books-132 Nos.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

These informations are furnished below:

Sl. No.	Name of the Academician/ Researcher	Designation with address	Programme for which invited	Date
1	Dr. Deepak Kr. Chakravarty	Professor Emeritus IIT, Mumbai	Foundation Day Lecture	8 Oct., 2010
2	Prof. Diganta Kr. Goswami	Professor IIT, Guwahati	Foundation Day Lecture	8 Oct., 2010
3	Dr. Benhur Salome	English & Foreign Languages University, Hyderabad	UGC Sponsored National Seminar on "Current Trends in the Teaching of English in India at the Higher Secondary and Degree Level: Problems and Prospects"	9 & 10 June, 2010
4	Dr. Amitha Ruth	English & Foreign Languages University,	DO	9 & 10 June,

		Hyderabad		2010
5	Dr. Nabin Ch. Sarma	Retd. Professor & HoD Dept. of Folklore Gauhati University	UGC Sponsored National Seminar on “Folk Elements in Assamese Literature”	2 Feb, 2011
6	Dr. Ram Bahal Tiwary	Retd. Professor Dept. of Bengali Biswabharati, Santiniketan, West Bengal	Do	2 & 3 Feb, 2011
7	Dr. Upen Rabha Hakasom	Professor & HoD Dept. of Assamese Gauhati University, Guwahati	Do	2 Feb, 2011
8	Dr. Anil Boro	Professor Dept. of Folklore Gauhati University, Guwahati	Do	2 Feb, 2011
9	Dr. Deepak Sarma	Hon’ble Vice-Chancellor Kumar Vaskar Verma Sanskrit & Ancient Studies University, Assam	UGC Sponsored National Seminar on “Human Rights Education: Its Importance in the Context of Growing Social Unrest”	12 Nov, 2011
10	Dr. Harihar Bhattacharyya	Professor & HoD Dept. of Political Science Burdwan University West Bengal	Do	12 Nov, 2011
11	Dr. R. C. Barpatra Gohain	Reader Dept. of Law, GU	Do	12 Nov, 2011
12	Dr. S.B.Medhi	Former Chief Executive Assam Human Rights Commission & Special Representative National Human Rights Commission, New Delhi	Do	13 Nov, 2011
13	Dr. Hariprasad Sarma	Professor Dept. of Geography Gauhati University Guwahati, Assam	UGC Sponsored National Seminar on “Global Warming: Its Impact on the World Environment”	19 Feb, 2012
14	Dr. Abani Kr. Bhagawati	Professor Dept. of Geography Gauhati University Guwahati, Assam	Do	19 Feb, 2012
15	Dr. Jogen Ch. Kalita	Director i/c CDC, Gauhati University	Do	20 Feb, 2012
16	Dr. Gauranga Kr.Sarma	Faculty, AIM, Guwahati	Workashop on Career Guidance	15 June, 2012
17	Dr. Goutam Kr. Baruah	Associate Professor Dept. of Linguistics Tezpur University, Assam	UGC Sponsored National Seminar on “Teaching English as a Second Language at the College Level in India: Issues and Prospects”	26 Sept, 2012
18	Dr. Nigamananda Das	Dept. of English Nagaland University	Do	26 Sept, 2012

19	Dr. L.S. Singh	University Professor of Economics Head, PG Dept. of Labour and Social Welfare Magadh University, Bodh Gaya, Bihar	UGC Sponsored National Seminar on “Youth Unrest: Issues and Impact on Socio-Economic Life of India with Special reference to NER”	6 April, 2013
20	Dr. Vijay Kumar	HoD, Dept. of Economics Magadh University, Bodh Gaya, Bihar	Do	6 April, 2013
21	Prof. Hemkanta Baruah	Retd. Professor, Department of Commerce Gauhati University	College Foundation Day Lecture on ‘Commerce Education in Assam: Problems and Prospects’	18 Aug, 2015

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -

- Curriculum development/enrichment
- Internship/ On-the-job training
- Summer placement
- Faculty exchange and professional development
- Research
- Consultancy
- Extension
- Publication
- Student Placement
- Twinning programmes
- Introduction of new courses

The college has been granted permission to start M.Com. from the session 2015-16 by Gauhati University and accordingly 40 students was admitted into M.Com 1st Semester programme.

- Student exchange
- Any other

The college had signed MoUs with KKHSOU, IDOL and ASOS under AHSEC in order to run study centers for offering higher education through distance mode.

Details of programmes offered by these study centers are listed below:

	Courses Offered
IDOL	M.Com., M.A., MCJ, PGDCA, PGDHRM, PGDFM
KKHSOU	B.A., B.Com., BBA, BCA, M.A. (Assamese and Political Sc.)
ASOS	Higher Secondary(Arts and Commerce Stream)

The number of students completed graduation/post graduation during last four years is listed below:

Year	Institution	Programmes	No. of students
2011	KKHSOU	B.A.	21
		B.Com.	07
		BCA	01
		BBA	01
2012	IDOL	M.Com.	09
		M.A.	01
		PGDCA	-
	KKHSOU	B.A.	35
		B.Com.	14
		BCA	02
		BBA	04
		M.A.	-
	ASOS	HS-Arts	-
		HS-Commerce	-
2013	IDOL	M.Com.	25
		M.A.	04
		PGDHRM	01
		PGDSMM	01
	KKHSOU	B.A.	115
		B.Com.	28
		BCA	-
		BBA	02
		M.A.	-
	ASOS	HS-Arts	02
		HS-Commerce	-
2014	IDOL	M.Com.	36
		M.A.	04
		PGDHRM	01
	KKHSOU	B.A.	220
		B.Com.	29
		BCA	04
		BBA	04

		M.A.	11
	ASOS	HS-Arts	51
		HS-Commerce	-
2015	IDOL	M.Com.	44
		M.A.	01
		PGDCA	05
		PGDFM	01
	KKHSOU	B.A.	Result awaited
		B.Com.	
		BCA	
		BBA	
		M.A.	
	ASOS	HS-Arts	13
		HS-Commerce	04

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.

The college takes utmost care in planning, establishing and implementing the initiatives of the linkages created with external bodies for extension of academic and other factors of the college. As a result of the efforts made by the college, it has been able to establish study centers of KKHSOU, IDOL and ASOS. The college constitutes Management Committees to monitor the activities of these study centers with one permanent faculty of the college as Co-ordinator headed by the Principal.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

Nil

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

In order to facilitate effective teaching and learning, the college has adopted the following plans for creation and enhancement of infrastructural facilities to cope with the academic growth.

- Connecting Students-Teachers-Parents-Administration through **myly** (Mobile App Solution) to be provided by Institute of Computer Accountants (ICA).
- Renovation of existing classrooms
- Construction of Faculty Building.
- Beautification of the college campus
- Purchase of books for the central library
- Setting up of gymnasium.
- Construction of Boys' Hostel
- Setting up of Internet Cafeteria.
- Purchase of Computers for the Computer Lab.

4.1.2. Detail the facilities available for

a) Curricular and co-curricular activities—classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

The college has following facilities for curricular and co-curricular activities:

- The college has **11** classrooms equipped with projectors, green boards, furniture, lights, fans etc.
- There is **01** Conference Hall having 120 seating capacity equipped with projector, laptop, green board and other audio-visual facilities.
- There is **01** mini Conference Hall for arranging meetings of Teaching/Non-teaching staff, Students' Union Body, Governing Body of the college and others.
- There is **01** Computer Laboratory having **19** numbers of computers. **01** computer is Wi-Fi connected.

- There is 01 common room for the faculty members for the PG Section.
 - The college has a central library, with well-stock of text books, references and sufficient numbers of journals, magazines, newspapers etc. The central library has one Digital Section having 12 computers for accessing digital materials. The students can also access to N-List Programmes provided by INFLIBNET Centre. There is also a Book Bank attached with the central library. Internet and reprographic facilities are also available in the central library.
 - All the departments have 01 departmental library each.
 - There is 01 Digital Printer cum Photocopier accessible for all the teaching and office staff.
 - All the departments have 01 Laptop which helps the department in preparing their teaching materials, question papers and other departmental works.
 - The college has provided separate building (RCC 1st Floor, 1240 sq.ft.) for the Study Centres of Krishna Kanta Handiqui State Open University and Assam State Open School under Assam Higher Secondary Education Council, Assam.
 - There is one UGC Network Resource Centre in the college.
 - The college has been publishing an annual students' magazine. Besides, the departments of the college have been publishing 02 Departmental Magazines annually under the titles "Vanijyam" and "Horizon". Moreover, there is 01 Wall Magazine in the college.
- b) Extra-curricular activities- sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

The available facilities for extra-curricular activities can be detailed as given below:

- The college has one Sports Complex constructed with the UGC grants measuring 2555 sq. ft. which provides necessary indoor sports items like Table Tennis, Carom and Badminton.
- The college has one Tennis and one Volleyball Court in the main campus.
- The college has one NSS unit with 75 enrollment of volunteers with a male-female break-up of 62 and 13. The unit has been doing various social activities related to the institution.

- The college organizes Annual Cultural and Sports Events under the aegis of the Students' Union Body of the college to identify the cultural and sports talents. Besides this, the college also holds some cultural and sports programmes from time to time and all necessary facilities for holding these programmes are available in the college.
- For public speaking such as holding of meetings, seminars, workshops, lecture programmes, training programmes etc., the college can provide adequate space, sitting arrangement, sound system, light, LCD projector, public address system and other necessary facilities.
- For improving students' communication skill, the Department of English organizes certificate course in Communicative Skill Development for the intending students.
- There is one Health Centre in the college. Doctors attend the centre on part-time basis for health check-up of students. The centre also provides first-aid to the members of the college family as and when required. Free community health check-up programmes are also arranged by the college from time to time. Besides, health awareness programmes are also organized by the various units/cells of the college.
- Plantation programme and cleanliness drives are taken out by the NSS unit from time to time inside the college campus as well as outside.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any-) ***Annexure-III***.

The college adopts various plans for developing and augmenting its infrastructural facilities on the basis of factors such as increase in enrolment, opening of new programmes like M.Com., change in the curricula, extending higher education through distance learning universities, etc.

The college always takes care for optimal utilization of its available infrastructures for which the stakeholders of the college have been benefited. As for example, the Central Library, Computer Centre, Photocopier, Wi-Fi Internet facility, Sports Complex, etc. are accessible for all the students and staff members. The Alumni Association, guardians, District Administration and other stakeholders can use the Public Addressing facilities of the college on due permission of the college authority. The library facility of

one department are also accessible to the students of other departments. Thus the optimal utilization of the infrastructural facilities has been contributing to the overall academic growth of the college.

4.1: Infrastructural facilities developed/augmented

- 4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

Actually, there is no student in the college with physical disability.

- 4.1.5 Give details on the residential facility and various provisions available within them:

- Hostel Facility– Accommodation available

Hostel facility is available for the women students. The hostel can accommodate 35 boarders and presently all the seats are filled up. The Women Hostel is a three story RCC building which was constructed with UGC grants.

- Recreational facilities, gymnasium, yoga center, etc.

Students can refresh themselves in common rooms arranged separately for boys and girls. Television sets, magazines etc. have been made available in the common rooms. Besides, the Sports Complex is kept open and students can utilize their off periods playing indoor games in the sports complex. There is no gymnasium and yoga centre in the college. However, proposal has been submitted to UGC for setting up of gymnasium in the college.

- Computer facility including access to internet in hostel

There is no computer facility including access to internet in the hostel. Most of the students have their own laptops and they use them at their own expenses for internet connectivity.

- Facilities for medical emergencies

There is one Health Centre in the college. Doctors and nurses have been engaged on part-time basis. Students are offered health services through the centre on the dates notified earlier by the concerned authority. First-aid service is also made available through the centre. On medical emergencies, the college authority takes utmost care for hospitalizing students. The college is only 1 k.m. away from all the hospitals available in the town.

- Library facility in the hostels

There is no library facility in the hostel for the boarders.

- Internet and Wi-Fi facility

Internet and Wi-Fi facility are accessible to teachers and students.

- Recreational facility-common room with audio-visual equipments

Separate common rooms are available for boys and girls. Television sets, magazines etc. have been made available in the common rooms.

- Available residential facility for the staff and occupancy

Residential facility is not available for the administrative staff or for the teaching staff except for the Hostel Warden. However, quarter has been provided to the night chowkidar.

- Constant supply of safe drinking water

Constant supply of safe drinking water facility is available in the college.

- Security

The security measures find much priority in the policy of the college. The main campus of the college measuring 1.3 acre is surrounded by 7 feet tall brick wall. 01 night chowkidar has been appointed on contractual basis to guard the campus during the night hours. 16 CCTV cameras have been installed at different locations of the college mainly to ensure security. The Women Hostel of the college is located inside the college campus. Hence, the security measures adopted for the college also cover the security of the Women Hostel. The residence of the Hostel Warden is in the ground floor of the hostel building and this has ensured security of the hostel boarders to a large extent.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

There is one Health Centre in the college. Doctors and nurses visit the centre on part-time basis. Students are offered health services through the centre on the dates notified earlier by the concerned authority. First-aid service is also made available through the centre. On medical emergencies, the college authority takes utmost care for hospitalizing students. The college is only 1 k.m. away from all the hospitals available in the town. There is 1 government hospital and 5 private hospitals in the town. Hence, the staff and students of the college can avail medical facilities whenever they need.

4.1.7 Give details of the Common Facilities available on the campus—spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre,

Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

- There is a separate office room for the Internal Quality Assurance Cell (IQAC) of the college which is equipped with computer, printer, scanner, internet facility and all necessary furniture.
- There is a Grievance Redressal Cell in the college. But, it does not have its own office space. Whenever a grievance is reported, the cell arranges meetings either in the Principal's Chamber or in the Teachers' Common Room.
- There is a Women Cell in the college but it also has no separate office of its own. The convener of this cell belongs to the department of Mathematics & Statistics and the Convener conducts all the activities of the cell in department. The cell is allowed to use all infrastructural facilities available in the department and in the college.
- There is an Information and Career Guidance Cell (ICGC) in the college. The cell has been actively working in the line of extending academic information and counseling to the students of the college as well as to the outsiders. The teachers of the college offer voluntary service for counseling the students. The cell organizes career guidance programs from time to time by inviting expert resource persons. But, the college has not been able to provide a separate office room to this cell. The cell conducts all its activities from the department of English, as its convener belongs to English department. The cell uses all infrastructural facilities available in the department as well as in the college for execution of various activities of the cell.
- There is an NSS unit in the college. However, the unit has no separate office room. The convener of the unit belongs to the Department of Management and therefore, all the activities of the unit are conducted from the department. The unit can use all infrastructural facilities available in the department as well as in the college for execution of various activities of the cell
- There is a separate set-up for the college Canteen, with 32 seat-capacity for the students. However, a separate sitting room is there for the faculty members. The canteen provides hygienic food to the students and staff. The quality of foods provided by the canteen is monitored by the Canteen Committee.
- For recreation, students can refresh themselves in common rooms arranged separately for boys and girls. Televisions sets, magazines etc. have been made available in the common rooms. Besides, the Sports Complex is kept open and students can

utilize their off periods playing indoor games in the sports complex. For recreation of teachers, they can utilize Teachers' Common Room which is equipped with television set, magazines, newspapers etc. However, teachers usually visit the library and absorb themselves in reading in the Teachers' Reading Room. Wi-Fi facility is also available for teachers and students, so teachers can access to various websites which help in their teaching and research.

- There is one large classroom cum Conference Hall in the college which is used for holding classes as well as meetings. There is another Conference/Seminar Hall equipped with Laptop, Projector, Power Back up having 120 sitting capacity. Besides, there is one mini Conference Hall equipped with Laptop, Projector, Power Back up having 40 sitting capacity and this is used for holding meetings of the Governing Body, IQAC, Students' Union Body and others.
- The college has some other units / cells, viz. Study Circle, Extension Activity Cell etc. There are no separate spaces for these units / cells. These conduct their activities from the departments of the concerned conveners.
- There is one Health Centre in the college. Doctors and nurses visit the centre on part-time basis. Students are offered health services through the centre on the dates notified earlier by the concerned authority. First-aid service is also made available through the centre.
- Constant supply of safe drinking water facility is available in the college.

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes, the library has one Advisory Committee. The library operates under the guidance of the Advisory Committee that meets periodically and reviews the status and suggests new initiatives. The composition of the Advisory Committee is detailed below:

Chairman: *Principal cum Secretary*

Secretary/Convener: *Librarian*

Members: *Nominated 4 teachers* by the Principal.

Following initiatives have been implemented by the Advisory Committee:

- Budget allocation for purchase of books on different subjects.

- Establishment of digital library.

4.2.2 Provide details of the following:

- * Total area of the library (in Sq. Mts.)
211.9 sq. mts.
- * Total seating capacity
30 Nos.
- * Working hours (on working days, on holidays, before examination days, during examination days, during vacation)
Library works between 9.30 a.m. to 4 p.m. on all working days, during summer/winter vacation, before/after examination days.
- * Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

Normal reading and e-resources.

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The requirements of textbooks, reference books, e-journals etc. including new arrivals based on the latest syllabus are submitted by each and every department. The Advisory Committee examines the requirements and based on the available budget the list of books and others are recommended along with the quality to be purchased. Accordingly orders are placed to the suppliers. The quantity of books and amount spent during the last four years are detailed below:

Library holdings	Year -1		Year - 2		Year - 3		Year - 4	
	2011-2012		2012-2013		2013-2014		2014-2015	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text books	282	54116/-	77	38133/-	898	140040/-	919	190653/-
Reference Books	11	1639/-	24	3239/-	78	62915/-	13	14328/-
Journals/ Periodicals	-	-	24	3200/-	24	3200/-	24	4000/-
e-resources	-	-	-	-	Access N-List resource	Free for NE Zone	Access N-List resource	Free for NE Zone
Any other (specify) General Books	59	5229/-	28	1206/-	-	-	23	4616/-

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

* OPAC

Yes, OPAC service is provided to the users through 02 computer terminals.

* Electronic Resource Management package for e-journals

Yes, N-List programmes.

* Federated searching tools to search articles in multiple databases

Not available

* Library Website

Not available

* In-house/remote access to e-publications

Yes

* Library automation

Yes, Database of library holdings is converted to machine readable form by latest version SOUL 2.0 Software.

* Total number of computers for public access

13 Nos.

* Total numbers of printers for public access

1 No.

* Internet band width/ speed

2mbps ✓

~~10 mbps~~

~~1 gb (GB)~~

Wi-Fi internet facility is available.

* Institutional Repository

Not available

* Content management system for e-learning

Not available.

* Participation in Resource sharing networks/consortia (like Inflibnet)

Yes

4.2.5 Provide details on the following items:

* Average number of walk-ins

50 Nos. per day

* Average number of books issued/returned

15 Nos. per day

- * Ratio of library books to students enrolled
10 : 01 (including HS)
- * Average number of books added during last three years
687 Nos.
- * Average number of login to opac (OPAC)
04 Nos. per day
- * Average number of login to e-resources
04 Nos. per day
- * Average number of e-resources downloaded/printed
01 No. per day
- * Number of information literacy trainings organized
01
- * Details of “weeding out” of books and other materials
Weeding out documents are kept in a safest place within the library premises. These are recognized as non-serviceable or weed out.

4.2.6 Give details of the specialized services provided by the library

- * Manuscripts
NIL
- * Reference
Provided (Approximately 500 Nos.)
- * Reprography
Yes, available in the library.
- * ILL (Inter Library Loan Service)
Not available
- * Information deployment and notification (Information Deployment and Notification)
Yes, information is displayed on notice board from time to time.
- * Download
Yes.
- * Printing
Yes, available.
- * Reading list/ Bibliography compilation
Yes, available.
- * In-house/remote access to e-resources

Yes, available.

- * User Orientation and awareness

Yes, Library Orientation Sessions are arranged.

- * Assistance in searching Databases

Yes, provided.

- * INFLIBNET/IUC facilities

Yes, available.

- 4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

Faculty members, students and staff are library users as it is an open access system. Each student can avail 2 books at a time for 15 days. On the due date the student is allowed for one time renewal if necessary. Classics and novels are also available for general reading and refreshment. Teachers also avail reference books for research and academic purpose.

- 4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

There is no visually/physically challenged student in the college.

- 4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

Feedback on library services is taken from students. The entire process is conducted by IQAC of the college. The IQAC analyzes the feedback reports and submit a report to the Principal. The report is placed in the meeting of the Advisory Committee of the library and accordingly strategies are adopted for necessary reformation or improvement.

4.3 IT Infrastructure

- 4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- Number of computers with Configuration (provide actual number with exact configuration of each available system)
- Number of Computers: Laptop- 09 Nos., Desktop- 41 Nos.

Details regarding configuration are stated below:

No. of Computers	Configuration
Laptop- 09	HP, HDD-500GB, RAM-2GB, Processor- i3 (core) 2.10 Ghz

Desktop-16	HDD-500GB, RAM-2GB, Processor- Dualcore(Intel) 3.00 Ghz
Desktop-01	HDD-160GB, RAM-1GB, Processor-Core2Duo (Intel) 2.93 Ghz
Desktop-08	HDD-80GB, RAM-1GB, Processor-Intel Celeron 1.80 Ghz
Desktop-05	HDD-320GB, RAM-1GB, Processor- Core2Duo(Intel) 2.80 Ghz
Desktop-11	HDD-500GB, RAM-2GB, Processor- Dualcore(Intel) 2.80 Ghz

- Computer-student ratio
1 : 28
- Stand alone facility
Available in **17** computers.
- LAN facility
Available among 5 computers in the college office. However, the college has undertaken necessary steps for expanding the LAN facility.
- WiFi facility
Wi-Fi facility is available for the teachers and students of the college.
- Licensed software
Academy DCL Software is used in the college office installed and maintained by Adroit DigiSoft Solutions Pvt. Ltd, Guwahati. SOUL Software 2.0. is used in the central library.
- Number of nodes/ computers with Internet facility
23
- Any other
Besides, the college has the following equipments:

Item	Quantity
Laser Printer	09
Xerox Machine	02
Server	02
Colour Printer	02
DOT Matrix	02

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

The departments have been provided laptops. For students, there is an IT Lab where students can pursue short-term courses at nominal fees. Wi-Fi facility is available in the campus for the students and teachers. Besides, teachers and students can also use the computer

terminals available in the Central Library for accessing digital library resources and e-resources supplied by N-List Programmes. But, there are no off-campus internet and computer facilities either for the students or for the teachers.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The IT infrastructural facilities available in the college are not sufficient at all in comparison to the growing need of the college. Therefore, the college authority has paid special attention to improve the IT infrastructural facilities. Purchasing of more computers, extension of internet services, more use of ICT in teaching-learning and library services, computerizations of all office works etc. are some of the policies which have attained priorities in the agenda of the college. The college has already submitted proposal to the UGC (NERO) for upgrading its IT infrastructure under XII Plan. A digital class room and a digital library have been established with financial assistance of the Govt. of Assam.

4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

Year	Procurement	Upgradation	Deployment	Maintanance
2011-2012	30000.00	--	--	10000.00
2012-2013	50000.00	--	--	15000.00
2013-2014	50000.00	--	--	20000.00
2014-2015	70000.00	--	--	20000.00

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

Almost all the classrooms of the college have been equipped with Projectors. The departments have been provided with laptops for carrying out their relevant works like power point presentations, preparation of materials for students, setting up of question papers etc. The classroom allotted for M.Com. students is additionally equipped with smart board. The college has also one Conference Hall equipped with laptop, Digital Podium, and other necessary items, which is extensively used for holding seminars and meetings. The faculty members can use the Wi-Fi internet facility available in the college for preparing their lesson and other materials necessary for teaching. The students can also access Wi-Fi internet facility in the campus. Besides, they can access N-List Programmes and

download the required materials in the central library. The Central Library has one digital section where teachers save materials, question papers etc. for access by the students.

- 4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching- learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

The college believes in student centric teaching-learning process. The college encourages the faculty to undertake technology based teaching such as uses of power point, smart board, internet etc. in teaching. All the departments make power point presentations for the students. Regarding technology based learning process, the students can access the N-List Programmes in the central library and download their required materials. The students can also use the digital library section for reading/downloading materials, question papers etc. preserved by teachers and library staff.

- 4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

No.

4.4 Maintenance of Campus Facilities

- 4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

The college has one Budget and Finance Committee. The committee identifies the required infrastructures that to be upgraded, repaired, renovated or purchased during one financial period at the time of preparing the budget. Moreover, the infrastructures, which require recurring maintenance, are also taken under consideration. Based on these considerations and the availability of financial resources, budget allocations are provided for maintenance and upkeep of different infrastructures.

Sl. No.	Item	Amount			
		2011-2012	2012-2013	2013-2014	2014-2015
A	Building	200000.00	4,00,000.00	4,00,000.00	12,00,000.00
B	Furniture	20000.00	80,000.00	20,000.00	2,00,000.00
C	Equipment	50000.00	30,000.00	50,000.00	1,00,000.00

D	Computers	50000.00	65,000.00	70,000.00	90,000.00
E	Vehicles	---	---	---	---
F	Any other	---	---	---	---

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The college has some in built mechanisms for maintenance and upkeep of its infrastructural facilities. The college authority carries out the construction, repairing and renovation works of buildings of the college by a construction committee duly constituted by the college Governing Body of the college. There is also one Purchase Committee which makes necessary provisions for purchase any equipments etc. necessary for the college. One faculty of the college is specially entrusted with responsibilities for keeping records of all equipments of the college. If some equipments are found out of order, then experts are hired to repair the item. The computers are upgraded or repaired from time to time by hired experts whenever required. One Technical Staff has been appointed on contractual basis to look after the electrical devices, including the generator.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

The computers or other equipments are upgraded when the concerned users feel the necessity.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

The institution is very much aware in selecting locations and maintaining the sensitive equipments. The electric circuit of the college has proper earth connection. Each sensitive equipment has been connected with voltage stabilizer. The college has 02 generators and the generators have been kept in an isolated space. There are 02 water tank in the college out of which 01 is for the Women Hostel. The tank for the hostel has been placed at the top of the 03 storied hostel building whereas the other has been placed at the top of the 2 storied Administrative Building. The cool drinking water systems along with the drinking water points also have been installed in well protected locations. The power back-ups have been kept in proper cages.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

NIL

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

The college publishes an updated prospectus every year in the beginning of the academic session. The prospectus provides all the necessary information the students need to know. The prospectus contains the following information.

- General information on the college.
- Information on the programmes offered in the college.
- Subject combinations to be opted by students.
- Fees structure of different programmes.
- Admission criteria of the college and of women hostel.
- Information about examination procedure.
- Information on co-curricular aspects and support services in the college.
- Information on different awards and honours offered by the college, donors and the faculty members.
- Rules and regulations set by the college to maintain the academic discipline of the college.
- List of faculty members.
- Academic calendar of the college.

The college authority ensures the implementation of the stated provisions in the prospectus. Several committees have been constituted, for instance the Admission Committee and the Examination Committee, to look into any matter of concern brought in by the students. Immediate measures are taken by the college in case of any lapse.

5.1.2 Specify the type, number and amount of institutional scholarships/freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

2011-12	39 Nos.	11,700/-	Poor Scholarship
2012-13	50 Nos.	15,000/-	Poor Scholarship
2013-14	50 Nos.	15,000/-	Poor Scholarship
2014-15	56 Nos.	16,800/-	Poor Scholarship

Besides the poor scholarship provided by the institution, the students belonging to SC, ST and OBC categories receives Govt. Scholarship subject to submission of relevant documents. Numbers of such students receiving Govt. scholarship during the last four years are furnished below:

2011-12	99 Nos.	2,96,910/-
2012-13	04 Nos.	13,740/-
2013-14	76 Nos.	2,94,245/-
2014-15	89 Nos.	2,90,970/-

5.1.2 What percentage of students receives financial assistance from state government, central government and other national agencies?

Students receive scholarship only from Govt. of Assam. All the students belonging to SC, ST and OBC categories are eligible for receiving Govt. scholarship subject to submission of necessary particulars. However, a good number of students of our college received scholarship under ISHAN UDAY, a Central Govt. scheme during 2014-15, but exact number of such students is beyond record.

5.1.4 What are the specific support services/facilities available for

- Students from SC/ST, OBC and economically weaker sections
- Students with physical disabilities
- Overseas students
- Students to participate in various competitions/National and International
- Medical assistance to students: health centre, health insurance etc.
- Organizing coaching classes for competitive exams
- Skill development (spoken English, computer literacy, etc.,)
- Support for “slow learners”
- Exposures of students to other institution of higher learning/corporate/business house etc.
- Publication of student magazines

Students from SC/ST, OBC and economically weaker sections:

Scholarships from Government are availed by the students of SC, ST and OBC communities. Economically weaker students are also given benefits like fee concession, free books etc.

Students with physical disabilities:

The need for physically disabled students has not come up so far. However, the college will definitely take necessary steps if needed in future.

Overseas students:

No overseas students in this institution.

Students to participate in various competitions/National and International:

Students are motivated to participate in various competitions. Students participating in different events are encouraged by extending different facilities and financial assistance. There is a separate budget for the Students' Union Body, which includes the provision of extending financial assistance to the students for participation in various competitions.

Medical assistance to students: health centre, health insurance etc.:

There is Health Centre in the college. First-aid box is available in the college for emergencies. In case of emergencies, the patient is taken to the General Hospital or Local Nursing Homes. Health Camps are organized for health checkups for students. Financial assistance is provided to poor students if and when necessary.

Organizing coaching classes for competitive exams:

No classes for competitive exam are organised.

Skill development (spoken English, computer literacy, etc.):

Communicative Skill Development Course is conducted by English department of the college in order to develop the communicative skill of the students. IT centre of the college offers computer courses for skill development of the college.

Support for "slow learners":

The slow learners are provided extra classes/remedial classes as per the requirement.

Exposures of students to other institution of higher learning/corporate/business house etc.:

Such exposure is given through various programmes such as study tour etc.

Publication of student magazines:

Every year, the College Students' Union Body publishes a magazine where articles on different aspects by the students as well as by teachers and by non-teaching staff are published. The magazine serves as a platform for the young writers. The college has wall magazine, to which students are the major contributors.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The college offers B. Com. course which includes papers on entrepreneurship programmes. Study of these papers helps the

students to understand what entrepreneurship is and also helps to develop entrepreneurship ideas within themselves. The students who want to go for entrepreneurship are encouraged. The 6th semester students are given project works in such a way that they visit various firms and industries of the entrepreneurs and get first-hand experience to the whole exercise. The Information and Career Guidance Cell of the college also extends guidance towards building up confidence of the students for self employment and starting up their own business enterprise. Many alumni of the college are successful entrepreneurs. Many passed out students of the college have started their own business enterprises or joined their family business to further strengthen and develop their enterprises with the knowledge acquired in the college.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- additional academic support, flexibility in examinations
- special dietary requirements, sports uniform and materials
- any other

The college prepares a separate budget for its Students' Union which includes allocation of funds under the heads of games, debate and symposium, cultural activities etc. to promote students participation in extra curricular and co-curricular activities. Every year, the college organizes college week where different kinds of cultural, literary and sports events are organized and prizes, medals etc. are awarded to winning students. In addition to this, those students who perform exceptionally well in various events are given financial assistance and are allowed to represent the college in district, university, state and national levels. Sports materials for different indoor and outdoor games are provided by the college so that students can explore their talent in games and sports. Provision is there in the college for financial assistance for sports persons from financially weak families.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

No provision is available of coaching for competitive examinations in the college.

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

The college provides academic and career counseling to the students in the beginning, mid and at the end of the sessions. There are Information and Career Guidance Cell and Extension Activity Cell in the college. These cells organize different counseling classes by experts. The main purpose of these counseling classes is to guide the students so that they can take the right decision for their future.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

The Information and Career Guidance Cell and Extension Activity Cell in the college arrange counseling classes with the help of experts. The main purpose of these counseling classes is to guide the students so that they can take the right decision for their future. However, there is no placement cell in the college.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Yes, the institution has a Students' Grievance Redressal Cell. List of the grievances reported and redressed during the last four years is given below.

2011-12	Holding Special classes for academically weak students
2011-12	Construction of permanent cycle stand in the college premises
2013-14	Grievance regarding proper toilet and common room facility for students
2014-15	Permission to appear in the 5 th semester final examination without clearing the papers upto 3 rd semester.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The college has a committee for prevention of sexual harassment to look after such issues. However, no such report of sexual harassment has been received till date. The committee for the session 2015-16 is given below:

Chairman: Principal cum Secretary.

Convenor: Bibha Das.

Members: Dr. Umesh Talukdar.

Dr. Ashok K. Sarma.

Birendra Talukdar.

Dr. Soma Dhar.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes, there is a Anti-Ragging Committee. Besides, Anti-Ragging banners issued by UGC have been displayed in different locations of the college. Moreover, Anti-Ragging undertakings are also obtained from students and guardians at the time of admission. The committee for the session 2015-16 is given below:

Chairman: Principal cum Secretary.

Convener: Dr. Atul Ch. Haloi.

Members: Dr. Umesh Talukdar.

Kanak Ch. Barman.

Saidul Islam.

No instances of ragging have been reported during last four years.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

- Scholarships from the State Govt. are provided as per rule.
- Departmental libraries are accessible to all students irrespective of their departments.
- WiFi Internet facility is available for teachers as well as students.
- Add-on vocational courses in computer application, insurance, taxation, entrepreneurship are offered.
- Career counseling programmes are arranged from time to time.
- Remedial and tutorial classes are arranged.
- Communicative Skill Development Course is offered by English department for the intending students.
- Annual Sports and Cultural events are organised to find out students' talents.
- Free health check-up system is made available through the Health Centre.
- Economically poor students are given admission opportunity on installment basis.
- The college offers two cash awards for students securing highest positions in final examinations (H.S. and U.G.). The awards are sponsored by Keshori Mal Rara and Khiroda Buzarbaruah.
- Book bank facility is extended to students coming from poor economic background.
- Financial assistance is given from the institution to poor needy students on application.

- Financial support to students participating in sports and cultural competitions at the state and at the national level.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

Yes, the college has an Alumni Association. However, no major activities and contributions by the association can be recorded except some programmes like plantation. The current Alumni Association of the college can be given as bellow:

Chairman: Dr. Hemen Kumar Sarma

Convener: Ramani Barman.

Members: Dr. Nupur Kalita

Bibhuti Bhusan Das

Hirakjyoti Medhi

Kailash Haloi.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Student progression	% age
UG to PG	55% (Conventional and distance)
PG to M.Phil.	Not Known
PG to Ph.D.	Not Known
Employed	
Campus selection	Nil
Other than campus recruitment	40%
Entrepreneurship/Self-Employment	60%

5.2.2 Provide details of the programmewise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

There is no other degree college offering UG programme in commerce in the district. Therefore, the comparative statement of results has been prepared on the basis of results of BA/B.Sc. programmes offered by the other colleges in the district.

Name of college	Year			
	2011-12	2012-13	2013-14	2014-15
Nalbari Commerce College, Nalbari	57.97%	79.13%	78.28%	96.47%
Nalbari College, Nalbari	87.77%	86.36%	96.73%	99.06%
MNC Balika Mahavidyalaya, Nalbari	93.09%	86.09%	84.73%	91.42%
Tihu College, Tihu	74.59%	83.62%	99.14%	86.90%
Kamrup College, Chamata	89.52%	93.06%	94.12%	84.90%

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The college has an Information & Career Guidance Cell and Extension Activity Cell. These cells provide information about higher studies and employment opportunities. The college provides opportunity of studying Post Graduate courses in the college in regular as well as in distance mode. The college also arranges classes for the same.

Sometimes, financial aid is also extended to poor students by the faculty members.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The college has the provision of offering remedial classes to the students who are at risk of failure or dropout. Moreover, the faculty members render personal assistance to the academically weaker students if they seek for.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

Sports & Games activities:

- Various athletic events
- Volleyball
- Cricket
- Badminton
- Table Tennis
- Long Tennis
- Carom

Cultural & Literary activities

- Different songs
- Dance
- Debate & symposium
- Recitation
- Quiz
- Speech Competition
- Bridal Attire

- Mono acting
- Essay writing
- Magazine
- Wall magazines

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University/State/Zonal/National/International, etc. for the previous four years.

NIL

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

At present there is no mechanism for obtaining feedback from the graduates and employers.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

Wall Magazine and College Magazine are the regular features of the college and they are published annually. The college encourages the students to explore their talents by publishing their writings in wall magazines and college magazines.

Session	Publication	Editor
2011-12	Nalbari Commerce College Magazine	Hirakjyoti Rajbongshi
	Gajali (Wall Magazine)	Hirakjyoti Rajbongshi
2012-13	Nalbari Commerce College Magazine	Bikash Bhattacharyya
	Gajali (Wall Magazine)	Bikash Bhattacharyya
2013-14	Nalbari Commerce College Magazine	Biman Sarma
	Gajali (Wall Magazine)	Biman Sarma
2014-15	Nalbari Commerce College Magazine	Kishore Kalita
	Gajali (Wall Magazine)	Kishore Kalita

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

Yes, the college has a Students' Union Body which is constituted through Student Election.

The office bearers and members of this body are elected for every academic session by a democratic election process under the guidelines laid down by the Lyngdoh Committee. All activities of the Students' Union Body are governed by a written constitution. As per

provisions of the constitution, the following port folios are there in the Students' Union.

- President
- Vice President
- General Secretary
- Assistant General Secretary
- Magazine Secretary
- Games Secretary
- Debate & Symposium Secretary
- Cultural Secretary
- Girls' Common Room Secretary
- Boys' Common Room Secretary

The Principal nominates or separate teacher-in-charge for each port folio. The college collects fees under different heads for funding the activities of the Students' Union Body. The collected funds are allocated to different port folios on the basis of budget submitted by the Union Body.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

The General Secretary of the Students' Union Body is a member of the IQAC.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

The college maintains a good relationship with its alumni and the former faculties. On important occasions, the college invites its alumni and former colleagues. Sometimes, the services of alumni and retired colleagues are also utilized in specific jobs. The college felicitates two successful alumni of the college on the occasion of Foundation Day Celebration every year. The college has an Alumni Association which registers alumni of the college. The college invites prominent entrepreneurs who passed out from this college for delivering entrepreneurial lectures to the students of the college.

Any other relevant information regarding Student Support and Progression which the college would like to include.

In order to strengthen student support and progression the college has started PG in Commerce (M.Com) through regular mode under Gauhati University from the session 2015-16 having intake capacity of 40 students. This year all the seats have been filled up and 90% seats have been occupied by the students of this college. Besides, the college has one study centre of IDOL, GU where graduates in commerce can pursue higher education in commerce through distance mode.

Criterion- VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1. Institutional Vision and Leadership:

Vision:

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-givers rather than job-seekers and also injecting work-culture to confront the challenges of present economy and the job market as well.

Mission:

- To impart higher education from UG to PG Level in Commerce Discipline using modern teaching technology both through regular and distance mode and also introducing various vocational and career oriented courses.
- To motivate the students for getting self-employment and also equipping them for getting jobs both in the private and government sectors.
- To motivate students to explore their potentialities
- To bring a scientific temperament so as to confront the practical milieu
- To make them socially aware of and responsible to the society.
- To develop overall personality of the students instilling them various extra-curricular events.
- To impart commerce education to the students belonging to the rural and semi-urban areas of the locality.

The missions of the college are subject to modification with the passage of time and as per the fluctuating scenario. But the basic missions of the institution generally are kept stagnant so as to correlate with vision of the institution. The missions so defined clearly state that the institution is striving for making the learners for being self-employed as commerce education itself is practical education.

6.1.2. What is the role of Top Management, Principal and Faculty in design and implementation of its quality policy and plans?

Nalbari Commerce College was brought under Deficit-grant-Aid System by the Government of Assam in the year 1992. Finally it was provincialized in the year 2006 vide Assam College Employees (Provincialisation) Act, 2005 by the Government of Assam. The college is run as per the direction of the Director of Higher Education being the top level authority of the provincialized colleges of Assam. The hierarchy of management can be seen as follows:

1. Commissioner, Department of Higher Education, Government of Assam

2. Director of Higher Education, Assam
3. Governing Body of the college.

The Director of Higher Education, Assam acts as an Implementing Agency on behalf of the Government of Assam so far as the functions of the colleges are concerned. The plans and policies of the college are adopted by the Governing Body of the college. The Principal who is also the Secretary of the Governing Body is responsible for materialization of the plans adopted by the Governing Body. The Governing Body of the college is constituted with the following members:

1. President (Nominated by the Director of Higher Education, Assam)
2. Principal (Ex-Officio Secretary)
3. The Local M.L.A. (Special Invitee to the GB)
4. The Vice-Principal (Ex-Officio Member)
5. 2 Nominees from affiliating University (Gauhati University)
6. 3 Guardians' Members (At least one is Female Member)
7. 2 Teachers' Representatives nominated by Teachers' Unit
8. 1 Non-Teaching Representative nominated by Non-Teaching Staff Unit

The Governing Body of the college is the apex authority in connection with the internal matters of the college. The Body is the prime authority to formulate all the policies regarding the management and development of the college. The body is followed by some of the important committees approved by itself. They are:

1. Internal Quality Assurance Cell (IQAC)
2. Construction Committee
3. Planning Board
4. Academic Council
5. Admission Committee
6. Extension Activity Cell
7. Anti-ragging Cell
8. Hostel Management Committee
9. Internal Examination Committee
10. Library Committee
11. Prospectus Committee
12. Election Committee. (Subject to Reconstitution Year-Wise)

The committees are subordinate to and subject to compliance of the instructions the Governing Body.

6.1.3 What is the involvement of the leadership in ensuring:

- *the policy statements and action plans for fulfillment of the stated mission*
- *formulation of action plans for all operations and incorporation of the same into their institutional strategic plan*
- *Interaction with stakeholders*
- *Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders*
- *Reinforcing the culture of excellence*
- *Champion organizational change*

The principal being the head of the institution, makes decisions regarding ensuring the policy statements and action plans for fulfillment of the mission and the others. He formulates the action plans on the basis of the suggestions from the stakeholders of the college. The teachers and sometimes the non-teaching staff also, of the college provide necessary suggestions while preparing the action plans of the institution. The funds from different sources are moved on the instructions of the leadership.

6.1.4. What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The Principal himself monitors the policies and plans for their effective materialization and improvement from time to time. He is the executing authority to implement the plans adopted by the Governing Body. The power is generally entrusted with him by the Governing Body which takes the plans for infrastructural and academic spheres. Evaluations of the executed plans are done by different committees constituted for the purpose and committees are generally headed by the Principal. Some of the matters e.g. matters connected with the appointment of teachers and non-teaching personnel are directly managed by the governing body.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

Leadership provided to the faculty is manifold. The departments are headed by the Head of the Departments who are generally holding the post of an Associate Professorship. The faculties are incorporated in various committees so as to patronize the Principal in academic activities. Committees like Prospectus Committee, Admission Committee, Examination Committee, Seminar Organizing Committee and Magazine Committee are constituted by teachers' members. Generally the committees are headed by the Principal. The HoDs are responsible for distribution of subjects to be taught by the teachers. 2 teachers' nominees represent the Governing Body to place the problems faced by the teachers and also to help the governing body in determining the plans and policies for the institution.

6.1.6 How does the college groom leadership at various levels?

The teachers of the college are given the opportunities to participate in various academic programmes. They are relaxed in classes if necessary to participate in the course work of Ph. D. Programme. They are also encouraged to participate in the Refresher Courses and Orientation Programme. They participate in seminars and workshops organized by different institutions for their career development.

The non-teaching personnel are given necessary on-job training and learn from their superiors regarding office activities. Necessary computer training is imparted to them by the internal and external experts.

6.1.7 How does the college delegate authority and provide operational autonomy to the department /units of the institution and work towards decentralized governance system?

The college is following a decentralized governance system for better transparency. The departments are given autonomy in management of classes, organizing departmental seminars/ workshops, holding group discussions etc. They are free to attendance management, class diary management, preparation of teaching plans etc. They are provided operational autonomy in running their respective departments. The various heads of the students' union body are headed by the teachers.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes, the college has a formally stated quality policy which gets reflected in the vision and mission statements of the college. The Governing Body of the college, different committees and the IQAC are the nodal agencies for driving and implementing the quality policy. The IQAC of the college reviews the functioning of the agencies on regular basis and accordingly provides suggestions if necessary.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes, the college has a perspective plan for development of the academic, infrastructure and administrative aspects of the college. The plan can be put as follows:

Academic Plans:

1. To encourages research activities by teachers and students
2. To introduce Skill Development Courses
3. To open Study Centre of IGNOU for promoting higher education through open and distance learning mode.

Infrastructure Plans:

1. To ensure eco-friendly environment in the college campus.
2. To achieve adequacy in infrastructure for academic activities
3. To establish gymnasium.
4. To purchase land for construction of Boys' Hostel.
5. To ensure constant power supply through the installation of generators.

Administrative Plans:

1. To make provision for professional development of non-teaching staff.
2. To submit proposal to the Govt. of Assam for allotment of additional teaching and non-teaching posts.
3. To install biometric attendance system.

6.2.3 Describe the internal organizational structure and decision making processes.

The internal organizational structure of the college facilitates smooth functioning of the institution. The Governing Body is the apex body of the college. The Governing Body is constituted with academicians, university nominee, donor member, guardian representatives, teacher representatives and representatives of non-teaching staff. The Governing Body makes academic, infrastructural and administrative plans for development of the institution considering the national policies of higher education, existing priorities and local needs. The feedback obtained from the students, guardians, teachers, alumni and other stakeholders of the college constitute the major inputs for the perspective planning for development of the institution. These feedbacks are carefully analyzed by different committees and IQAC which are forwarded to the Governing Body for making necessary plans. The perspective institutional plan for the academic programmes and infrastructural development is framed by the Head of the institution in consultation with the G.B. The developmental activities are carried out in accordance with the Master Plan.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

- Teaching & Learning
- Research & Development
- Community engagement
- Human resource management
- Industry interaction Teaching and learning

Teaching & Learning:

The college authority ensures effective and efficient transaction of the teaching learning process by:

1. Recruiting highly qualified and competent teaching staff.

2. Supplying modern teaching aids.
3. Promoting facilities for professional development of the teachers by providing support:
 - for undertaking research activities
 - for attending orientation, refresher and short term course.
 - for participating in National and International Seminars/workshops.
 - for organizing National and International Seminars/workshops.

Research and Development:

The institute does not provide any research grants to the teachers. Interested teachers pursue their research personally and apply for financial grants from the UGC through the college authority for major and minor research projects. Resources are made available timely to the researchers as per provision of the college library. The college provides adequate infrastructural facilities to the researchers. However, the college has no provision for providing human resource support. The research scholars are neither provided any off-time nor is the teaching load reduced. They are not provided any special leave for the research works. The research scholars carry out their research works beyond their normal duty hours. The college provides technological support to the researchers. The college has Wi-Fi internet connectivity and the researchers can utilize it for their research works. Necessary permission for carrying out research activities is accorded by the Governing Body of the college.

Besides, the college has a Research Cell. And the Cell makes necessary efforts for promoting research culture among teachers and students. The in-house research projects undertaken by students under teachers' guidance are monitored by the Research Cell. The college provides nominal financial support for carrying out the in-house research projects. Library orientation is also provided to the students carrying out research projects.

Community engagement:

The institution has a strong attitude towards community involvement. Different cells and committees of the college often organize various programmes for community welfare. The college has a Extension Activity Cell which always plans for community services. Awareness programmes on health, education, women empowerment, environment etc. are organized from time to time. Health Check-up camps are also organized for community health services.

Human Resource Management: The college has a very strong and effective mechanism for ensuring quality management of human resources. The Governing Body of the college is the apex authority in connection with the management of the college. The Governing Body is the prime authority to formulate all the policies regarding human resource management of the college. The college Governing Body recruits faculty members, non-teaching

staff and library staff as per guidelines provided by the University/State government subject to approval of the Directorate of Higher Education, Assam.

- 6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

For ensuring availability of adequate information for the top management and the stakeholders, the head of the institution follows the following ways-

- By organizing periodical meetings with students, staff and guardians.
- By arranging personal interactions with students, teaching and non-teaching staff, guardians at both formal and informal ways.
- By collecting feedback from students through Feedback Form.
- By inviting suggestions through Suggestion Box.

- 6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The Governing Body of the college along with the Principal encourages and supports involvement of the staff in improving the effectiveness and efficiency of the institutional process-

- By inviting representatives from teaching and non-teaching staff in the college Governing Body
- By forming different Cells and Committees with members from the teaching and Non-teaching staff.
- By providing financial assistance to organize seminars, workshops and various functions from time to time.

- 6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The details of G.B. meetings held in 2014, along with the numbers of resolutions adopted in each meeting are furnished below:

Date of Adoption of Resolutions	No. of Resolutions	Subject	Status
04/01/2014	6	1. Approval of Advance for construction of Digital Library	Executed
		2. Placement of orders for supply of building materials for construction of PG Building	Executed
		3. Refund of tuition fee to Govt. Assam	Executed
		4. Approval expenditure of AT building	Executed
		5. Approval of expenditure for construction of Cycle Stand	Executed
		6. Approval of Internal Audit Report	Executed

18/02/2014	2	1. Holding of Interview for the post of Assistant Professor in Assamese and Economics	Executed
		2. Approval of Proposal promotion to Bibhuti Bhusan Das and Manoj Kalita under CAS-UGC.	Executed
18/08/2014	8	1. Determination of salary for part-time teachers	Executed
		2. Constitution of committee for appointment of part-time teachers	Executed
		3. Appointment of Night Chowkidar	Executed
		4. Appointment of Assistant Professor in Assamese and Economics	Under Process
		5. Approval of expenditure for court case	Executed
		6. Approval of partial expenditure for UGC funded building	Executed
		7. Preparation of UGC Projects and their submission	Executed
		8. Proposal for Ph.D. increment to Dr. Umesh Talukdar	Under Process
29/ 11/2014	5	1. Re-advertisement for filling up of the post of Professor in Economics	Executed
		2. Appoinment in the post of Assistant Professro in Assamese	Under Process
		3. Approval of expenditure for earth-filling	Executed
		4. Beautification of front of the office building	Executed
		5. Proposal for Ph.D. increment to Dr. Umesh Talukdar	Executed
Total	21		Executed-18

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

No, Gauhati University to which the college is affiliated does not have any provision of autonomy to an affiliated institution.

6.2.9 How does the Institution ensure that grievances/complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

A Grievance Redressal Cell is working to resolve the complaints/ grievances lodged by the students. The cell is headed by the Principal of the college and assisted by teachers and non-teaching members. There is no formal mechanism to analyze the nature of the grievances.

- 6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

A case was filed to which the college and Director of Higher Education, Assam were parties claiming appointment in post of Assistant Professor in Assamese but the plaintiff is not moving further. Appointment process is being done as per the direction of the Director of Higher Education, Assam.

- 6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

The college is regularly taking students' feedback on teachers and on the campus. A report thereon is prepared every year and necessary steps are taken by the authority if and when necessary.

6.3 Faculty Empowerment Strategies

- 6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

Following efforts are made by the institution to enhance professional development of its teaching and non-teaching staff:

- The teachers of the college are facilitated participation in UGC sponsored orientation and Refresher Courses. Details of participation is furnished below:

No. of Refresher Courses	No. of teachers
No. of teachers not completing refresher/ orientation course	02
No. of teachers completing 1 refresher/ orientation course	02
No. of teachers completing 2 refresher/ orientation course	02
No. of teachers completing 3 refresher/ orientation course	02
No. of teachers completing 4 refresher/ orientation course	05
No. of teachers completing Short Term Course	01
No. of Teachers completing Teachers' Training on Teaching (Post-Graduate Diploma in the Teaching English)	01

- the teachers are allowed to attend the course works for perusing Ph.D. 02 teachers have already completed course work for Ph.D.
- the teachers are also allowed to participate in seminars and workshops organized by other recognized bodies. All the teachers have participated in

national seminars organized by other colleges and by the institution itself. The college had already successfully organized the following national level seminars sponsored by UGC and NAAC.

Year	Subject	Sponsoring Body
2010	Current Trends in the Teaching of English in India at the Higher Secondary and Degree Level: Problems and Prospects	UGC
2010	Folklife and Culture- Their Impacts on the Society in the Present Day Context	UGC
2010	Challenging Role of IQACs in Qualitative Development of Higher Education in Assam	NAAC
2011	Folk Elements in Assamese Literature	UGC
2011	Role of Commerce Education in the Economic Development of the North-Eastern Region	UGC
2011	Human Rights Education: Its Importance in the Context of Global Social Unrest	UGC
2012	Global Warming: Its Impact on the World Environment	UGC
2012	Teaching English as a Second Language at the College Level in India: Issues and Prospects	UGC
2013	Youth Unrest: Issues and Impact on Socio-Economic Life of India with Special Reference to NE Region” organized by Department of Economics, Nalbari Commerce College, Nalbari	UGC

- the teachers are encouraged to take up Minor Research Projects sponsored by UGC:

No. of ongoing Minor Research Projects sponsored by UGC: 02

No. of completed Minor Research Projects sponsored by UGC: 09

- the teachers are also encouraged to author books under course curriculum:

Following teachers have already authored the books solo/jointly:

Sl. No.	Name of the teachers	No. of Publications	
1	Dr. Manik Ch. Barman	15	(Solo)
		02	(Joint)
2	Dr. Ashok Kr. Srama	16	(Solo)
		01	(Joint)
3	Kanak Ch. Barman	13	(Solo)
		02	(Joint)
4	Bibha Das	03	(Solo)
		01	(Joint)

5	Dr. Atul Ch. Haloi	04	(Joint)
6	Ramani Barman	04	(Joint)
7	Dr. Nupur Kalita	01	(Joint)
8	Dr. Umesh Talukdar	02	(Joint)
9	Chandana Kashyap	02	(Joint)
10	Tandraleem Kashyap	01	(Joint)
11	Dr. Soma Dhar	01	(Joint)
	Total	68	

Non-teaching staff are allowed to participate in training programme relating to accounting and audit organized by Director of Higher Education, Assam and other institutions. They are also imparted training on office management and computer operation.

- 6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

Faculty empowerment is ensured through authorization to participate various academic and faculty development programmes in various levels. They are asked to participate in RCs and OCs so that they can avail the opportunity of promotion under Career Advancement Scheme of UGC. They are also motivated to take part in the seminars and workshops to secure sufficient score for Academic Performance Indicator (API). To motivate the non-teaching personnel, the Principal generally holds meeting to increase their morale for better work-culture.

- 6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

Performance appraisal of the teachers is done on the basis of the feedback report prepared for the purpose. Generally every year feedback forms are distributed among the students. The feedback is taken on 100-point scale divided in 10 parameters on punctuality, depth of knowledge, presentation of the topic, relations with the students, readiness in responding students' questions, communication skills, support to students' problems, teacher's personality and motivation to students. The students accord score in each of the parameters on 10. Subsequently the forms are collected and a report is prepared. The percentage scores accorded to the teachers are informed to the concerned teachers.

Besides this internal arrangement, performance appraisal forms are also supplied by the Director of Higher Education, Assam. The primary information are filled in by the concerned teachers and the performance

related points are filled in by the authority and subsequently the forms are submitted to DHE, Assam.

- 6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The report prepared by the IQAC is submitted to the Principal of the college. The scores accorded to the teachers are informed to the individual teachers. Proper suggestions are forwarded to those teachers who have got deficiencies and they are also asked individually to improve their performance. However the scores are not made public among the students.

- 6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What Percentage of staff have availed the benefit of such schemes in the last four years?

There is provision of the following welfare schemes to the teaching and non-teaching staff. Out of them some of the welfare and fringe benefits are provided by the government of Assam to all college teachers of Assam:

Welfare facilities provided by the college to the teachers and non-teaching staff:

Sl. No.	Welfare Schemes	Percentage of Staff availing the Benefit
1	Nalbari Commerce College Employees Mutual Benefit Fund under the supervision of the principal meant for all the teaching and non-teaching staff. The members can avail instant loan at lowest interest rate of Re.1/-	87%
2	Canteen facilities for all	100%
3	Indoor sports facilities for all	100%
4	Library book borrowing without fee to the teachers and non-teaching staff	100%
5	Wi-Fi facility for all	46%
6	Television set to each department with cable connectivity	100%

Welfare facilities provided by the Government of Assam to the teachers and non-teaching staff:

Sl. No.	Welfare Schemes	Percentage of Staff availing the Benefit
1	General Provident Fund (GPF)	83%
2	Contributory Provident Fund (CPF)	17%
3	Gratuity	13%
4	Pension	13%

- 6.3.6 What are the measures taken by the Institution for attracting and retain in eminent faculty?

No special steps have been taken up by the institution in this regard but the welfare facilities provided to the faculty ensure retention to some extent.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The Governing Body empowers the Principal and committees to monitor the efficient utilization of the financial resources of the college. For each of the matters the Governing Body approves the budgeted amount. The actual expenditure is placed before the GB and after due observation it is approved by the GB. In the context of salary head annual budget is prepared for submission to the Director of Higher Education, Assam. The expenditure under salary head is audited by the government auditors.

For all other expenditure including UGC funded expenditure there is provision of internal audit. Proper utilization certificate of audited accounts is submitted to UGC.

Besides this, financial matters are constantly monitored by Construction Committee, Purchase Committee, Planning Board, Library Committee etc.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The audit is done by internal auditor and Directorate of Audit (Local Fund), Government of Assam.

Following audit objections were forwarded to the college during last audit (2012-13):

1. Maintenance of petty cash book was suggested.
2. Maintenance of stock account by opening stock book.
3. It is seen that advance was paid in plain paper. But no progress report is found to have noted or recorded by the technical person. At the time of payment a certificate or comment is necessary. This may be done by the person entrusted for supervising the work or by the member of the Construction Committee or by the Secretary. Without progress report it cannot be satisfied whether the works have been done as per estimate or as requirement. The above principle may be followed in future.
4. It was suggested to invite quotations for supply of goods for market verifications.
5. For every work there should be estimate and expenditure be made according to estimate.
6. During audit the institution collected 585360.00 and out of this 70 per cent was to be deposited to the Government. In this connection a separate

account is to be maintained keeping provision of depositing the balance amount (70 per cent.)

Compliance of audit objections:

1. Petty cash books are being maintained as per suggestions of the auditor.
2. Stock books are being maintained.
3. For payment of bill a responsible person who is normally a member of Governing Body or Construction Committee verifies and passes a comment for payment.
4. Due quotations are invited for supply of building materials or others.
5. After this audit report, generally an estimate is prepared and expenditure is made on the basis of the estimate.
6. A separate bank account has been opened at the Assam Co-operative Apex Bank Ltd., Nalbari Branch (Account No. 38346)

- 6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

Following are the major sources of institutional receipts/feeding:

1.	Government of Assam	Salary for teaching and non-teaching staff
2.	Government of Assam	Infrastructure Development
3.	UGC (New Delhi)	Development, Seminars Workshops others
4.	Students	Development, Tuition fee, Affiliation. Registration, Library, Internal Examination, Electricity, Union, Games, Magazine, Common room, Printing & Stationary, Scout & Guide, NSS, Foundation Day Celebration, Computer, Faculty Development, Youth Festival, Vocational Course.

In case of development expenditure where deficit arises, the same is adjusted by taking loan from other sources. In case of other small deficits also, they are adjusted in the same way.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

- a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Yes, the college has an IQAC which was constituted on 8 January, 2005. The major academic activities of the college are carried out by the IQAC. Besides,

the internal mechanism for constitution of various cells and committees for ensuring quality improvement in teaching and learning are also framed by the IQAC. The IQAC plays a vital role for creating effective teaching-learning environment.

- b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

The decisions of the IQAC, on the academic and non-academic matters are systematically implemented under the leadership of the Head of the Institution. Some of the major decisions implemented are –

- Students' feedback on teachers and campus.
- Appointment of Contractual Teachers
- Wi-Fi Internet connectively for teachers and students
- Self Appraisal Report of faculty.
- Automation of Library
- Construction of Faculty Building

- c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

Yes, the IQAC has external member on its committee. However, no specific contribution made by them can be mentioned.

- d. How do students and alumni contribute to the effective functioning of the IQAC?

The students and alumni contribute to the functioning of the IQAC by offering feedback on different aspects of the teachers and campus of the college in printed Feedback Forms. The feedback helps the IQAC in making policy for development of the institution.

- e. How does the IQAC communicate and engage staff from different constituents of the institution?

The IQAC maintains a very good relationship with the different constituents of the college. The IQAC also engages staff from different constituents of the college when the necessity arises. The Principal being the chairperson of the IQAC, plays a very crucial role in this regard.

- 6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If yes, give details on its operationalisation.

Yes. The IQAC has an integrated framework for quality assurance of the academic and administrative activities of the college. The IQAC holds joint meetings with departmental heads, the teaching staff, the non-teaching staff, library staff, different cells and committees of the college for making

appropriate policies for academic and administrative activities. This practice of holding joint meetings is the integrated framework of the IQAC.

- 6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If yes, give details enumerating its impact.

Yes, to equip with recent trends in the field of teaching and learning, the teaching staff are encouraged to attend seminars and workshops at different levels for updating their knowledge. Besides, for office management, the non-teaching employees are also provided internal computer training by experts.

- 6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If yes, how are the outcomes used to improve the institutional activities?

Though there is no provision of academic audit in the college in the true sense of the word, the departmental heads make a review on each day whether all the classes are held or not. He also makes a review of the progress of the course from time to time by interacting with the teachers. Teachers are also to produce their Diary before the HoD for verification and information regarding their progress as per Teaching Plan. The HoDs ensure that the teaching and evaluation of assignments given to the teachers are completed in time. Similarly, the Principal keeps the Daily Class Routine of the college on his table and personally verifies if the classes are held as per routine or not. He also ensures that each teacher attends to his or her duties in time and with sincerity. The office of the Director of Higher Education, Assam also seeks reports from the Principal regarding attendance and performance of the teachers and employees.

- 6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The internal quality assurance mechanisms of the college resolve certain benchmarks for quality assurance keeping in view the requirements of the relevant external quality assurance agency. Thus an alignment is established between the internal quality assurance mechanisms and the requirements of the relevant external quality assurance agencies or regulatory authorities.

- 6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

Regular review of teaching and learning processes are conducted through the feedbacks received from students. The result of the students highlights the strengths and weaknesses of the teaching learning process. Depending on the feedback from the students, the IQAC prepares reports on teachers' performance which is submitted to Principal. The Principal submit the same in the meeting of the Governing Body. Based on the report prepared by IQAC, the Principal asks individual teachers for taking developmental measures.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The institution communicates its quality assurance policy, mechanism and outcomes through the prospectus, college website and notice board. Besides, various meetings held with departments, cells and committees, students and parents are also used as means for this communications.

Any other relevant information regarding Governance Leadership and Management which the college would like to include. :

Enclosed:

Annexure-IV (A-D)

Annexure-V

CRITERIA VII: INNOVATIONS AND BEST PRACTICES**7.1 Environment Consciousness**

The college is located in a rural area just at the edge of the Nalbari town. The college authority is very much conscious in respect of ensuring a green environment in the college campus and for this various measures are taken from time to time. Planting of trees, environmental awareness programmes, cleanliness drives etc. are being taken at regular intervals.

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

The concept of green audit is new for the college. There is no record of having green audit done by the college in the previous years. Only in 2015, a Committee of 03 faculty members was constituted which was entrusted with responsibilities to carry out green audit of the college campus. The main objectives of this effort were (a) to identify the factors which have been adversely affecting the campus environment, (b) to enumerate and identify the plants available in the campus and attach a name plate with each plant indicating its local as well as scientific names, and (c) to prepare a schedule for plantation of trees and conducting cleanliness drives in the campus. Accordingly, the committee conducted the audit in the campus and submitted a report to the Principal. Trees available in the campus were enumerated and name plates were also attached. Besides, the committee also prepared a schedule for plantation programmes and cleanliness drives in the college campus for the session. The college authority took remedial measures as per suggestions by the committee for ensuring healthy environment in the campus. However, it should be mentioned that the college is located in a serene environment where there is no industry or plants in the surrounding area, and therefore, ecological and pollution related matters do not arise.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

- * Energy conservation

For energy conservation, the electrical bulbs have been replaced by CFL bulbs.

- * Use of renewable energy

The college has plan for using solar energy for some activities in the future.

- * Water harvesting

No initiative has been taken in this regard.

- * Check dam construction

Construction of Check Dams is not necessary in the college campus. Waste water is disposed through man-made drains and natural channels and used by the farmers in the adjoining and adjacent agricultural lands.

* Efforts for Carbon neutrality

The college is located in a green environment and there is no significant source of carbon emission in the campus. So, the college has not taken any measures for carbon neutrality till now.

* Plantation

Plantation programmes are carried out by the college every year in connection with the celebration of College Foundation Day, Freshers' Social, Annual College Week, World Environment Day, etc. Besides these, some plantation programmes are also taken by different cells of the college from time to time.

* Hazardous waste management

There is provision of dust bins for waste management.

* e-waste management

The college has not taken any significant initiative for e-waste management.

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The following innovations have been introduced in the college during the last four years which have brought positive impact on the functioning of the college.

- Introduction of PG in Commerce.
- Introduction of Vocational Courses in Taxation, Insurance, Entrepreneurship, Share and Stock Training.
- Construction of a digital library and e-classroom.
- Construction of Women Hostel.
- Construction of Indoor Sports Complex.
- Wi-Fi and internet facility to students and faculty members.
- Installation of power generators (8 & 5 kv).
- Installation of CC Cameras in various locations of the college.
- Library automation.
- Access to N-list programmes in the central library.
- Formation of Anti Ragging Cell to ensure ragging-free environment.
- Implementation Anti-Ragging Undertaking as per UGC direction.
- Formation of Study Circle for extension activities.
- Formation of Research Cell.
- Formation of Committee for Prevention from Sexual Harassment.
- Financial support to the students under the BPL category.

7.3 Best Practices

7.3.1 Elaborate on any two best practices *in the given format at page no. 98*, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

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.

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

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

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

4. The Practice

The programme is administered on the undergraduate students who get admission in the first semester and also on the students of B.Com. 6th

Semester having project works. It adjoins research methodology and library practices.

The programme is executed as special classes but in the normal academic routine. The teacher-in-charge fixes the schedule in consultation with the Principal or/and Vice-Principal of the college. At least five classes of two hours duration are conducted for the orientation programme. The students are grouped in a convenient number of students depending upon the volume of the students. They are grouped on the basis of their broad areas of topics, so that the students may be advised for getting assistance.

The 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 6th Semester students submit research based project report following proper methodology.

6. Problems Encountered and Resources Required

Following constraints have been noticed in implementation of the programme:

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

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

7. Notes (Optional) Nil

8. Contact Details

Name of the Principal: Dr. Paresh Nath Sarma

Name of the Institution: Nalbari Commerce College

City: Nalbari, Assam

Pin Code: 781334

Accredited Status: C+ (in 2004)

Work Phone : 03624-220249

Fax: 03624-220969

Website: www.nalbaricommercecollege.ac.in

Email : iqcncc@gmail.com

Mobile: + 919859926398

B. Special Session on Course Curriculum and Evaluation System for New Students

1. Title of the Practice

Special Session on Course Curriculum and Evaluation System for New Students

2. Goal

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

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

3. The Context

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

4. The Practice

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

convenient to all the students. The various aspects of the syllabus are analyzed to the students.

5. Evidence of Success

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

6. Problems Encountered and Resources Required

Following constraints have been noticed in implementation of the programme:

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

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

7. Notes (Optional) Nil

8. Contact Details

Name of the Principal: Dr. Paresh Nath Sarma

Name of the Institution: Nalbari Commerce College

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Website: www.nalbaricommercecollege.ac.in

Email : iqacncc@gmail.com

Mobile: + 919859926398

EVALUATIVE REPORT OF THE DEPARTMENTS

1. Name of the department: **ACCOUNTANCY**
2. Year of Establishment: Pre-University/Higher Secondary: 1979
UG: 1984
P.G.: 2015
3. Names of Programmes/Courses offered (UG, PG, M. Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):
Higher Secondary Course (Commerce)
UG- B.Com. (General & Major in Accountancy)
PG- M.Com.
4. Names of Interdisciplinary courses and the departments/units involved:
Certificate in Share & Stock Training (Self-financed)
5. Annual/ semester/choice based credit system (programme wise):
 - Annual System in Higher Secondary Level
 - Semester System in UG & PG Levels
6. Participation of the department in the courses offered by other departments:
The faculty members of the department take classes for the students studying through the Study Centres of open universities in the college as follows:

Sl. No.	Name of the Study Centre/Open University/Institute	Course	Class	Subject in which classes are taken
1	Study Centre, K. K. Handiqui State Open University	B.Com.	1 st Semester	Financial Accounting-I
			2 nd Semester	Financial Accounting-II
			3 rd Semester	Basics of Corporate Accounting
			4 th Semester	Fundamentals of Financial Management
			5 th Semester	Management Accounting
		B.B.A.	2 nd Semester	Financial Accounting-I
			3 rd Semester	Financial Accounting-II
			4 th Semester	Cost & Management Accounting
			6 th Semester	Financial Management
2	Study Centre, Assam State Open School (under Assam Higher Secondary Education Council)	H.S. Level Course	--	Accountancy

Besides, the faculty members of the department counsel the students pursuing M.Com. degree through the Study centre of Institute of Distance and Open Learning (IDOL), Gauhati University, Assam.

7. Courses in collaboration with other universities, industries, foreign institutions, etc. NIL
8. Details of courses/programmes discontinued (if any) with reasons: NIL
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	02	02
Asst. Professors	01	01
Asstt. Professor (Contractual)	-	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M. Phil. etc.,)

Sl. No.	Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students for the last 4 years
1	Dr. Atul Ch. Haloi	M.Com. Ph.D.	Vice Principal & Associate Professor	Accountancy	30 Years	NIL
2.	Dr. Umesh Talukdar	M.Com. Ph.D.	Associate Professor	Accountancy	27 Years	NIL
3.	Dr. Nupur Kalita	M.Com. Ph.D.	Assistant Professor	Accountancy	5 Years	NIL
4.	Tandaleem Kashyap	M.Com, SLET	Assistant Professor (Contractual)	Accountancy	1 Year	NIL

11. List of senior visiting faculty:
 1. Prof. Hem Kanta Baruah, Retd. Professor, Dept. of Commerce, Gauhati University
 2. Prof. Susanta Dutta, Retd. Associate Professor, B.H. College, Barpeta
 3. Prof. Ramesh Das, Retd. Vice-Principal, B.H. College, Barpeta
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Higher Secondary: 10%

UG: Nil

P.G.: 60%
13. Student -Teacher Ratio (programme wise):

Higher Secondary: 66:1

UG: 175:1

PG: 25:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **NIL**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

PG: **1**

M. Phil: **1**

Ph. D: **3**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

The list of faculty with ongoing/completed projects is stated below:

SL. No.	Name of the faculty	Title of the projects	Sponsored by	Ongoing/ Completed
1	Dr. Atul Ch. Haloi	Minor Research Project on “ <i>A Study of Road Transport and Electric Power Facilities in Assam- A Case Study of Nalbari District</i> ”	UGC Grant amount: Rs. 1,50,000/-	Completed in 2011
2	Dr. Umesh Talukdar	Minor Research Project on “ <i>Problems and Prospects of Street Vendors Operating in Guwahati City and Nalbari Town of Assam</i> ”	UGC Grant amount: Rs. 1,50,000/-	Completed in 2010
		Minor Research Project on “ <i>Problems and Prospects of Micro Enterprise with Special Reference to Paschim-Nalbari Block and Pub-Nalbari Block of Nalbari District in Assam</i> ”	UGC Grant amount: Rs. 1,50,000/-	Completed in 2015
3	Dr. Nupur Kalita	Minor Research Project on “ <i>Problems and Prospects of Tourism Industry in Kamrup District</i> ”	UGC Grant amount: Rs. 1,50,000/-	Completed in 2015

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received **NIL**

18. Research Centre /facility recognized by the University **NIL**

19. Publications:

* a) Publication per faculty

Dr. Umesh Talukdar: Seminar Paper- **01**

Dr. Nupur Kalita: Seminar Papers- **06**

Tandraleem Kashyap: Seminar Paper- **01**

Name of faculty	Title of the Paper	Name of the Volume	ISBN
Dr. Umesh Talukdar	Role of Law as a Protective Weapon to Safeguard the Human Rights of Women	A Collection of UGC Sponsored National Seminar Papers on “Human Rights Education: Its Importance in the Context of Growing Social Unrest” held on 12 th & 13 th Nov., 2011 at Nalbari Commerce College	978-81-922971-0-1

Dr. Nupur Kalita	Women Empowerment for Preventing Discrimination Against Women	A Collection of UGC Sponsored National Seminar on “Human Rights Education: Its Importance in the Context of Growing Social Unrest” organized by Nalbari Commerce College, Nalbari on 12 th & 13 th November, 2011	ISBN: 978-81-922971-0-1
	Global Warming-A Cause of Devastation	A Collection of UGC Sponsored National Seminar on “Global Warming: Its Impact on the World Environment” organized by Nalbari Commerce College, Nalbari on 19 th & 20 th February, 2012	ISBN: 978-81-922971-1-8 Co-author: Bhupen Biswas
	Teaching English in India at the College Level: Objectives and Outcomes	A Collection of UGC Sponsored National Seminar on “Teaching English as a Second Language at the College Level in India: Issues and Prospects” organized by Department of English, Nalbari Commerce College, Nalbari on 26 th & 27 th September, 2012	ISBN: 978-81-922971-2-5 Co-author: Lakshmi Kanta Barman
	Value Education: Its Importance in the Present Day Context	A Collection of UGC Sponsored National Seminar on “Youth Unrest: Issues and Impact on Socio-Economic Life of India with Special reference to the North-Eastern Region” organized by Nalbari Commerce College, Nalbari on 6 th & 7 th April, 2013	ISBN: 978-81-922971-3-2
	Socio-Economic Status and Role of SHG- A Study of Selected Women under Rangia, Kamrup, Assam	A Collection of UGC Sponsored National Seminar on “Socio-Economic Development of North-East India” organized by T. H. B. College, Tezpur on 15 th & 16 th March, 2014	ISBN: 978-93-81694-24-4
	Privatization of Higher Education and Its Effects on Women Folk of North-East Region	A Collection of UGC Sponsored National Seminar on “Importance of Women Education for the Upliftment of Rural Society” organized by Madhya Kamrup College, Barpeta on 26 th & 27 th October, 2014	ISBN: 978-81-921469-6-6
Tandraleem Kashyap	Youth Unrest: Issues and Impact on Socio-Economic Life of India with Special Reference to the North-Eastern Region	A Collection of UGC Sponsored National Seminar on “Youth Unrest: Issues and Impact on Socio-Economic Life of India with Special reference to the North-Eastern Region” organized by Nalbari Commerce College, Nalbari on 6 th & 7 th April, 2013	ISBN: 978-81-922971-3-2

* Number of papers published in peer reviewed journals national/international) by faculty and students **NIL**

- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.)

* Monographs **NIL**

* Chapter in Books **NIL**

* Books Edited **NIL**

* Books with ISBN/ISSN numbers with details of publishers:

Dr. Atul Ch. Haloi: Number of Books: **04**

Dr. Umesh Talukdar: Number of Books: **02**

Dr. Nupur Kalita: Number of Books: **01**

Tandraleem Kashyap: Number of Books- **01**

Name of faculty	Title of the books & ISBN	Co-author (if any)	Publisher	Year of publication
Dr. Atul Ch. Haloi	Financial Accounting-II Year of Publication: ISBN: 978-93-272-1841-1	C. M. Juneja, Biplab Das, RK Rajodia	Kalyani Publishers, New Delhi	2012
	Corporate Accounting ISBN: 978-93-272-2408-5	C. M. Juneja, Biplab Das	Kalyani Publishers, New Delhi	2012
	Advanced Corporate Accounting ISBN: 978-93-272-2420-7	C. M. Juneja, Biplab Das	Kalyani Publishers, New Delhi	2012
	Advanced Financial Accounting ISBN: 978-93-272-2844-1	C. M. Juneja, Biplab Das	Kalyani Publishers, New Delhi	2013
Dr. Umesh Talukdar	Accounting (for H.S. 1 st Year) ISBN: NIL	Prof. H.K. Baruah	R. G. Publication	2005
	Corporate Accounting (for B.Com.) ISBN:NIL	G.C. Banik	R.G. Publication	2005
Dr. Nupur Kalita	Fundamentals of Insurance ISBN: 978-93-272-2693-5	Dr. A.K. Sarma, Dr. H. K. Sarma, R. Barman	Kalyani Publishers, New Delhi	2013
Tandraleem Kashyap	Regulatory Framework of Business-II (for B.Com.) ISBN: 978-93-84-846-01-5	Dr. Ashok Kr. Sarma	Ashok Book Stall, Guwahati	2015

* Citation Index **NIL**

* SNIP **NIL**

* SJR **NIL**

* Impact factor **NIL**

* h-index **NIL**

20. Areas of consultancy and income generated **NIL**

21. Faculty as members in
- a) National committees **NIL**
 - b) International Committees **NIL**
 - c) Editorial boards **NIL**
22. Student projects
- a) Percentage of students who have done in-house projects including inter departmental/programme.
The Major students of the department under take projects as a part of fulfillment of UG curriculum in the 6th semester under the guidance of faculty members of the department. The percentage of such students is 75% of the total number of students in the semester.
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies
NIL
23. Awards / Recognitions received by faculty and students **NIL**
24. List of eminent academicians and scientists /visitors to the department.

Sl. No.	Name & Designation	Occasion of visit
1	Pranab Sarma, IIE, Guwahati	Invited for inauguration of Information and Career Guidance Cell in 2004
2	Prof. K. R. Das, Retd. Professor, Dept. of Accountancy, Gauhati Commerce College, Guwahati	Invited for his felicitation as well as for the College Foundation Day Lecture on 19 August, 2013.
3	Prof. Nayan Baruah Professor, Dept. of Commerce, Gauhati University	Visited the department on 10 th November, 2014 for inspection in respect of starting M.Com. programme.
4	Dr. Ghanashyam Nath, Principal, Gauhati Commerce College, Guwahati	Visited the department on 10 th November, 2014 for inspection in respect of starting M.Com. programme.
5	Prof. Hem Kanta Baruah Retd. Prof., Dept. of Commerce, Gauhati University	Invited for College Foundation Day Lecture on 'Commerce Education in Assam: Problems and Prospects' on 18 th August, 2015
6	Gouranga Prasad Sarma, IIM, Guwahati	Invited for Career Counseling in 2014.

25. Seminars/ Conferences/Workshops organized & the source of funding
- a) National – **1 No.**

Sl. No.	Name of the event with level	Sponsored by	Topic	Date of organizing
1	National Seminar	NAAC	Challenging Role of IQACs in Qualitative Development of Higher Education in Assam.	11 th & 12 th June, 2010 Co-ordinator: Dr. Atul Ch. Haloi (Then Co-ordinator, IQAC)

- b) International: **NIL**

26. Student profile programme/course wise: (As per Academic Session: 2014-2015 & 2015-2016)

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass Percentage
			*M	*F	
Academic Session: 2014-2015					
H.S. 1 st Yr./Accountancy	125	105	77	28	97.14
H.S. 2 nd Yr./Accountancy	-	102	78	24	93.13
B.Com. 1 st Semester Major Course CAC	65	57	50	7	91.22
B.Com. 1 st Semester Pass Course FAC-I	310	255	218	37	89.87
B.Com. 3 rd Semester Major Course ACA		56	38	18	91.21
B.Com. 3 rd Semester Pass Course CAG		207	169	38	93.27
B.Com. 3 rd Semester Pass Course DRT		207	169	38	93.27
B.Com. 5 th Semester Major Course FSA		52	41	11	90.25
B.Com. 5 th Semester Pass Course					
B.Com. 2 nd Semester Major Course MAC		56	48	8	87.88
B.Com. 2 nd Semester Pass Course FAC-II		236	186	50	89.65
B.Com. 4 th Semester Major Course AFA		54	37	17	91.36
B.Com. 4 th Semester Pass Course ADA		190	152	38	92.58
B.Com. 4 th Semester Pass Course IDT		190	152	38	92.58
B.Com. 6 th Semester Major & Pass Course		178	148	30	95.07
Certificate in Share & Stock Training (Self-financed)	25	25	18	07	100%
Academic Session: 2015-2016					
H.S. 1 st Yr./Accountancy	170	142	118	24	-
H.S. 2 nd Yr./Accountancy	-	102	78	24	-
B.Com. 1 st Semester Major Course CAC	62	51	37	14	-
B.Com. 1 st Semester Pass Course FAC-I	292	249	225	24	-

B.Com. 3 rd Semester Major Course ACA		56	48	8	-
B.Com. 3 rd Semester Pass Course CAG		235	185	50	-
B.Com. 3 rd Semester Pass Course DRT		235	185	50	-
B.Com. 5 th Semester Major Course FSA		55	38	17	-
B.Com. 5 th Semester Pass Course					
B.Com. 2 nd Semester Major Course MAC		51	37	14	-
B.Com. 2 nd Semester Pass Course FAC-II		236	212	24	-
B.Com. 4 th Semester Major Course AFA		56	48	8	-
B.Com. 4 th Semester Pass Course ADA		235	185	50	-
B.Com. 4 th Semester Pass Course IDT		235	185	50	-
B.Com. 6 th Semester Major & Pass Course		190	152	38	-
M.Com 1 st Semester	71	40	27	13	-
Certificate in Share & Stock Training (Self-financed)	47	47	22	25	100%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
H.S. Commerce	100%	NIL	NIL
B.Com.	100%	NIL	NIL
M.Com.	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc.?

1. Hemen Kr. Sarma, Ph.D.
2. Raju Subba- NET, Ph.D., M.Phil
3. Chandana Kashyap- SLET
4. Tandraleem Kashyap- SLET
5. Rakesh Kumar Jain, ACS
6. Manoj Kr. Sarma, ACS

7. Jwel Tirky, ACS
8. Dilip Kr. Das, Ph.D.
9. Dhiren Deka, NET, SLET
10. Amit Sarma, NET, SLET
11. Dipsikha Bezbaruah, CA
12. Udit Jain, CA
13. Keshabananda Haloi, NET
14. Nitesh Singhanian, CA
15. Amit Sarma, NET, SLET
16. Dilip Deka, M.Phil
17. Babul Dutta, M.Phil

29. Student progression

Student progression	Against % enrolled
UG to PG	55%
PG to M.Phil.	Exactly not known
PG to Ph.D.	Exactly not known
Ph.D. to Post-Doctoral	Exactly not known
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	Campus selection: NIL Other than campus recruitment: 40%
Entrepreneurship/Self-employment	60%

30. Details of Infrastructural facilities

- a) Library: Yes, No. of books: 192 Nos.
- b) Internet facilities for Staff & Students: Yes Wi-fi facility is available.
- c) Class rooms with ICT facility: Yes, 1 (Common for all)
- d) Laboratories: Nil.

31. Number of students receiving financial assistance from college, university, government or other agencies

The OBC, SC and ST students get Government Scholarship as per government norms. Besides, the college provides financial assistance to the poor students. The number of students who received financial assistance during the Academic Session 2014-2015 from the government and the college is as follows:

Sl. No.	Nature of assistance	No. of students benefited	Total Amount
1	Govt. Scholarship	89	Rs. 2,90,970/-
2	Assistance from the college	56	Rs. 16,800/-

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts
- Lecture on Career Options on 17th August, 2010. (Resource Persons: P. Chaterjee, M. Bansal)
 - Lecture on Career Options on 26th August, 2010. (Resource Person: M. Bansal)
 - Lecture on Career Options on 28th August, 2010. (Resource Persons: Rajib Kumar, Amiya Kr. Kalita)
 - Lecture on Career Options on 3rd September, 2010. (Resource Persons: S. Chakraborty, N. Jana)
 - Training Need Assessment on students by 'REFORMS'- an external body on 23rd September, 2010.
 - A workshop on "Training Needs Assessment of Students" was organized by the Extension Activity Cell on 24th March, 2012.
 - A Law Awareness Lecture was organized by the Extension Activity Cell on 13th May, 2012.
 - A Lecture on "Professional Education and Careers" was organized by the Extension Activity Cell on 5th June, 2012.
 - A Lecture on "Career Guidance" was organized by the Extension Activity Cell on 15th June, 2012.
 - A Lecturer on "Communicative Skill and Career Opportunity" was organized by the Extension Activity Cell on 16th June, 2012.
 - A Lecture on "Road Map for CA" was organized by the Extension Activity Cell on 23rd June, 2012.
 - A Lecture on "Interview Skills and Career Opportunity" was organized by the Extension Activity Cell on 27th June, 2012.
 - A Lecture Session on "Career in Tax Consultancy" was organized by the Department of Accountancy on 11th August, 2012.
 - Environmental Awareness Lecture was organized by Extension Activity Cell on 18th November, 2012 for the learners of distance education courses.
 - College Foundation Day Lecture by Prof. K.R. Das, Retd. Professor, Department of Accountancy, Gauhati Commerce College, Guwahati on 19th August, 2013.
 - Training Programme on Search & Rescue & Evacuation for selected students of the college on 15th & 16th November, 2013 organized by District Disaster Management Authority, Nalbari, Assam.
 - Career Counseling Session organized by Career Counseling Cell on 19th August, 2014 by Extension Activity Cell for the students of KKHSOU Study Centre and the boarders of Women Hostel (Resource Persons: Bhagaban Show and Ganesh Barman from Institute of Computer Accountants (ICA), Head Office Kolkata)

- College Foundation Day Lecture on Importance of Commerce Education was organized by the 35th Foundation Year celebrated committee on 23rd September, 2014. (Resource Person: Prof. Ramesh Das, Retd. Vice Principal, B.H. College, Barpeta)
 - One day workshop on Soft Skill & Career Guidance on 31st March, 2015 by Career Counseling Cell (Resource Persons from Accurate Group of Institutions, Greater Noida, UP)
 - Lecture on Health Awareness on the occasion of World Health Day observed at Nalbari Commerce College in collaboration with Red Cross Society, Nalbari Branch (Resource Person: Dr. Mriganka Talukdar)
 - Guest Lecture by Prof. Sushanta Dutta, Retd. Associate Professor, B.H. College, Barpeta arranged on 7th August, 2015 for the B.Com. and M.Com. 1st Semester classes.
 - College Foundation Day Lecture on 'Commerce Education in Assam: Problems and Prospects' delivered by Prof. Hemkanta Baruah, Retd. Professor, Department of Commerce, Gauhati University delivered on 18th August, 2015.
 - Career Counseling Session organized by Career Counseling Cell on 27th September, 2015 by Extension Activity Cell for the students of KKHSOU Study Centre and the boarders of Women Hostel (Resource Persons: Bhagawan Show and Ganesh Barman from Institute of Computer Accountants (ICA), Head Office Kolkata)
33. Teaching methods adopted to improve student learning:
Lecture, Discussion, Seminar, Workshop, Home assignment etc. Audio-visual aids are also used in the classroom.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:
- A Plantation Programme was organized by the Extension Activity Cell on 19th July, 2009 in the college campus.
 - A Plantation Programme was organized by the Extension Activity Cell on 28th August, 2010 in the college campus.
 - Adult Education Programme by Extension Activity Cell on 10th September to 12th October, 2010 at Burinagar, Nalbari.
 - Health Awareness Lecture and Health Check-up Camp on 8th and 9th October, 2010 organized by Extension Activity Cell (Resource Persons: Dr. Kameswar Lahkar, Dr. Manoranjan Sarma, Dr. Umesh Chakravorty, Dr. Manoj Kakati)
 - A Plantation Programme was organized by the Extension Activity Cell on 10th July, 2011 in the college campus.
 - An Adult Education Programme was organized by the Extension Activity Cell at Pub-Kalakuchi, Nalbari from 25th March to 5th April, 2012.

- A Plantation Programme was organized by the Study Centre of KK Handiqui State Open University of Nalbari Commerce College on 12th August, 2012 in the college campus.
- Awareness Camp on Blood Donation was organized on 1st October, 2012 by Red Ribbon Club (Resource Persons: Dr. Rubul Bhattacharjya, Dr. TK Chakraborty, Dr. Debasmita Lahkar, Dr. Kameswar Lahkar, Swahid Makunda Kakati Civil Hospital, Nalbari)
- Awareness Camp on AIDS was organized by Red Ribbon Club on 12th November, 2012 (Resource Persons: Dr. Jardish Ali, Dr. TK Chakraborty, Dr. Pari Baruah Konwar, Nalbari Blood Bank)
- Plantation Programme in the college campus was organized by Extension Activity Cell on August 4, 2013.
- Environmental Awareness Lecture for the learners of KK Handiqui State Open University Study Centre was organized by Extension Activity Cell on September 8, 2013.
- Awareness Camp on AIDS on the event of World AIDS Day organized by Red Ribbon Club on December 1, 2013 attended by Dr. Jardish Ali, AIDS Counsellor, Dr. T. K. Chakraborty, 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).
- A Cleanliness Drive was taken out in the college campus and college road by the NSS Unit on 7th September, 2014.
- Environmental Awareness Lecture for students organized by Extension Activity Cell on January 19, 2015.
- Lecture on the topic 'Global Warming and the Role of People' for the learners of K. K. Handiqui State Open University Study Centre organized by Extension Activity Cell on March 1, 2015.
- Inter-College Speech Competition on the topic "Democratic Values and Party Politics" organized by Study Circle, Nalbari Commerce College, Nalbari on 15th September, 2015.

- Inter-School Quiz Competition (High School Level) organized by the K.K. Handiqui State Open University Study Centre on 18th October, 2015.

35. SWOC analysis of the department and Future plans

Strength:

- The department has dedicated and helpful teaching staff.
- The department offers Vocational Course “Certificate in Share & Stock Training” to help students in getting jobs.
- Teachers are involved in research works, various Co-curricular activities of the college.
- The teachers of the department are involved in the corporate life of the college.
- Remedial classes are conducted for the weaker students.

Weakness:

- Insufficient permanent faculties in sanctioned post.
- Insufficient number of books and journals in the departmental library.

Opportunity:

- The Department can undertake certain short-term courses for the benefit of the student community as stated below:
 1. Taxation.
 2. Financial Management.
 3. Retail Management.
- Besides, the department can organize workshops, seminars etc, for the benefit of the students and teachers in the coming times.

Challenge:

- The department will have to face the crisis of permanent teachers.
- The financial crisis will be another challenge for the department in order to start those courses.

Future plans:

The department has the following future plans:

- To increase the number of books and journals in the Departmental Library;
- To organize national and international seminars/workshops in the coming time;
- To start certain job-oriented short-term courses like Taxation, Financial Management, Retail Management.
- To conduct extension activities for the benefit of the underprivileged class of the society.

1. Name of the department: **BUSINESS MANAGEMENT**
2. Year of Establishment: Pre-University/Higher Secondary: 1979
UG: 1984
P.G.: 2015
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):
Higher Secondary Course (Commerce)
UG- B.Com. (General & Major in Management)
PG- M.Com.
4. Names of Interdisciplinary courses and the departments/units involved:
Certificate in Entrepreneurship Development (Self-financed)
5. Annual/ semester/choice based credit system (programme wise):
 - Annual System in Higher Secondary Level
 - Semester System in UG & PG Levels
6. Participation of the department in the courses offered by other departments:
The faculty members of the department take classes for the students studying through the Study Centres of open universities in the college as follows:

Sl. No.	Name of the Study Centre/Open University/Institute	Course	Class	Subject in which classes are taken
1	Study Centre, K.K. Handiqui State Open University	B.Com.	1 st Semester	Business Organization & Entrepreneurship Development
			2 nd Semester	Company Management
			3 rd Semester	Fundamentals of Management
			4 th Semester	Fundamentals of Marketing Management
			5 th Semester	Fundamentals of Human Resource Management
			6 th Semester	Principles of Organization and Organizational Behaviour
		B.B.A.		Marketing Management
				Human Resource Management
				Financial Management
			1 st Semester	Principles of Management and Organizational Behaviour
			2 nd Semester	Marketing Management
			3 rd Semester	Production and Operation Mgt.
			4 th Semester	Human Resource Management
			5 th Semester	Sales & Retail Management
			6 th Semester	Organizational Development
				Human Resource Development
				Industrial Relation

2	Study Centre, Assam State Open School (under Assam Higher Secondary Education Council)	H.S. Level Course	--	Business Studies
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Besides, the faculty members of the department counsel the students pursuing M.Com. degree through the Study centre of Institute of Distance and Open Learning (IDOL), Gauhati University, Assam.

7. Courses in collaboration with other universities, industries, foreign institutions, etc. **NIL**

8. Details of courses/programmes discontinued (if any) with reasons: **NIL**

9. Number of Teaching posts:

	Sanctioned	Filled
Professors	-	-
Associate Professors	02	02
Asst. Professors	01	01
Asst. Professor (Contractual)	-	01

10. Faculty profile with name, qualification, designation, specialization, D.Sc./D.Litt. / Ph.D. / M. Phil. etc.,)

Sl. No.	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Dr. Manik Ch. Barman	M.Com. Ph.D.	Associate Professor	Human Resource Management	30 Years	NIL
2	Birendra Talukdar	M.Com.	Associate Professor	Human Resource Management	26 Years	NIL
3	Bibhuti Bhusan Das	M.Com., M.Phil.	Assistant Professor	Human Resource Management	14 Years	NIL
4	Chandana Kashyap	M.Com.	Assistant Professor (Contractual)	Management & Marketing	1 Year	NIL

11. List of senior visiting faculty:

1. Prof. Hem Kanta Baruah, Retd. Professor, Dept. of Commerce, Gauhati University
2. Prof. Susanta Dutta, Retd. Associate Professor, B.H. College, Barpeta
3. Prof. Ramesh Das, Retd. Vice-Principal, B.H. College, Barpeta

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Higher Secondary: **0 %**
 UG: **20 %**
 P.G.: **50 %**

13. Student -Teacher Ratio (programme wise):

Higher Secondary: **66:1**
 UG: **178:1**
 PG: **20:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

NIL

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

PG: **02**
 M.Phil: **01**
 Ph.D: **01**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

The list of faculty with ongoing/completed projects is stated below:

Sl. No.	Name of the faculty	Title of the projects	Sponsored by	Ongoing/ Completed
1	Dr. Manik Ch. Barman	Minor Research Project on "Management of Agricultural Credit in Assam and Its Impact on Agricultural Development- A Case Study of Nalbari District".	UGC Grant amount: Rs. 1,50,000/-	Completed in 2009
2	Bibhuti Bhusan Das	Minor Research Project on "Role of Self-help Groups: A Case Study of Nalbari District".	UGC Grant amount: Rs. 1,25,000/-	Completed in 2014

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

NIL

18. Research Centre /facility recognized by the University

NIL

19. Publications:

* a) Publication per faculty

Bibhuti Bhusan Das: Seminar Papers- **2**
 Chandana Kashyap: Seminar Papers- **6**

Name of faculty	Title of the Paper	Name of the Volume	ISBN
Bibhuti Bhusan Das	A Study on Employment Generation Schemes in Pub-Nalbari Development Block with Special reference to MGNREGA		

	Student Unrest and the Relevance of Theory of Deprivation	A Collection of UGC Sponsored National Seminar on “Youth Unrest: Issues and Impact on Socio-Economic Life of India with Special Reference to the North-Eastern Region” organized by Nalbari Commerce College, Nalbari on 6 th & 7 th April, 2013	ISBN: 978-81-922971-3-2
Chandana Kashyap	Impact of Global Warming on the World Environment	A Collection of UGC Sponsored National Seminar on “Global Warming: Its Impact on the World Environment” organized by Nalbari Commerce College, Nalbari on 19 th & 20 th February, 2012	ISBN: 978-81-922971-1-8 Co-author: Pulama Talukdar
	Child Labour Issues and Human Rights Education	A Collection of UGC Sponsored National Seminar on “Human Rights Education: Its Importance in the Context of Growing Social Unrest” organized by Nalbari Commerce College, Nalbari on 12 th & 13 th November, 2011	978-81-922971-0-1
	Youth Unrest and Insurgency Problem in North-East India	A Collection of UGC Sponsored National Seminar on “Youth Unrest: Issues and Impact on Socio-Economic Life of India with Special Reference to the North-Eastern Region” organized by Nalbari Commerce College, Nalbari on 6 th & 7 th April, 2013	ISBN: 978-81-922971-3-2
	E-retailing in Assam : A Study with Special Reference to Nalbari	Presented in 68 th All India Commerce Conference, Hazaribarg, Jharkhand.	
	A Scenario of Human Rights, Value Education and Youth Unrest in NE India with Special Attention to Assam	A Collection of UGC Sponsored National Seminar on “Human Rights and Value Education” organized by Uttar Kampith Mahavidyalaya, Nalbari on 16 th May, 2014	ISBN: 978-81-929748-0-4
	Social Entrepreneurship Movement in the Midst of Regional Conflict: A Study of the North-East India	Presented in International Conference on Regional Conflict and Entrepreneurship Development: With Special Reference to South-East Asia held on 27 Nov, 2015 at Assam University, diphu Campus	Selected for publication

* Number of papers published in peer reviewed journals (National/international) by faculty and students

Dr. Manik Ch. Barman: Number of Papers: 1 No.

- Management of Infrastructure for Agricultural Development in Assam With Special Reference to Nalbari District (Abstract of Doctoral Dissertation)

Published in “Finance India”, Quarterly Journal of Indian Institute of Finance, Delhi Vol XXVIII, No. 1 March 2014, ISSN: 0970-3772

Chandaan Kashyap: Number of Papers: 1 No.

- Trade Union Practices in the Recognised Trade Unions of North-East Frontier Railway, India” Published in “International Journal of Current Research & Academic Review”, Vol II, No. 12, December 2014, ISSN: 2347-3215

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

- * Monographs **NIL**
- * Chapter in Books

Dr. Manik Ch. Barman: 01 No.

- **Marketing Management (A Chapter in the book ‘Business Studies’ under Assam Higher Secondary Education Council, Guwahati, Assam)**

- * Books Edited **NIL**
- * Books with ISBN/ISSN numbers with details of publishers:

Dr. Manik Ch. Barman: Number of Books: 17

Chandan Kashyap: Number of Books: 02

Name of faculty	Sl. No.	Title of the books & ISBN	Co-author (if any)	Publisher	Year of publication
Dr. Manik Ch. Barman (Management)	1	Corporation Finance ISBN: 81-7096-879-8	--	Kalyani Publishers, Ludhiana	1998
	2	Business Organization & Management	Dr. Debdas Bharali	Lawyers Book Stall, Guwahati	1998
	3	Corporation Finance & Financial Management	--	Lawyer's Book Stall, Guwahati	1998
	4	Business Organization & Commercial Practice (Vol-I) ISBN: 81-7663-191-4	S.S. Sarkar	Kalyani Publishers, Ludhiana	1999
	5	Business Organization & Commercial Practice (Vol-II) ISBN: 81-272-0490-0	S.S. Sarkar	Kalyani Publishers, Ludhiana	2002
	6	Business Studies (Vol-I) ISBN: 81-272-2338-7	--	Kalyani Publishers, Ludhiana	2005
	7	Business Studies (Vol-II) ISBN: 81-272-2861-3	--	Kalyani Publishers, Ludhiana	2006
	8	Business Organization & Entrepreneurship Development ISBN: 81-272-3012-x	--	Kalyani Publishers, Ludhiana	2006

	9	Principles of Business Management ISBN: 81-272-2801-x	--	Kalyani Publishers, Ludhiana	2006
	10	Financial Management ISBN: 978-81-272-3787-5	--	Kalyani Publishers, Ludhiana	2007
	11	Fundamentals of Entrepreneurship ISBN: 978-81-272-3977-0	Dr. Pranjal Bezborah	Kalyani Publishers, Ludhiana	2007
	12	Business Studies (Vol-I) As per NCERT Syllabus	--	Manab Publications, Guwahati	2011
	13	Business Studies (Vol-II) As per NCERT Syllabus	--	Manab Publications, Guwahati	2012
	14	Principles of Management ISBN: 978-93-840-9699-1	Chandana Kashyap	Manab Publications, Guwahati	2013
	15	Entrepreneurship Development ISBN: 978-93-81850-78-7	Dr. Pranjal Bezborah	Ashok Book Stall, Guwahati	2013
	16	Marketing Management ISBN: 978-93-84096-97-7	Chandana Kashyap	Manab Publications, Guwahati	2014
	17	Financial Management (Revised Edition as per Revision of Syllabus)	--	Manab Publications, Guwahati	2014
Chandana Kashyap (Management)	1	Principles of Management ISBN: 978-93-840-9699-1	Dr. Manik Ch. Barman	Manab Publications, Guwahati	2013
	2	Marketing Management ISBN: 978-93-84096-97-7	Dr. Manik Ch. Barman	Manab Publications, Guwahati	2014

* Citation Index	NIL
* SNIP	NIL
* SJR	NIL
* Impact factor	NIL
* h-index	NIL

➤ The following Faculty Members translated chapters/books as stated below:

Name of the Faculty	Translation works done
Dr. Manik Ch. Barman	Business Studies (Translated for AHSEC under Assam State Open Schooling Programme, NCERT Book)
Birendra Talukdar	Business Studies (NCERT) for Class XI Chapter 4 th & 9 th of AHSEC, Guwahati in 2010
	Business Studies (NCERT) for Class XII Chapter 7 th of AHSEC, Guwahati in 2011

	Corporate and Business Law Chapter 1 st to 5 th of KK Handiqui State Open University, Guwahati in July 2010
	Principles of Business Management (Part-I) Chapter 7 th of KK Handiqui State Open University, Guwahati in 2011

20. Areas of consultancy and income generated **NIL**
21. Faculty as members in
- National Committees **01** (*Indian Commerce Association*)
Chandana Kashyap
 - International Committees **NIL**
 - Editorial boards **NIL**
 - Resource Person of Glossary of Commerce, Gauhati University- **01**
Dr. Manik Ch. Barman
 - Member of Board of Directors, Nalbari Urban Co-operative Bank Ltd.- **01**
Bibhuti Bhusan Das
22. Student projects
- Percentage of students who have done in-house projects including inter departmental/programme
The Major students of the department under take projects as a part of fulfillment of UG curriculum in the 6th semester under the guidance of faculty members of the department. The percentage of such students is 75% of the total number of students in the semester.
 - Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies **NIL**
23. Awards / Recognitions received by faculty and students **NIL**
24. List of eminent academicians and scientists/visitors to the department.

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1	Pranab Sarma, IIE, Guwahati	Invited for inauguration of Information and Career Guidance Cell in 2004
2	Dr. Dipak Kr. Chakravorty, Professor Emeritus, IIT, Mumbai	Invited for lecture on Semester System and Evaluation in 2013
3	Prof. K. R. Das, Retd. Professor, Dept. of Accountancy, Gauhati Commerce College, Guwahati	Invited for his felicitation as well as for the College Foundation Day Lecture on 19 August, 2013.
4	Prof. Nayan Baruah Professor, Dept. of Commerce, Gauhati University	Visited the department on 10 th November, 2014 for inspection in respect of starting M.Com. programme.
5	Dr. Ghanashyam Nath, Principal, Gauhati Commerce College, Guwahati	Visited the department on 10 th November, 2014 for inspection in respect of starting M.Com. programme.
6	Prof. Hem Kanta Baruah Retd. Prof., Dept. of Commerce, Gauhati University	Invited for College Foundation Day Lecture on 'Commerce Education in Assam: Problems and Prospects' on 18 th August, 2015
7	Gouranga Prasad Sarma, IIM, Guwahati	Invited for Career Counseling in 2014.

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National – **1 No.**

Sl. No.	Name of the event with level	Sponsored by	Topic	Date of organizing
1	State Level Seminar	UGC	Folk-life and Culture- Their Impacts on the Society” organized by Nalbari Commerce College, Nalbari	5 th & 6 th June, 2010 Co-ordinator: Bibhuti Bhusan Das

b) International: **NIL**

26. Student profile programme/course wise: (As per Academic Session: 2014-2015 & 2015-2016)

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass Percentage
			*M	*F	
Academic Session: 2014-2015					
H.S. 1 st Yr./Business Studies	125	105	77	28	97.14%
H.S. 2 nd Yr./Business Studies	-	102	78	24	94.11%
B.Com. 1 st Semester Major/ Human Resource Management	35	28	13	15	94.2%
B.Com. 1 st Semester Pass Course/ BOED	310	255	218	37	96.24%
B.Com. 3 rd Semester Major/ Industrial Relation & Labour Laws	-	37	26	11	93.5%
B.Com. 3 rd Semester Pass Course/	-	-	-	-	
B.Com. 5 th Semester Major/ Customer Relation & Retail Trade	-	36	21	15	90.12%
B.Com. 5 th Semester Pass Course/ Marketing Management,	-	186	156	30	88.9%
B.Com. 5 th Semester Pass Course/ Financial Management	-	186	156	30	91.11%
B.Com. 2 nd Semester Major/ H R Planning & Development	-	25	10	15	92.00%
B.Com. 2 nd Semester Pass Course/ Principles of Management	-	236	186	50	73.73%
B.Com. 4 th Semester Major/ Cost & Management Accounting	-	30	17	13	96.67%
B.Com. 4 th Semester Pass Course/	-				
B.Com. 6 th Semester Major & Pass Course (Management)		178	148	30	95.07%
Certificate in Entrepreneurship Development (Self-financed)	44	44	29	15	100%
Academic Session: 2015-2016					
H.S. 1 st Yr./Business Studies	170	142	118	24	-

H.S. 2 nd Yr./Business Studies	-	102	78	24	-
B.Com. 1 st Semester Major/ Human Resource Management	38	29	28	1	-
B.Com. 1 st Semester Pass Course/ BOED	292	249	225	24	-
B.Com. 3 rd Semester Major/ Industrial Relation & Labour Laws	-	25	10	15	-
B.Com. 3 rd Semester Pass Course/	-	-	-	-	-
B.Com. 5 th Semester Major/ Customer Relation & Retail Trade	-	29	16	13	-
B.Com. 5 th Semester Pass Course/ Marketing Management,	-	236	185	50	-
B.Com. 5 th Semester Pass Course/ Financial Management	-	236	185	50	-
B.Com. 2 nd Semester Major/ H R Planning & Development	-	25	10	15	-
B.Com. 2 nd Semester Pass Course/ Principles of Management	-	236	212	24	-
B.Com. 4 th Semester Major/ Cost & Management Accounting	-	25	10	15	-
B.Com. 4 th Semester Pass Course/	-				
B.Com. 6 th Semester Major & Pass Course (Management)		236	185	50	-
M.Com. 1 st Semester	71	40	27	13	-
Certificate in Entrepreneurship Development (Self-financed)	22	22	17	05	100%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
H.S. Commerce	100%	NIL	NIL
B.Com.	100%	NIL	NIL
M.Com.	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

1. Hemen Kr. Sarma, Ph.D.
2. Raju Subba- NET, Ph.D., M.Phil
3. Chandana Kashyap- SLET
4. Tandraleem Kashyap- SLET
5. Rakesh Kumar Jain, ACS (Assam Civil Service)

6. Manoj Kr. Sarma, ACS (Assam Civil Service)
7. Jewel Tirky, ACS
8. Dilip Kr. Das, Ph.D.
9. Dhiren Deka, NET, SLET
10. Amit Sarma, NET, SLET
11. Dipsikha Bezbaruah, CA
12. Udit Jain, CA
13. Keshabananda Haloi, NET
14. Nitesh Singhanian, CA
15. Dilip Deka, M.Phil
16. Babul Dutta, M.Phil

29. Student progression

Student progression	Against % enrolled
UG to PG	55%
PG to M.Phil.	Exactly not known
PG to Ph.D.	Exactly not known
Ph.D. to Post-Doctoral	Exactly not known
Employed - Campus selection - Other than campus recruitment	Campus selection: NIL Other than campus recruitment: 40%
Entrepreneurship/Self-employment	60%

30. Details of Infrastructural facilities

- a) Library: Yes, No. of books: 215 Nos.
- b) Internet facilities for Staff & Students: Yes Wi-fi facility is available.
- c) Class rooms with ICT facility: Yes, 1 (Common for all)
- d) Laboratories: Nil.

31. Number of students receiving financial assistance from college, university, government or other agencies

The OBC, SC and ST students get Government Scholarship as per government norms. Besides, the college provides financial assistance to the poor students. The number of students who received financial assistance during the Academic Session 2014-2015 from the government and the college is as follows:

Sl. No.	Nature of assistance	No. of students benefited	Total Amount
1	Govt. Scholarship	89	Rs. 2,90,970/-
2	Assistance from the college	56	Rs. 16,800/-

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts

- Lecture on Career Options on 17th August, 2010. (Resource Persons: P. Chaterjee, M. Bansal)
- Lecture on Career Options on 26th August, 2010. (Resource Person: M. Bansal)
- Lecture on Career Options on 28th August, 2010. (Resource Persons: Rajib Kumar, Amiya Kr. Kalita)
- Lecture on Career Options on 3rd September, 2010. (Resource Persons: S. Chakraborty, N. Jana)
- Lecture on Course Curriculum and Evaluation System under Semester System on 16 September, 2010.
- Training Need Assessment on students by 'REFORMS' - an external body on 23rd September, 2010.
- Lecture on Course Curriculum and Evaluation System under Semester System on 6 August, 2011.
- Lecture on Library Orientation for the B.Com. students on 5 January, 2012.
- A workshop on "Training Needs Assessment of Students" was organized by the Extension Activity Cell on 24th March, 2012.
- A Law Awareness Lecture was organized by the Extension Activity Cell on 13th May, 2012.
- A Lecture on "Professional Education and Careers" was organized by the Extension Activity Cell on 5th June, 2012.
- A Lecture on "Career Guidance" was organized by the Extension Activity Cell on 15th June, 2012.
- A Lecturer on "Communicative Skill and Career Opportunity" was organized by the Extension Activity Cell on 16th June, 2012.
- A Lecture on "Road Map for CA" was organized by the Extension Activity Cell on 23rd June, 2012.
- A Lecture on "Interview Skills and Career Opportunity" was organized by the Extension Activity Cell on 27th June, 2012.
- A Lecture Session for the new students of B.Com Programme on Course Curriculum and Evaluation System under Semester System was held on 21st July, 2012.
- A Seminar on "Proficiency in Business English Writing" was organized by the Department of English on 8th August, 2012.
- Environmental Awareness Lecture was organized by Extension Activity Cell on 18th November, 2012 for the learners of distance education courses.
- Prof. Bibhuti Bhusan Das, Sr. Assistant Professor, Department of Management hold a lecture session on Library Orientation for the students of B.Com. 6th Semester on 4th January, 2013.

- Prof. Bibhuti Bhusan Das, Sr. Assistant Professor, Department of Management hold special classes on Research Methodology for the students of 6th Semester class on 6th February, 2013.
- Prof. Bibhuti Bhusan Das, Sr. Assistant Professor, Department of Management hold lecture on Library Orientation for the entire students on 6th August, 2013.
- Lecture on Course Curriculum and Evaluation System under Semester System was held on 12 August, 2013.
- College Foundation Day Lecture by Prof. K.R. Das, Retd. Professor, Department of Accountancy, Gauhati Commerce College, Guwahati on 19th August, 2013.
- Workshop on “Writing in the Examination Hall” on 24 October, 2013.
- Training Programme on Search & Rescue & Evacuation for selected students of the college on 15th & 16th November, 2013 organized by District Disaster Management Authority, Nalbari, Assam.
- Prof. Bibhuti Bhusan Das, Sr. Assistant Professor, Department of Management hold special classes on Research Methodology for the students of 6th Semester class on 3rd January, 2014.
- Lecture on Writing Research Project for the B.Com. 6th Semester class on March 29, 2014.
- Lecture on Course Curriculum and Evaluation System under Semester System for the new students on 11 August, 2014.
- Prof. Bibhuti Bhusan Das, Sr. Assistant Professor, Department of Management hold lecture on Library Orientation for the students of B.Com. 1st Semester Class on 14th August, 2014.
- Career Counseling Session organized by Career Counseling Cell on 19th August, 2014 by Extension Activity Cell for the students of KKHSOU Study Centre and the boarders of Women Hostel (Resource Persons: Bhagaban Show and Ganesh Barman from Institute of Computer Accountants (ICA), Head Office Kolkata)
- College Foundation Day Lecture on Importance of Commerce Education was organized by the 35th Foundation Year celebrated committee on 23rd September, 2014. (Resource Person: Prof. Ramesh Das, Retd. Vice Principal, B.H. College, Barpeta)
- Lecture on Writing Research Project for the B.Com. 6th Semester class on 21 March 2015.
- Lecture on Health Awareness on the occasion of World Health Day observed at Nalbari Commerce College in collaboration with Red Cross Society, Nalbari Branch (Resource Person: Dr. Mriganka Talukdar)
- Lecture on Course Curriculum and Evaluation System under Semester System for the new students on 3rd August, 2015.

- Guest Lecture by Prof. Sushanta Dutta, Retd. Associate Professor, B.H. College, Barpeta arranged on 7th August, 2015 for the B.Com. and M.Com. 1st Semester classes.
 - Prof. Bibhuti Bhusan Das, Sr. Assistant Professor, Department of Management hold lecture on Library Orientation for the students of B.Com. 1st Semester and M.Com. 1st Semester Classes on 14th August, 2015.
 - College Foundation Day Lecture on 'Commerce Education in Assam: Problems and Prospects' delivered by Prof. Hemkanta Baruah, Retd. Professor, Department of Commerce, Gauhati University delivered on 18th August, 2015.
 - Career Counseling Session organized by Career Counseling Cell on 27th September, 2015 by Extension Activity Cell for the students of KKHSOU Study Centre and the boarders of Women Hostel (Resource Persons: Bhagawan Show and Ganesh Barman from Institute of Computer Accountants (ICA), Head Office Kolkata)
33. Teaching methods adopted to improve student learning:
- Lecture, Discussion, Seminar, Workshop, Home assignment etc. Audio-visual aids are also used in the classroom.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:
- A Plantation Programme was organized by the Extension Activity Cell on 19th July, 2009 in the college campus.
 - A Plantation Programme was organized by the Extension Activity Cell on 28th August, 2010 in the college campus.
 - Adult Education Programme by Extension Activity Cell on 10th September to 12th October, 2010 at Burinagar, Nalbari.
 - Health Awareness Lecture and Health Check-up Camp on 8th and 9th October, 2010 organized by Extension Activity Cell (Resource Persons: Dr. Kameswar Lahkar, Dr. Manoranjan Sarma, Dr. Umesh Chakravorty, Dr. Manoj Kakati)
 - A Plantation Programme was organized by the Extension Activity Cell on 10th July, 2011 in the college campus.
 - An Adult Education Programme was organized by the Extension Activity Cell at Pub-Kalakuchi, Nalbari from 25th March to 5th April, 2012.
 - A Plantation Programme was organized by the Study Centre of KK Handiqui State Open University of Nalbari Commerce College on 12th August, 2012 in the college campus.
 - Awareness Camp on Blood Donation was organized on 1st October, 2012 by Red Ribbon Club (Resource Persons: Dr. Rubul Bhattacharjya, Dr. TK Chakraborty, Dr. Debasmita Lahkar, Dr. Kameswar Lahkar, Swahid Makunda Kakati Civil Hospital, Nalbari)

- Awareness Camp on AIDS was organized by Red Ribbon Club on 12th November, 2012 (Resource Persons: Dr. Jardish Ali, Dr. TK Chakraborty, Dr. Pari Baruah Konwar, Nalbari Blood Bank)
- Plantation Programme in the college campus was organized by Extension Activity Cell on August 4, 2013.
- Environmental Awareness Lecture for the learners of KK Handiqui State Open University Study Centre was organized by Extension Activity Cell on September 8, 2013.
- Awareness Camp on AIDS on the event of World AIDS Day organized by Red Ribbon 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).
- A Cleanliness Drive was taken out in the college campus and college road by the NSS Unit on 7th September, 2014.
- Environmental Awareness Lecture for students organized by Extension Activity Cell on January 19, 2015.
- Lecture on the topic ‘Global Warming and the Role of People’ for the learners of K. K. Handiqui State Open University Study Centre organized by Extension Activity Cell on March 1, 2015.
- Inter-College Speech Competition on the topic “Democratic Values and Party Politics” organized by Study Circle, Nalbari Commerce College, Nalbari on 15th September, 2015.
- Inter-School Quiz Competition (High School Level) organized by the K.K. Handiqui State Open University Study Centre on 18th October, 2015.

35. SWOC analysis of the department and Future plans

Strength:

- The department has dedicated and helpful teaching staff.
- The department offers Vocational Course “Certificate in Entrepreneurship Development” to encourage students for entrepreneurial career.

- Teachers are carrying on research work for the Ph.D. Degree under G.U.
- The teachers of the department are involved in the corporate life of the college.
- Remedial classes are conducted for the weaker students.

Weakness:

- With the starting of M.Com. Programme from this session, the department lacks sufficient teaching staff in permanent posts.
- Insufficient number of books and journals in the departmental library.

Opportunity:

- The department can organize workshops, seminars etc, for the benefit of the students and teachers in the coming times.
- The department can undertake extension activities for the benefit of the underprivileged section of the society.

Challenge:

- The department will have to face the crisis of permanent teachers so far the PG Programme has been started from this session.

Future plans:

The department has the following future plans:

- To urge upon the government to allot additional posts.
- To increase the number of books and journals in the Departmental Library;
- To organize national and international seminars/workshops in the coming time;
- To conduct extension activities for the benefit of the underprivileged class of the society.

1. Name of the department: **FINANCE (COMMERCE)**
2. Year of Establishment: Pre-University/Higher Secondary: 1979
UG: 1984
P.G.: 2015
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):
Higher Secondary Course (Commerce)
UG- B.Com. (General & Major in Finance)
PG- M.Com.
4. Names of Interdisciplinary courses and the departments/units involved:
Certificate in Insurance (Self-financed)
5. Annual/ semester/choice based credit system (programme wise):
 - Annual System in Higher Secondary Level
 - Semester System in UG & PG Levels
6. Participation of the department in the courses offered by other departments:
The faculty members of the department take classes for the students studying through the Study Centres of open universities in the college as follows:

Sl. No.	Name of the Study Centre/Open University/Institute	Course	Class	Subject in which classes are taken
1	Study Centre, K.K. Handiqui State Open University	B.Com	3 rd Semester	Indian Financial Management
			5 th Semester	Fundamentals of Banking & Insurance
				Business Regulatory Framework
		B.B.A.	5 th Semester	Insurance & Banking
			6 th Semester	Financial Institutions in India
				Financial Management
				Risk Management

Besides, the faculty members of the department counsel the students pursuing M.Com. degree through the Study centre of Institute of Distance and Open Learning (IDOL), Gauhati University, Assam.

7. Courses in collaboration with other universities, industries, foreign institutions, etc. **NIL**
8. Details of courses/programmes discontinued (if any) with reasons: **NIL**
9. Number of Teaching posts:

	Sanctioned	Filled
Professors	-	-
Associate Professors	02	02
Asst. Professors	-	-
Asstt. Professor (Contractual)	-	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. / Ph.D. / M. Phil. etc.,)

Sl. No.	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Dr. Ashok Kr. Sarma	M.Com. Ph.D.	Associate Professor	Finance	29 Years	NIL
2	Ramani Barman	M.Com., LLB	Associate Professor	Finance	27 Years	NIL
3	Hirakjyoti Medhi	M.Com.	Assistant Professor (Contractual)	Accountancy & Finance	1 Year	NIL
4	Nibedita Kalita	M.Com.	Assistant Professor (Contractual)	Management	1 Year	NIL

11. List of senior visiting faculty:

1. Prof. Hem Kanta Baruah, Retd. Professor, Dept. of Commerce, Gauhati University
2. Prof. Susanta Dutta, Retd. Associate Professor, B.H. College, Barpeta
3. Prof. Ramesh Das, Retd. Vice-Principal, B.H. College, Barpeta

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Higher Secondary: 80%
UG: 20 %
P.G.: 60%

13. Student -Teacher Ratio (programme wise):

Higher Secondary: 62:1
UG: 178:1
PG: 20:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **NIL**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

PG: **03**

Ph.D: **01**

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

The list of faculty with ongoing/completed projects is stated below:

Sl. No.	Name of the faculty	Title of the projects	Sponsored by	Ongoing/ Completed
1	Dr. Ashok Kr. Sarma	Minor Research Project on "Formal Sector Lending and Role of Unorganized Mutual Benefit Fund Grown Among Teaching Community of Various	UGC Grant amount: Rs.1,50,000/-	Completed in 2011

		Levels of Educational Institutions: A Case Study of Nalbari District”		
		Minor Research Project on “A Study on Housing Finance with Special Reference to LIC Housing Finance Ltd., Area Office Guwahati, Assam”	UGC Grant amount: Rs. 1,00,000/-	Completed in 2014
2	Ramani Barman	A Study Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS): Implementation and Constraints with Special Reference to Nalbari District, Assam	UGC Grant amount: Rs. 1,50,000/-	Ongoing

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received **NIL**

18. Research Centre /facility recognized by the University **NIL**

19. Publications:

* a) Publication per faculty

Dr. Ashok Kr. Sarma: Seminar Papers- **2**

Ramani Barman- **1**

Name of faculty	Title of the Paper	Name of the Volume	ISBN
Dr. Ashok Kr. Sarma	Women Empowerment, Unpaid Work by Women and Human Rights	A Collection of UGC Sponsored National Seminar on “Human Rights Education: Its Importance in the Context of Growing Social Unrest” organized by Nalbari Commerce College, Nalbari on 12 th & 13 th November, 2011	978-81-922971-0-1 Co-author: Kanak Ch. Barman
	Global Warming and Sustainable Development	A Collection of UGC Sponsored National Seminar on “Global Warming: Its Impact on the World Environment” organized by Nalbari Commerce College, Nalbari on 19 th & 20 th February, 2012	ISBN: 978-81-922971-1-8 Co-author: Kanak Ch. Barman
Ramani Barman	Human Rights under the Constitution of India and the Position of Women in Assam	A Collection of UGC Sponsored National Seminar on “Human Rights Education: Its Importance in the Context of Growing Social Unrest” organized by Nalbari Commerce College, Nalbari on 12 th & 13 th November, 2011	978-81-922971-0-1

* Number of papers published in peer reviewed journals national/international) by faculty and students **NIL**

* Number of publications listed in International Database (For Eg: Web of

Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

- * Monographs **NIL**
- * Chapter in Books **NIL**
- * Books Edited **NIL**
- * Books with ISBN/ISSN numbers with details of publishers:

Dr. Ashok Kr. Sarma: Number of Books: **17**

Ramani Barman: Number of Books: **04**

Tandraleem Kashyap: Number of Books: **01**

Name of faculty	Title of the books & ISBN	Co-author (if any)	Publisher	Year of publication
Dr. Ashok Kr. Sarma	Banking Law and Practice (for B.Com.) ISBN: 81-7096892-5	Dilip Kr. Sarma	Kalyani Publishers, New Delhi	1998
	Indian Financial System (for B.Com.) ISBN: 81-272-0137-5	Dilip Kr. Sarma	Kalyani Publishers, New Delhi	2001
	Money and Indian Financial System (for B.Com.) ISBN: 81-272-1682-8	--	Kalyani Publishers, New Delhi	2004
	Banking Law and Practice (for B.Com.) (Revised Edition) ISBN: 81-7096892-5	Dilip Kr. Sarma	Kalyani Publishers, New Delhi	2005
	Indian Financial System (for B.Com.) ISBN: 978-81-272-5724-8	--	Kalyani Publishers, New Delhi	2009
	Modern Banking Practice (for B.Com.) ISBN: 978-81-272-5209-0	--	Kalyani Publishers, New Delhi	2009
	Financial Services (for B.Com.) ISBN: 978-93-81850-53-4	--	Ashok Book Stall, Guwahati	2013
	Banking (for H.S. 2 nd Year)	--	Manab Publications, Guwahati	2012
	Rural and Micro Finance (for B.Com.) ISBN: 978-93-272-1686-8	R. Barman, K. C. Barman, Dr. H.K. Sarma	Kalyani Publishers, New Delhi	2012
	Banking (for H.S. 1 st Year)	--	Manab Publications, Guwahati	2012
	Micro Credit Institutions (for B.Com.) ISBN: 978-93-272-1899-2	R. Barman, K. C. Barman, Dr. H.K. Sarma	Kalyani Publishers, New Delhi	2012
	Indian Financial System (for B.Com.) ISBN: 978-93-81850-21-3	--	Ashok Book Stall, Guwahati	2012

	Fundamentals of Insurance (for B.Com.)	Ramani Barman	Kalyani Publishers, New Delhi	2012
	Financial Institutions and Market (for B.Com.)	--	Manab Publications, Guwahati	2013
	Regulatory Framework of Business-I (for B.Com.) ISBN: 978-93-81850-72-5	Ramani Barman	Ashok Book Stall, Guwahati	2013
	Modern Banking Practice (for B.Com.)	--	Manab Publications, Guwahati	2014
	Regulatory Framework of Business-II (for B.Com.) ISBN: 978-93-84-846-01-5	Tandraleem Kashyap	Ashok Book Stall, Guwahati	2015
Ramani Barman	Rural and Micro Finance (for B.Com.) ISBN: 978-93-272-1686-8	R. Barman, K. C. Barman, Dr. H.K. Sarma	Kalyani Publishers, New Delhi	2012
	Micro Credit Institutions (for B.Com.) ISBN: 978-93-272-1899-2	R. Barman, K. C. Barman, Dr. H.K. Sarma	Kalyani Publishers, New Delhi	2012
	Fundamentals of Insurance (for B.Com.) ISBN: 978-93-272-1693-5	Dr.A.K. Sarma, Dr.N. Kalita, Dr. H.K Sarma	Kalyani Publishers, New Delhi	2013
	Regulatory Framework of Business-I (for B.Com.) ISBN: ISBN: 978-93-81850-72-5	Dr. Ashok Kr. Sarma	Ashok Publications, Guwahati	2013

* Citation Index	NIL
* SNIP	NIL
* SJR	NIL
* Impact factor	NIL
* h-index	NIL

20. Areas of consultancy and income generated **NIL**

21. Faculty as members in

- a) National committees **NIL**
- b) International Committees **NIL**
- c) Editorial boards **NIL**
- d) Member of Board of Directors, Nalbari Urban Co-operative Bank Ltd.-**01**
Dr. Ashok Kumar Sarma

22. Student projects:

- a. Percentage of students who have done in-house projects including inter departmental/programme

The Major students of the department under take projects as a part of fulfillment of UG curriculum in the 6th semester under the

guidance of faculty members of the department. The percentage of such students is 75% of the total number of students in the semester.

- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies **NIL**

23. Awards / Recognitions received by faculty and students **NIL**

24. List of eminent academicians and scientists /visitors to the department.

Sl. No.	Name & Designation	Occasion of visit
1	Pranab Sarma, IIE, Guwahati	Invited for inauguration of Information and Career Guidance Cell in 2004
2	Dr. Dipak Kr. Chakravorty, Professor Emeritus, IIT, Mumbai	Invited for lecture on Semester System and Evaluation in 2013
3	Prof. K. R. Das, Retd. Professor, Dept. of Accountancy, Gauhati Commerce College, Guwahati	Invited for his felicitation as well as for the College Foundation Day Lecture on 19 th August, 2013.
4	Prof. Kamini Mohan Sinha Gauhati Commerce College	Invited for College Foundation day lecture in 2013
5	Prof. Nayan Baruah Professor, Dept. of Commerce, Gauhati University	Visited the department on 10 th November, 2014 for inspection in respect of starting M.Com. programme.
6	Dr. Ghanashyam Nath, Principal, Gauhati Commerce College, Guwahati	Visited the department on 10 th November, 2014 for inspection in respect of starting M.Com. programme.
7	Gouranga Prasad Sarma, IIM, Guwahati	Invited for Career Counseling in 2014.
8	Prof. Hem Kanta Baruah Retd. Prof., Dept. of Commerce, Gauhati University	Invited for College Foundation Day Lecture on 'Commerce Education in Assam: Problems and Prospects' on 18 th August, 2015
9	Prof Prasanta Kr. Sarma Gauhati University	Invited as Subject Expert for Interview held for selecting contractual in 2015

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National – **1 No.**

Sl. No.	Name of the event with level	Sponsored by	Topic	Date of organizing
1	National Seminar	UGC	Role of Commerce Education in the Economic Development of the North-Eastern Region” organized by Nalbari Commerce College, Nalbari	4 th & 5 th February, 2011 Co-ordinator: Dr. Ashok Kr. Sarma

b) International: **NIL**

26. Student profile programme/course wise: (As per Academic Session: 2014-2015 & 2015-2016)

Name of the Course/Programme (refer question no. 4)	Application s received	Selected	Enrolled		Pass Percentage
			*M	*F	
Academic Session: 2014-2015					
H.S. 1 st Yr./ Banking	67	67	52	15	97.14%
H.S. 2 nd Yr./ Banking		79	67	12	92.40%
B.Com. 1 st Semester Major/ Rural & Micro Finance	65	60	53	7	87.00%
B.Com. 1 st Semester Pass Course/ Fundamental of Insurance	101	101	91	10	91.25%
B.Com. 1 st Semester Pass Course/ Indian Financial System		255	218	37	91.25%
B.Com. 3 rd Semester Major/ Financial Institution & Markets	-	69	63	9	77.02%
B.Com. 5 th Semester Major/ International Trade	-	43	38	5	88.66%
B.Com. 5 th Semester Pass Course/ Regulatory Framework of Business-I	-	186	156	30	91.38%
B.Com. 2 nd Semester Maioir/ Mico Credit Insurance	-	52	47	5	96.15%
B.Com. 2 nd Semester Pass Course/					
B.Com. 4 th Semester Major/ International Banking	-	66	60	6	98.4%
B.Com. 4 th Semester Pass Course/ Financial Services	-	190	152	38	100%
B.Com. 6 th Semester Major (Finance) Pass Course/ Modern Banking Practice		178	148	30	95.07%
B.Com. 6 th Semester Pass Course/ Regulatory Framework of Business-II		178	148	30	95.07%
Certificate in Insurance (Self-financed)	32	32	25	07	100%
Academic Session: 2015-2016					
H.S. 1 st Yr./ Banking	113	113	99	14	-
H.S. 2 nd Yr./ Banking	-	72	60	12	-
B.Com. 1 st Semester Major/ Rural & Micro Finance		79	72	7	
B.Com. 1 st Semester Pass Course/ Fundamental of Insurance		74	72	2	
B.Com. 1 st Semester Pass Course/ Indian Financial System		236	212	24	
B.Com. 3 rd Semester Major/ Financial Institution & Markets	-	52	47	5	
B.Com. 5 th Semester Major/ International Trade	-	65	59	6	

B.Com. 5 th Semester Pass Course/ Regulatory Framework of Business-I	-	216	178	39	
B.Com. 2 nd Semester Major/ Mico Credit Insurance	-				
B.Com. 2 nd Semester Pass Course/					
B.Com. 4 th Semester Major/ International Banking	-				
B.Com. 4 th Semester Pass Course/ Financial Services	-				
B.Com. 6 th Semester Major (Finance) Pass Course/ Modern Banking Practice					
B.Com. 6 th Semester Pass Course/ Regulatory Framework of Business-II					
M.Com. 1 st Semester	71	40	27	13	-
Certificate in Entrepreneurship Development (Self-financed)	34	34	29	05	100%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
H.S. Commerce	100%	NIL	NIL
B.Com.	100%	NIL	NIL
M.Com.	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

1. Hemen Kr. Sarma, Ph.D.
2. Raju Subba- NET, Ph.D., M.Phil
3. Chandana Kashyap- SLET
4. Tandraleem Kashyap- SLET
5. Rakesh Kumar Jain, ACS
6. Manoj Kr. Sarma, ACS
7. Jwel Tirky, ACS
8. Dilip Kr. Das, Ph.D.
9. Dhiren Deka, NET, SLET
10. Amit Sarma, NET, SLET
11. Dipsikha Bezbaruah, CA
12. Udit Jain, CA
13. Keshabananda Haloi, NET

14. Nitesh Singhanian, CA
15. Amit Sarma, NET, SLET
16. Dilip Deka, M.Phil
17. Babul Dutta, M.Phil

29. Student progression

Student progression	Against % enrolled
UG to PG	55%
PG to M.Phil.	Not known
PG to Ph.D.	Not known
Ph.D. to Post-Doctoral	Not known
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	Campus selection: NIL Other than campus recruitment: 40%
Entrepreneurship/Self-employment	60%

30. Details of Infrastructural facilities:

- a) Library: Yes, No. of books: 202 Nos.
- b) Internet facilities for Staff & Students: Yes Wi-fi facility is available.
- c) Class rooms with ICT facility: Yes, 1 (Common for all)
- d) Laboratories: Nil.

31. Number of students receiving financial assistance from college, university, government or other agencies

The OBC, SC and ST students get Government Scholarship as per government norms. Besides, the college provides financial assistance to the poor students. The number of students who received financial assistance during the Academic Session 2014-2015 from the government and the college is as follows:

Sl. No.	Nature of assistance	No. of students benefited	Total Amount
1	Govt. Scholarship	89	Rs. 2,90,970/-
2	Assistance from the college	56	Rs. 16,800/-

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts

- Lecture on Career Options on 17th August, 2010. (Resource Persons: P. Chaterjee, M. Bansal)
- Lecture on Career Options on 26th August, 2010. (Resource Person: M. Bansal)
- Lecture on Career Options on 28th August, 2010. (Resource Persons: Rajib Kumar, Amiya Kr. Kalita)
- Lecture on Career Options on 3rd September, 2010. (Resource Persons: S. Chakraborty, N. Jana)

- Training Need Assessment on students by 'REFORMS'- an external body on 23rd September, 2010.
- A workshop on "Training Needs Assessment of Students" was organized by the Extension Activity Cell on 24th March, 2012.
- A Law Awareness Lecture was organized by the Extension Activity Cell on 13th May, 2012.
- A Lecture on "Professional Education and Careers" was organized by the Extension Activity Cell on 5th June, 2012.
- A Lecture on "Career Guidance" was organized by the Extension Activity Cell on 15th June, 2012.
- A Lecture on "Road Map for CA" was organized by the Extension Activity Cell on 23rd June, 2012.
- A Lecture on "Interview Skills and Career Opportunity" was organized by the Extension Activity Cell on 27th June, 2012.
- Environmental Awareness Lecture was organized by Extension Activity Cell on 18th November, 2012 for the learners of distance education courses.
- College Foundation Day Lecture by Prof. K.R. Das, Retd. Professor, Department of Accountancy, Gauhati Commerce College, Guwahati on 19th August, 2013.
- Workshop on "Writing in the Examination Hall" on 24 October, 2013.
- Training Programme on Search & Rescue & Evacuation for selected students of the college on 15th & 16th November, 2013 organized by District Disaster Management Authority, Nalbari, Assam.
- Career Counseling Session organized by Career Counseling Cell on 19th August, 2014 by Extension Activity Cell for the students of KKHSOU Study Centre and the boarders of Women Hostel (Resource Persons: Bhagaban Show and Ganesh Barman from Institute of Computer Accountants (ICA), Head Office Kolkata)
- College Foundation Day Lecture on Importance of Commerce Education was organized by the 35th Foundation Year celebrated committee on 23rd September, 2014. (Resource Person: Prof. Ramesh Das, Retd. Vice Principal, B.H. College, Barpeta)
- One day workshop on Soft Skill & Career Guidance on 31st March, 2015 by Career Counseling Cell (Resource Persons from Accurate Group of Institutions, Greater Noida, UP)
- Lecture on Health Awareness on the occasion of World Health Day observed at Nalbari Commerce College in collaboration with Red Cross Society, Nalbari Branch (Resource Person: Dr. Mriganka Talukdar)
- Guest Lecture by Prof. Sushanta Dutta, Retd. Associate Professor, B.H. College, Barpeta arranged on 7th August, 2015 for the B.Com. and M.Com. 1st Semester classes.
- College Foundation Day Lecture on 'Commerce Education in Assam: Problems and Prospects' delivered by Prof. Hemkanta Baruah, Retd. Professor, Department of Commerce, Gauhati University delivered on 18th August, 2015.

33. Teaching methods adopted to improve student learning:
Lecture, Discussion, Seminar, Workshop, Home assignment etc. Audio-visual aids are also used in the classroom.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:
- A Plantation Programme was organized by the Extension Activity Cell on 19th July, 2009 in the college campus.
 - A Plantation Programme was organized by the Extension Activity Cell on 28th August, 2010 in the college campus.
 - Adult Education Programme by Extension Activity Cell on 10th September to 12th October, 2010 at Burinagar, Nalbari.
 - Health Awareness Lecture and Health Check-up Camp on 8th and 9th October, 2010 organized by Extension Activity Cell (Resource Persons: Dr. Kameswar Lahkar, Dr. Manoranjan Sarma, Dr. Umesh Chakravorty, Dr. Manoj Kakati)
 - A Plantation Programme was organized by the Extension Activity Cell on 10th July, 2011 in the college campus.
 - An Adult Education Programme was organized by the Extension Activity Cell at Pub-Kalakuchi, Nalbari from 25th March to 5th April, 2012.
 - A Plantation Programme was organized by the Study Centre of KK Handiqui State Open University of Nalbari Commerce College on 12th August, 2012 in the college campus.
 - Awareness Camp on Blood Donation was organized on 1st October, 2012 by Red Ribbon Club (Resource Persons: Dr. Rubul Bhattacharjya, Dr. TK Chakraborty, Dr. Debasmita Lahkar, Dr. Kameswar Lahkar, Swahid Makunda Kakati Civil Hospital, Nalbari)
 - Awareness Camp on AIDS was organized by Red Ribbon Club on 12th November, 2012 (Resource Persons: Dr. Jardish Ali, Dr. TK Chakraborty, Dr. Pari Baruah Konwar, Nalbari Blood Bank)
 - Plantation Programme in the college campus was organized by Extension Activity Cell on August 4, 2013.
 - Environmental Awareness Lecture for the learners of KK Handiqui State Open University Study Centre was organized by Extension Activity Cell on September 8, 2013.
 - Awareness Camp on AIDS on the event of World AIDS Day organized by Red Ribbon 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).

- A Cleanliness Drive was taken out in the college campus and college road by the NSS Unit on 7th September, 2014.
- Environmental Awareness Lecture for students organized by Extension Activity Cell on January 19, 2015.
- Lecture on the topic 'Global Warming and the Role of People' for the learners of K. K. Handiqui State Open University Study Centre organized by Extension Activity Cell on March 1, 2015.
- Inter-College Speech Competition on the topic "Democratic Values and Party Politics" organized by Study Circle, Nalbari Commerce College, Nalbari on 15th September, 2015.
- Inter-School Quiz Competition (High School Level) organized by the K.K. Handiqui State Open University Study Centre on 18th October, 2015.

35. SWOC analysis of the department and Future plans

Strength:

- The department has dedicated and helpful teaching staff.
- The department offers Vocational Course "Certificate in Insurance" to help students for being self-employed.
- Teachers are involved in research works, various Co-curricular activities of the college.
- The teachers of the department are involved in the corporate life of the college.
- Remedial classes are conducted for the weaker students.

Weakness:

- Insufficient permanent faculties in sanctioned post.
- Insufficient number of books and journals in the departmental library.

Opportunity:

- The department can organize workshops, seminars etc, for the benefit of the students and teachers in the coming times.
- The department can undertake extension activities for the benefit of the underprivileged section of the society.

Challenge:

- The department will have to face the crisis of permanent teachers.

Future plans:

The department has the following future plans:

- To urge upon the government to allot additional posts.
- To increase the number of books and journals in the Departmental Library;
- To organize national and international seminars/workshops in the coming time;
- To conduct extension activities for the benefit of the underprivileged class of the society.

1. Name of the department: **ECONOMICS**
2. Year of Establishment: Pre-University/Higher Secondary: 1979
UG: 1984
P.G.: 2015
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):
Higher Secondary Course (Commerce)
UG- B.Com. (General)
PG- M.Com.
4. Names of Interdisciplinary courses and the departments/units involved:
NIL
5. Annual/ semester/choice based credit system (programme wise):
 - Annual System in Higher Secondary Level
 - Semester System in UG & PG Levels
6. Participation of the department in the courses offered by other departments:
The faculty members of the department take classes for the students studying through the Study Centres of open universities in the college as follows:

Sl. No.	Name of the Study Centre/Open University/Institute	Course	Class	Subject in which classes are taken
1	Study Centre, K.K. Handiqui State Open University	B.A.	1 st Semester	Micro Economic Theory-I
			2 nd Semester	Micro Economic Theory-II
		B.Com.	1 st Semester	Managerial Economics
		B.B.A.	1 st Semester	Business Economics
2	Study Centre, Assam State Open School (under Assam Higher Secondary Education Council)	H.S. Level Course	--	Economics

Besides, the faculty members of the department counsel the students pursuing M.Com. degree through the Study centre of Institute of Distance and Open Learning (IDOL), Gauhati University, Assam.

7. Courses in collaboration with other universities, industries, foreign institutions, etc. **NIL**
8. Details of courses/programmes discontinued (if any) with reasons: **NIL**
9. Number of Teaching posts:

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	02	02

10. Faculty profile with name, qualification, designation, specialization, D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Sl. No.	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Kanak Ch. Barman	M.A.	Assistant Professor	Banking	28 Years	NIL
2	Dr. Soma Dhar	M.A. M.Phil. Ph.D., NET, SLET	Assistant Professor	Agricultural Economics & Financial Economics	5 Months	NIL

11. List of senior visiting faculty:

1. Prof. Hem Kanta Baruah, Retd. Professor, Dept. of Commerce, Gauhati University
2. Prof. Susanta Dutta, Retd. Associate Professor, B.H. College, Barpeta
3. Prof. Ramesh Das, Retd. Vice-Principal, B.H. College, Barpeta

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Higher Secondary: 0%

UG: 0%

P.G.: 0%

(At present there is no temporary faculty)

13. Student -Teacher Ratio (programme wise):

Higher Secondary: 122:1

UG: 212:1

PG: 20:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

NIL

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

PG: 01

M.Phil & Ph.D: 01

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

The list of faculty with ongoing/completed projects is stated below:

SL. No.	Name of the faculty	Title of the projects	Sponsored by	Ongoing/ Completed
1	Kanak Ch. Barman	Minor Research Project on "Implementation of Govt. Sponsored Programmes in Baksa District of Assam".	UGC Grant amount: Rs. 1,50,000/-	Ongoing

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

NIL

18. Research Centre /facility recognized by the University

NIL

19. Publications:

* a) Publication per faculty

Kanak Ch. Barman: Seminar Papers- 02

Name of faculty	Title of the Paper	Name of the Volume	ISBN
Kanak Ch. Barman	Women Empowerment, Unpaid Work by Women and Human Rights	A Collection of UGC Sponsored National Seminar on "Human Rights Education: Its Importance in the Context of Growing Social Unrest" organized by Nalbari Commerce College, Nalbari on 12 th & 13 th November, 2011	978-81-922971-0-1 Co-author: Dr. Ashok Kr. Sarma
	Global Warming and Sustainable Development	A Collection of UGC Sponsored National Seminar on "Global Warming: Its Impact on the World Environment" organized by Nalbari Commerce College, Nalbari on 19 th & 20 th February, 2012	ISBN: 978-81-922971-1-8 Co-author: Dr. Ashok Kr. Sarma

* Number of papers published in peer reviewed journals national/ international) by faculty and students

Dr. Soma Dhar: Number of Papers: 04

Sl. No.	Title	Name of the Journal/Edited Book with ISBN/ISSN	Year of publication
1	Trend and Performance of Major Food grain Production in Assam	Pratidhwani the Echo (Journal) ISSN- 2278-5264	2013
2	Production Growth and Technology adoption in Agriculture: A Case Study of Central Brahmaputra Valley zone, Assam	Social Change and Development (Journal) ISSN- 0975- 4016	2013
3	Socio-Economic and Demographic Status of Assam: A Comparative Analysis	International Journal of Humanities & Social Science Studies (Journal) ISSN: 2349-6711	2014
4	Gender Inequality in Education, Health and Employment in North-East India	International Journal of Humanities & Social Science Studies (Journal) ISSN: 2349-6959	2015

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

* Monographs **NIL**

* Chapter in Books

Dr. Soma Dhar: 01 No.

- Title of the Chapter: Performance of Rice Production in Central Brahmaputra Valley Zone of Assam during 1971-2010

Edited book: Health and Development in Rural North East India

ISBN-978-93-5074-45-3

Year: 2012

* Books Edited **NIL**

* Books with ISBN/ISSN numbers with details of publishers:

Kanak Ch. Barman: Number of Books: **13 Nos.**

Dr. Soma Dhar: Number of Books: **01 No.**

Name of faculty	Title of the books & ISBN	Co-author (if any)	Publisher	Year of publication
Kana Ch. Barman	Fundamentals of Insurance	--	Kalyani Publishers, New Delhi	2012
	Rural and Micro Finance	--	Kalyani Publishers, New Delhi	2012
	Micro Credit Institutions	--	Kalyani Publishers, New Delhi	2012
	Business Economics ISBN: 978-81-92277-23-3	--	Manab Publications, Guwahati	2013
	Business Environment ISBN: 978-93-81850-18-3	--	Manab Publications, Guwahati	2013
	Elements of Public Finance and Statistics	--	Mrityunjay Prakashan, Guwahati	2013
	History of Economic Thought and Economic Development ISBN: 978-93-84095-30-7	--	Mrityunjay Prakashan, Guwahati	2013
	Micro Economics ISBN: 978-93-81850-65-7	--	Ashok Book Stall, Guwahati	2013
	Macro Economics ISBN: 978-93-8150-70-1	--	Ashok Book Stall, Guwahati	2013
	Public Finance ISBN: 978-93-81850-86-2	--	Ashok Book Stall, Guwahati	2013
	Indian Economic Planning and International Economy ISBN: 978-93-81850-89-3	--	Ashok Book Stall, Guwahati	2014
	Money, Banking and Financial System ISBN: 978-93-84095-16-1	--	Ashok Publications, Guwahati	2014
	Modern Economics ISBN: 978-93-84095-32-1	--	Ashok Publications, Guwahati	2014
Dr. Soma Dhar	Micro-finance and its role on Rural development ISBN: 978-3-659-43298-9	Dr. Amith Roy	LAMBERT Academic Publishing	2014

* Citation Index **NIL**

* SNIP **NIL**

* SJR **NIL**

* Impact factor **NIL**

* h-index **NIL**

20. Areas of consultancy and income generated **NIL**

21. Faculty as members in

- a) National Committees **NIL**
- b) International Committees **NIL**
- c) Editorial boards **NIL**

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme

The Major students of the department under take projects as a part of fulfillment of UG curriculum in the 6th semester under the guidance of faculty members of the department. The percentage of such students is 75% of the total number of students in the semester.

- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies **NIL**

23. Awards / Recognitions received by faculty and students **NIL**

24. List of eminent academicians and scientists /visitors to the department.

Sl. No.	Name & Designation	Occasion of visit
1	Pranab Sarma, IIE, Guwahati	Invited for inauguration of Information and Career Guidance Cell in 2004
2	Prof. K. R. Das, Retd. Professor, Dept. of Accountancy, Gauhati Commerce College, Guwahati	Invited for his felicitation as well as for the College Foundation Day Lecture on 19 August, 2013.
3	Prof. Nayan Baruah Professor, Dept. of Commerce, Gauhati University	Visited the department on 10 th November, 2014 for inspection in respect of starting M.Com. programme.
4	Dr. Ghanashyam Nath, Principal, Gauhati Commerce College, Guwahati	Visited the department on 10 th November, 2014 for inspection in respect of starting M.Com. programme.
5	Prof. Hem Kanta Baruah Retd. Prof., Dept. of Commerce, Gauhati University	Invited for College Foundation Day Lecture on 'Commerce Education in Assam: Problems and Prospects' on 18 th August, 2015
6	Gouranga Prasad Sarma, IIM, Guwahati	Invited for Career Counseling in 2014.

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National – **1 No.**

Sl. No.	Name of the event with level	Sponsored by	Topic	Date of organizing
1	National Seminar	UGC	Youth Unrest: Issues and Impact on Socio-Economic Life of India with Special Reference to NE Region” organized by Department of Economics, Nalbari Commerce College, Nalbari	6 th & 7 th April, 2013 Co-ordinator: Kanak Ch. Barman

b) International – **NIL**

26. Student profile programme/course wise: (As per Academic Session: 2014-2015 & 2015-2016)

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass Percentage
			*M	*F	
Academic Session: 2014-2015					
H.S. 1 st Yr./Economics	125	105	77	28	97.14
H.S. 2 nd Yr./ Economics	-	92	78	29	77.45
B.Com. 1 st Semester Major/					
B.Com. 1 st Semester Pass Course/					
B.Com. 3 rd Semester Major/					
B.Com. 3 rd Semester Pass Course/ Environmental Studies	-	207	169	38	93.27
B.Com. 5 th Semester Major/					
B.Com. 5 th Semester Pass Course/Business Environment	-	186	156	30	91.11%
B.Com. 2 nd Semester Major/					
B.Com. 2 nd Semester Pass Course/					
B.Com. 4 th Semester Major/					
B.Com. 4 th Semester Pass Course/ Business Economics	-	190	152	38	97.74%
B.Com. 6 th Semester Major /					
Academic Session: 2015-2016					
H.S. 1 st Yr./Economics	170	142	118	24	-
H.S. 2 nd Yr./ Economics	-	102	78	24	-
B.Com. 1 st Semester Major/					
B.Com. 1 st Semester Pass Course/					
B.Com. 3 rd Semester Major/					
B.Com. 3 rd Semester Pass Course/Environmental Studies	-	235	185	50	-
B.Com. 5 th Semester Major/	-				
B.Com. 5 th Semester Pass Course/Business Environment	-	190	152	38	-

B.Com. 2 nd Semester Major/					
B.Com. 2 nd Semester Pass Course/					
B.Com. 4 th Semester Major/					
B.Com. 4 th Semester Pass Course/ Business Economics	-	235	185	50	-
B.Com. 6 th Semester Major /					

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
H.S. Commerce	100%	NIL	NIL
B.Com.	100%	NIL	NIL
M.Com.	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

1. Hemen Kr. Sarma, Ph.D.
2. Raju Subba- NET, Ph.D., M.Phil
3. Chandana Kashyap- SLET
4. Tandraleem Kashyap- SLET
5. Rakesh Kumar Jain, ACS
6. Manoj Kr. Sarma, ACS
7. Jwel Tirky, ACS
8. Dilip Kr. Das, Ph.D.
9. Dhiren Deka, NET, SLET
10. Amit Sarma, NET, SLET
11. Dipsikha Bezbaruah, CA
12. Udit Jain, CA
13. Keshabananda Haloi, NET
14. Nitesh Singhania, CA
15. Amit Sarma, NET, SLET
16. Dilip Deka, M.Phil
17. Babul Dutta, M.Phil

29. Student progression

Student progression	Against % enrolled
UG to PG	55%
PG to M.Phil.	Not known
PG to Ph.D.	Not known
Ph.D. to Post-Doctoral	Not known
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	Campus selection: NIL Other than campus recruitment: 40%
Entrepreneurship/Self-employment	60%

30. Details of Infrastructural facilities

- Library: Yes, No. of books: 186 Nos.
- Internet facilities for Staff & Students: Yes Wi-fi facility is available.
- Class rooms with ICT facility: Yes, 1 (Common for all)
- Laboratories: Nil.

31. Number of students receiving financial assistance from college, university, government or other agencies

The OBC, SC and ST students get Government Scholarship as per government norms. Besides, the college provides financial assistance to the poor students. The number of students who received financial assistance during the Academic Session 2014-2015 from the government and the college is as follows:

Sl. No.	Nature of assistance	No. of students benefited	Total Amount
1	Govt. Scholarship	89	Rs. 2,90,970/-
2	Assistance from the college	56	Rs. 16,800/-

32. Details on student enrichment programmes (special lectures / workshops/ seminar) with external experts

- Lecture on Career Options on 17th August, 2010. (Resource Persons: P. Chaterjee, M. Bansal)
- Lecture on Career Options on 26th August, 2010. (Resource Person: M. Bansal)
- Lecture on Career Options on 28th August, 2010. (Resource Persons: Rajib Kumar, Amiya Kr. Kalita)
- Lecture on Career Options on 3rd September, 2010. (Resource Persons: S. Chakraborty, N. Jana)
- Training Need Assessment on students by 'REFORMS' - an external body on 23rd September, 2010.

- A workshop on “Training Needs Assessment of Students” was organized by the Extension Activity Cell on 24th March, 2012.
- A Law Awareness Lecture was organized by the Extension Activity Cell on 13th May, 2012.
- A Lecture on “Professional Education and Careers” was organized by the Extension Activity Cell on 5th June, 2012.
- A Lecture on “Career Guidance” was organized by the Extension Activity Cell on 15th June, 2012.
- A Lecture on “Road Map for CA” was organized by the Extension Activity Cell on 23rd June, 2012.
- A Lecture on “Interview Skills and Career Opportunity” was organized by the Extension Activity Cell on 27th June, 2012.
- Environmental Awareness Lecture was organized by Extension Activity Cell on 18th November, 2012 for the learners of distance education courses.
- College Foundation Day Lecture by Prof. K.R. Das, Retd. Professor, Department of Accountancy, Gauhati Commerce College, Guwahati on 19th August, 2013.
- Workshop on “Writing in the Examination Hall” on 24 October, 2013.
- Training Programme on Search & Rescue & Evacuation for selected students of the college on 15th & 16th November, 2013 organized by District Disaster Management Authority, Nalbari, Assam.
- Career Counseling Session organized by Career Counseling Cell on 19th August, 2014 by Extension Activity Cell for the students of KKHSOU Study Centre and the boarders of Women Hostel (Resource Persons: Bhagaban Show and Ganesh Barman from Institute of Computer Accountants (ICA), Head Office Kolkata)
- College Foundation Day Lecture on Importance of Commerce Education was organized by the 35th Foundation Year celebrated committee on 23rd September, 2014. (Resource Person: Prof. Ramesh Das, Retd. Vice Principal, B.H. College, Barpeta)
- One day workshop on Soft Skill & Career Guidance on 31st March, 2015 by Career Counseling Cell (Resource Persons from Accurate Group of Institutions, Greater Noida, UP)
- Lecture on Health Awareness on the occasion of World Health Day observed at Nalbari Commerce College in collaboration with Red Cross Society, Nalbari Branch (Resource Person: Dr. Mriganka Talukdar)
- Guest Lecture by Prof. Sushanta Dutta, Retd. Associate Professor, B.H. College, Barpeta arranged on 7th August, 2015 for the B.Com. and M.Com. 1st Semester classes.
- College Foundation Day Lecture on ‘Commerce Education in Assam: Problems and Prospects’ delivered by Prof. Hemkanta Baruah, Retd.

Professor, Department of Commerce, Gauhati University delivered on 18th August, 2015.

33. Teaching methods adopted to improve student learning:

Lecture, Discussion, Seminar, Workshop, Home assignment etc. Audio-visual aids are also used in the classroom.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- A Plantation Programme was organized by the Extension Activity Cell on 19th July, 2009 in the college campus.
- A Plantation Programme was organized by the Extension Activity Cell on 28th August, 2010 in the college campus.
- Adult Education Programme by Extension Activity Cell on 10th September to 12th October, 2010 at Burinagar, Nalbari.
- Health Awareness Lecture and Health Check-up Camp on 8th and 9th October, 2010 organized by Extension Activity Cell (Resource Persons: Dr. Kameswar Lahkar, Dr. Manoranjan Sarma, Dr. Umesh Chakravorty, Dr. Manoj Kakati)
- A Plantation Programme was organized by the Extension Activity Cell on 10th July, 2011 in the college campus.
- An Adult Education Programme was organized by the Extension Activity Cell at Pub-Kalakuchi, Nalbari from 25th March to 5th April, 2012.
- A Plantation Programme was organized by the Study Centre of KK Handiqui State Open University of Nalbari Commerce College on 12th August, 2012 in the college campus.
- Awareness Camp on Blood Donation was organized on 1st October, 2012 by Red Ribbon Club (Resource Persons: Dr. Rubul Bhattacharjya, Dr. TK Chakraborty, Dr. Debasmita Lahkar, Dr. Kameswar Lahkar, Swahid Makunda Kakati Civil Hospital, Nalbari)
- Awareness Camp on AIDS was organized by Red Ribbon Club on 12th November, 2012 (Resource Persons: Dr. Jardish Ali, Dr. TK Chakraborty, Dr. Pari Baruah Konwar, Nalbari Blood Bank)
- Plantation Programme in the college campus was organized by Extension Activity Cell on August 4, 2013.
- Environmental Awareness Lecture for the learners of KK Handiqui State Open University Study Centre was organized by Extension Activity Cell on September 8, 2013.
- Awareness Camp on AIDS on the event of World AIDS Day organized by Red Ribbon 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).
- A Cleanliness Drive was taken out in the college campus and college road by the NSS Unit on 7th September, 2014.
- Environmental Awareness Lecture for students organized by Extension Activity Cell on January 19, 2015.
- Lecture on the topic ‘Global Warming and the Role of People’ for the learners of K. K. Handiqui State Open University Study Centre organized by Extension Activity Cell on March 1, 2015.
- Inter-College Speech Competition on the topic “Democratic Values and Party Politics” organized by Study Circle, Nalbari Commerce College, Nalbari on 15th September, 2015.
- Inter-School Quiz Competition (High School Level) organized by the K.K. Handiqui State Open University Study Centre on 18th October, 2015.

35. SWOC analysis of the department and Future plans

Strength:

- The department has dedicated and helpful teaching staff.
- Teachers are carrying on research work for the Ph.D. Degree under G.U.
- The teachers of the department are involved in the corporate life of the college.
- Remedial classes are conducted for the weaker students.

Weakness:

- With the starting of M.Com. Programme from this session, the department lacks sufficient teaching staff in permanent posts.
- Insufficient number of books and journals in the departmental library.

Opportunity:

- The department can organize workshops, seminars etc, for the benefit of the students and teachers in the coming times.
- The department can undertake extension activities for the benefit of the underprivileged section of the society.

Challenge:

- The department will have to face the crisis of permanent teachers so far the PG Programme has been started from this session.

Future plans:

The department has the following future plans:

- To increase the number of books and journals in the Departmental Library;
- To organize national and international seminars/workshops in the coming time;
- To conduct extension activities for the benefit of the underprivileged class of the society.

1. Name of the department: **MATHEMATICS & STATISTICS**
2. Year of Establishment: Pre-University/Higher Secondary: 1979
UG: 1984
P.G.: 2015
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):
Higher Secondary Course (Commerce)
UG- B.Com. (General)
PG- M.Com.
4. Names of Interdisciplinary courses and the departments/units involved:
NIL
5. Annual/ semester/choice based credit system (programme wise):
 - Annual System in Higher Secondary Level
 - Semester System in UG & PG Levels
6. Participation of the department in the courses offered by other departments:

The faculty members of the department take classes for the students studying through the Study Centres of open universities in the college as follows:

Sl. No.	Name of the Study Centre/Open University/Institute	Course	Class	Subject in which classes are taken
1	Study Centre, K.K. Handiqui State Open University	B.Com.	1 st Semester	Business Mathematics
			2 nd Semester	Business Statistics
		B.B.A.	1 st Semester	Business Mathematics
			2 nd Semester	Business Statistics

Besides, the faculty members of the department counsel the students pursuing M.Com. degree through the Study centre of Institute of Distance and Open Learning (IDOL), Gauhati University, Assam.

7. Courses in collaboration with other universities, industries, foreign institutions, etc. **NIL**
8. Details of courses/programmes discontinued (if any) with reasons: **NIL**
9. Number of Teaching posts:

	Sanctioned	Filled
Professors	-	-
Associate Professors	01	01
Asst. Professors	-	-
Asstt. Professor (Contractual)	-	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./ Ph.D. / M. Phil. etc.,)

Sl. No.	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Bibha Das	M.Sc.	Associate Professor	Demography	26 Years	NIL
2	Darshana Barman	M.Sc.	Assistant Professor (Contractual)	Bio-Statistics	6 Months	NIL

11. List of senior visiting faculty: NIL
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Higher Secondary: 0%

UG: 0%

P.G.: 90%

13. Student -Teacher Ratio (programme wise):(As per Academic Session 2015-2016)

Higher Secondary: 56:1

UG: B.Com. 1st Semester- 161:1

B.Com. 2nd Semester- 236:1

PG: 20:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **NIL**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

PG: 02

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received **NIL**

18. Research Centre /facility recognized by the University **NIL**

19. Publications:

- * a) Publication per faculty

- * Number of papers published in peer reviewed journals national/ international) by faculty and students

- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

- * Monographs **NIL**

- * Chapter in Books **NIL**

- * Books Edited **NIL**

- * Books with ISBN/ISSN numbers with details of publishers:

Bibha Das: Number of Books: 04

Name of faculty	Title of the books & ISBN	Co-author (if any)	Publisher	Year of publication
Bibha Das	Banijyik Parishankhya Vignayan (Business Statistics) (Assamese Edition) ISBN: 978-81-272-3866-7	--	Kalyani Publishers, Ludhiana	2007
	Banijyik Parishankhya Vignayan (Business Statistics) (Revised Edition) ISBN: 978-81-272-5728-6	--	Kalyani Publishers, Ludhiana	2009
	Banijyik Parishankhya Vignayan (Business Statistics) (Third Edition) ISBN: 978-93-272-1977-7	--	Kalyani Publishers, Ludhiana	2012
	Arthavigyan	Hiran Dekha	Manab Publications, Guwahati	2012

* Citation Index **NIL*** SNIP **NIL*** SJR **NIL*** Impact factor **NIL*** h-index **NIL**20. Areas of consultancy and income generated **NIL**

21. Faculty as members in

a) National Committees **NIL**b) International Committees **NIL**c) Editorial boards **NIL**

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme **NIL**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies

NIL23. Awards / Recognitions received by faculty and students **NIL**

24. List of eminent academicians and scientists /visitors to the department.

Sl. No.	Name & Designation	Designation
1	Dr. Padmalochan Hazarika	Professor, Dept. of Commerce, G.U.

25. Seminars/ Conferences/Workshops organized & the source of funding:

a) National : **NIL**b) International: **NIL**

26. Student profile programme/course wise: (As per Academic Session: 2014-2015 & 2015-2016)

Name of the Course/Programme (refer question no. 4)	Application s received	Selected	Enrolled		Pass Percentage
			*M	*F	
Academic Session: 2014-2015					
H.S. 1 st Yr./ Commercial Mathematics & Statistics	29	29	19	9	100 %
H.S. 2 nd Yr./ Commercial Mathematics & Statistics	-	28	19	9	90 %
B.Com. 1 st Semester Major/					
B.Com. 1 st Semester Pass Course/ Business Mathematics	154	154	127	27	96.24%
B.Com. 1 st Semester Pass Course/					
B.Com. 3 rd Semester Major/					
B.Com. 5 th Semester Major/					
B.Com. 5 th Semester Pass Course/					
B.Com. 2 nd Semester Major/					
B.Com. 2 nd Semester Pass Course/ Business Statistics	-	236	186	50	98.3%
B.Com. 4 th Semester Major/					
B.Com. 4 th Semester Pass Course/					
B.Com. 6 th Semester Major /					
Academic Session: 2015-2016					
H.S. 1 st Yr./ Commercial Mathematics & Statistics	29	29	19	10	-
H.S. 2 nd Yr./ Commercial Mathematics & Statistics	-	30	18	12	-
B.Com. 1 st Semester Major/					
B.Com. 1 st Semester Pass Course/ Business Mathematics	164	164	142	2	-
B.Com. 1 st Semester Pass Course/					
B.Com. 3 rd Semester Major/					
B.Com. 5 th Semester Major/					
B.Com. 5 th Semester Pass Course/					

B.Com. 2 nd Semester Major/					
B.Com. 2 nd Semester Pass Course/ Business Statistics	-	236	212	24	-
B.Com. 4 th Semester Major/					
B.Com. 4 th Semester Pass Course/					
B.Com. 6 th Semester Major /					
M.Com. 1 st Semester/ Business Statistics	71	40	27	13	-

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
H.S. Commerce	100%	NIL	NIL
B.Com.	100%	NIL	NIL
M.Com.	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

1. Hemen Kr. Sarma, Ph.D.
2. Raju Subba- NET, Ph.D., M.Phil
3. Chandana Kashyap- SLET
4. Tandraleem Kashyap- SLET
5. Rakesh Kumar Jain, ACS
6. Manoj Kr. Sarma, ACS
7. Jwel Tirky, ACS
8. Dilip Kr. Das, Ph.D.
9. Dhiren Deka, NET, SLET
10. Amit Sarma, NET, SLET
11. Dipsikha Bezbaruah, CA
12. Udit Jain, CA
13. Keshabananda Haloi, NET
14. Nitesh Singhania, CA
15. Amit Sarma, NET, SLET
16. Dilip Deka, M.Phil
17. Babul Dutta, M.Phil

29. Student progression

Student progression	Against % enrolled
UG to PG	55%
PG to M.Phil.	Not known
PG to Ph.D.	Not known
Ph.D. to Post-Doctoral	Not known
Employed	Campus selection: NIL
• Campus selection	Other than campus recruitment: 40%
• Other than campus recruitment	
Entrepreneurship/Self-employment	60%

30. Details of Infrastructural facilities

- Library: Yes, No. of books: 195 Nos.
- Internet facilities for Staff & Students: Yes Wi-fi facility is available.
- Class rooms with ICT facility: Yes, 1 (Common for all)
- Laboratories: Nil.

31. Number of students receiving financial assistance from college, university, government or other agencies

The OBC, SC and ST students get Government Scholarship as per government norms. Besides, the college provides financial assistance to the poor students. The number of students who received financial assistance during the Academic Session 2014-2015 from the government and the college is as follows:

Sl. No.	Nature of assistance	No. of students benefited	Total Amount
1	Govt. Scholarship	89	Rs. 2,90,970/-
2	Assistance from the college	56	Rs. 16,800/-

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts

- Lecture on Career Options on 17th August, 2010. (Resource Persons: P. Chaterjee, M. Bansal)
- Lecture on Career Options on 26th August, 2010. (Resource Person: M. Bansal)
- Lecture on Career Options on 28th August, 2010. (Resource Persons: Rajib Kumar, Amiya Kr. Kalita)
- Lecture on Career Options on 3rd September, 2010. (Resource Persons: S. Chakraborty, N. Jana)
- Training Need Assessment on students by 'REFORMS' - an external body on 23rd September, 2010.
- A workshop on "Training Needs Assessment of Students" was organized by the Extension Activity Cell on 24th March, 2012.
- A Law Awareness Lecture was organized by the Extension Activity Cell on 13th May, 2012.
- A Lecture on "Professional Education and Careers" was organized by the Extension Activity Cell on 5th June, 2012.

- A Lecture on “Career Guidance” was organized by the Extension Activity Cell on 15th June, 2012.
 - A Lecturer on “Communicative Skill and Career Opportunity” was organized by the Extension Activity Cell on 16th June, 2012.
 - A Lecture on “Road Map for CA” was organized by the Extension Activity Cell on 23rd June, 2012.
 - A Lecture on “Interview Skills and Career Opportunity” was organized by the Extension Activity Cell on 27th June, 2012.
 - A Lecture Session for the new students of B.Com Programme on Course Curriculum and Evaluation System under Semester System was held on 21st July, 2012.
 - Environmental Awareness Lecture was organized by Extension Activity Cell on 18th November, 2012 for the learners of distance education courses.
 - College Foundation Day Lecture by Prof. K.R. Das, Retd. Professor, Department of Accountancy, Gauhati Commerce College, Guwahati on 19th August, 2013.
 - Workshop on “Writing in the Examination Hall” on 24 October, 2013.
 - Training Programme on Search & Rescue & Evacuation for selected students of the college on 15th & 16th November, 2013 organized by District Disaster Management Authority, Nalbari, Assam.
 - Career Counseling Session organized by Career Counseling Cell on 19th August, 2014 by Extension Activity Cell for the students of KKHSOU Study Centre and the boarders of Women Hostel (Resource Persons: Bhagaban Show and Ganesh Barman from Institute of Computer Accountants (ICA), Head Office Kolkata)
 - College Foundation Day Lecture on Importance of Commerce Education was organized by the 35th Foundation Year celebrated committee on 23rd September, 2014. (Resource Person: Prof. Ramesh Das, Retd. Vice Principal, B.H. College, Barpeta)
 - Lecture on Health Awareness on the occasion of World Health Day observed at Nalbari Commerce College in collaboration with Red Cross Society, Nalbari Branch (Resource Person: Dr. Mriganka Talukdar)
 - College Foundation Day Lecture on ‘Commerce Education in Assam: Problems and Prospects’ delivered by Prof. Hemkanta Baruah, Retd. Professor, Department of Commerce, Gauhati University delivered on 18th August, 2015.
 - Career Counseling Session organized by Career Counseling Cell on 27th September, 2015 by Extension Activity Cell for the students of KKHSOU Study Centre and the boarders of Women Hostel (Resource Persons: Bhagawan Show and Ganesh Barman from Institute of Computer Accountants (ICA), Head Office Kolkata)
33. Teaching methods adopted to improve student learning:
Lecture, Discussion, Seminar, Workshop, Home assignment etc. Audio-

visual aids are also used in the classroom.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- A Plantation Programme was organized by the Extension Activity Cell on 19th July, 2009 in the college campus.
- A Plantation Programme was organized by the Extension Activity Cell on 28th August, 2010 in the college campus.
- Adult Education Programme by Extension Activity Cell on 10th September to 12th October, 2010 at Burinagar, Nalbari.
- Health Awareness Lecture and Health Check-up Camp on 8th and 9th October, 2010 organized by Extension Activity Cell (Resource Persons: Dr. Kameswar Lahkar, Dr. Manoranjan Sarma, Dr. Umesh Chakravorty, Dr. Manoj Kakati)
- A Plantation Programme was organized by the Extension Activity Cell on 10th July, 2011 in the college campus.
- An Adult Education Programme was organized by the Extension Activity Cell at Pub-Kalakuchi, Nalbari from 25th March to 5th April, 2012.
- A Plantation Programme was organized by the Study Centre of KK Handiqui State Open University of Nalbari Commerce College on 12th August, 2012 in the college campus.
- Awareness Camp on Blood Donation was organized on 1st October, 2012 by Red Ribbon Club (Resource Persons: Dr. Rubul Bhattacharjya, Dr. TK Chakraborty, Dr. Debasmita Lahkar, Dr. Kameswar Lahkar, Swahid Makunda Kakati Civil Hospital, Nalbari)
- Awareness Camp on AIDS was organized by Red Ribbon Club on 12th November, 2012 (Resource Persons: Dr. Jardish Ali, Dr. TK Chakraborty, Dr. Pari Baruah Konwar, Nalbari Blood Bank)
- Plantation Programme in the college campus was organized by Extension Activity Cell on August 4, 2013.
- Environmental Awareness Lecture for the learners of KK Handiqui State Open University Study Centre was organized by Extension Activity Cell on September 8, 2013.
- Awareness Camp on AIDS on the event of World AIDS Day organized by Red Ribbon 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).

- A Cleanliness Drive was taken out in the college campus and college road by the NSS Unit on 7th September, 2014.
- Environmental Awareness Lecture for students organized by Extension Activity Cell on January 19, 2015.
- Lecture on the topic 'Global Warming and the Role of People' for the learners of K. K. Handiqui State Open University Study Centre organized by Extension Activity Cell on March 1, 2015.
- Inter-College Speech Competition on the topic "Democratic Values and Party Politics" organized by Study Circle, Nalbari Commerce College, Nalbari on 15th September, 2015.
- Inter-School Quiz Competition (High School Level) organized by the K.K. Handiqui State Open University Study Centre on 18th October, 2015.

35. SWOC analysis of the department and Future plans

Strength:

- Dedicated and helpful teaching staff.
- Close relation with the students.
- Remedial classes are conducted for the weaker students.

Weakness:

- High student teacher ratio.
- Teachers have to teach both in Assamese and English medium.

Opportunity:

- The department can organize workshops, seminars etc, for the benefit of the students and teachers in the coming times.
- Teachers get in touch with students from different socio-economic background which helps in understanding society.
- The department can undertake extension activities for the benefit of the underprivileged section of the society.

Challenge:

- The department will have to face the crisis of permanent teachers so far the PG Programme has been started from this session.
- It is always very difficult to deal with students at UG Level who are enrolled without any mathematical knowledge at 10+2 level.

Future plans:

The department has the following future plans:

- To urge upon the government to allot additional posts.
- To increase the number of books and journals in the Departmental Library.
- To organize national and international seminars/workshops in the coming time.

1. Name of the department: **INFORMATION TECHNOLOGY**
2. Year of Establishment: UG: 2003
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):
 UG- B.Com. (General)
 PG- M.Com.
4. Names of Interdisciplinary courses and the departments/units involved: **NIL**
 The department offers the following short-term course in Computer Application on self-financed mode.

1. Certificate in Computer Application (CCA)

5. Annual/ semester/choice based credit system (programme wise):
 - Annual System in Higher Secondary Level
 - Semester System in PG & UG Level
6. Participation of the department in the courses offered by other departments:
 The faculty members of the department take classes for the students studying through the Study Centres of open universities in the college as follows:

Sl. No.	Name of the Study Centre/Open University/Institute	Course	Class	Subject in which classes are taken
1	Study Centre, K.K. Handiqui State Open University	B.C.A.	1 st Semesters	Introduction to Computer Programming Using C
			3 rd Semester	Operating System

7. Courses in collaboration with other universities, industries, foreign institutions, etc. **NIL**
8. Details of courses/programmes discontinued (if any) with reasons: **NIL**
9. Number of Teaching posts:

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	01	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Sl. No.	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Saidul Islam	M.Sc.IT PGDCA, M.Phil	Assistant Professor		13 Years	NIL

11. List of senior visiting faculty: **NIL**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **UG: 100%**

13. Student -Teacher Ratio (programme wise):(As per Academic Session 2015-2016)
UG: 236 : 1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:
NIL
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.
M.Phil: 01
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:
NIL
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received
NIL
18. Research Centre /facility recognized by the University **NIL**
19. Publications:
 - * a) Publication per faculty

Saidul Islam: Number of Seminar Papers: **01**

Name of faculty	Title of the Paper	Name of the Volume	ISBN
Saidul Islam	Climate Change and Global Warming.	A Collection of UGC Sponsored National Seminar on “Global Warming: Its Impact on the World Environment” organized by Nalbari Commerce College, Nalbari on 19 th & 20 th February, 2012	ISBN: 978-81-922971-1-8 Co-author: Saiful Haque

- * Number of papers published in peer reviewed journals national/ international) by faculty and students **NIL**
- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
 - * Monographs **NIL**
 - * Chapter in Books **NIL**
 - * Books Edited **NIL**
 - * Books with ISBN/ISSN numbers with details of publishers **NIL**
 - * Citation Index **NIL**
 - * SNIP **NIL**
 - * SJR **NIL**
 - * Impact factor **NIL**
 - * h-index **NIL**
- 20. Areas of consultancy and income generated **NIL**
- 21. Faculty as members in
 - a) National Committees **NIL**

- b) International Committees **NIL**
 c) Editorial boards **NIL**

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme **NIL**
 b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies **NIL**

23. Awards / Recognitions received by faculty and students **NIL**

24. List of eminent academicians and scientists/visitors to the department. **NIL**

25. Seminars/ Conferences/Workshops organized & the source of funding: **NIL**

- a) National
 b) International:

26. Student profile programme/course wise: **(As per Academic Session: 2014-2015 & 2015-2016)**

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass Percentage
			*M	*F	
Academic Session: 2014-2015					
B.Com. 6 th Semester Pass Course : Information Technology in Business	-	178	148	30	95.07%
Certificate in Computer Application (CCA)	27	27	19	8	87.5%
Academic Session: 2015-2016					
B.Com. 6 th Semester Pass Course : Information Technology in Business	-	236	185	50	-
Certificate in Computer Application (CCA)	30	30	29	1	94%
PGDCA					

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Com.	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

- Hemen Kr. Sarma, Ph.D.
- Raju Subba- NET, Ph.D., M.Phil

3. Chandana Kashyap- SLET
4. Tandraleem Kashyap- SLET
5. Rakesh Kumar Jain, ACS
6. Manoj Kr. Sarma, ACS
7. Jwel Tirky, ACS
8. Dilip Kr. Das, Ph.D.
9. Dhiren Deka, NET, SLET
10. Amit Sarma, NET, SLET
11. Dipsikha Bezbaruah, CA
12. Udit Jain, CA
13. Keshabananda Haloi, NET
14. Nitesh Singhania, CA
15. Amit Sarma, NET, SLET
16. Dilip Deka, M.Phil
17. Babul Dutta, M.Phil

29. Student progression

Student progression	Against % enrolled
UG to PG	55% (Conventional & Distance)
PG to M.Phil.	Not known
PG to Ph.D.	Not known
Ph.D. to Post-Doctoral	Not known
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	Campus selection: NIL Other than campus recruitment: 40%
Entrepreneurship/Self-employment	60%

30. Details of Infrastructural facilities

- a) Library: **Yes**, No. of books: **150 Nos.**
- b) Internet facilities for Staff & Students: **Yes, Wi-fi facility is available.**
- c) Class rooms with ICT facility: **Yes, 1** (Common for all)
- d) Computer Lab: **01**

31. Number of students receiving financial assistance from college, university, government or other agencies

The OBC, SC and ST students get Government Scholarship as per government norms. Besides, the college provides financial assistance to the poor students. The number of students who received financial assistance during the Academic Session 2014-2015 from the government and the college is as follows:

Sl. No.	Nature of assistance	No. of students benefited	Total Amount
1	Govt. Scholarship	89	Rs. 2,90,970/-
2	Assistance from the college	56	Rs. 16,800/-

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts

- Lecture on Career Options on 17th August, 2010. (Resource Persons: P. Chatterjee, M. Bansal)
- Lecture on Career Options on 26th August, 2010. (Resource Person: M. Bansal)
- Lecture on Career Options on 28th August, 2010. (Resource Persons: Rajib Kumar, Amiya Kr. Kalita)
- Lecture on Career Options on 3rd September, 2010. (Resource Persons: S. Chakraborty, N. Jana)
- Training Need Assessment on students by 'REFORMS' - an external body on 23rd September, 2010.
- A workshop on "Training Needs Assessment of Students" was organized by the Extension Activity Cell on 24th March, 2012.
- A Law Awareness Lecture was organized by the Extension Activity Cell on 13th May, 2012.
- A Lecture on "Professional Education and Careers" was organized by the Extension Activity Cell on 5th June, 2012.
- A Lecture on "Career Guidance" was organized by the Extension Activity Cell on 15th June, 2012.
- A Lecture on "Communicative Skill and Career Opportunity" was organized by the Extension Activity Cell on 16th June, 2012.
- A Lecture on "Road Map for CA" was organized by the Extension Activity Cell on 23rd June, 2012.
- A Lecture on "Interview Skills and Career Opportunity" was organized by the Extension Activity Cell on 27th June, 2012.
- A Lecture Session for the new students of B.Com Programme on Course Curriculum and Evaluation System under Semester System was held on 21st July, 2012.
- Environmental Awareness Lecture was organized by Extension Activity Cell on 18th November, 2012 for the learners of distance education courses.
- College Foundation Day Lecture by Prof. K.R. Das, Retd. Professor, Department of Accountancy, Gauhati Commerce College, Guwahati on 19th August, 2013.
- Workshop on "Writing in the Examination Hall" on 24 October, 2013.

- Training Programme on Search & Rescue & Evacuation for selected students of the college on 15th & 16th November, 2013 organized by District Disaster Management Authority, Nalbari, Assam.
 - Career Counseling Session organized by Career Counseling Cell on 19th August, 2014 by Extension Activity Cell for the students of KKHSOU Study Centre and the boarders of Women Hostel (Resource Persons: Bhagaban Show and Ganesh Barman from Institute of Computer Accountants (ICA), Head Office Kolkata)
 - College Foundation Day Lecture on Importance of Commerce Education was organized by the 35th Foundation Year celebrated committee on 23rd September, 2014. (Resource Person: Prof. Ramesh Das, Retd. Vice Principal, B.H. College, Barpeta)
 - Lecture on Health Awareness on the occasion of World Health Day observed at Nalbari Commerce College in collaboration with Red Cross Society, Nalbari Branch (Resource Person: Dr. Mriganka Talukdar)
 - College Foundation Day Lecture on 'Commerce Education in Assam: Problems and Prospects' delivered by Prof. Hemkanta Baruah, Retd. Professor, Department of Commerce, Gauhati University delivered on 18th August, 2015.
 - Career Counseling Session organized by Career Counseling Cell on 27th September, 2015 by Extension Activity Cell for the students of KKHSOU Study Centre and the boarders of Women Hostel (Resource Persons: Bhagawan Show and Ganesh Barman from Institute of Computer Accountants (ICA), Head Office Kolkata)
33. Teaching methods adopted to improve student learning:
- Lecture, Discussion, Seminar, Workshop, Home assignment etc. Audio-visual aids are also used in the classroom.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:
- A Plantation Programme was organized by the Extension Activity Cell on 19th July, 2009 in the college campus.
 - A Plantation Programme was organized by the Extension Activity Cell on 28th August, 2010 in the college campus.
 - Adult Education Programme by Extension Activity Cell on 10th September to 12th October, 2010 at Burinagar, Nalbari.
 - Health Awareness Lecture and Health Check-up Camp on 8th and 9th October, 2010 organized by Extension Activity Cell (Resource Persons: Dr. Kameswar Lahkar, Dr. Manoranjan Sarma, Dr. Umesh Chakravorty, Dr. Manoj Kakati)
 - A Plantation Programme was organized by the Extension Activity Cell on 10th July, 2011 in the college campus.
 - An Adult Education Programme was organized by the Extension Activity Cell at Pub-Kalakuchi, Nalbari from 25th March to 5th April, 2012.

- A Plantation Programme was organized by the Study Centre of KK Handiqui State Open University of Nalbari Commerce College on 12th August, 2012 in the college campus.
- Awareness Camp on Blood Donation was organized on 1st October, 2012 by Red Ribbon Club (Resource Persons: Dr. Rubul Bhattacharjya, Dr. TK Chakraborty, Dr. Debasmita Lahkar, Dr. Kameswar Lahkar, Swahid Makunda Kakati Civil Hospital, Nalbari)
- Awareness Camp on AIDS was organized by Red Ribbon Club on 12th November, 2012 (Resource Persons: Dr. Jardish Ali, Dr. TK Chakraborty, Dr. Pari Baruah Konwar, Nalbari Blood Bank)
- Plantation Programme in the college campus was organized by Extension Activity Cell on August 4, 2013.
- Environmental Awareness Lecture for the learners of KK Handiqui State Open University Study Centre was organized by Extension Activity Cell on September 8, 2013.
- Awareness Camp on AIDS on the event of World AIDS Day organized by Red Ribbon Club on December 1, 2013 attended by Dr. Jardish Ali, AIDS Counsellor, Dr. T. K. Chakraborty, 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).
- A Cleanliness Drive was taken out in the college campus and college road by the NSS Unit on 7th September, 2014.
- Environmental Awareness Lecture for students organized by Extension Activity Cell on January 19, 2015.
- Lecture on the topic 'Global Warming and the Role of People' for the learners of K. K. Handiqui State Open University Study Centre organized by Extension Activity Cell on March 1, 2015.
- Inter-College Speech Competition on the topic "Democratic Values and Party Politics" organized by Study Circle, Nalbari Commerce College, Nalbari on 15th September, 2015.

- Inter-School Quiz Competition (High School Level) organized by the K.K. Handiqui State Open University Study Centre on 18th October, 2015.

35. SWOC analysis of the department and Future plans

Strength:

- Close relation with the students.

Weakness:

- Single man department.

Opportunity:

- The department may start courses like PGDCA and BCA in future.
- The department can organize workshops, seminars etc. for the benefit of the students and teachers in the coming times.

Challenge:

- The department has been suffering from the crisis of permanent teachers.

Future plans:

The department has the following future plans:

- To organize national and international seminars/workshops in the coming time.
- The department will take initiative for starting courses like PGDCA and BCA from the next session.

1. Name of the department: **ENGLISH**
2. Year of Establishment: Higher Secondary: 1979
UG: 1984
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):
Higher Secondary Course (Commerce)
UG- B.Com. (General)
4. Names of Interdisciplinary courses and the departments/units involved:
Certificate in Communicative Skill Development (Self-financed)
5. Annual/ semester/choice based credit system (programme wise):
 - Annual System in Higher Secondary Level
 - Semester System in UG Level
6. Participation of the department in the courses offered by other departments:

The faculty members of the department take classes for the students studying through the Study Centres of open universities in the college as follows:

Sl. No.	Name of the Study Centre/Open University/Institute	Course	Class	Subject in which classes are taken
1	Study Centre, K.K. Handiqui State Open University	B.A.	1 st Semester	General English Alternative English
			2 nd Semester	General English Alternative English
			3 rd Semester	Spoken English
		B.Com. B.B.A. B.C.A.	3 rd Semester	Spoken English
2	Study Centre, Assam State Open School (under Assam Higher Secondary Education Council)	H.S. Level Course	--	English

7. Courses in collaboration with other universities, industries, foreign institutions, etc. **NIL**
8. Details of courses/programmes discontinued (if any) with reasons: **NIL**
9. Number of Teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	01	01
Asstt. Professor (Contractual)	-	01

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Sl. No.	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Manoj Kr. Kalita	MA, M.Phil, PGCTE, PGDTE	Sr. Asstt. Professor	ELT, Linguistics, Stylistics	13 Years	NIL
2	Chandamita Devi	MA	Asstt. Prof. (Contractual)	European Literature	2 Years	NIL

11. List of senior visiting faculty: **NIL**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:
Higher Secondary: 50%
UG: 25%
13. Student -Teacher Ratio (programme wise):
Higher Secondary: 133:1
UG: 21:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **NIL**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.
M.Phil: 1
PG: 1
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

The list of faculty with ongoing/completed projects is stated below:

SL. No.	Name of the faculty	Title of the projects	Sponsored by	Ongoing/ Completed
1	Manoj Kr. Kalita	Minor Research Project on “Present Status of the Communicative Approach to the English Language Teaching at Nalbari and Kamrup District: Problems and Prospects”	UGC Grant amount: Rs. 1,50,000/-	Completed in 2014

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received **NIL**
18. Research Centre /facility recognized by the University **NIL**
19. Publications:
* a) Publication per faculty
Manoj Kr. Kalita: Seminar Papers- 3

Sl. No.	Title of the Paper	Name of the Volume	ISBN
1	Need and Importance of Entrepreneurship	Collection of UGC Sponsored National Seminar Papers on “Entrepreneurship	Nil

	Development Programme in Promoting Entrepreneurship	Development- A Key Issue for Socio-Economic Growth” organized by Gauhati Commerce College on 19 th March, 2008	
2	Objectives of Teaching English Poetry at UG Level with Special Reference to Rural Colleges of Nalbari District	A Collection of UGC Sponsored National Seminar Papers on “Teaching English as a Second Language at the College Level in India: Issues and Prospects” organized by Department of English, Nalbari Commerce College, Nalbari on 26 th & 27 th September, 2012	978-81-922971-2-5
3	Youth Unrest and the Relevance of Sankardeva’s Ideology	A Collection of UGC Sponsored National Seminar Papers on “Youth Unrest: Issues and Impact on Socio-Economic Life of India with Special reference to the North-eastern Region”. Organized by Nalbari Commerce College, Nalbari on 6 th & 7 th April, 2013	978-81-922971-3-2

- * Number of papers published in peer reviewed journals national/ international) by faculty and students **NIL**
- * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

* Monographs **NIL**

* Chapter in Books **NIL**

* Books Edited **NIL**

* Books with ISBN/ISSN numbers with details of publisher: **NIL**

* Citation Index **NIL**

* SNIP **NIL**

* SJR **NIL**

* Impact factor **NIL**

* h-index **NIL**

20. Areas of consultancy and income generated **NIL**

21. Faculty as members in

a) National committees **NIL**

b) International Committees **NIL**

c) Editorial boards **NIL**

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme **NIL**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies **NIL**

23. Awards / Recognitions received by faculty and students

NIL

24. List of eminent academicians and scientists /visitors to the department.

Sl. No.	Name & Designation	Occasion of visit
1	Gouranga Prasad Sarma, IIM, Guwahati	Invited for Career Counseling in 2012.
2	Pranab Sarma, IIE, Guwahati	Invited for inauguration of Information and Career Guidance Cell in 2004
3	Prof. K. R. Das, Retd. Professor, Dept. of Accountancy, Gauhati Commerce College, Guwahati	Invited for his felicitation as well as for the College Foundation Day Lecture on 19 August, 2013.
4	Prof. Nayan Baruah Professor, Dept. of Commerce, Gauhati University	Visited the department on 10 th November, 2014 for inspection in respect of starting M.Com. programme.
5	Dr. Ghanashyam Nath, Principal, Gauhati Commerce College, Guwahati	Visited the department on 10 th November, 2014 for inspection in respect of starting M.Com. programme.
6	Prof. Hem Kanta Baruah Retd. Prof., Dept. of Commerce, Gauhati University	Invited for College Foundation Day Lecture on 'Commerce Education in Assam: Problems and Prospects' on 18 th August, 2015

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National – **5 Nos.**

Sl. No.	Name of the event with level	Sponsored by	Topic	Date of organizing
1	National Seminar	UGC	Current Trends in the Teaching of English in India at the Higher Secondary and Degree Level: Problems and Prospects	9 th & 10 th June, 2010 Co-ordinator: Manoj Kr. Kalita
2	National Seminar	UGC	Folk Elements in Assamese Literature	2 nd & 3 rd February, 2011 Co-ordinator: Manoj Kr. Kalita
3	National Seminar	UGC	Human Rights Education: Its Importance in the Context of Global Social Unrest	12 th & 13 th November, 2011 Co-ordinator: Manoj Kr. Kalita
4	National Seminar	UGC	Global Warming: Its Impact on the World Environment	19 th & 20 th February, 2012 Co-ordinator: Manoj Kr. Kalita
5	National Seminar	UGC	Teaching English as a Second Language at the College Level in India: Issues and Prospects	26 th & 27 th September, 2012 Co-ordinator: Manoj Kr. Kalita

b) International: **NIL**

26. Student profile programme/course wise: (As per Academic Session: 2014-2015 & 2015-2016)

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass Percentage
			*M	*F	
Academic Session: 2014-2015					
H.S. 1 st Yr./English	125	105	77	28	96.12%
H.S. 1 st Yr./Alt. English	28	28	16	13	100%
H.S. 2 nd Yr./English	-	92	78	29	93.13%
H.S. 2 nd Yr./Alt. English	-	28	14	14	100%
B.Com. 3 rd Semester Communicative Functional English-II	41	41	20	21	95.6%
B.Com. 2 nd Semester Communicative Functional English-I	32	32	18	14	92.68%
Certificate in Communicative Skill Development (Self-financed)	10	10	6	4	100%
Academic Session: 2015-2016					
H.S. 1 st Yr./English	170	142	118	24	-
H.S. 1 st Yr./Alt. English	21	21	14	7	-
H.S. 2 nd Yr./English	-	101	79	22	-
H.S. 2 nd Yr./Alt. English	-	29	16	13	-
B.Com. 3 rd Semester Communicative Functional English-II	-	32	18	14	-
B.Com. 2 nd Semester Communicative Functional English-I					-
Certificate in Communicative Skill Development (Self-financed)	15	15	7	8	100%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
H.S. Commerce	100%	NIL	NIL
B.Com.	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

1. Hemen Kr. Sarma, Ph.D.
2. Raju Subba- NET, Ph.D., M.Phil
3. Chandana Kashyap- SLET
4. Tandraleem Kashyap- SLET

5. Rakesh Kumar Jain, ACS
6. Manoj Kr. Sarma, ACS
7. Jewel Tirky, ACS
8. Dilip Kr. Das, Ph.D.
9. Dhiren Deka, NET, SLET
10. Amit Sarma, NET, SLET
11. Dipsikha Bezbaruah, CA
12. Udit Jain, CA
13. Keshabananda Haloi, NET
14. Nitesh Singhania, CA
15. Amit Sarma, NET, SLET
16. Dilip Deka, M.Phil
17. Babul Dutta, M.Phil

29. Student progression

Student progression	Against % enrolled
UG to PG	55% (Conventional & Distance)
PG to M.Phil.	Not known
PG to Ph.D.	Not known
Ph.D. to Post-Doctoral	Not known
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	Campus selection: NIL Other than campus recruitment: 40%
Entrepreneurship/Self-employment	60%

30. Details of Infrastructural facilities

- a) Library: Yes, No. of books: 140 Nos.
- b) Internet facilities for Staff & Students: Yes Wi-fi facility is available.
- c) Class rooms with ICT facility: Yes, 1 (Common for all)
- d) Laboratories: Nil.

31. Number of students receiving financial assistance from college, university, government or other agencies

The OBC, SC and ST students get Government Scholarship as per government norms. Besides, the college provides financial assistance to the poor students. The number of students who received financial assistance during the Academic Session 2014-2015 from the government and the college is as follows:

Sl. No.	Nature of assistance	No. of students benefited	Total Amount
1	Govt. Scholarship	89	Rs. 2,90,970/-
2	Assistance from the college	56	Rs. 16,800/-

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts

- Organized workshop on English Handwriting for 10+2 students by the Department of English on 6th and 7th July, 2009.
- Lecture on Career Options on 17th August, 2010. (Resource Persons: P. Chaterjee, M. Bansal)
- Lecture on Career Options on 26th August, 2010. (Resource Person: M. Bansal)
- Lecture on Career Options on 28th August, 2010. (Resource Persons: Rajib Kumar, Amiya Kr. Kalita)
- Lecture on Career Options on 3rd September, 2010. (Resource Persons: S. Chakraborty, N. Jana)
- Training Need Assessment on students by 'REFORMS' - an external body on 23rd September, 2010.
- A Workshop on English Language Teaching for the Lower Primary School Teachers of Nalbari District was organized by the Department of English on 3rd October, 2011. Resource Persons were invited from the Department of ELT, Gauhati University, Guwahati.
- A workshop on "Training Needs Assessment of Students" was organized by the Extension Activity Cell on 24th March, 2012.
- A Law Awareness Lecture was organized by the Extension Activity Cell on 13th May, 2012.
- A Lecture on "Professional Education and Careers" was organized by the Extension Activity Cell on 5th June, 2012.
- A Lecture on "Career Guidance" was organized by the Extension Activity Cell on 15th June, 2012.
- A Lecture on "Communicative Skill and Career Opportunity" was organized by the Extension Activity Cell on 16th June, 2012.
- A Lecture on "Road Map for CA" was organized by the Extension Activity Cell on 23rd June, 2012.
- A Lecture on "Interview Skills and Career Opportunity" was organized by the Extension Activity Cell on 27th June, 2012.
- A Seminar on "Proficiency in Business English Writing" was organized by the Department of English on 8th August, 2012.
- Environmental Awareness Lecture was organized by Extension Activity Cell on 18th November, 2012 for the learners of distance education courses.
- Workshop on "Writing in the Examination Hall" on 24 October, 2013.
- Training Programme on Search & Rescue & Evacuation for selected students of the college on 15th & 16th November, 2013 organized by District Disaster Management Authority, Nalbari, Assam.

- Career Counseling Session organized by Career Counseling Cell on 19th August, 2014 by Extension Activity Cell for the students of KKHSOU Study Centre and the boarders of Women Hostel (Resource Persons: Bhagaban Show and Ganesh Barman from Institute of Computer Accountants (ICA), Head Office Kolkata)
- College Foundation Day Lecture on Importance of Commerce Education was organized by the 35th Foundation Year celebrated committee on 23rd September, 2014. (Resource Person: Prof. Ramesh Das, Retd. Vice Principal, B.H. College, Barpeta)
- One day workshop on Soft Skill & Career Guidance on 31st March, 2015 by Career Counseling Cell (Resource Persons from Accurate Group of Institutions, Greater Noida, UP)
- Lecture on Health Awareness on the occasion of World Health Day observed at Nalbari Commerce College in collaboration with Red Cross Society, Nalbari Branch (Resource Person: Dr. Mriganka Talukdar)
- Guest Lecture by Prof. Sushanta Dutta, Retd. Associate Professor, B.H. College, Barpeta arranged on 7th August, 2015 for the B.Com. and M.Com. 1st Semester classes.
- College Foundation Day Lecture on 'Commerce Education in Assam: Problems and Prospects' delivered by Prof. Hemkanta Baruah, Retd. Professor, Department of Commerce, Gauhati University delivered on 18th August, 2015.
- Career Counseling Session organized by Career Counseling Cell on 27th September, 2015 by Extension Activity Cell for the students of KKHSOU Study Centre and the boarders of Women Hostel (Resource Persons: Bhagawan Show and Ganesh Barman from Institute of Computer Accountants (ICA), Head Office Kolkata)

33. Teaching methods adopted to improve student learning:

Lecture, Discussion, Seminar, Workshop, Home assignment etc. Audio-visual aids are also used in the classroom.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- A Plantation Programme was organized by the Extension Activity Cell on 19th July, 2009 in the college campus.
- A Plantation Programme was organized by the Extension Activity Cell on 28th August, 2010 in the college campus.
- Adult Education Programme by Extension Activity Cell on 10th September to 12th October, 2010 at Burinagar, Nalbari.
- Health Awareness Lecture and Health Check-up Camp on 8th and 9th October, 2010 organized by Extension Activity Cell (Resource Persons: Dr. Kameswar Lahkar, Dr. Manoranjan Sarma, Dr. Umesh Chakravorty, Dr. Manoj Kakati)

- A Plantation Programme was organized by the Extension Activity Cell on 10th July, 2011 in the college campus.
- An Adult Education Programme was organized by the Extension Activity Cell at Pub-Kalakuchi, Nalbari from 25th March to 5th April, 2012.
- A Plantation Programme was organized by the Study Centre of KK Handiqui State Open University of Nalbari Commerce College on 12th August, 2012 in the college campus.
- Awareness Camp on Blood Donation was organized on 1st October, 2012 by Red Ribbon Club (Resource Persons: Dr. Rubul Bhattacharjya, Dr. TK Chakraborty, Dr. Debasmita Lahkar, Dr. Kameswar Lahkar, Swahid Makunda Kakati Civil Hospital, Nalbari)
- Awareness Camp on AIDS was organized by Red Ribbon Club on 12th November, 2012 (Resource Persons: Dr. Jardish Ali, Dr. TK Chakraborty, Dr. Pari Baruah Konwar, Nalbari Blood Bank)
- Plantation Programme in the college campus was organized by Extension Activity Cell on August 4, 2013.
- College Foundation Day Lecture by Prof. K.R. Das, Retd. Professor, Department of Accountancy, Gauhati Commerce College, Guwahati on 19th August, 2013.
- Environmental Awareness Lecture for the learners of KK Handiqui State Open University Study Centre was organized by Extension Activity Cell on September 8, 2013.
- Awareness Camp on AIDS on the event of World AIDS Day organized by Red Ribbon Club on December 1, 2013 attended by Dr. Jardish Ali, AIDS Counsellor, Dr. T. K. Chakraborty, 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).
- A Cleanliness Drive was taken out in the college campus and college road by the NSS Unit on 7th September, 2014.
- Environmental Awareness Lecture for students organized by Extension Activity Cell on January 19, 2015.

- Lecture on the topic 'Global Warming and the Role of People' for the learners of K. K. Handiqui State Open University Study Centre organized by Extension Activity Cell on March 1, 2015.
- Inter-School Quiz Competition (High School Level) organized by the K.K. Handiqui State Open University Study Centre on 18th October, 2015.

35. SWOC analysis of the department and Future plans

Strength:

- The department has dedicated and helpful teaching staff.
- The department offers Communicative Skill Development Course for improving students' ability to speak English.
- Teachers are involved in research works, various Co-curricular activities of the college.
- The department has organized five National Level Seminars since 2010.
- The teachers of the department are involved in the corporate life of the college.
- Remedial classes are conducted for the weaker students.

Weakness:

- Insufficient permanent faculties in sanctioned post.
- Insufficient number of books and journals in the departmental library.
- Lack of Language Lab.

Opportunity:

- The Department can undertake certain short-term courses for the benefit of the student community as stated below:
 1. English Proficiency Course.
 2. Personality Development & Life Skills.
 3. Stress Management Courses.
- Besides, the department can organize workshops, seminars on Teaching English for the teachers of the lower classes.

Challenge:

- The department will have to face the crisis of permanent teachers.
- The financial crisis will be another challenge for the department in order to start those courses.

Future plans:

The department has the following future plans:

- To increase the number of books and journals in the Departmental Library;
- To organize national and international seminars/workshops in the coming time;
- To start certain job-oriented courses like English Proficiency Course, Personality Development & Life Skills, Stress Management Courses.
- To conduct extension activities for the benefit of the underprivileged class of the society.

1. Name of the department: **ASSAMESE**
2. Year of Establishment: Pre-University/Higher Secondary: 1979
UG: 1984
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):
Higher Secondary Course (Commerce)
UG- B.Com. (General)
4. Names of Interdisciplinary courses and the departments/units involved:
NIL
5. Annual/ semester/choice based credit system (programme wise):
 - Annual System in Higher Secondary Level
 - Semester System in UG Level
6. Participation of the department in the courses offered by other departments:

The faculty members of the department take classes for the students studying through the Study Centres of open universities in the college as follows:

Sl. No.	Name of the Study Centre/Open University/Institute	Course	Class	Subject in which classes are taken
1	Study Centre, K.K. Handiqui State Open University	B.A.	All Semesters	Assamese (Pass & Major) Elective Assamese
		M.A.	All Semester	Assamese
2	Study Centre, Assam State Open School (under Assam Higher Secondary Education Council)	H.S. Level Course	--	Assamese

7. Courses in collaboration with other universities, industries, foreign institutions, etc. **NIL**
8. Details of courses/programmes discontinued (if any) with reasons: **NIL**
9. Number of Teaching posts:

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	01	*
Asstt. Professor (Contractual)	-	01

* Selection process for appointment has been completed. The proposal is to be approved by the Director of Higher Education, Assam.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Sl. No.	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Mukut Huzuri	M.A.	Assistant Professor (Contractual)	Literature	5 Years	NIL

11. List of senior visiting faculty: NIL
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:
Higher Secondary: 100%
UG: 100%
13. Student -Teacher Ratio (programme wise):(As per Academic Session 2015-2016)
Higher Secondary: 193:1
UG: 203:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **NIL**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. **PG: 01**
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received **NIL**
18. Research Centre /facility recognized by the University **NIL**
19. Publications:
- a) Publication per faculty
- * Number of papers published in peer reviewed journals national/ international) by faculty and students
 - * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
 - * Monographs **NIL**
 - * Chapter in Books **NIL**
 - * Books Edited **NIL**
 - * Books with ISBN/ISSN numbers with details of publishers **NIL**
 - * Citation Index **NIL**
 - * SNIP **NIL**

- * SJR NIL
- * Impact factor NIL
- * h-index NIL
- 20. Areas of consultancy and income generated NIL
- 21. Faculty as members in
 - a) National Committees NIL
 - b) International Committees NIL
 - c) Editorial boards NIL
- 22. Student projects
 - a) Percentage of students who have done in-house projects including inter departmental/programme NIL
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies NIL
- 23. Awards / Recognitions received by faculty and students NIL
- 24. List of eminent academicians and scientists /visitors to the department NIL
- 25. Seminars/ Conferences/Workshops organized & the source of funding: NIL
 - a) National
 - b) International:
- 26. Student profile programme/course wise: (As per Academic Session: 2014-2015 & 2015-2016)

Name of the Course/ Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass Percentage
			*M	*F	
Academic Session: 2014-2015					
H.S. 1 st Yr./Assamese	77	77	61	15	95.58%
H.S. 2 nd Yr./ Assamese	75	75	64	11	100%
B.Com. 3 rd Semester FMIL/Assamese	165	165	148	17	98.3%
B.Com. 2 nd Semester FMIL/Assamese	204	204	168	36	99.5%
Academic Session: 2015-2016					
H.S. 1 st Yr./Assamese	121	121	104	17	-
H.S. 2 nd Yr./ Assamese	-	72	63	9	-
B.Com. 3 rd Semester FMIL/Assamese	203	203	167	36	-
B.Com. 2 nd Semester FMIL/Assamese					

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other	% of students from abroad
H.S. Commerce	100%	NIL	NIL
B.Com.	100%	NIL	NIL
M.Com.	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

1. Hemen Kr. Sarma, Ph.D.
2. Raju Subba- NET, Ph.D., M.Phil
3. Chandana Kashyap- SLET
4. Tandraleem Kashyap- SLET
5. Rakesh Kumar Jain, ACS
6. Manoj Kr. Sarma, ACS
7. Jwel Tirky, ACS
8. Dilip Kr. Das, Ph.D.
9. Dhiren Deka, NET, SLET
10. Amit Sarma, NET, SLET
11. Dipsikha Bezbaruah, CA
12. Udit Jain, CA
13. Keshabananda Haloi, NET
14. Nitesh Singhania, CA
15. Amit Sarma, NET, SLET
16. Dilip Deka, M.Phil
17. Babul Dutta, M.Phil

29. Student progression

Student progression	Against % enrolled
UG to PG	55% (Conventional & Distance)
PG to M.Phil.	Not known
PG to Ph.D.	Not known
Ph.D. to Post-Doctoral	Not known
Employed	
• Campus selection	Campus selection: NIL
• Other than campus recruitment	Other than campus recruitment: 40%
Entrepreneurship/Self-employment	60%

30. Details of Infrastructural facilities

- a) Library: Yes, No. of books: **252 Nos.**
- b) Internet facilities for Staff & Students: **Yes, Wi-Fi facility is available.**
- c) Class rooms with ICT facility: **Yes, 1 (Common for all)**
- d) Laboratories: **Nil.**

31. Number of students receiving financial assistance from college, university, government or other agencies.

The OBC, SC and ST students get Government Scholarship as per government norms. Besides, the college provides financial assistance to the poor students. The number of students who received financial assistance during the Academic Session 2014-2015 from the government and the college is as follows:

Sl. No.	Nature of assistance	No. of students benefited	Total Amount
1	Govt. Scholarship	89	Rs. 2,90,970/-
2	Assistance from the college	56	Rs. 16,800/-

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts

- Lecture on Career Options on 17th August, 2010. (Resource Persons: P. Chaterjee, M. Bansal)
- Lecture on Career Options on 26th August, 2010. (Resource Person: M. Bansal)
- Lecture on Career Options on 28th August, 2010. (Resource Persons: Rajib Kumar, Amiya Kr. Kalita)
- Lecture on Career Options on 3rd September, 2010. (Resource Persons: S. Chakraborty, N. Jana)
- Training Need Assessment on students by 'REFORMS'- an external body on 23rd September, 2010.
- A workshop on "Training Needs Assessment of Students" was organized by the Extension Activity Cell on 24th March, 2012.
- A Law Awareness Lecture was organized by the Extension Activity Cell on 13th May, 2012.
- A Lecture on "Professional Education and Careers" was organized by the Extension Activity Cell on 5th June, 2012.
- A Lecture on "Career Guidance" was organized by the Extension Activity Cell on 15th June, 2012.
- A Lecturer on "Communicative Skill and Career Opportunity" was organized by the Extension Activity Cell on 16th June, 2012.

- A Lecture on “Road Map for CA” was organized by the Extension Activity Cell on 23rd June, 2012.
 - A Lecture on “Interview Skills and Career Opportunity” was organized by the Extension Activity Cell on 27th June, 2012.
 - A Lecture Session for the new students of B.Com Programme on Course Curriculum and Evaluation System under Semester System was held on 21st July, 2012.
 - Environmental Awareness Lecture was organized by Extension Activity Cell on 18th November, 2012 for the learners of distance education courses.
 - College Foundation Day Lecture by Prof. K.R. Das, Retd. Professor, Department of Accountancy, Gauhati Commerce College, Guwahati on 19th August, 2013.
 - Workshop on “Writing in the Examination Hall” on 24 October, 2013.
 - Training Programme on Search & Rescue & Evacuation for selected students of the college on 15th & 16th November, 2013 organized by District Disaster Management Authority, Nalbari, Assam.
 - Career Counseling Session organized by Career Counseling Cell on 19th August, 2014 by Extension Activity Cell for the students of KKHSOU Study Centre and the boarders of Women Hostel (Resource Persons: Bhagaban Show and Ganesh Barman from Institute of Computer Accountants (ICA), Head Office Kolkata)
 - College Foundation Day Lecture on Importance of Commerce Education was organized by the 35th Foundation Year celebrated committee on 23rd September, 2014. (Resource Person: Prof. Ramesh Das, Retd. Vice Principal, B.H. College, Barpeta)
 - Lecture on Health Awareness on the occasion of World Health Day observed at Nalbari Commerce College in collaboration with Red Cross Society, Nalbari Branch (Resource Person: Dr. Mriganka Talukdar)
 - College Foundation Day Lecture on ‘Commerce Education in Assam: Problems and Prospects’ delivered by Prof. Hemkanta Baruah, Retd. Professor, Department of Commerce, Gauhati University delivered on 18th August, 2015.
 - Career Counseling Session organized by Career Counseling Cell on 27th September, 2015 by Extension Activity Cell for the students of KKHSOU Study Centre and the boarders of Women Hostel (Resource Persons: Bhagawan Show and Ganesh Barman from Institute of Computer Accountants (ICA), Head Office Kolkata)
33. Teaching methods adopted to improve student learning:
Lecture, Discussion, Seminar, Workshop, Home assignment etc. Audio-visual aids are also used in the classroom.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- A Plantation Programme was organized by the Extension Activity Cell on 19th July, 2009 in the college campus.
- A Plantation Programme was organized by the Extension Activity Cell on 28th August, 2010 in the college campus.
- Adult Education Programme by Extension Activity Cell on 10th September to 12th October, 2010 at Burinagar, Nalbari.
- Health Awareness Lecture and Health Check-up Camp on 8th and 9th October, 2010 organized by Extension Activity Cell (Resource Persons: Dr. Kameswar Lahkar, Dr. Manoranjan Sarma, Dr. Umesh Chakravorty, Dr. Manoj Kakati)
- A Plantation Programme was organized by the Extension Activity Cell on 10th July, 2011 in the college campus.
- An Adult Education Programme was organized by the Extension Activity Cell at Pub-Kalakuchi, Nalbari from 25th March to 5th April, 2012.
- A Plantation Programme was organized by the Study Centre of KK Handiqui State Open University of Nalbari Commerce College on 12th August, 2012 in the college campus.
- Awareness Camp on Blood Donation was organized on 1st October, 2012 by Red Ribbon Club (Resource Persons: Dr. Rubul Bhattacharjya, Dr. TK Chakraborty, Dr. Debasmita Lahkar, Dr. Kameswar Lahkar, Swahid Makunda Kakati Civil Hospital, Nalbari)
- Awareness Camp on AIDS was organized by Red Ribbon Club on 12th November, 2012 (Resource Persons: Dr. Jardish Ali, Dr. TK Chakraborty, Dr. Pari Baruah Konwar, Nalbari Blood Bank)
- Plantation Programme in the college campus was organized by Extension Activity Cell on August 4, 2013.
- Environmental Awareness Lecture for the learners of KK Handiqui State Open University Study Centre was organized by Extension Activity Cell on September 8, 2013.
- Awareness Camp on AIDS on the event of World AIDS Day organized by Red Ribbon 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).
- A Cleanliness Drive was taken out in the college campus and college road by the NSS Unit on 7th September, 2014.
- Environmental Awareness Lecture for students organized by Extension Activity Cell on January 19, 2015.
- Lecture on the topic ‘Global Warming and the Role of People’ for the learners of K. K. Handiqui State Open University Study Centre organized by Extension Activity Cell on March 1, 2015.
- Inter-College Speech Competition on the topic “Democratic Values and Party Politics” organized by Study Circle, Nalbari Commerce College, Nalbari on 15th September, 2015.
- Inter-School Quiz Competition (High School Level) organized by the K.K. Handiqui State Open University Study Centre on 18th October, 2015.

35. SWOC analysis of the department and Future plans

Strength:

- Dedicated teaching staff.
- Close relation with the students.

Weakness:

- No permanent teacher till now.
- High student teacher ratio.

Opportunity:

- The department can organize workshops, seminars etc, for the benefit of the students and teachers in the coming times.
- Teachers get in touch with students from different socio-economic background which helps in understanding society.

Challenge:

- The department has been suffering from the crisis of permanent teachers.

Future plans:

The department has the following future plans:

- To increase the number of books and journals in the Departmental Library.
- To organize national and international seminars/workshops in the coming time.

1. Name of the department: **HINDI**
2. Year of Establishment: Pre-University/Higher Secondary: 1979
UG: 1984
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):
Higher Secondary Course (Commerce)
4. Names of Interdisciplinary courses and the departments/units involved:
NIL

5. Annual/ semester/choice based credit system (programme wise):

- Annual System in Higher Secondary Level
- Semester System in UG Level

6. Participation of the department in the courses offered by other departments:

The faculty members of the department take classes for the students studying through the Study Centres of open universities in the college as follows:

Sl. No.	Name of the Study Centre/Open University/Institute	Course	Class	Subject in which classes are taken
1	Study Centre, K.K. Handiqui State Open University	B.A.	1 st & 2 nd Semesters	Hindi

7. Courses in collaboration with other universities, industries, foreign institutions, etc. **NIL**
8. Details of courses/programmes discontinued (if any) with reasons: **NIL**
9. Number of Teaching posts:

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	*	-
Asstt. Professor (Contractual)	-	01

* There was a sanctioned Teaching Post in the Department of Hindi. But as the number of students learning Hindi at 10+2 and UG levels was very poor, the post was converted to the Department of Information Technology after retirement of Dharam Chand Jain in 2006 who had been serving as Assistant Professor in the Department. The Department on Information Technology was started in 2003 after the inclusion of the subject “Information Technology in Business” in the B.Com. syllabus.

10. Faculty profile with name, qualification, designation, specialization, D.Sc./ D.Litt./ Ph.D. / M. Phil. etc.,)

Sl. No.	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
1	Sikhamani Talukdar	M.A.	Assistant Professor (Contractual)	Literature & Language	4 Years	NIL

11. List of senior visiting faculty: **NIL**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Higher Secondary: 100%

13. Student -Teacher Ratio (programme wise):(As per Academic Session 2015-2016)

Higher Secondary: 8:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **NIL**

15. Qualifications of teaching faculty with D.Sc/ D.Litt/ Ph.D/ MPhil / PG.

PG: 01

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **NIL**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received **NIL**

18. Research Centre /facility recognized by the University

NIL

19. Publications:

a) Publication per faculty

* Number of papers published in peer reviewed journals national/ international) by faculty and students

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

* Monographs **NIL**

* Chapter in Books **NIL**

* Books Edited **NIL**

* Books with ISBN/ISSN numbers with details of publishers **NIL**

* Citation Index **NIL**

* SNIP **NIL**

* SJR **NIL**

- * Impact factor **NIL**
- * h-index **NIL**
- 20. Areas of consultancy and income generated **NIL**
- 21. Faculty as members in
 - a) National Committees **NIL**
 - b) International Committees **NIL**
 - c) Editorial boards **NIL**
- 22. Student projects
 - a) Percentage of students who have done in-house projects including inter departmental/programme **NIL**
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies **NIL**
- 23. Awards / Recognitions received by faculty and students **NIL**
- 24. List of eminent academicians and scientists /visitors to the department. **NIL**
- 25. Seminars/ Conferences/Workshops organized & the source of funding: **NIL**
 - a) National
 - b) International:
- 26. Student profile programme/course wise: **(As per Academic Session: 2014-2015 & 2015-2016)**

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass Percentage
			*M	*F	
Academic Session: 2014-2015					
H.S. 1 st Yr./Hindi		6	4	2	100%
H.S. 2 nd Yr./ Hindi		1	1	0	0%
Academic Session: 2015-2016					
H.S. 1 st Yr./Hindi		4	2	2	-
H.S. 2 nd Yr./ Hindi		4	2	2	-

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
H.S. Commerce	100%	NIL	NIL
B.Com.	100%	NIL	NIL
M.Com.	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?

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9. Dhiren Deka, NET, SLET
10. Amit Sarma, NET, SLET
11. Dipsikha Bezbaruah, CA
12. Udit Jain, CA
13. Keshabananda Haloi, NET
14. Nitesh Singhania, CA
15. Amit Sarma, NET, SLET
16. Dilip Deka, M.Phil
17. Babul Dutta, M.Phil

29. Student progression

Student progression	Against % enrolled
UG to PG	55% (Conventional & Distance)
PG to M.Phil.	Not known
PG to Ph.D.	Not known
Ph.D. to Post-Doctoral	Not known
Employed • Campus selection • Other than campus recruitment	Campus selection: NIL Other than campus recruitment: 40%
Entrepreneurship/Self-employment	60%

30. Details of Infrastructural facilities

- a) Library: Yes, No. of books: 110Nos.
- b) Internet facilities for Staff & Students: Yes Wi-fi facility is available.
- c) Class rooms with ICT facility: Yes, 1 (Common for all)
- d) Laboratories: Nil.

31. Number of students receiving financial assistance from college, university, government or other agencies

The OBC, SC and ST students get Government Scholarship as per government norms. Besides, the college provides financial assistance to the poor students. The number of students who received financial assistance during the Academic Session 2014-2015 from the government and the college is as follows:

Sl. No.	Nature of assistance	No. of students benefited	Total Amount
1	Govt. Scholarship	89	Rs. 2,90,970/-
2	Assistance from the college	56	Rs. 16,800/-

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts

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- Lecture on Career Options on 26th August, 2010. (Resource Person: M. Bansal)
- Lecture on Career Options on 28th August, 2010. (Resource Persons: Rajib Kumar, Amiya Kr. Kalita)
- Lecture on Career Options on 3rd September, 2010. (Resource Persons: S. Chakraborty, N. Jana)
- Training Need Assessment on students by 'REFORMS'- an external body on 23rd September, 2010.
- A workshop on "Training Needs Assessment of Students" was organized by the Extension Activity Cell on 24th March, 2012.
- A Law Awareness Lecture was organized by the Extension Activity Cell on 13th May, 2012.
- A Lecture on "Professional Education and Careers" was organized by the Extension Activity Cell on 5th June, 2012.
- A Lecture on "Career Guidance" was organized by the Extension Activity Cell on 15th June, 2012.
- A Lecturer on "Communicative Skill and Career Opportunity" was organized by the Extension Activity Cell on 16th June, 2012.
- A Lecture on "Road Map for CA" was organized by the Extension Activity Cell on 23rd June, 2012.
- A Lecture on "Interview Skills and Career Opportunity" was organized by the Extension Activity Cell on 27th June, 2012.
- A Lecture Session for the new students of B.Com Programme on Course Curriculum and Evaluation System under Semester System was held on 21st July, 2012.

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- Workshop on “Writing in the Examination Hall” on 24 October, 2013.
- Training Programme on Search & Rescue & Evacuation for selected students of the college on 15th & 16th November, 2013 organized by District Disaster Management Authority, Nalbari, Assam.
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- Lecture on Health Awareness on the occasion of World Health Day observed at Nalbari Commerce College in collaboration with Red Cross Society, Nalbari Branch (Resource Person: Dr. Mriganka Talukdar)
- College Foundation Day Lecture on ‘Commerce Education in Assam: Problems and Prospects’ delivered by Prof. Hemkanta Baruah, Retd. Professor, Department of Commerce, Gauhati University delivered on 18th August, 2015.
- Career Counseling Session organized by Career Counseling Cell on 27th September, 2015 by Extension Activity Cell for the students of KKHSOU Study Centre and the boarders of Women Hostel (Resource Persons: Bhagawan Show and Ganesh Barman from Institute of Computer Accountants (ICA), Head Office Kolkata)

33. Teaching methods adopted to improve student learning:

Lecture, Discussion, Seminar, Workshop, Home assignment etc. Audio-visual aids are also used in the classroom.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- A Plantation Programme was organized by the Extension Activity Cell on 19th July, 2009 in the college campus.
- A Plantation Programme was organized by the Extension Activity Cell on 28th August, 2010 in the college campus.

- Adult Education Programme by Extension Activity Cell on 10th September to 12th October, 2010 at Burinagar, Nalbari.
- Health Awareness Lecture and Health Check-up Camp on 8th and 9th October, 2010 organized by Extension Activity Cell (Resource Persons: Dr. Kameswar Lahkar, Dr. Manoranjan Sarma, Dr. Umesh Chakravorty, Dr. Manoj Kakati)
- A Plantation Programme was organized by the Extension Activity Cell on 10th July, 2011 in the college campus.
- An Adult Education Programme was organized by the Extension Activity Cell at Pub-Kalakuchi, Nalbari from 25th March to 5th April, 2012.
- A Plantation Programme was organized by the Study Centre of KK Handiqui State Open University of Nalbari Commerce College on 12th August, 2012 in the college campus.
- Awareness Camp on Blood Donation was organized on 1st October, 2012 by Red Ribbon Club (Resource Persons: Dr. Rubul Bhattacharjya, Dr. TK Chakraborty, Dr. Debasmita Lahkar, Dr. Kameswar Lahkar, Swahid Makunda Kakati Civil Hospital, Nalbari)
- Awareness Camp on AIDS was organized by Red Ribbon Club on 12th November, 2012 (Resource Persons: Dr. Jardish Ali, Dr. T. K. Chakraborty, Dr. Pari Baruah Konwar, Nalbari Blood Bank)
- Plantation Programme in the college campus was organized by Extension Activity Cell on August 4, 2013.
- Environmental Awareness Lecture for the learners of KK Handiqui State Open University Study Centre was organized by Extension Activity Cell on September 8, 2013.
- Awareness Camp on AIDS on the event of World AIDS Day organized by Red Ribbon 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).
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- Environmental Awareness Lecture for students organized by Extension Activity Cell on January 19, 2015.
- Lecture on the topic ‘Global Warming and the Role of People’ for the learners of K. K. Handiqui State Open University Study Centre organized by Extension Activity Cell on March 1, 2015.
- Inter-College Speech Competition on the topic “Democratic Values and Party Politics” organized by Study Circle, Nalbari Commerce College, Nalbari on 15th September, 2015.
- Inter-School Quiz Competition (High School Level) organized by the K.K. Handiqui State Open University Study Centre on 18th October, 2015.

35. SWOC analysis of the department and Future plans

Strength:

- Close relation with the students.

Weakness:

- No permanent teacher till now.

Opportunity:

- The department can organize workshops, seminars etc, for the benefit of the students and teachers in the coming times.

Challenge:

- The department has been suffering from the crisis of students in the subject.

Future plans:

The department has the following future plans:

- To organize national and international seminars/workshops in the coming time.

POST-ACCREDITATION INITIATIVES

Nalbari Commerce College was accorded C+ Grade by NAAC on **25 & 26 August, 2004**. The IQAC was reconstituted on 8 January, 2005 as per suggestions from NAAC to carry out the post- accreditation initiatives and activities of the institution. The suggestions made by NAAC Peer Team during the 1st cycle of assessment and the initiatives adopted by the college are stated below.

Suggestion 1:

The process of appointment of a permanent Principal should be made as early as possible. The selection, in all fitness of things, must be on the basis of merit only with emphasis upon leadership and motivation qualities, integrity and past records.

Initiatives adopted by the college:

Dr. Basanta Kumar Deva Goswami who had been serving at Nalbari College, Nalbari in the Department of Sanskrit, was appointed permanent Principal of the college on 01/07/2005. Dr. Basanta Kumar Deva Goswami retired on 28/02/2006 and thereafter the present Principal Dr. Paresh Nath Sarma, who had been working in the Department of Assamese at M.N.C. Balika Mahavidyalaya, Nalbari was appointed permanent Principal on 14/03/2007 and Dr. Sarma has been serving till today.

Suggestion 2:

Every effort should be taken without delay, to acquire UGC recognition under 2(f) and 12(B). UGC being the only major source of development grants for institutions of higher learning, this will considerably help the college achieve its goal.

Initiatives adopted by the college:

The college obtained UGC recognition under section 2(f) and 12(B) on 25th July, 2008. After obtaining this recognition, the college has been sanctioned UGC grants for infrastructural development, for carrying out MRPs by teachers, for organizing national seminars etc. The college has been able to enhance its infrastructure facilities like construction of Sports Complex, Women Hostel, extension/renovation of existing building, purchase of teaching aids, power back up system and many others. UGC has sponsored 01 State Level Seminar and 07 National Level Seminars organized by the college. Moreover, 11 Minor Research Projects undertaken by teachers of the college have also been sponsored by UGC.

Suggestion 3:

More self-financing vocational courses, as suggested under Criterion: I above should be introduced in a phase and time-bound manner.

Initiatives adopted by the college:

The college offers the opportunity for skill development of students by offering short-term vocational courses in Insurance, Taxation, Share and Stock Training and Entrepreneurship along with some short-term computer courses simultaneously with UG and PG courses since the Academic Session 2014-2015.

Suggestion 4:

Teachers need to be oriented in research activities more seriously. It is very essential to motivate and imbibe them in such activities including some aspects of research methodology, through some workshops at the college level with the assistance of appropriate resource persons.

Initiatives adopted by the college:

The college had only 01 faculty having Ph.D. degree at the time of 1st Cycle of accreditation in 2004. But now, it is encouraging to state that 05 faculty members have been awarded M.Phil. and 06 faculty members have been awarded Ph.D. degrees by different universities and other 06 have been involving in active research for obtaining Ph.D. degree. Moreover, 09 MRPs have already been completed by the faculty members and presently 02 MRPs are being conducted. However, the college has not organized any workshop on Research Methodology till date. But it deserves mention that the faculty members undertaking Ph.D. research, have undergone 6 month Course Work on Research Methodology in their respective universities. Besides, 01 faculty Bibhuti Bhusan Das undertaking Ph.D. research has also been taking special classes on Research Methodology for the B.Com. 6th Semester students.

The faculty members have published a total of 26 Research/Seminar papers, 68 Books, 2 Chapters in books.

Suggestion 5:

More seminars, extension lectures etc. specially by those in the fields of business, commerce, banking and entrepreneurship development should be organized to give the students the needed exposure.

Initiatives adopted by the college:

The college organized 09 state/national level seminars since 2010. 01 National Seminar was sponsored by NAAC whereas UGC has sponsored 01 State Level Seminar and 07 National Level Seminars organized by the college. Besides, the college has been able to organize a good number of lectures on career selection, entrepreneurship, commerce education etc. inviting expert Resource Persons for the students. A few of these sessions held during 2009-2015 are stated below.

- Lecture on Career Options on 17th August, 2010. (Resource Persons: P. Chatterjee, M. Bansal)

- Lecture on Career Options on 26th August, 2010. (Resource Person: M. Bansal)
- Lecture on Career Options on 28th August, 2010. (Resource Persons: Rajib Kumar, Amiya Kr. Kalita)
- Lecture on Career Options on 3rd September, 2010. (Resource Persons: S. Chakraborty, N. Jana)
- Training Need Assessment on students by 'REFORMS'- an external body on 23rd September, 2010.
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- A Lecture on "Career Guidance" was organized by the Extension Activity Cell on 15th June, 2012.
- A Lecture on "Road Map for CA" was organized by the Extension Activity Cell on 23rd June, 2012.
- A Lecture on "Interview Skills and Career Opportunity" was organized by the Extension Activity Cell on 27th June, 2012.
- Environmental Awareness Lecture was organized by Extension Activity Cell on 18th November, 2012 for the learners of distance education courses.
- College Foundation Day Lecture by Prof. K.R. Das, Retd. Professor, Department of Accountancy, Gauhati Commerce College, Guwahati on 19th August, 2013.
- Workshop on "Writing in the Examination Hall" on 24 October, 2013.
- Training Programme on Search & Rescue & Evacuation for selected students of the college on 15th & 16th November, 2013 organized by District Disaster Management Authority, Nalbari, Assam.
- Career Counseling Session organized by Information & Career Guidance Cell on 19th August, 2014 by Extension Activity Cell for the students of KKHSOU Study Centre and the boarders of Women Hostel (Resource Persons: Bhagaban Show and Ganesh Barman from Institute of Computer Accountants (ICA), Head Office Kolkata)
- College Foundation Day Lecture on Importance of Commerce Education was organized by the 35th Foundation Year celebrated committee on 23rd September, 2014. (Resource Person: Prof. Ramesh Das, Retd. Vice Principal, B.H. College, Barpeta)

- One day workshop on Soft Skill & Career Guidance on 31st March, 2015 by Information & Career Guidance Cell (Resource Persons from Accurate Group of Institutions, Greater Noida, UP)
- Lecture on Health Awareness on the occasion of World Health Day observed at Nalbari Commerce College in collaboration with Red Cross Society, Nalbari Branch (Resource Person: Dr. Mriganka Talukdar)
- Guest Lecture by Prof. Sushanta Dutta, Retd. Associate Professor, B.H. College, Barpeta arranged on 7th August, 2015 for the B.Com. and M.Com. 1st Semester classes.
- College Foundation Day Lecture on 'Commerce Education in Assam: Problems and Prospects' delivered by Prof. Hemkanta Baruah, Retd. Professor, Department of Commerce, Gauhati University delivered on 18th August, 2015.

Suggestion 6:

There should be more emphasis upon innovative co-curricular and extracurricular activities by students.

Initiative adopted by the college:

The college has not been able to enrich the aspect of co-curricular and extracurricular activities by students due to certain constraints. In the colleges of Assam, there is no provision of appointing Physical instructors, Music and Dance Teachers, which has imposed a hindrance in developing these extra-curricular qualities among the students. Besides, the college has no playground facility for the students due to insufficient land. However, the college has been able to establish one Indoor Sports Complex with UGC fund and proposal for setting up of Gymnasium has already been submitted to UGC. The college has recently created one Tennis and one Volleyball Court in the main campus.

Suggestion 7:

More use of audio-visual modes should be introduced in class-room teaching.

Initiative adopted by the college:

The college, after being recognized by UGC under section 2(f) and 12(B), has been granted financial assistance for purchasing teaching aids. The college purchased some teaching aids like LCD Projectors, Visualizer, Laptops, Desktops, Printers, Television sets, Xerox machines etc. Almost all the classrooms are now equipped with LCD Projectors. All the departments have been provided with Laptops for using in the classroom and for preparing their relevant teaching-learning activities. Most of the teachers use Power Point Presentations of their lecturers.

The college campus has Wi-Fi internet facility which is accessible to students and teachers. The Central Library provides facility of accessing N-List Programmes provided by INFLIBNET Centre for e-resources. With the grants sanctioned by the

Govt. of Assam, the college has established one Digital Library section where materials, question papers etc. are stored for access by students.

Suggestion 8:

The office work including accounts and record-keeping should be computerized with a time-bound programme. Admission procedures and the day-to-day interaction of students with the college office should be made more student-friendly.

Initiative adopted by the college:

All the office works like preparation of letters, documents, salary bills, budget, examination works, etc. are computerized. The soft and hard copies of all documents prepared in computer are also preserved for the future. The office has LAN facility and the office uses the Office Automation Software supplied by Adroit DigiSoft Solutions Pvt. Ltd., Guwahati. However, all the office works are not done through the software. Students' Merit Lists are prepared using the software at the time of admission. The official works have been made student-friendly.

Suggestion 9:

There should be more emphasis upon extension work in the neighbouring areas, as suggested in Criterion III above.

Initiative adopted by the college:

The college has formed several committees, cells and units in order to materialize the objectives of carrying out extension works in the college campus as well as in the neighbouring areas. In order to achieve this objective, the college has one Extension Activity Cell which adopts several plans to carry out the extension works for the welfare of the students and community. Some of the extension works undertaken by the college during 2009-2015 are stated below.

- A Plantation Programme was organized by the Extension Activity Cell on 19th July, 2009 in the college campus.
- A Plantation Programme was organized by the Extension Activity Cell on 28th August, 2010 in the college campus.
- Adult Education Programme by Extension Activity Cell from 10th September to 12th October, 2010 at Burinagar, Nalbari.
- Health Awareness Lecture and Health Check-up Camp on 8th and 9th October, 2010 organized by Extension Activity Cell (Resource Persons: Dr. Kameswar Lahkar, Dr. Manoranjan Sarma, Dr. Umesh Chakravorty, Dr. Manoj Kakati)
- A Plantation Programme was organized by the Extension Activity Cell on 10th July, 2011 in the college campus.

- An Adult Education Programme was organized by the Extension Activity Cell at Pub-Kalakuchi, Nalbari from 25th March to 5th April, 2012.
- A Plantation Programme was organized by the Study Centre of KK Handiqui State Open University of Nalbari Commerce College on 12th August, 2012 in the college campus.
- Awareness Camp on Blood Donation was organized on 1st October, 2012 by Red Ribbon Club (Resource Persons: Dr. Rubul Bhattacharjya, Dr. TK Chakraborty, Dr. Debasmita Lahkar, Dr. Kameswar Lahkar, Swahid Makunda Kakati Civil Hospital, Nalbari)
- Awareness Camp on AIDS was organized by Red Ribbon Club on 12th November, 2012 (Resource Persons: Dr. Jardish Ali, Dr. TK Chakraborty, Dr. Pari Baruah Konwar, Nalbari Blood Bank)
- Plantation Programme in the college campus was organized by Extension Activity Cell on August 4, 2013.
- Environmental Awareness Lecture for the learners of KK Handiqui State Open University Study Centre was organized by Extension Activity Cell on September 8, 2013.
- Awareness Camp on AIDS on the event of World AIDS Day organized by Red Ribbon 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).
- A Cleanliness Drive was taken out in the college campus and college road by the NSS Unit on 7th September, 2014.
- Environmental Awareness Lecture for students organized by Extension Activity Cell on January 19, 2015.
- Lecture on the topic 'Global Warming and the Role of People' for the learners of K. K. Handiqui State Open University Study Centre organized by Extension Activity Cell on March 1, 2015.
- Inter-School Quiz Competition (High School Level) organized by the K.K. Handiqui State Open University Study Centre on 18th October, 2015.

Suggestion 10:

Some articulate and experienced individuals in the locality including imaginative and enthusiastic sympathizers from some neighbouring colleges should be inducted as invitee members in some appropriate college committees.

Initiative adopted by the college:

Distinguished academicians from the neighbouring colleges and other reputed organizations are inducted as invitee member of some committees of the college. The college has also invited some distinguished academicians and administrators for the State/National Level Seminars organized by the college. With the vast experiences of those distinguished personalities, the college has been able to adopt significant policies for the enrichment of the quality of the institution. Presently, the following distinguished persons are offering their sincere advices as members of some committees as stated below.

- Sri Hemanta Kr. Dutta, Retd. Prof., Dept. of English, M.N.C. Balika Mahavidyalaya, Nalbari: President, Governing Body.
- Chiranjiv Jain, Retd. Principal, M.N.C. Balika Mahavidyalaya, Nalbari: Member, Governing Body.
- Dr. Umesh Chakravorty, Reknowned Physician, Nalbari: Member, Governing Body.
- Dr. K. C. Goudo, Principal, M.N.C. Balika Mahavidyalaya, Nalbari: Member, Examination Committee.
- Sri Rajat Ch. Deka, Retd. Subject Teacher, Govt. Gordon H.S. School, Nalbari: Member, Construction Committee.
- Sri Dipak Barman, Executive Engineer, PWD (Building) Division, Nalbari: Member, Construction Committee.
- Dr. Hemen Kr. Sarma, Treasurer, KVBSAS University, Nalbari, Assam: Member, IQAC.
- Sri Santosh Bhartia, Prominent Entrepreneur & Alumni, Nalbari: Member, IQAC.

Suggestion 11:

There should be regular meetings with groups of guardians following a pre-circulated schedule for the same

Initiative adopted by the college:

The college authority holds guardian meetings at least once in a session. For this notice is circulated through post office well ahead of time. The meetings are very much fruitful as the discussions of the meetings help the authority in taking right policies for the development of the institution. However, the presence of the guardians in the meetings is not encouraging. Moreover, there is a provision of nominating 02 guardians to the Governing Body of the college.

Besides the above initiatives adopted by the college against the suggestions made by the NAAC Peer Team in 2004, the college adopted some additional steps for the overall quality enrichment of the college. The criterion-wise achievements not covered in the above points are put in the following points.

Achievements not covered above:

- The college has started PG Course in Commerce from the Academic Session 2015-2016.
- The college has been granted permission to start PGDCA in regular mode by Gauhati University from the Academic Session 2015-2016.
- The college offers the opportunity for skill development of students by offering short-term vocational courses in Insurance, Taxation, Share and Stock Training and Entrepreneurship along with some short-term computer courses simultaneously with UG and PG courses since the Academic Session 2014-2015.
- The college established a Study Centre of Krishna Kanta Handiqui State Open University, Assam in 2008 and since then the college has been offering UG Programmes (BA, B.Com., BBA and BCA) and PG (Assamese and Political Science) Programmes through distance mode.
- The college established a Study Centre of Institute of Distance and Open Learning (IDOL) under Gauhati University and the college has been offering M.Com., M.A., PGDCA and many other PG and PG Diploma Courses through the Study Centre in distance mode.
- The college established Study Centre of Assam State Open School under Assam Higher Secondary Education Council, Guwahati in 2012 and since then the college has been offering Higher Secondary Courses in Arts and Commerce Streams in distance mode.
- Besides prospectus, newspapers and notices, the college has started publicity of its admission process, examination schedules, events etc. through its website.
- A bridge course is organized for the new students coming from other streams.
- Subject-wise Remedial Coaching is offered to those students who fail in an examination.
- The faculty member prepares Lesson Plans and maintains Teachers' Diary. They impart teaching as per their teaching plans and the progress is monitored by the IQAC.
- Besides the traditional lecture mode of teaching, teachers supplement their teaching with seminars, group discussion, use of internet, audio-visual aids etc.

- The college strictly follows the evaluation system adopted by Gauhati University (CGPA System). For assessing a student, the college holds sessional examinations, group discussions, seminars, etc. as per university rules. Besides, a student is also assessed on the basis of holistic behaviour of the student.
- In-house research projects by students under teachers' guidance are encouraged.
- There is also a Book Bank attached with the central library. Internet and reprographic facilities are also available in the central library.
- The college has provided separate building (RCC 1st Floor, 1240 sq.ft.) for the Study Centres of Krishna Kanta Handiqui State Open University and Assam State Open School under Assam Higher Secondary Education Council, Assam.
- There is one UGC Network Resource Centre in the college.
- The college has been publishing an annual students' magazine. Besides, the departments of the college have been publishing 02 Departmental Magazines annually under the titles "Vanijyam" and "Horizon". Moreover, there is 01 Wall Magazine in the college.
- The college has a Women Hostel where 35 boarders can be accommodated.
- For public speaking such as holding of meetings, seminars, workshops, lecture programmes, training programmes etc., the college can provide adequate space, sitting arrangement, sound system, light, LCD projector, public address system and other necessary facilities.
- There is one Health Centre in the college. Doctors attend the centre on part-time basis for health check-up of students. Free community health check-up programmes are also arranged by the college from time to time. Besides, health awareness programmes are also organized by the various units/cells of the college.
- In order to ensure security, the main campus of the college measuring 1.3 acre is surrounded by 7 feet tall brick wall. 01 night chowkidar has been appointed on contractual basis to guard the campus during the night hours. 16 CCTV cameras have been installed at different locations of the college mainly to ensure security. The Women Hostel of the college is located inside the college campus. Hence, the security measures adopted for the college also cover the security of the Women Hostel. The residence of the Hostel Warden is in the ground floor of the hostel building and this has ensured security of the hostel boarders to a large extent.
- Scholarships from Government are availed by the students of SC, ST and OBC communities. Economically weaker students are also given benefits like fee concession, free books etc.

- Communicative Skill Development Course is conducted by English department of the college in order to develop the communicative skill of the students.
- The institution has a Students' Grievance Redressal Cell to solve various problems faced by the students.
- The college has a committee for prevention of sexual harassment to look after such issues.
- There is an Anti-Ragging Committee to ensure ragging-free environment.



Office of the Principal

NALBARI COMMERCE COLLEGE

(A Premier Co-educational Institution of Higher Learning)

P.O.- CHOWKBAZAR, Dist.- NALBARI-781334 (ASSAM)

Website: www.nalbaricommercecollege.ac.in
E-mail: iqacncc@gmail.com

Phone: 03624 – 220969, Mobile: 9859926398
Fax: 03624 - 220969

Memo No.NCC/.....

Date: 30/03/2016

Declaration by the Head of the Institution

It is certified that the information provided in this Self-Study Report (SSR) of Nalbari Commerce College, Nalbari for re-accreditation of the institution for the 2nd Cycle by National Assessment and Accreditation Council (NAAC) are true to the best of my knowledge.

This SSR is prepared by the Steering Committee constituted for re-accreditation of the college by NAAC through proper discussions with the stakeholders, and no part thereof has been outsourced.

We all are aware that the esteemed members of the Peer Team will visit our institution for re-accreditation soon after receiving this SSR of the college.

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

Office of the Principal



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Phone: 03624 – 220969, Mobile: 9859926398
Fax: 03624 - 220969

Memo No.NCC/.....

Date:30/03/2016

Certificate of Compliance

(Affiliated/~~Constituent~~/Autonomous Colleges and Recognized Institutions)

This is to certify that **Nalbari Commerce College, Nalabri** fulfils all norms stipulated by the Affiliating University (Gauhati University, Assam) and Regulatory Body (University Grants Commission, New Delhi) and the affiliation and recognition is valid as on date.

In case the affiliation/recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.


It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that undertaking given to NAAC will be displayed on the college website.

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

ANNEXURE-I

Ph. 23234981, 23232791, 23237121, 23234116
23234513, 23232167, 23236735, 23239437
UGC Website: www.ugc.ac.in



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

F 8-156/2008 (CPP-I)

July, 2008

The Registrar,
Gauhati University,
Gopinath Bardoloi Nagar,
Guwahati-781 014 (Assam).

25 JUL 2008

Sub - List of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956-Inclusion of New Colleges.

Sir,

I am directed to refer to the letter No. NCC/3.J(a)08/817 dated 22nd May, 2008 received from the Principal, Principal cum Secretary, Nalbari Commerce College, Nalbari (Assam) on the subject cited above and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree: -

Name of the College	Year of Establishment	Remarks
Nalbari Commerce College, P.O. Chowkbazar, Nalbari-781 334 (Assam). (On permanent affiliation)	1979	The College is eligible to receive Central assistance in terms of the Rules framed under Section 12 (B) of the UGC Act, 1956.

The documents submitted by the College have been accepted by the Commission.

Yours faithfully,

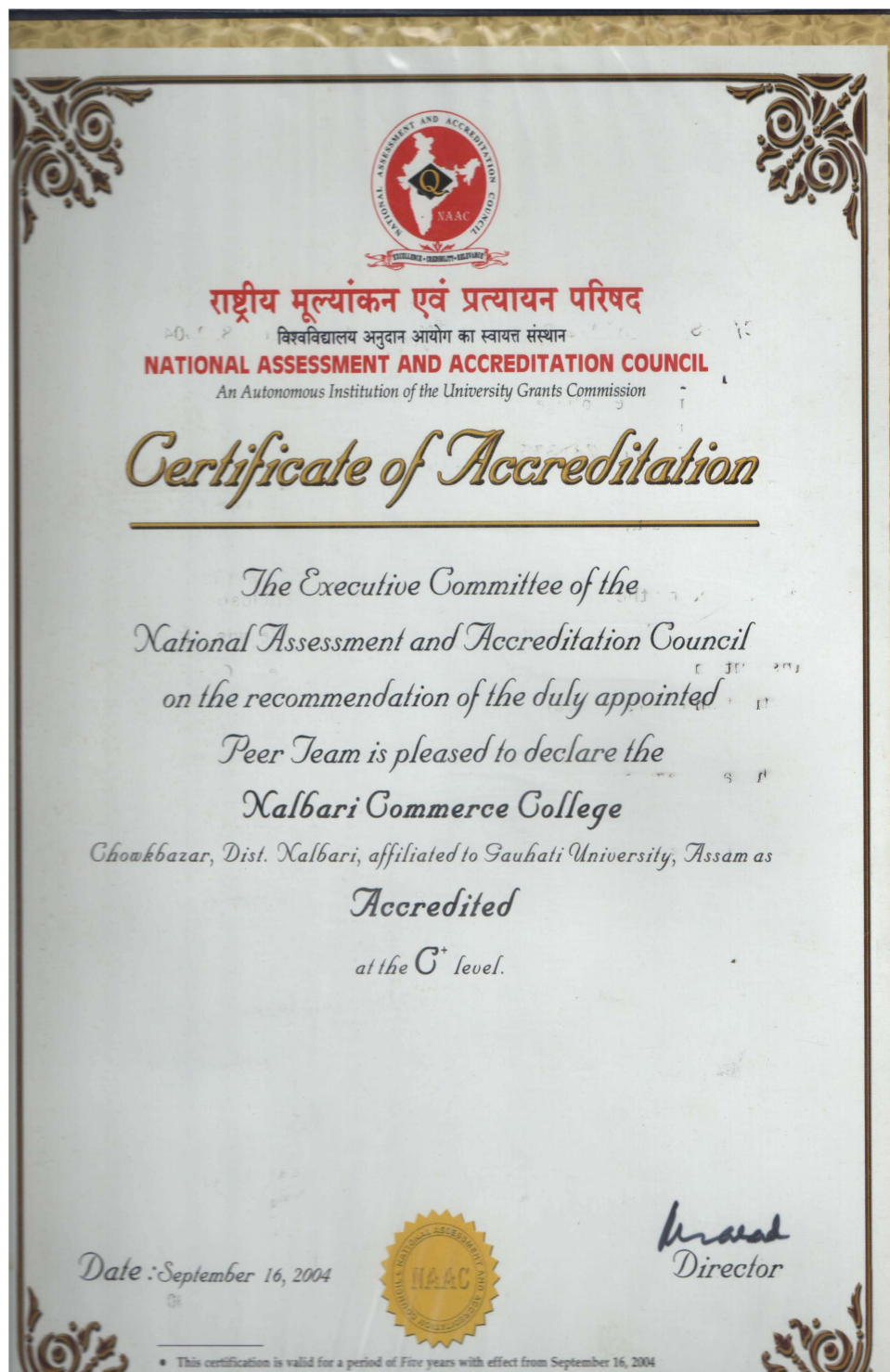
(S.C. Chadha)
Deputy Secretary

Copy to:-

1. The Principal, Nalbari Commerce College, P.O. Chowkbazar, Nalbari-781 334 (Assam).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi-110 001.
3. The Secretary to the Government of Assam, Higher Education Department, Gauhati (Assam).
4. The Deputy Secretary, UGC, North-Eastern Regional Office, 3rd Floor, House FED, Rental Block-5, Beltola-Basistha Road, Dispur, Guwahati-781 006 (Assam).
5. Publication Officer (Website-UGC), New Delhi.
6. Section Officer, FD-III Section, UGC, New Delhi.
7. All Sections, UGC, New Delhi.
8. Guard file.

(Mrs. Sunita Gulati)
Section Officer

ANNEXURE-II-A



ANNEXURE-II-B

Quality Profile

Name of the Institution : Nalbari Commerce College
Place : Chowkbazar, Dist. Nalbari, Assam

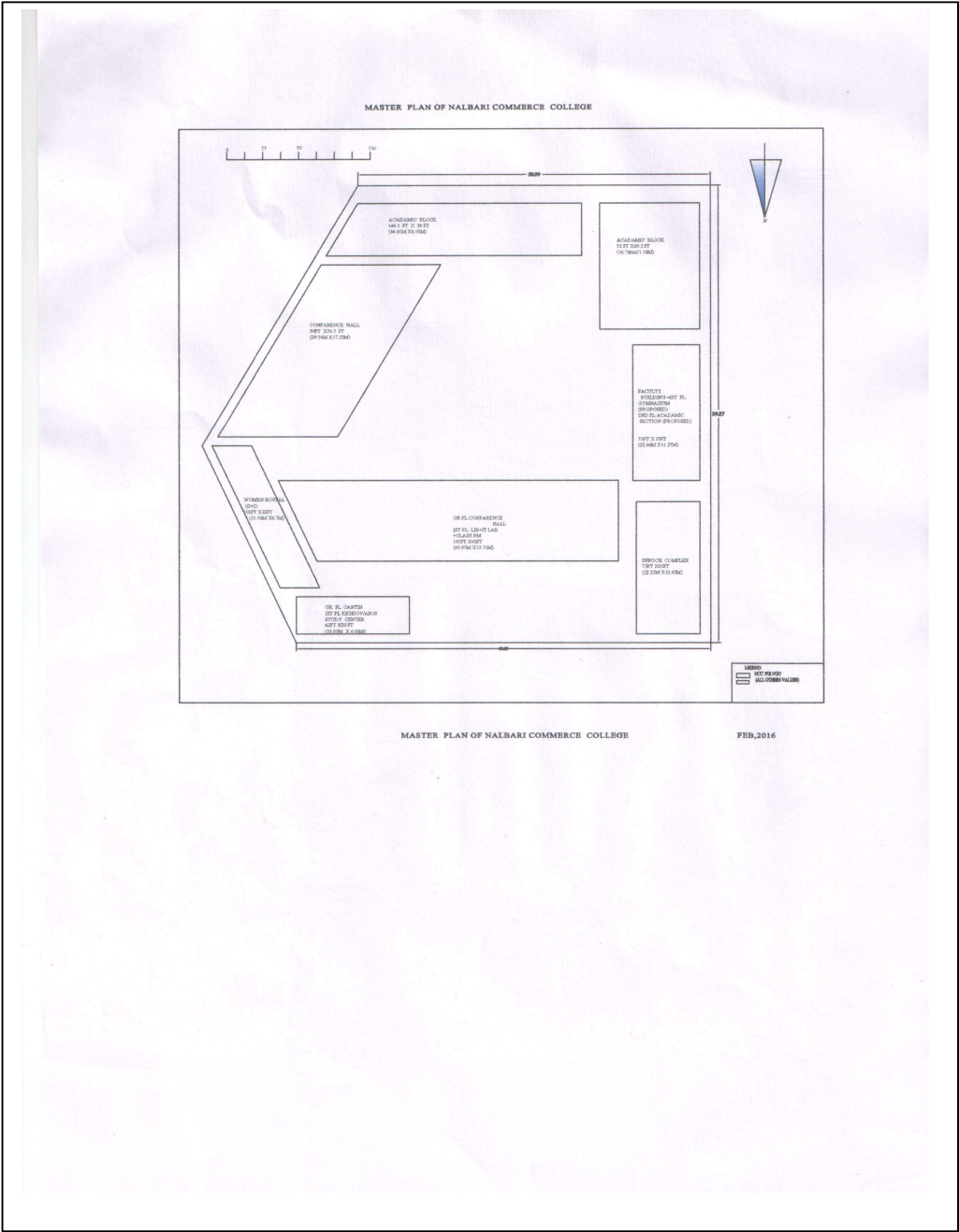
Criterion	Criterion Score (Ci)	Weightage (Wi)	Criterion X Weightage (Ci x Wi)
I. Curricular Aspects	60	10	600
II. Teaching-learning and Evaluation	65	40	2600
III. Research, Consultancy and Extension	55	05	275
IV. Infrastructure and Learning Resources	65	15	975
V. Student Support and Progression	60	10	600
VI. Organisation and Management	65	10	650
VII. Healthy Practices	60	10	600
		100	$\Sigma C_i W_i = 6300$

$$\text{Institutional Score} = \frac{\Sigma C_i W_i}{\Sigma W_i} = \frac{6300}{100} = 63.00$$

Handwritten Signature
Director

ANNEXURE-III

MASTER PLAN



ANNEXURE-IV-A

Receipts & Payments of Nalbari Commerce College 2011-12					
RECEIPT			PAYMENT		
Sl. No	Particulars	Amount (Rs.)	Sl. No	Particulars	Amount (Rs.)
1	Admission Fees	2195885.00	1	College Development	540269.00
2	Examination Fees	775132.00	2	Contingency	30363.00
3	Library Fees	7890.00	3	Printing & Stationery	119850.00
4	Affiliation Fees	43950.00	4	ASEB Bill	55206.00
5	RTI Fees	60.00	5	Telephone Bill	13050.00
6	Certificate Fees	100.00	6	Examination	768205.00
7	Bank Interest	102845.00	7	Library	75462.00
8	Prospectus Sale	62240.00	8	Union	61560.00
9	Donation	150500.00	9	Magazine	10000.00
			10	Scout & Guide	7118.00
			11	Furniture	16300.00
			12	Registration & Enrolment	167517.00
			13	Affiliation Fees	153580.00
			14	Bank Charge	720.00
			15	Faculty Development	35257.00
			16	Advertisement	1235.00
			17	T.A	53511.00
			18	Salary	71001.00
			19	labor & Wages	177620.00
			20	Electricals Goods	38428.00
			21	Flower Plantation	1900.00
			22	Migration Fees	19.00
			23	Water Supply	5500.00
			24	VC No. 62	5039.00
			25	Fees Return to Student	600.00
			26	Fixed Deposit	557000.00
			27	RR award	1000.00
			28	Opening New Bank Account	10050.00
			29	Saraswati Puja	36395.00
			30	G.B Meeting expenses	12915.00
			31	Advocate Fees	27000.00
	Total Receipt	3338602.00		Total Expenditure	3053670.00
	Opening Balance	2249181.00		Closing Balance	2534113.00
	Grand Total	5587783.00		Grand Total	5587783.00

ANNEXURE-IV-B

Receipts & Payments of Nalbari Commerce College 2012-13					
RECEIPT			PAYMENT		
Sl. No	Particulars	Amount (Rs.)	Sl. No	Particulars	Amount (Rs.)
1	Admission Fees	3225814.00	1	College Development	323300.00
2	Examination Fees	705005.00	2	Contingency	77808.00
3	Library Fees	625.00	3	Printing & Stationery	57070.00
4	Bank Interest	153522.00	4	Telephone Bill	11080.00
			5	ASEB Bill	29850.00
			6	Examination	905724.00
			7	Library	86846.00
			8	Union	33320.00
			9	Magazine	36500.00
			10	Scout & Guide	3237.00
			11	Furniture	79200.00
			12	Bank Charge	270.00
			13	labor & Wages	53490.00
			14	Registration	223544.00
			15	Salary	140400.00
			16	T.A	43000.00
			17	Electricals Goods	33500.00
			18	Advertisement	14125.00
			19	Poor's scholarship	12000.00
			20	Land purchase	299980.00
			21	UGC Loan	225000.00
			22	Internal Audit Fees	4000.00
			23	Computer	14700.00
			24	Saraswati Puja	35000.00
			25	Water Supply	21477.00
			26	G.B Meeting Expenditure	9160.00
			27	Return Student	300.00
	Total Receipt	4084966.00		Total expenditure	2773881.00
	Opening Balance	2534113.00		Closing Balance	3845198.00
	Grand Total	6619079.00		Grand Total	6619079.00

ANNEXURE-IV-C

Receipts & Payments of Nalbari Commerce College 2013-14					
RECEIPT			PAYMENT		
Sl. No	Particulars	Amount (Rs.)	Sl. No	Particulars	Amount (Rs.)
1	Tuition Fees	552600.00	1	T.A	57779.00
2	Admission Fees	338200.00	2	Computer	23100.00
3	Enrollment	105300.00	3	Exam Remuneration	269417.00
4	Affiliation	178000.00	4	G.B Meeting	22212.00
5	Registration	61650.00	5	Electricity	45936.00
6	Library	190875.00	6	Exam Fees	969389.00
7	Scout & Guide	39100.00	7	Printing & Stationary	75015.00
8	Exam	1410240.00	8	Misc.	41144.00
9	Electrician	195500.00	9	Library	157850.00
10	I-Card	19560.00	10	Telephone	9469.00
11	Student Mutual Fund	23460.00	11	Registration	215758.00
12	Union	111540.00	12	Labor Charge	16700.00
13	Magazine	73880.00	13	Saraswati Puja	40000.00
14	Printing	78200.00	14	Furniture	19000.00
15	I/CAC	39100.00	15	Earth Filling	12800.00
16	Others	304090.00	16	Internal Audit Fees	7000.00
17	College Dev. Fund	391000.00	17	Tuition Fees	1663200.00
18	NSS	23460.00	18	Legal Fees	170370.00
19	College Foundation Day	78200.00	19	Student Aid Fund	15000.00
20	Computer	81740.00	20	Renovation of Building	404411.00
21	Commerce & Economic Fund	15790.00	21	Advertisement	10600.00
22	Faculty	38950.00	22	Foundation Day	44400.00
23	Saraswati Puja	38850.00	23	Union	119780.00
24	Study Circle	19140.00	24	Salary to Part Timer	167120.00
25	Bank Interest	201586.00			
	Total Receipts	4610011.00		Total Payment	4577450.00
	Opening Balance	3845198.18		Closing Balance	3877763.18
	Grand Total	8455209.18		Grand Total	8455213.18

ANNEXURE-IV-D

Receipts & Payments of Nalbari Commerce College 2014-15					
RECEIPT			PAYMENT		
Sl. No	Particulars	Amount (Rs.)	Sl. No	Particulars	Amount (Rs.)
1	Sale Proceeds from Sale of Prospectus	94100.00	1	Salary to Part Timer	197744.00
2	Receipts from Interview	11000.00	2	Expenditure in T.A	45007.00
3	Admission fees Collection	1964650.00	3	Computer Repairing & Purchase of Parts	83150.00
4	Bank Interest Accrued	163046.00	4	Expenditure in Court Case	20049.00
5	Examination Demand Draft Received Return	61600.00	5	Contingency Expenditure	42955.00
			6	News Paper	826.00
			7	Expenditure in Common Room	3250.00
			8	Transfer to Union Fund	70000.00
			9	Bank Commission	1213.00
			10	NAAC Expenditure	32073.00
			11	Expenditure in Printing	68300.00
			12	Telephone	9868.00
			13	Furniture	
			14	Labor Charge in Building	202800.00
			15	Earth Filling	115950.00
			16	ASEB	60109.00
			17	Steel Fabrication Works	28400.00
			18	Exp. In Admission	3600.00
			19	Repairing Xerox Machine	15000.00
			20	Building Materials	491512.00
			21	Construction Generator House	30195.00
			22	Electrical Works	107600.00
			23	Stationary	28715.00
			24	Fitting Fixing Aluminum Partition	129990.00
			25	G.U Registration Fees	219939.00
			26	G.B Meeting	5305.00
			27	AHSEC Registration	10250.00
			28	Affiliation to AHSEC	2550.00
			29	Building expenditure	274799.00
			30	Fitting & Fixing Class Ceiling	170900.00
			31	G.U Examination Fees	62636.00
			32	Scholarships	16800.00
			33	Audit Fees	7000.00
			34	Foundation Day Exp.	26270.00
			35	Opening of M.Com	7985.00
			36	Interview Exp.	49899.00
			37	Advertisement	20160.00
			38	Vocational Exam Exp.	13100.00
	Total Receipts	2294396.00		Total Payment	2675899.00
	Opening Balance	3877763.18		Closing Balance	3492445.18
	Grand Total	6172159.18		Grand Total	6168344.18

ANNEXURE-V

1. Development Assistance for Under Graduate Education:									
Sl. No.	Item	Grant Allocated	Grants Allocated	Grant Received (1st)	Grant Received (2nd)	Grant Received (3rd)	Total Grant Received	Grants Utilized	Remarks
1	Books and Journals	1,50,000/-	150000.00	150000.00			150000.00	150000.00	Audited Utilization Certificate submitted to NERO
2	Equipments	3,00,000/-	300000.00	300000.00			300000.00	300000.00	
3	Maintenance and Equipment	--							
4	Construction/Extension/ Renovation of Building (Specify type of Building)	5,55,000/-	550000.00	275000.00	220000.00	55000.00	550000.00	550000.00	
5	Improvement of facilities in existing premises	--							
6	Enhancement of initiative for competence building	--							
7	Examination reform	--							
8	Educational innovation	--							
9	Filed work/study tours	--							
10	Extension activities	1,00,000/-	100000.00	60000.00	30000.00	10000.00	100000.00	100000.00	
	TOTAL:	11,00,000/-	1100000.00	785000.00	250000.00	65000.00	1100000.00	1100000.00	

3. Additional Grant/Schemes Merged with Development Grants:

Sl No.	Name of the Scheme	Grants Allocated	Grant Received (1st)	Grant Received (2nd)	Grant Received (3rd)	Total Grant Received	Grants Utilized	Remarks
1	Improvement of facilities in existing premises							Audited Utilization Certificate submitted to NERO
	Item: Common room and toilet for Women	200000.00	200000.00			200000.00	200000.00	
2	Rejuvenation of Infrastructure in Old Colleges (Establishment before 15 th August, 1947)							
	Item: Building							
3	'Catch-up' Grant for young Colleges (Recognized under Sections 2(f) and 12(B) during Tenth Plan and thereafter)							Audited Utilization Certificate submitted to NERO
	Item: Building (Limited to 9.00 Lakh)	900000.00	200000.00	610000.00	90000.00	900000.00	900000.00	
	Item: Books & Journals	150000.00	150000.00			150000.00	150000.00	
	Item: Equipment	150000.00	150000.00			150000.00	150000.00	
4	Colleges located in Rural/Remote/Border/Hill/Tribal Areas (Certificate of location from Govt. Officer not below the rank of BDO to be furnished)							Audited Utilization Certificate
	Item: Accommodation for teachers students on rental basis	500000.00	100000.00	350000.00		450000.00	450000.00	

	Item: Conveyance allowance to students	250000.00	50000.00	175000.00		225000.00	225000.00	submitted to NERO
	Item: Developing and implementing location specific curricula	250000.00	50000.00	175000.00		225000.00	225000.00	
5	Colleges with relatively higher proportion of SC/ ST/OBC (non creamy layer)/ Minorities/ economically deprived/ physically challenged of College in Minority Institution)							
	Item: Stipend for students, for Economically Deprived, BFL (Below Poverty Line) Card Holder of the concerned State/UT							
6	Special grant for enhancement of initiative for capacity building in Colleges							Audited Utilization Certificate submitted to NERO
	Item: Books and Journals	50000.00	10000.00	35000.00		45000.00	45000.00	
	Item: Equipments							
	Item: Building, classroom, laboratory	550000.00	375000.00	220000.00	55000.00	650000.00	650000.00	
	Item: Furniture fixtures for new classroom, laboratory	100000.00						
7	Establishment of Day Care Centre	200000.00	200000.00			200000.00	200000.00	Audited Utilization Certificate submitted to NERO
	Item: Essential facilities							
8	Colleges in Backward Areas (Identified Districts enclosed)							
	Item: Building (Limited to Rs.9.00 lakh)							
	Item: Books and Journals							
	Item: Equipment including PC (Where not adequate, more than 50 students per PC)							
9	Establishment of UGC Network Resource Centre (UGC-NRC) (first time assistance)							Audited Utilization Certificate submitted to NERO
	Item: Pentium PC (latest) Printer, UPS, Software, fax Modem	250000.00	225000.00	25000.00		250000.00	250000.00	
	Item: Internet Connectivity	60000.00	12000.00	48000.00		60000.00	60000.00	
	Establishment of UGC Network Resource Centre (UGC-NRC) (second time assistance)							
	Item: Purchase/ up gradation of computers							

	Item: Internet Connectivity							
	Equal Opportunity Centre in Colleges							
10	Item: Contingency, meetings, honorarium to Advisor (PG College: Rs. 0.50 lakh p.a. UG College: Rs.030 lakh p.a., Short term Course on positive discrimination (Rs.0.25 lakh p.a.)							
	Remedial Coaching for SC/ST/OBC (excluding creamy layer) and Minorities							
	Item: Equipment							
11	Item: Books, Journals, Study materials							
	Item: Recurring items including honorarium, remuneration, TA, Payment to part time LDC, Contingency							
	Coaching for NET/SLET for SC/ST/OBC (excluding Creamy layer)							
	Item: Equipment							
12	Item: Books, Journals, Study materials							
	Item: Recurring items including honorarium, remuneration, TA, Payment to part time LDC, Contingency							
	Coaching classes for SC/ST/OBC (excluding Creamy layer) and Minority							
	Item: Equipment							
13	Item: Books, Journals, Study materials							
	Item: Recurring items including honorarium, remuneration, TA, Payment to part time LDC, Contingency							
	Higher Education for persons with specific needs (HEPSN)							
	Component 1	-						
14 (i)	Establishment of enabling Units for differently abled persons							
	Component 2	-						
	Providing access to differently abled person (one time assistance)							

	Component 3	-						
	Providing special equipment to augment educational services for differently abled person (one time assistance)							
14	Financial assistance to visually challenged teachers							
(ii)	Item: Payment to Reader, purchase of Braille books/ materials, recorded materials, equipmenta							
15	Career and Counseling Cell							
	Item: Computers with internet, Laser printer, Photocopier, Fax.	200000.00	200000.00			200000.00	200000.00	Audited Utilization Certificate submitted to NERO
	Item: Hiring charges, TA/DA to Counselor, Resource Persons, Payment of Honorarium, Reading material, Contingency	500000.00	100000.00	181785.00		281785.00	281785.00	
	Grand Total:	5410000.00	2807000.00	2069785.00		5086785.00	5086785.00	

1. Construction of Women Hostel

Sl. No.	Item	Grant Allocated	Grant Received				Remarks
			1 st Installment	2 nd Installment	3 rd Installment	Final Installment	
1.	Cost of Civil Works	2720995/-	20,00,000/-	10,00,000/-	6,00,000/-	4,00,000/-	Completion Repot submitted to NERO through the Director of College Development Council, GU
2.	Others	9,36,023/-					
3.	Supervision Charge	---					
4.	Furniture	342982/-	Received on 24/08/2009	Received on 19/10/2010	Received on 31/03/2011	Received on 10/03/2015	
	Total	40,00,000/-					

2. Additional Grant

Sl. No.	Item	Grant Allocated	Grant Received		Remarks
			1 st Installment	2 nd Installment	
1.	Generator	2,00,000/-	20,05,000/- Received on 31/01/2011	4,45,000/- Received on 14/01/2012	Audited Utilization Certificate submitted to NERO
2.	Inverter	1,00,000/-			
3.	Computer Set	6,00,000/-			
4.	Smart Board	5,00,000/-			
5.	Digital Camera/CC Camera	1,00,000/-			
6.	LCD TV	5,00,000/-			
7.	LCD Projector	2,50,000/-			
8.	Software	2,00,000/-			
	Total-	24,50,000/-			

3. Sports Infrastructure & Equipments

Sl. No.	Item	Grant Allocated	Grant Received			Remarks
			1 st Installment	2 nd Installment	Final Installment	
1.	Construction of Indoor Stadium	30,00,000/-	15,00,000/-	12,00,000/-	3,00,000/-	Audited Utilization Certificate submitted to NERO
2.	Equipments	NIL	Received on 16/03/2011	Received on 17/12/2012	Received on 06/03/2014	
	Total-	30,00,000/-				

4. Additional Grant for purchase of Equipments:

Sl. No.	Item	Grant Allocated	Grant Received			Remarks
			1 st Installment	2 nd Installment	Total	
1.	Equipments	21,97,460/-	10,98,730/- Received on 27/07/2012	8,78,984/- Received on 02/02/2013	19,77,714/-	Audited Utilization Certificate submitted to NERO

5. Seminar/Workshop/Conference Grant

Sl. No.	Title of the Seminar/Workshop/Conference	Grant Allocated	Grant Received	Remarks
1.	Folk-life and Culture- "Their Impact on the Society in the Present Day Context" held on 5 th & 6 th June of 2010.	1,00,000/- vide sanction No. F.08-65/Sem/Conf/ NERO/2009-10/6408 dtd. 19/2/2010	1,00,000/-	Audited Utilization Certificate submitted to NERO
2.	"Current Trend in the Teaching of English in India at the Higher Secondary and Degree Level: Problems and Prospects" held on 9 th & 10 th June of 2010.	1,50,000/- vide sanction No. F.08-64/Sem/Conf/ NERO/2009-10/6379 dtd. 19/2/2010	1,50,000/-	Audited Utilization Certificate submitted to NERO
3.	"Folk Elements in Assamese Literature" held on 2 nd & 3 rd February of 2011.	1,50,000/- vide sanction No. F.08-86/Sem/Conf/ NERO/2010-11/3817 dtd. 25/11/2010	1,50,000/-	Audited Utilization Certificate submitted to NERO
4.	"Role of Commerce Education in the Economic Development of the North-Eastern Region" held on 4 th & 5 th February of 2011.	1,00,000/- vide sanction No. F.08-88/Sem/Conf/ NERO/2010-11/3818 dtd. 25/11/2010	1,00,000/-	Audited Utilization Certificate submitted to NERO
5.	"Human Rights Education" held on 12 th & 13 th November of 2011.	1,00,000/- vide sanction No. F.1-83/2011(HRE) dtd. 17/08/2011	1,00,000/-	Audited Utilization Certificate submitted to NERO
6.	"Global Warming: Its Impact on the World Environment" held on 19 th & 20 th February of 2012.	1,00,000/- vide sanction No. F.8-72/Sem/Conf/ NERO/2011-12/1178 dtd. 13/12/2011	75,000/-	Audited Utilization Certificate submitted to NERO

6. Grants for undertaking Minor Research Project by Professors

Sl. No.	Name of the Professors	Grant Allocated	Grant Received	Remarks
1.	Dr. Umesh Talukdar Associate Professor, Department of Accountancy	1 st Installment - 92,000/- vide sanction No. F.05-53/ 2008-09 (MRP/NERO) dtd. 02/3/2009 2 nd Installment- 58,000/- vide sanction No. F.05-53/ 2008-09 (MRP/NERO) dtd. 17/9/2010	150000/-	
2.	Dr. Manik Ch. Barman Associate Professor, Department of Management	1 st Installment - 1,07,500/- vide sanction No. F.05-48/ 2008-09 (MRP/NERO) dtd. 02/3/2009 2 nd Installment - 42,500/- vide sanction No. F.05-48/ 2008-09 (MRP/NERO) dtd. 14/12/2010	150,000/-	
3.	Dr. Atul Ch. halo Associate Professor, Department of Accountancy	1 st Installment- 1,05,000/- vide sanction No. F.05-40/ 2009-10 (MRP/NERO) dtd. 26/12/2009 2 nd Installment- 45,000/- vide sanction No. F.05-40/ 2009-10 MRP/NERO/7944 through RTGS/Transfer No. 1-6/UGC/NERO/ 2011-12/ 1784/ 9374 dtd. 11/10/2011	150000/-	
4.	Dr. Ashok Kr. Sarma Associate Professor, Department of Finance	1 st Installment- 1,20,000/- vide sanction No. F.05-39/ 2009-10 (MRP/NERO) dtd. 26/12/2009 2 nd Installment- 30,000/- vide sanction No. F.05-39/ 2009-10 (MRP/NERO through RTGS/Transfer No. 1-6/UGC/NERO/ 2011-12/ 1773/ 8568 dtd. 05/09/2011	150000/-	
5.	Manoj Kr. Kalita Asstt. Professor Department of English	1 st Installment- 1,07,000/- vide sanction No. F.05-70/ 2011-12 (MRP/NERO) dtd. 05/01/2013	107000/-	


6.	Dr. Ashok Kr. Sarma Associate Professor, Department of Finance	1 st Installment- 80,000/- vide sanction No. F.05-170/ 2011-12 (MRP/NERO) dtd. 08/01/2013	80000/-	
7	Bibhuti Bhusan Das Assistant Professor, Department of Management	1 st Installment- 95,000/- vide sanction No. F.05-171/ 2011-12 (MRP/NERO) dtd. 08/01/2013	95000/-	
8	Dr. Nupur Kalita Assistant Professor, Department of Accountancy	1 st Installment- 1,07,500/- vide sanction No. F.05-348/ 2012-13 (MRP/NERO) dtd. 10/02/2014	107500/-	
	Kanak Ch. Barman Assistant Professor, Department of Economics	1 st Installment- 1,09,500/- vide sanction No. F.05-347/ 2012-13 (MRP/NERO) dtd. 18/03/2014	109500/-	
	Dr. Umesh Talukdar Associate Professor, Department of Accountancy	1 st Installment- 1,00,000/- vide sanction No. F.05-352/ 2012-13 (MRP/NERO) dtd. 25/01/2014	100000/-	
	Ramani Barman Associate Professor, Department of Finance	1 st Installment- 1,09,500/- vide sanction No. F.05-350/ 2012-13 (MRP/NERO) dtd. 20/08/2014	109500/-	
	Ajoy Ch .Baruah Retd. Professor, Department of Economics	1 st Installment- 1,09,500/- vide sanction No. F.05-349/ 2012-13 (MRP/NERO) dtd. 15/12/2014	109500/-	

Summary of UGC Grants received till date

Sl. No.	Scheme	Amount received	Plan Period	Amount Utilised	Amount Balance
1	Development Assistance & Merged Scheme	5086785.00	11 th Plan	18607499.00	NIL
2	Construction of Women Hostel	4000000.00			
3	Additional Grant	2450000.00			
4	Sports Infrastructure & Equipments	3000000.00			
5	Additional Grant for purchase of Equipments	1977714.00			
6	Seminar/Workshop/Conference Grant	675000.00			
7	MRP by Professor	1418000.00			
	Total-	18607499.00			
8	Books & Equipments	137000.00	12 th Plan	137000.00	NIL
9	IQAC Grants	300000.00		139619.00	160381.00
10	General Development Assistance	2027000.00		2027000.00	NIL
	Grand Total-	21071499.00		20911118.00	160381.00

ANNEXURE-VI

Grants release letter from UGC during 12th Plan


ज्ञान-विज्ञान विमुक्तये

UNIVERSITY GRANTS COMMISSION
NORTH EASTERN REGIONAL OFFICE
3RD FLOOR, HOUSEFED, RENTAL BLOCK - V.
BELTOLA - BASISTHA ROAD
DISPUR, GUWAHATI - 781006, ASSAM
PHONE : 0361- 2267721 (0)
FAX : 0361- 2267056
Website : www.ugc.ac.in
E-mail : ugcnero@gmail.com

FD Diary No. 17484
Dated : 24 MAR 2014

No. F. 5-84/2012/(NERO) March, 2014
24 MAR 2014

The Accounts Officer,
University Grants Commission,
North Eastern Regional Office,
Housefed Complex,
Dispur, Guwahati (Assam) – 781 006

Subject :- Release of Grants-in-aid to Nalbari Commerce College, Nalbari, Assam (Affiliated to Gauhati University, Gopinath Bordoloi Nagar, Guwahati - 781 014, Assam) for the year 2013-14 under Plan in respect of General Development Assistance (GDA) in Colleges for XII Plan period.

Sir/Madam,
I am directed to convey the sanction of the University Grants Commission for payment of grant of ₹ 20,27,000/- (Rupees Twenty Lakh Twenty Seven Thousand) only towards General Development Assistance (GDA) in Colleges for XII Plan period to the Principal, Nalbari Commerce College, Nalbari, Assam for the Plan expenditure to be incurred during 2013-14.

Auth. : Vide UGC, H.O. Letter No. F.4-8/2014 (GDA/NERO/RO) dated 14.3.2014.


Purpose of Grant	Head of Account (GDA) 1B(i)b	XII Plan Allocation (₹)	Grants Already Released (₹)	Present Sanction (₹)	Balance (₹)
General Development Assistance (Plan Block Grant)	2C(i) – General 2C (ii) – SC 2C (iii) – ST	54,10,000/-	1,37,000/-	20,27,000/-	32,46,000/-

The college is requested to note:

- General District : General – 77.5%, SC – 15%, ST – 7.5%,
- SC District : General – 62.5%, SC – 30%, ST – 7.5%
- ST District : General – 55%, SC-15%, ST – 30%.
- No photocopy of bills/vouchers or the originals and detailed list of purchase should be sent with the accounts submitted unless specifically called for.

2. The sanctioned amount is debitable to the General Development Assistance (GDA) in Colleges for XII Plan period Head 1B(i)b and is valid for payment during the current financial year.

3. The amount of the grant shall be drawn by the Joint Secretary, University Grants Commission, North Eastern Regional Office, Guwahati, on the Grant-in-aid bill and shall be disbursed to and credited to the Principal, Nalbari Commerce College, Nalbari, Assam through RTGS/NEFT as per the following details.


Principal & Secretary
Nalbari Commerce College
NALBARI

Page 1 of 3


ANNEXURE-VII

Data uploaded certificate (AISHE) 2015-2016



ANNEXURE-VIII

Certificate of Validity of Affiliation


GAUHATI UNIVERSITY

Tele: 0361-2570415 (Office)
 Fax : 91-0361-2700 311
 Gopinath Bardoloi Nagar
 Guwahati- 781 014
 Assam : India


No.:GU/AFF/.2016/960.... Date:..8/3/2016


From
Dr. Suresh Kumar Nath
 Registrar
 Gauhati University, Guwahati

To whom it may concern

This is to certify that **Nalbari Commerce College, Nalbari, Assam** is affiliated to Gauhati University since 1988-1989 and recognized by the University Grants Commission and the following Courses are taught in the said college as per approval.


Sl. No.	Name of the Course(s) and duration	Affiliation	Period of validity for the year(s)
		Permanent/Temporary	
(I)	Three year B.Com. General Course	Permanent	2015-2016
(II)	Three year B.Com. Major Course in Accountancy, Management and Banking	Temporary	2015-2016
(III)	Three year B.Com. General Course in Information Technology in Business	Temporary	2015-2016
(IV)	Three year B.Com. Major Course in E.Com.	Permitted	2015-2016
(V)	One year PGDCA Course	Permitted	2015-2016
(VI)	Two year M.Com. Course	Permitted	2015-2016


 Principal cum Secretary
 Nalbari Commerce College
 NALBARI


 Registrar
 Gauhati University
 Guwahati, Assam

ANNEXURE-IX

Certificate of Validity of Affiliation

 **GAUHATI UNIVERSITY**

Tele: 0361 - 2570 415 (Office)
Fax: 91-0361-2700 311
Gopinath Bardoloi Nagar
GUWAHATI - 781 014
Assam - India


No. GU/AFF/2016 / 1211 Date: 1/6/16

From: Dr. S.K. Nath, M.A., Ph.D.B.Ed,
Registrar,
Gauhati University

TO WHOM IT MAY CONCERN

This is to certify that Nalbari Commerce College, Nalbari, Assam is affiliated to the **Gauhati University** since 1988-89 and recognized by the **University Grants Commission** and the following Courses are taught in the said College as per approval.

Sl. No.	Name of the Course(s) and Duration	Affiliation		Period of Validity for the year(s)
		Permanent	Temporary	
1.	Three years B.Com. General Course including subjects English, Assamese and Hindi	Permanent		2015-16


Registrar,
Gauhati University
01/06/16