



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		Commerce College Kokrajhar
• Name of the Head of the institution		Dr. Ratneswar Debnath
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		03661271253
• Mobile no		9435026313
• Registered e-mail		principal@commercecollege.ac.in
• Alternate e-mail		commercecollegeiqac2016@gmail.com
• Address		Kokrajhar, W/No-5 BTR , Assam
• City/Town		Kokrajhar
• State/UT		Assam
• Pin Code		783370
2.Institutional status		
• Affiliated /Constituent		Affiliated
• Type of Institution		Co-education
• Location		Urban
• Financial Status		UGC 2f and 12(B)

• Name of the Affiliating University	Bodoland University, Kokrajhar, Assam				
• Name of the IQAC Coordinator	Mr. Shyam Subedy				
• Phone No.	03661271253				
• Alternate phone No.	03661271253				
• Mobile	8812815477				
• IQAC e-mail address	commercecollegeiqac2016@gmail.com				
• Alternate Email address	subedyraj@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://commercecollege.ac.in/2019/03/28/ssr/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	no				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.76	2021	15/02/2021	14/02/2026
6.Date of Establishment of IQAC			18/10/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			No		
• Upload latest notification of formation of IQAC			No File Uploaded		
9.No. of IQAC meetings held during the year			3		

Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
If yes, mention the amount		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
1. The IQAC of the College distributed food stuffs to the poverty stricken people in the adopted village during Covid-19 pandemic lock down. 2. Online meeting organised with the members of IQAC Core Committee. 3. Students were facilitated by providing FREE MOBILE RECHARGE for internet data for attending online classes and other academic purposes. 4. Acknowledged order/permission for pursuing online FDP/STC/OP etc. to the faculty members. 5. National & International Online Webinar organised by the various departments of the College, in collaboration with IQAC.		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Due to Covid-19 Pandemic no such plan of actions could be undertaken. Though the HEI extended a few supporting actions for the betterment of student in general and the society in particular.	Various plan of actions like helping needy people with kinds during Covid-19 Pandemic in adopted village.	
Nil	National and International Webinar organised.	
Nil	Free mobile recharge for the needy students extended by the HEI.	

13. Whether the AQAR was placed before statutory body?	No
Name of the statutory body	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020 - 2021	15/04/2022
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
20. Distance education/online education:	

Extended Profile

1. Programme

1.1

107

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 **376**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 **210**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 **70**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **23**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 **20**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	107
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	376
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	210
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	70
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	23
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2	20
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4. Institution	
4.1	18
Total number of Classrooms and Seminar halls	
4.2	16 Lakhs
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	38
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
The Academic Council of the HEI checks out suitable and effective pedagogy for implementation of curriculum. The Vice-Principal is the academic in charge and Convenor of the Academic Council. He frames daily class routine; discusses in Academic Council meeting, and is notified by the HEI. The daily class routine is the integral part of daily academic functions of the HEI. The Academic Council monitors the smooth functioning of the daily class routine. The Affiliating University has its own academic calendar. The HEI follow the University's Academic Calendar and prepares its own calendar to ensure functioning within stipulated time. The Plan of actions includes academic council meeting, maintenance of lesson plan and periodic progress report. The execution of the teaching plan is recorded in the departmental Log Book. The HOD	

and Academic Council check the Log Book time to time. Additional classes for slow learners, seminars, group discussions also offered by the Department. Sessional examinations are conducted. Remedial classes are arranged by the department.

The curriculum delivery is effectively performed through lecture and remedial teaching. PPT is also used for better understanding.

The quality is monitored by the IQAC. Feedback facility unavailable in Session 2020-2021 due to Covid-19 Pandemic.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Institution adopts Continuous Internal Evaluation System to assess the student's development throughout the year at the institutional level. The Academic calendar has internal examinations which was conducted online and offline mode as per need and instructions of concerned State Govt. SOP. Classes were conducted through online mode of teaching for those students who cannot attend the offline classes. Special assistance was extended to students who were stuck in different places due to lockdown. Assess to study materials was provided to the students through digital mode (Google Classroom, Google Meet, Cisco Webex, Zoom etc.) The Examination Cell in collaboration with Academic Council executes the examinations and results are displayed in notice board of the College. Moreover, the soft copy of the result of the examinations was send through digital mode (only whatsapp group). The students' performance was monitored by IQAC, the Academic Council, Vice-Principal and Principal and necessary feedback was given to the concerned teachers and students. Virtual meeting with parents and the students was organized by the Academic Council, IQAC and Extension Activity Cell of the College to overcome from the mental stress during Covid-19 Lockdown.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)**0**

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**0**

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Commerce College Kokrajhar imparts co-education irrespective of any gender. The college emphasizes on environmental education both theoretically and practically with the help of all stakeholders including students. One of the best examples is plantation in the college campus and its adopted school and village, at Magurmari Govt. High School. The college is situated at a distance of 1 km from the town. 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. As the curriculum is designed by the university itself, hence the institution or faculty members do not have any opportunity to contribute to the building of the curriculum. Though gender issues, human values and professional ethics are

part of curriculum, these are areas of studies in the arts stream. As the college is being a sole commerce stream, students do not seem to have directly benefitted through scholastic areas as it is expected. Of course, concerning cells of the college organize such programme to make students aware of the issues. However due to Covid-19 pandemic most of the programmes and events could not be accomplished as expected. Some of the programmes, have of course been done on online mode.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

76

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://commercecollege.ac.in/contact/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://commercecollege.ac.in/contact/

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile**

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

376

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats))

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

294

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college teachers usually give special attention to the slow learners and they are asked to sit in the front row of the class. The slow learners are given extra time to clarify their doubts. The slow learners are encouraged to join in different cells like Youth Red Cross, Bharat Scout and Guide, Yoga etc. Advanced learners are encouraged to visit library, search web links for further and deeper study in the subjects.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
376	23

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Most of the teachings are based on question answer technique to ensure active participation of the students. Students from VI (Six) semester B. Com and M.Com are involved in the preparation of the project as mandatory part of the syllabus under G.U. (Guwahati University) and B.U. (Bodoland University). For undertaking their assigned works, the concerning students are thereby sent to different offices, industries to prepare their project. Hence they are made to learn through their own effort and practice. Departmental seminars are organized for both UG and PG level students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Apart from classroom interactions, the departments organize variety of teaching and learning activities with audio visual aids and ICT which facilitate for active and participatory learning. The use of ICT and modern technology in teaching-learning is intended to keep both teachers and students up to date with the latest technological advancements and using the same for innovative teaching-learning. Another mode of providing learning experience to students is arranging guest lectures, invited talks and student's seminars by the Departments. Learning is made more student-centric by various methods of participatory learning by which the students become more active participants than remaining passive listeners in the teaching-learning process. The participatory activities contribute to self-management, knowledge development and skill formation at personal and inter-personal levels.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

5

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

20

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

2

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal examination forms integral part of the semester system. Marks scored in the internal examinations are added to the theory paper marks of the end semester examination. Internal examination is thus as important as semester examination. Question papers are set by the concerned teacher and syllabuses for the tests are given to the students well in advance. Pattern of the question paper is set according to the norms laid by the affiliating university. Examination schedule with venue is displayed on the college notice board. Retests are conducted for students who absent themselves for valid reasons. All the teachers of the college are given the duties of invigilation in the tests. Invigilators, room allotment, number of students and seating arrangement are decided by the examination committee of the college. Examiners are appointed for paper valuation and appointment orders are issued to the individual faculty members. Apart from sessional tests and class tests exercises like

assignment, field study, reports, projects, group discussion, seminar etc bring variety in internal assessment. Assessments are held periodically to assess the attainment of learning by the students and prepare them for end semester examination.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The examination processes are carried out systematically and transparently. The College strictly adheres to the examination schedules and hence there is no delay in the holding of internal examinations. The semester examinations are held as per the scheduled of the affiliating university. The internal examination results are declared in time and results are displayed. The college has a well-structured mechanism for the redressal of grievances with reference to evaluation through the following steps: Students can inform the concerned teacher/examiner if he/she has any grievance regarding the marks scored in the internal examination. The students can also inform the authorities about their grievances in writing if he/she does not get any redressal from the teacher/examiner. The authority takes note of these grievances, if genuine, and takes necessary steps. There is also a provision for seeing the photocopy of the answer scripts by the students. If the student is not satisfied with the marking he/she can apply for re- evaluation, and the authority deems it genuine and allows the same. The performance of the students in the examinations is discussed in the classroom by the respective teachers. This ensures that the mistakes and deficiencies in the answers are clarified and sorted out. This leaves little room for dispute between the teacher and the student in his/her marks.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college offers B.Com and B.B.A. course at the undergraduate level and M.com course at the Post Graduate level. B.Com course was introduced in the college in the year 1985- 86. The college has so far produced thousands of B.Com degree holders. Many of the B.Com graduates are employed in various fields or are self employed or carrying forward their family businesses. Many of the B.Com graduates have pursued additional courses like C.A. (Chartered Accountants), C.S. (Company Secretary), I.C.W.A., M.B.A. etc. The B.B.A. Programme was introduced in the session 2008-09. Many of the B.B.A. graduates are working in various sectors, or are self employed or have pursued M.B.A. The M.Com programme was introduced in the academic session 2017-2018.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college has its own mechanism to monitor and ensure the achievement of the learning outcome. The faculty members assess students' performance on the basis of class tests on the progress of the course syllabi, sessional examinations as per University guidelines, assigning home assignments, projects etc. After the evaluation of the answer scripts, the teachers show the evaluated answer scripts to the students in order to make them aware of their mistakes, if any. All individual teachers use assessment outcomes as an indicator to evaluate student performance, achievement of learning objectives and planning. By doing so, the students can identify and rectify their weak areas and thus achieve good performance. This also increases their level of competence. For the students who are not performing well, remedial classes are arranged. The students' performance is initially assessed department wise. The HODs place it in the Academic Committee meetings. The results are analysed and a comprehensive study is done on the overall performance of the students to assess their achievement of learning outcome. A comparative analysis is also done between the performances of the current year with the previous year. The Principal conducts meetings with the academic faculty members to discuss the need to develop a formative assessment plan.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://commercecollege.ac.in/wp-content/uploads/2022/07/CCK-Students-Satisfaction-Survey-Report.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Commerce College, Kokrajhar has not yet initiated incubation center associated with business start-ups. But it encourages faculty

members for creation and transfer of knowledge. The college has introduced mentoring for the students. The faculty members provide support and encouragement to the students to maximize their learning potential. They are individually motivated to develop their personal skills. The college organizes various career oriented and personality development programmes for betterment of the students and teachers. The IQAC of the College organized Faculty Development Program by inviting Dr. Biswajit Sharma, Director, College Development Council (CDC) from Gauhati University, Guwahati, Assam. Different departments of the College organize departmental seminars and talks to inculcate research habits amongst the students of the College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college promotes the institution neighborhood community network by various activities of its organization through NSS. The college usually observes World Environment day on 5th June every

year at Magurmari High School where a large number of saplings are planted. In the said event a felicitation programme is also organized to felicitate HSLC passed students of the school. One village viz. Magurmari was adopted by the College and a number of community developmental works have been formulated like cleanliness, Beti Bachao, Beti Padhao etc. with the help of different cell & committees of the college. RSHIP organized by Ministry of Youth affairs & Sports, Govt. of India. Students are involved in various special activities promoting citizenship role, through the social services carried out by the following organization of the institution in association with faculty in charge.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

10

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year****0**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Commerce College Kokrajhar is the only institution which imparts Commerce education in the Kokrajhar town from Higher Secondary level to Post Graduate level in regular mode. The College also offers Under Graduate Courses in BBA along with B.Com course. Adequate facilities for teaching-learning are available for the smooth functioning of the institution. There are two Assam Type building and one RCC building for class room. A total number of 18 class rooms are available for the purpose. The RCC building comprises of three block viz. Administrative block, library & Academic block. Apart from this one well equip computer lab with internet facility is available in the college. The college possesses two ICT rooms and a Conference Hall for different scholastic and other necessary works. The facility of auditorium and indoor stadium is also available in the college. Separate RCC hostel building for boys and girls is under construction. Boys and girls common room is available in the college premises for the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://commercecollege.ac.in/image-gallery/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has one auditorium with 500 seating capacity and available infrastructural resources. Cultural programmes like Freshmen's Social Day, College Social Week etc. are celebrated/organized at the College auditorium every year. Apart from this many Government, as well as Non-Governmental programmes, are being organised here from time to time. The College has one Indoor Stadium for the students and teachers of the college, where various competitions are organised to groom the hidden talents of the students. Moreover, the college has one open field cum athletic track on the college premises.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://commercecollege.ac.in/wp-content/uploads/2022/07/College-Auditorium-Indoor-Stadium.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

3

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://commercecollege.ac.in/wp-content/uploads/2022/07/ICT-Class-Room.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

4

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Commerce College Kokrajhar Library is a resource hub for acquiring knowledge for the stakeholder of the college. The library has a sufficient collection of books, journals, magazines, and periodicals to cater to the needs of the students as well as faculties. ILMS (SOUL 2.0) is available for the students and teachers. E-library is also available with facilities such as subscriptions for e-journals, e-books, National Digital Library. The library updates its latest information about various services through its dedicated website regularly. It includes providing old question papers, career news, and scholarship news along with various e-books and e-journals online links. The library is enriched with RFID system which enables students for easy excess to books, OPAC facilities and to other student-centric materials.

The library is entirely Wi-Fi facilitated.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://commercecollege.ac.in/wp-content/uploads/2022/07/Library-photo.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.515

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

3910

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The Commerce College Kokrajhar has FTTH BSNL connection. Wi-Fi facilities through FTTH is covering a huge area usable by the teachers and staff as well as students of the College. This Wi-Fi facility covers all the class rooms, library, office and College campus. All the updates are done by the concerning operators, who visit the College as and when required.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://commercecollege.ac.in/wp-content/uploads/2022/07/Bandwidth-speed-certificate.pdf

4.3.2 - Number of Computers

38

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****12**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The commerce College Kokrajhar has been doing every official works under digital process. Now a days all the documents are generated in online process including students admission, filling up forms of examination. The network facilities are availed by the college for all the physical, academic and other official works. The Jio Wi-Fi facilities as well as the BSNL FTTH network has been supporting the college for all round services for the prompt works. The commerce college kokrajhar has been bearing all the maintenance and recurring expenditure bill regularly from its internal sources. Infrastructure facilities are maintained under strict supervision of Principal of the Commerce College Kokrajhar. The college engages ad-hoc skilled labourer/ technicians to do the maintenance work of infrastructures of the college. For any kind of maintenance or repair, faculty members and other staff can also put complaint to the Principal and he physically examines and then rectifies the problem. Library- The new arrivals of books are first collected, Data entered in the SOUL 2.0 software and then shelved according to Dewey decimal classification. Book binding is done for damaged books to prevent further damage. The College has constituted Library Advisory Committee for smooth and efficient functioning of library. Presently the college library is fully equipped with RFID system.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://commercecollege.ac.in/image-gallery/

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year****160**

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year****160**

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to Institutional website	https://commercecollege.ac.in/wp-content/uploads/2022/07/yoga.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent

B. Any 3 of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

6

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

26

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college promotes the students to take part in the co-curricular and extra-curricular activities as depicted in the college list. The College Students' Union hosts Annual College Week where cultural programmes, annual athletic meet, literary competition, Quiz competition etc to enrich and cultivate sporting spirit. Some students also participate in inter-district, inter college level competition and made remarkable achievements. In such cases, students who are associated with games and sports and other non-scholastic activities, are given relaxation if they fail to appear in internal examinations. They are reexamined as per their convenient time schedule. These students are also helped by the concerned teachers by supplying books from the library. The college provides uniform for student participants representing the college at state and national level based sports competitions or, athletic meet. The college also has sports equipments for the purpose. Of course there is no special dietary system in the college. But during annual college week some fruits and packet lunches are provided to the student participants. Commerce College, Kokrajhar has constituted various academic and administrative bodies like Anti Ragging Cell, Gender Sensitization Committee against Sexual Harassment (GSCASH) etc.

File Description	Documents
Paste link for additional information	https://commercecollege.ac.in/2022/05/10/2292/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year****1**

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni of the College is known as Commerce College Kokrajhar Alumni Association. The Association is a new one which tries to assemble its all assets since its inception. But it is not easy task for the office bearer of the Alumni Association of the College, though they are trying to nurture its aim and motto for the all round development of the College. Different activities of the college including the problems are discussed in the meeting of Alumni time to time and valuable discussions are taken for all round development of the college. The college network and collaborate with the Alumni of the college through personnel contact by mobile, email and by face book. The college is planning to give advertisement for the above purpose in future.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year**D. 1 Lakhs - 3Lakhs**

(INR in Lakhs)	
File Description	Documents
Upload any additional information	No File Uploaded
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
Vision: Commerce College, Kokrajhar was established in the year 1985 with a vision to impart holistic education to students for their academic excellence and to inculcate national and human values in them through academic, co-curricular and socially meaningful activities. Mission: The college is one of the premier institutes in Kokrajhar imparting commerce education. Hence, the administration and faculty actively mentor students to enable them to take responsibilities in various transitions that are persistently taking place in all spheres of their life. The college aims at encouraging the students to participate in extra-curricular activities like Games and Sports, Cultural Programmes, etc. The college lays importance to create an environment for the development of human virtues like spirit of co-operation, discipline, love and feeling of brotherhood amongst the students. The college attempts to encourage the students for Spiritual Development and to train them in civil responsibility, Healthy Living Condition etc. It serves the rural people through Extension Education by the application of Scientific Knowledge and Techniques in solving Rural Problems. The institution aims at spreading the feeling of Nationalism among the new generation.	
File Description	Documents
Paste link for additional information	https://commercecollege.ac.in/college-profile/
Upload any additional information	No File Uploaded
6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.	

The governing body of the college looks into the internal control mechanism of the institution as per rules and guidelines of the government issued from time to time. It meets at regular intervals to review the implementation of its resolutions and take necessary steps of the progress to be made. The principal of the college is the Ex- officio secretary of the governing body who keeps in touch with the members. The Principal usually holds meeting with all departmental heads and the members of different committees of the institution to sort out scholastic and non scholastic problems of the college and their consequent remedies. Strategy

File Description	Documents
Paste link for additional information	https://commercecollege.ac.in/governing-body/
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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 the non-teaching staffs of the college also provide necessary suggestions while preparing the action plans of the institution. The funds from different sources are used as per decisions taken by the authority. Following are some of the committees of the college to monitor quality: Time table Committee: The Committee is solely headed by the Vice Principal of the college who looks all academic matters of the institution. Of course with due consultation of all Heads of departments works are carried out Development Committee and Building Committee: It monitors the upkeep and maintenance of the building, its construction and renovation etc. Academic Cell: The cell controls and monitors the academic workload and exam results of students with due consultation of Time Table Committee. Commerce College Kokrajhar Students' Union (CCKSU): It handles all students' activities and maintains discipline.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

As the GB (Governing Body) of the college is the parental body of the institution, therefore, it participates and consults while preparing annual action plan. The GB, the Principal, Staff Council and IQAC work in a concerted manner to ensure effective implementation of policies and programmes so that desired academic standards are achieved and maintained in the college. The Principal and Staff Council have constituted various committees to ensure that the requirements of stakeholders are identified and met. After looking at the specifics of the issues, the concerned committee discusses and deliberates on them. The committee gives its recommendations to the Principal, who, in turn, forwards it to the GB for its necessary action and disposal. Therefore, planning of the policies, implementation and evaluation are all matters under jurisdiction of stakeholders.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution makes the following welfare schemes available for the teaching and nonteaching staff. • Provident fund & GIS as per Government rules. • Maternity leave as per Government rules. • Medical leave / casual leave / compensatory off facilities as per Government

rules. Duty leave as applicable as per Government rules. House building loan through the banks. Car loan through banks. Personal Loan through Commerce College Kokrajhar Employees Welfare Fund. (CCKEWF)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

17

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has an ongoing system of performance appraisal of the staff and subsequent evaluation. Self appraisal of the members of the faculty and assessment there upon is done on the basis of proper maintenance of progress resisters, student's attendance registers, Reports on respective co curricular activities, disposal of files of sections under their charge. The self appraisal format is as per government guidelines is meant to discover the performance of the faculty in a prospective manner. The pass out percentage in the university examinations reflects the performance of the faculty members. The process of evaluation and assessment on performance of teachers is quite comprehensive. At times the principal also suggests measures for better appraisal, the resort is more persuasive.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The financial management of the college is under the total control of the governing body except in so far as the principal is allowed to meet with the contingencies. The governing body acts through

the principal, who on the other hand with the assistance of the accounts bursar and the budget committee, prepares the budget and places it before the governing body for approval. The principal gets the internal audit audited by the members nominated by the Governing Body and by Chartered accountant as the case may be. All major expenditures involving infrastructural development are undertaken with the approval of Governing Body. Utmost care is taken for effective utilization and transparency. Audit is a part of the financial management of the college. The cash and financial process of the college is subject to make internal audit by the members nominated by the Governing Body and by Chartered accountant. Audit of the local fund is conducted annually without break. The service of the chartered accountants is hired for the audit of UGC grants. Internally the daily transaction of the college is cross checked by the accounts bursar.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Development fees collected from the students is the major source of institutional receipts / funding. The annual budget is prepared accordingly to with emphasis on priorities so as to minimize deficit. In recent years the college has experienced considerable

growth despite challenges particularly limited responses. To cope up with the changing needs of time the college makes untiring efforts for additional funds from the UGC, State government, MP and MLA LADS. The funds so arranged are utilized as per government guidelines.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Earlier all teaching learning processes were conducted under the purview of the Academic Committee of the college but with the emergence of the IQAC these are formulated with the Internal Quality Assurance guidelines. IQAC (Internal Quality Assurance Cell) of the college came into existence from 18th October, 2014. Though the IQAC was established in the year 2014, it started working from 18th October, 2015. The policy of the institution worked out so far was made by the Principal/ Secretary of the Governing Body of the college and other committees' along with IQAC. Various key areas for regular monitoring and documentation by IQAC are: • Curriculum development • Organization of lectures by prominent resource persons in different areas. • Participation in innovation and research works • organization of students' counselling sessions • Extension activities for community development • Plans to make collaboration with Industry and placement meet. • Consultations with various organizations • Preparation of Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters. The IQAC of the college is moving towards documentation of the strategies and processes as per new guidelines.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of

operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC (Internal Quality Assurance Cell) of the college came into existence from 18th October, 2014. Though the IQAC was established in the year 2014, it started working from 18th October, 2015. Dr. Debasish Bhattacharjee was assigned with task of Coordinator of the IQAC. Dr. Bhattacharjee was followed by Mr. Shyam Subedy as the coordinator of the cell. The policy of the institution worked out so far was made by the Principal/ Secretary of the Governing Body of the college and other committees' along with IQAC. The entire process of work is carried out through different committees and assignment to individual teachers. The departmental administration is solely managed by different HODs. The members of the Governing Body specifically, the Principal / Secretary of the G.B. and Vice Principal/ Ex-Officio member of the G.B. makes necessary decisions in the matter of general administration. However, all major issues regarding reviews and implementation of teaching-learning reforms, the IQAC usually places proposals to the G.B. The feedback system facilitates the integrated framework. Regarding all promotional and professional development matter of faculty members of the college the IQAC takes initiatives to formulate the same.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counseling**
- 3. Common Room**

Response: Safety and Security: Commerce College Kokrajhar has grievance redressal cell and women cell which address the grievances of students. Utmost priority is given to prevent the sexual harassment of the students and to ensure their safety and security within the campus. Women's cell is headed by senior women teachers. The college has anti-ragging committee. Ragging is strictly prohibited in the campus and so far no incidence of ragging or sexual harassment incidence has been reported in the campus. **Counselling:** The admission committee conducts academic counselling at the time of fresh admission to the college regarding the choice of subjects. The department(s) of the College conducts counselling regarding the selection of Major/Honours under the supervision of the respective head of the department of the College at the time of fresh admission in the College. Academic counselling is given to them through various interactive programs. Students are also encouraged to have knowledge about career at Career Counseling cell of the College. The IQAC has installed a Vending machine for women to provide safety and hygienic measures.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://commercecollege.ac.in/wp-content/uploads/2022/07/Vending-Machine1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management: Commerce College Kokrajhar has a proper solid waste management system. The waste products of the administrative, academic and library sections are systematically accumulated in the college. Use of Dust Bins is a healthy habit in the College. The accumulated solid wastes are carried to a proper place for their disposal. In this system, The Kokrajhar Municipality Board helps the college by taking the solid waste to dump in dumping ground or in any other place. Usually, the solid waste disposals specially, bio-degradable are dumped in a pit arranged so far by the College which, later on are used as manure for the gardening. **Liquid waste management:** The Commerce College Kokrajhar has no liquid waste other than the excess water which is drained out automatically to the nearby central drain. There is nothing other issues regarding the liquid waste management because the College imparts education in Commerce stream where no chemical materials and laboratories are used. **E-waste management:** Commerce College Kokrajhar has a very limited number of electronic wastes such as electronic/ electrical equipments which are generally sold

out or giving free of cost to scrap vendors of the locality.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1.Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded
7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other	

diversities (within 200 words).

The HEI through IQAC makes different efforts for providing environment, i.e., tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. The HEI organizes Felicitation programme to the HSLC passed out students in the school of the adopted village, i.e., Maguramari High School, Dist Kokrajhar, Assam along with educational awareness drive and cleanliness drive etc. The college also offers free admission to the students of the adopted village in XI standard and B.Com 1st Semester as and when required.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college with the help of IQAC organizes different programmes while celebrating Independence Day, Republic Day, International Mother Language Day, etc. to sensitize the students and employees of the institution to the constitutional obligations.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators

B. Any 3 of the above

and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution organizes national and international commemorative days like - International Womens Day, International Mother language Day, International labour Day, Rabindra Jayanti, International Yoga Day, World Environment day etc.each and every year except during covid-19 pandemic.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The two best Practices successfully implemented by the institution are:

1. Special assistance to students residing in far-flung areas during the lockdown period

2.. Community Engagement- by distributing foodstuffs to the people

living below the poverty line in the adopted village, i.e., Magurmari and also covid patients during the Covid-19 pandemic.

File Description	Documents
Best practices in the Institutional website	https://commercecollege.ac.in/wp-content/uploads/2022/07/Title-of-the-best-practices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college ensures to impart quality education in commerce education to all of its students not only through enhancing their intellectual ability but also by nurturing their talents. The college shapes the learners into better citizen enriched with selfconfidence, perseverance, patriotism and humanity. Our ambition is to empower our future generation with authority and position. Many of our students are academically well enriched to be employed in many reputed schools and colleges as teachers.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The plan of actions for the next academic year are:

To conduct smooth functioning of academic classes through online/off line mode for easy convenience of the students living in the far away places.

To adopt precautionary measures for the students and parents to overcome mental stress during covid -19 period.