YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	Mangaldai Commerce College
• Name of the Head of the institution	Mr. Ranjit Sarma
• Designation	Principal I/C
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03713291251
• Mobile No:	9435019567
• Registered e-mail	principal_mcc@yahoo.com
• Alternate e-mail	iqacmcc1982@gmail.com
• Address	Commerce College Nagar, Mangaldai, Darrang, Assam
• City/Town	Mangaldai
• State/UT	Assam
• Pin Code	784125
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated / Constitution Colleges Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**Gauhati University**
• Name of the IQAC Coordinator	**Dr. Dhiren Deka**
• Phone No.	**9508174400**
• Alternate phone No.	**03713291251**
• Mobile	**8812954535**
• IQAC e-mail address	**iqacmcc1982@gmail.com**
• Alternate e-mail address	**dhiren.dekamcc@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://mangaldoicommercecollege.com/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://mangaldoicommercecollege.com/academic-calendar

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.25**	**2023**	**23/11/2023**	**23/11/2028**

6.Date of Establishment of IQAC	**31/12/2021**

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
Institutional	**Fee Waiver**	**Govt of Assam**	**2023-2024**	**3738920**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• 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. Submission of SSR (1st Cycle)
2. NAAC Assessment (1st Cycle)
3. Workshop on NAAC Major Reforms in Accreditation of HEIs
4. Workshop on How to Apply UGC Major and Minor Projects and National & International Seminars/Conferences from Different Funding Agencies
5. Campus Recruitment Drive

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
1. Preparation of Academic Calendar	Achieved
2. Preparation of Prospectus	Achieved
3. Preparation of Daily Class Routine	Achieved
4. Submission of SSR	Achieved
5. NAAC Assessment	Achieved
6. Submission of AISHE Data	Achieved
7.Workshop on How to Apply UGC Major and Minor Projects and National & International Seminars/Conferences from Different Funding Agencies	Achieved
8. Campus Recruitment Drive	Achieved

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
2022-23	24/02/2024

15.Multidisciplinary / interdisciplinary

Mangaldai Commerce College (MCC) is a premier Higher Education Institution in Darrang district of Assam founded in 1982 offers undergraduate programs in commerce education. The college has been striving to impart multidisciplinary and holistic education by offering courses as per Choice Based Credit System (CBCS) and newly introduced NEP 2020 course structure offered by affiliated Gauhati University. NEP 2020 focused attention on

interdisciplinary education as an essential part of its approach to transform India's education landscape. The Four Year Under Graduate Programme (FYUGP) in Commerce offered by affiliated University produces adequate scope for interdisciplinary and holistic education in the form of Multi-Disciplinary (MDC) papers, Value Added Courses (VAC), Ability Enhancement Courses (AEC) and Skill Enhancement Courses (SEC). In addition, the college offers different Add On courses, extension activities through NSS, Extension Education Cell, and MoUs with other institutions to cater to the needs of multidisciplinary and holistic education.

16.Academic bank of credits (ABC):

Currently the college is not registered in ABC as it can be initiated after the direction of affiliated Gauhati University. It is expected that the affiliating University will start ABC from 2024-25 Academic session onwards.

17.Skill development:

The college has been successfully running several Skill Enhancement Courses such as Information Technology in Business (ITB), E-Commerce, New Venture Planning, E-Filling of Returns etc. as a part of NEP-FYUGP syllabus offered by the affiliated University. Along with this, the college offers skill oriented honour courses in Accountancy, Finance, Marketing Management and Human Resource Management. The college also offers different Add-on courses in order to enhance skills among the students. Besides, frequent interaction with industry experts, tax consultants and renowned alumni of the college help the students to develop different market skill and enhances preparedness for the outside world.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Mangaldai Commerce College has been continuously trying to integrate Indian Knowledge System, Indian Languages, Value System and Culture as a part of holistic development of the students. Catering to students' diversity teaching is mostly carried out in bilingual way with Assamese and English. Besides, teachers also use Hindi Language in the classroom since many students are Hindi speakers. As affiliated to Gauhati University, the college offers CBCS courses and NEP-FYUGP courses in both Assamese and English languages. The college keeps on organizing several programs, workshops, competitions, and activities such as community services, yoga practice, quizzes, debate, essay writing, speech etc. in order to integrate with Indian Knowledge System. Indian culture is well presented in cultural shows during college week, freshmen social,

youth festivals and other programs.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Mangaldai Commerce College always focuses on student performance and learning outcomes. The college offers well-defined Course Outcomes (CO), Program Outcomes (PO), and Program Specific Outcomes (PSO) for its courses and programs. Every course, as part of the curriculum, has specified POs and PSOs are matched to Course Outcomes (CO). All the time, faculty members place strong emphasis on outcome-based learning in order to create a productive teaching-learning environment. At the beginning of every semester students receive an orientation on the course details, the tentative teaching plan, and the course outcome. Various programs are regularly planned to guarantee the acquisition of COs, including seminars, group discussions, and class exchanges. Additionally, the semester end test serves as a mechanism for routinely assessing the COs' and POs' progress. In addition, there are various auxiliary events including departmental seminars, home assignment, group discussions, research projects are conducted internally in conjunction with other academic activities.

20.Distance education/online education:

As an affiliated college to Gauhati University, Mangladi Commerce College offers courses in the regular mode as approved by the University. The college is also a study centre of Krishna Kanta Handique State Open University (KKHSOU) that offers different courses under distance education. Presently the college offers PG courses in M.Com, Assamese, English, Economics and Mathematics and UG courses in BBA, B.Com and BBA under distance education through KKHSOU. The faculty members are well versed with different online MOOC courses in Swayam, NPTEL, Udemy and Edx platforms. The advanced students are also motivated to enroll various MOOC courses. The college is equipped few ICT enabled classrooms, and LMS for better content delivery.

Extended Profile

1.Programme

1.1   **2**

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

File Description	Documents
Data Template	<u>View File</u>

2.Student

2.1 **1146**

Number of students during the year

File Description	Documents
Data Template	<u>View File</u>

2.2 **372**

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

File Description	Documents
Data Template	<u>View File</u>

2.3 **299**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<u>View File</u>

3.Academic

3.1 **21**

Number of full time teachers during the year

File Description	Documents
Data Template	<u>View File</u>

3.2 **17**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**2**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1146**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**372**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**299**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**21**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**17**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**12**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**483.1**
4.3 Total number of computers on campus for academic purposes	**52**

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 College is affiliated to Gauhati University and it follows syllabus, academic calendar framed by the university. The college prospectus is the threshold for the students to have a glimpse of the curriculum followed by the college. The college website is other sources through which students can acquaint themselves with the curriculum.

At the beginning of each academic session, the curriculum concerning the departments has been discussed among the faculty members. On the basis of the allotted portion of the curriculum, concerned teachers chalk-out their respective teaching plans.

Teaching plans are drawn out in such a way so that sufficient time for revision can be spared, besides completing the entire volume of the course. For the slow learners and other students desirous of clearing their doubts, provision for additional classes is also arranged by the concerned departments.

A proper routine with time and class allotment for the teachers is being followed both in odd and even semesters during each academic session. The routine also contains the Practical and Tutorial classes for better performance of the students. Sessional examinations, group discussions, case study presentations are conducted as a part of internal assessment.

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 college strictly adheres to the timeline of the academic calendar. Classes and tutorials are held regularly and completed timely in an academic session as per the academic calendar. An academic calendar is prepared for each academic session which is in tune with the academic calendar of the affiliating university to bring uniformity and timely completion of the syllabus.

In semester and end semester examinations and other relevant activities are also incorporated in the academic calendar. A specific time in the academic calendar is dedicated for experiential learning activities such as field work, project work and excursions etc. In every academic session, the college conducts in-semester examinations as per the academic calendar prepared. Other internal assessment works, such as assignments, group discussions, case studies are also conducted following the academic calendar of the college. Following the academic calendar, the college organizes different events and celebrates special days among teachers, students and other stakeholders.

College conducts college week as per the academic calendar. The Students' Union election and other related activities are also conducted as per the academic calendar. College Foundation Day, observation of commemorative days are also earmarked in the Academic Calendar to encourage participation of the students and other stakeholders.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
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   A. All of the above

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

01

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)

`03`

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

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

`75`

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

`75`

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Curriculum enrichment is focused on upgrading the students and helping them become innovators and lifelong learners. The college has been sensible toward these crosscutting issues.

Environment and Sustainability:

A course in environmental studies is required in the B.Com. 2nd Semester syllabus. Further, different departments include issues like environmental protection, paperless college campus, tree plantations, etc.

Human Values:

The college authority is sensible with respect to human values. To develop human values among the students, various programmes are undertaken to inculcate understanding of the base of family and social relationships, Human Rights in society and community, cultural aspects, etc. Some issues related to human values are to be found in the course structure of English Language, Assamese, Business Communication, Human Resource Management, Principles of Marketing etc. students, various programmes are undertaken to inculcate understanding of the base of family and social relationships, Human Rights in society and community, cultural aspects, etc..

Professional Ethics:

The contents of every course syllabus taught more or less some elements of professional ethics like quality control, working environment, gender equality, etc. Subjects like English, Management, Finance, Accounting, etc. have included some elements of professional ethics in the syllabus. Topics like principles of quality control, conduct in the workplace, work culture, equal treatment towards women, respect for senior citizens, and maintenance of cleanliness are taught to the students. The subject of English is taught in the 1st and 2nd Semesters and Management is taught in the 1st, 2nd, 3rd, 5th and 6th Semesters.

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	No File Uploaded

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

02

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**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

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

282

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	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**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	**Nil**

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 sanctioned seats during the year

1350

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

372

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 has developed significant strategies and scientific methodologies both at the institutional and departmental level to identify and address the needs of advanced learners and slow learners.

- **Slow and Advanced learners are identified through different evaluation methods such as end-semester examination results, in-semester examination, presentations, class participation, home assignment etc.**
- **Teachers of the college adopt both traditional and modern (ICT) methods of classroom teaching-learning.**
- **Mentor-mentee programmes are developed for the students of each batch.**
- **The teachers organize tutorial and remedial classes apart from regular scheduled classes.**
- **English as well as Assamese are used as a medium of instruction.**
- **For peer learning, advanced learners are encouraged to hold hands of slow learners.**
- **Advanced learners are recommended books and study materials of advanced level to make academics more exigent and competent.**
- **Incentives such as awards and prizes are provided by the college management as well as faculty members.**
- **Encouraged to participate in various symposiums like quiz, poster presentation, seminars, inter college competitions etc.**
- **During the COVID-19 lockdown, college has ensured the continuity of teaching-learning process through online mode such as Google Meet, Zoom, YouTube. Google Classroom, WhatsApp groups.**

File Description	Documents
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
1093	21

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

Mangaldai Commerce College encourages the students to enjoy the teaching and learning process in a student centric atmosphere, apart from the traditional lecture method.

EXPERIMENTAL LEARNING

- The college is equipped with Smart classrooms and ICT classrooms to take advantage of modern technological innovation.
- Project work, field visits and excursions to historical places of national importance are conducted, which help the learners extend their knowledge to apply in new fields.
- Students are encouraged to collect data, analysis it and prepare reports on various issues.
- Skill oriented programs are organised.

PARTICPATIVE LEARNING

- Meetings with Industry Experts (MIE), meetings with Academic Experts (MAE), seminars and group discussions are conducted.
- Workshops on cultural components are organised.
- Students are inspired to take class.
- Projects are given to the students by different departments and group discussions are arranged.

PROBLEM BASED

- **Online tests, MCQ tests, and quiz competitions are organised to enhance the student's learning experiences.**
- **Students are motivated towards creative writing and literary work through the annual magazine, wall magazine, etc.**

The teachers of the college endeavour to use ICT tools available in the institutions. They use technological tools to provide the course materials to the students. There is a computer lab with a capacity of 52 PCs where students attend classes for ICT with the help of respective teachers.

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

The teachers of the college endeavour to use ICT tools available in the institutions. They use technological tools to provide the course materials to the students.

- **There is a computer lab with a capacity of 52 PCs where students attend classes for ICT with the help of respective teachers.**
- **Most of the students and teachers use internet sources to collect and share material for their classes.**
- **The students are encouraged to make a PowerPoint Presentation on the projector.**
- **An interactive board is installed in the conference halls and digital classroom.**
- **WhatsApp groups are made for each paper of each semester to share information regarding the teaching-learning activities, to clear students doubts, and to help them outside of classroom hours.**

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

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

21

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

21

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

5

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

377

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.

The evaluation process is differentiated into various parts, viz., sessional, assignment, projects, practical examinations and semester end examinations.

SESSIONAL EXAMINATION

- **Each department and individual teacher set question papers.**
- **The syllabus for the internal examination is provided to the students in respective classes.**
- **Copies are stored by respective departments and the marks are sent to Gauhati University for feeding into the respective website.**

ASSIGNMENT

The questions for the assignment are discussed in class, and the

students are given a stipulated time to submit them.

PROJECT

- The topics for the projects are finalized by the faculties of the respective departments.
- The students are provided with proper guidance to prepare the project papers. They have to present their projects in front of teachers and students from their respective departments.

PRACTICAL EXAMINATION

The practical examination of computers (IT) for internal examination is administered by the respective departments and the practical examination of semester end examination is held as per the schedule of Gauhati University in the presence of an external examiner deputed by Gauhati University.

SEMESTER END EXAMINATIONS

Semester end examination is conducted as per the rules, programs, and instructions of the affiliating university under strict observation by the exam committee.

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

Response related to Grievance Redressal

AT INSTITUTIONAL LEVEL

Though immediate measures are taken to deal with internal examination related grievances, the mechanism, of holding the internal assessment is set up in such a way that it proves to be grievance free. The system that is followed to conduct internal examinations is given below.

The examination committee, as mentioned in the academic calendar, is formed before the beginning of each academic session and it

bestows the responsibility of holding the internal examination on selected teachers separating for each semester. Most of the grievances are sorted out at the department level.

All the heads of departments are bestowed with the responsibility to act and adjust the grievances of students. In the event of the absence of students from examinations for a valued and authenticated reason, through applications, re-sessional examinations are arranged with a new set of question papers. The internal assessment work is recorded systematically by the college so that student's grievances can be addressed justifiably.

AT UNIVERSITY LEVEL

The grievances at the University level fall under three heads- viz., re-evaluation, challenging evaluation and showing absence in the examination. The college, with the help of the principal, examination committee, and office, helped the students at its full capacity.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

1. The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with Gauhati University guidelines.

2. Learning outcomes form an integral part of college vision and mission.

3. The course objectives of each paper are mentioned in the syllabus and are available on the college website as well as University Website. Gauhati University has revised the syllabus of each paper and programmes for the implementation of the Choice Based Credit System (CBCS).

4. Under Choice Based Credit System, each programme and semester have courses comprising of Core, Discipline Specific Elective

(DSE), Generic Elective (GE), Ability Enhancement Compulsory Course (AECC), Skill Enhancement Course (SEC). These courses have specific learning outcomes to make the learning student centric

5. Teachers orient the students on the learning objectives and outcomes at the beginning of the academic session and while starting each unit of the syllabus.

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

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

Evaluation Process:

1. Throughout the semester college faculty evaluate the performance of student on each programme. Based on outcome remedial class is arranged for the slow learners.

2. Students are evaluated for 20% marks through internal assessment and 80% marks for End-semester examination in UG course.

Methods of measuring attainment:

College uses direct methods to evaluate attainment of programme outcomes and course outcomes.

4. End Semester University Examination.

5. Internal Assessment.

6. Projects.

7. Institutional Examination and Tests.

8. Feedback Evaluation.

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

180

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
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://forms.gle/x73mGVNUJ3ptMJiKA

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)

00

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 departments having Research projects funded by government and non government agencies during the year

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

00

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**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

23

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

01

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

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

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

05

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

3.3 - Extension Activities

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

Outcomes of Extension activities in the neighbourhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last year.

Our college is continually working on different extension activities to gather practical knowledge and experiences from the student community. These initiatives are not only helping the students understand different social issues but also helping them relate them to their courses. Teachers of our college also arrange trainings, competitions at nearby thirteen adopted schools, and villages, which develop the mindset of both the students and the neighbouring communities.

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Such extension activities are as follows:

- Celebration of Silpi Divas
- Celebration of Rabha Divas
- Prepare meeting for NAAC Peer Team Visit
- Orientation Programme
- Library Orientation Program
- Library Day Celebration
- Yuva Tourism Club
- National Sports Day celebration
- Celebration of World Entrepreneurship Day
- Student Union General Election-2023
- Amrit Brikshya Andolan
- Swachha Bharat Abhijaan
- Gandhi Jayanti Celebration
- Free Health Checkup Camp Gadhiapara
- Faculty Development programme on Research Methodology
- Parent Teacher Meeting
- Prepare meeting for NAAC Team Visit
- Teacher Student Meeting for NAAC Visit
- Blood Donation Camp
- NAAC Peer Team Result review Meeting
- New Voter Enrolment Awareness Programme
- Principal Sir Farewell Program
- MOU Signing with Kaziranga University

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

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

00

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**

3.3.3 - 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

3.3.3.1 - 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

19

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

69

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](#)

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

01

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

01

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

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.

INFRASTRUCTURE AND LEARNING RESOURCES:

One of the most essential requirements for providing services effectively to the stakeholders is the availability of suitable and adequate physical facilities.

Physical Facilities:

The college is located in an urban area, covering 8.26 Acres (25 Bighas) of land. It has sufficient conventional classrooms, digital classrooms, computer laboratories and a library to provide a fruitful teaching-learning environment.

Classroom Facilities:

There are 10 classrooms, out of which two are smart classrooms and the remaining are ICT enabled classrooms with projectors. All the classrooms are sufficiently spacious, hygienic, well-ventilated and equipped with Wi-Fi, green board and furniture. CCTV cameras are installed in the classrooms and throughout the entire campus.

Computer Facilities:

There are 36 (thirty-six) computers for the computer lab and 16 (sixteen) computers for office and administration purposes. One server for the proper functioning of the administrative activities and library software. There is an interactive LED Display Screen for the smart classroom.

Sports Facilities:

Adequate sports facilities for the physical fitness of the students are provided. For the purpose of games and sports, a committee is formed with an in-charge (Teacher members), members from teachers, employees and students.

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

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

The institution has adequate facilities for cultural activities, sports, games (indoor and outdoor), gymnasium, yoga centre etc.

The college strongly believes in the role of sports and cultural activities in the all-round development of the students. Adequate sports facilities for the physical fitness of the students are provided. For the purpose of games and sports, a committee is formed with an in-charge (Teacher members), members from teachers,

employees and students. Each year, the annual college week is organized with various sports and cultural activities.

The college has a spacious playground for football, cricket and other outdoor games. The college has spacious rooms for conducting the indoor games like carom, chess and other indoor sports.

Mangaldai Commerce College encourages cultural activities among the students. We believe in the role of these activities in the overall personality development of the students. The college organizes the cultural activities with the help of faculty members and the Student Union Body. There is a cultural wing led by the Cultural Secretary of the Students Union Body. A teacher in-charge provides regular guidance and support to the wing. The college encourages the practice of traditional songs and dances of the state of Assam. In addition, the college also organizes yoga awareness camp from time to time for the overall development of the students.

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

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

10

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

04

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

99.76

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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)

Library Profile:

The library of the college is located in a separate block which is newly constructed block. It is the centre of attraction for both students and teachers. The library operates under the guidance of an advisory committee that meets regularly and reviews the library functions. According to notification (No. ASHE.1036/2019/4, Dated: 23/07/2021) of the Higher Education Department, Govt. of Assam, the library committee will consist of the principal as chairman, Vice-principal (member), Librarian (member secretary), one senior most Assistant Professor (member) and IQAC Coordinator (member). The committee regularly allocates the budget for the purchase of books; of late, the college library has been upgraded into a digital library. As of now the library has a total of 9918 books and a seating capacity of 38 readers. The library of the college has been performing various activities from time to time, such as mobile library services, library visits and reading facilities for the children of underprivileged people, book donations, observed the National Librarians Day etc., for the benefit of the students, weaker sections and community at large.

The details of the Integrated Library Management System (ILMS) are as follows:

- Name of ILMS Software: KOHA
- Nature of Automation: Fully

- **Server Version: 22.05.08.000**
- **Year of Automation: 2023**
- **OPAC Link: 192.168.1.222**
- **OS Version: Linux Server 5.15.0_58_generic.**

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

4.2.2 - The institution has subscription for the   C. Any 2 of the above
following e-resources e-journals e-
ShodhSindhu Shodhganga Membership e-
books Databases Remote access toe-resources

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

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)

2.06

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)	<u>View File</u>

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

92

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

4.3 - IT Infrastructure

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

Mangaldai Commerce College has an integrated and modern IT system. The college aims to go for complete automation of regular activities related to administration, admission and academic processes. The following initiatives are undertaken to improve the IT infrastructure of the college. The college has been upgrading IT facilities as per the needs and requirements. Provision is made in the budget for annual maintenance of IT infrastructure.

At present the college has 52 computers. Our campus has one dedicated server. Mangaldai Commerce College Library is a Digital Library and is fully automated with KOHA software with cloud server facilities. Use of online learning management systems like Google Classroom. All departments are equipped with computers and Wi-Fi connectivity. The institution has a dynamic website and active social media platforms like Facebook, Twitter and Instagram. Streaming important events on social media.

Fingerprint biometric attendance for Teaching and Non-teaching employees. The college has been covered by CCTV surveillance 24 x 7. The college has developed a portal for online admission. As an affiliated college under Gauhati University, the college uses online form fill up portal extensively for the benefit of the students.

LMS (Learning Management System) software was formally inaugurated on August 31, 2023. The institution has an interactive LED display that is used for smart classrooms. Different official E-mail IDs and WhatsApp groups have been created for official in-house communication.

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

4.3.2 - Number of Computers

52

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

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	**No File Uploaded**

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)

481.6

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

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 Principal's Office solicits requests from the stakeholders based on curricular requirements for the maintenance of the college's physical infrastructure. It uses an appropriate procedure to award Annual Maintenance Contracts for its delicate and large equipment. They are allowed to spend the office contingency money for the minor maintenance tasks. The college has an internal team for daily minor hardware repairs as well as system and network maintenance. Antivirus software is updated frequently to safeguard computers from harmful programmes. An outside service provider is enlisted for any significant computer-related issues.

The college also supported a number of academic activities including online teaching and learning. The College makes sure that the Library buys current titles of books and journals. To stop theft and conduct general monitoring and surveillance, the college is well-equipped with CCTV camera.

The College Development Committee in cooperation with the IQAC oversees the maintenance and upkeep of infrastructural, academic, and support facilities.

The following Cells and Committees are operational in the Institution to execute various activities for the maintenance and utilization of resources:

- Academic Development Committee
- Purchase Committee
- Construction Committee
- Library Monitoring Committee
- Women's Cell
- Waste Management Committee
- Green Audit Committee
- Gender Audit Committee, etc.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

154

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 benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

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)	**No File Uploaded**

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

A. All of the above

File Description	Documents
Link to institutional website	**Nil**
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

21

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

21

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)	[View File](#)

5.1.5 - The Institution has a transparent 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

A. All of the above

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

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**

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

41

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	<u>View File</u>

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

00

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**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.

00

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)	**No File Uploaded**

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 has a Students' Union elected every year by holding election through ballot paper voting, filling nomination for the particular portfolio. The Students' Union is the elected body of students' representatives. The students' Union election process follows Lyngdoh Commission report and as per UGC guidelines. The students elect the President, Vice President, General Secretary, Asst. General Secretary and Secretaries for Cultural, Debate, Games Minor and Major), Magazine, Social service, Common Room (Boys and Girls). The elected representatives assume responsibilities for various students' activities.

The activities of the Students Union include the following:

- **Students' Union undertakes programs that promotes corporate, social and cultural life of the students and train them the duties and rights of citizenship.**
- **Ensuring the maintenance of cordial relations among all sections of students.**
- **Supporting the College administration in creating an atmosphere conducive to learning.**
- **Conducts sports and games competitions including the Annual College Week, inter-college competitions to develop a spirit of sportsmanship among students.**
- **Participates in Youth Festival held every year by the affiliating university.**
- **Participation in various activities like quiz, debates, group discussions held in other institutions.**
- **Bringing out the Annual College Magazine and wall Magazine.**

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

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

09

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

Advisors Members of Alumni Association actively participate in various college activities. Regular annual meetings are held at the college campus. Several renowned alumni of our college help in linkages to provide employment avenues for our students MoU's were signed with business units owned by our Alumni to supply Stationery to Campus Needs which is an initiative of the IQAC, Mangaldai Commerce College. IQAC of the college has alumni representatives. Few alumni have been serving as employees in the college both in teaching and non-teaching positions.

Alumni Association contributes to the development of the college in a financial and non-financial manner as given below:

- The alumni association has initiated a book donation program, namely "Read More, Learn More: Live a Knowledgeable Life," to create a book friendly environment in the college.
- The voluntary book donation initiative was welcomed by all stakeholders and received good response from teachers, employees, students and general public.
- The Association has initiated a donation drive of building materials in the form of almirahs, bookshelves, electric fans, tables, cement, iron rods, etc. for the development of the college.
- Alumni have participated in experimental training in their companies. It has provided on-the-job training.
- Seminars and webinars are conducted for entrepreneurship development among the students and general public.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

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

Mangaldai Commerce College has been striving to achieve its vision and mission through pro-active governance, timely implementation of decisions and dynamic leadership. The vision and mission guide the policies, perspective plans and workings of all institutional bodies. The Governing Body (GB) is the apex body of the college and the principal serves as the secretary. The administrative and academic departments are also governed by mandatory bodies like IQAC.

The teaching and non-teaching staff of the college play a crucial role in the management and decision-making bodies of the institution. The teaching staff performs varied roles, such as conveners and members of different committees and cells. They are involved in the planning and execution of academic, extension and outreach programs to meet the curriculum requirements. The college administration is actively pursuing the implementation of the NEP to enhance the quality of education and promote the holistic development of students. The college has been trying to sustained institutional growth by taking careful perspective plan, strategic decisions, and effective execution of teaching learning strategies.

There are several instances of decentralization and participatory management practices pursued by the college and one such example is the process of conducting examinations in the college. A central examination committee is formed for the smooth conduct of internal/sessional and end semester examinations. The principal of the college is the Officer-in-charge of the end semester examinations and teachers act as assistant Officer-in-charges of the examination committee.

File Description	Documents
Paste link for additional information	Nil
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 College adopts an inclusive approach considering decentralization and participative management as core mode of application.

- Statutory meetings are conducted at regular intervals to devise certain mechanisms to proceed towards the vision of the institution.
- Internal Quality Assurance Cell constantly guides and supervises all the departments, Cells and Committees of the college.
- The Heads of the Department look over all departmental functions including the execution of the Teaching Plans. A number of Committees & Cells have been constituted to look after the planning and execution of various activities of the college.

Case Study- Formation of Examination Committees

An Examination Committee is formed during each session by the authority. This practice is followed for smooth conduct of in semester examinations as well as end semester examinations. Separate Sub- Committees are constituted to efficiently conduct examinations of Undergraduate Programmes. The sub- committee consists of both teaching and non-teaching staff for logistical support such as preparing time table (in-semester), preparation and distribution of invigilators duty lists, keeping record of paper stock, examinee seating arrangements, collection of end semester question papers from the District Treasury office/ Police Station, collection and disbursements of answer scripts to the University.

File Description	Documents
Paste link for additional information	Nil
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 Governing Body (GB) is the prime administering authority of the college. The Body consists of renowned educationist, principal, selected staff members, guardians' members and representatives of the affiliating University. The highest

authority is the President of the Governing Body who is appointed by the Director of Higher Education, Assam. The Governing Body recommends Strategic and Development plans for improving infrastructure, the teaching and learning process and good practices. The IQAC plays a crucial role in evaluating and assuring quality education at the institution. The Teaching and Non-teaching staff also take adequate measures in the implementation of the strategic and developmental plans of the college.

Various committees and sub-committees extend support for the smooth functioning of the college. The committees and sub-committees are IQAC committee, Academic committee, Admission committee, Library committee, Alumni Association committees, Parent Interaction committee, Student Welfare Cell, Extension Education Cell, Computer Cell, Purchase committee, Construction committee, Internal Accounts and Audit committee, Budget Preparation committee, Women Cell, Examination committee, Land Settlement committee, Feedback Analysis committee, Class Routine and Classroom Management committee, Students' Disciplinary Action committee, NSS Unit committee, Students' Election Body, Information and Career Guidance Cell, Skill Development committee, Cell for the Prevention of Harassment to Women Staff and Girl Students, Scheduled Caste Welfare committee, Gender Audit committee, Green Audit committee, Academic Audit committee, Grievance Redressal committee, Internal Complaint committee, Anti-Ragging committee, OBC Cell, and Minority Cell.

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

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.

The Governing Body (GB) is the prime administering authority of the college. The Body consists of renowned educationist, principal, selected staff members, guardians' members and representatives of the affiliating University. The highest authority is the President of the Governing Body who is appointed by the Director of Higher Education, Assam. The Governing Body

recommends Strategic and Development plans for improving infrastructure, the teaching and learning process and good practices. The IQAC plays a crucial role in evaluating and assuring quality education at the institution. The Teaching and Nonteaching Staff also take adequate measures in the implementation of the strategic and developmental plans of the college. Various committees and sub-committees extend support for the smooth functioning of the college. The committees and sub-committees are IQAC committee, Academic committee, Admission committee, Library committee, Alumni Association committees, Parent Interaction committee, Student Welfare Cell, Extension Education Cell, Computer Cell, Purchase committee, Construction committee, Internal Accounts and Audit committee, Budget Preparation committee, Women Cell, Examination committee, Land Settlement committee, Feedback Analysis committee, Class Routine and Classroom Management committee, Students' Disciplinary Action committee, NSS Unit committee, Students' Election Body, Information and Career Guidance Cell, Skill Development committee, Cell for the Prevention of Harassment to Women Staff and Girl Students, Scheduled Caste Welfare committee, Gender Audit committee, Green Audit committee, Academic Audit committee, Grievance Redressal committee, Internal Complaint committee, Anti-Ragging committee, OBC Cell, and Minority Cell.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Mangaldai Commerce College has adopted several welfare measures for the teaching and non-teaching staff that provide a friendly environment to maintain high motivation and job satisfaction for the employees. Some of the welfare provisions that are presently in practice and enforced from time to time as per the requirements are as follows:

- **Free Wi-Fi in college campuses**
- **Ensuring different types of leaves to the employees (Grant of leave on medical certificates, casual leave, special casual leave, duty leave, extraordinary leave or leave without pay, study leave, maternity leave, child care leave, and special leave to the employees suffering from tuberculosis, leprosy and cancer)**
- **Emergency First Aid facility**
- **National Pension Scheme (NPS) for permanent employees is available in the college**
- **A free health check-up is available on campus.**
- **Periodic Pay revision for the non-sanctioned teachers appointed by the college.**
- **Provision for safe drinking water facilities.**
- **An automated biometric attendance system with face and finger recognition is installed.**
- **Employee Credit Societies Fund is maintained in the college and financial help is provided to the employees during emergencies.**

The effective mechanisms are as follows:

- **Each faculty member keeps record of daily academic and co-**

- curricular activities in a log book which is periodically monitored by the IQAC and Academic committee.
- Details related to lesson plans, tests, assignments, mentoring, tutoring, digital classes, remedial classes, leave taken are recorded by the faculty members.
- The principal of the college regularly supervises and appraises the activities of non-teaching staff.

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

00

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

02

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)	[View File]()

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

00

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)	**No File Uploaded**

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

The college takes initiatives for recruitment and promotion as per the guidelines of UGC and Directorate of Higher Education (DHE), Government of Assam. The Career Advancement Schemes (CAS) for promotion of the teachers and Librarian is subject to the Academic

Performance Indicator (API) criteria and Performance Based Appraisal System (PBAS) norms laid out in the UGC regulations, i.e. 30th June, 2010 and amended from time to time. In pursuance of the above, the Govt. of Assam declares guidelines through gazette notifications, which are followed by the college. The principal maintains Annual Confidential Report for teachers and submits the same to the Directorate of Higher Education as and when required. The Performance appraisal of non-teaching staff is subject to the rules and guidelines of the Government of Assam. A committee comprising of President (Governing Body), Principal and Vice- Principal monitors the performance and considers the promotional aspects of non-teaching staff. The performance of the faculty members is also evaluated at regular intervals through feedback system. Every HOD and faculty maintains record of daily academic and other assigned duties in their respective diaries, periodically overviewed by the college authority. Maintenance of Service book.

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 college has a transparent and well-planned financial management system where the Government and Management are the main sources of funds.

The primary sources of the college funds are as follows:

- State Govt. funds for infrastructure development.
- Tuition fees.
- College development fund.
- Grants given to students from reserved communities, scholarships for SC/ST students.

INTERNAL AND EXTERNAL FINANCIAL AUDIT:

The college maintains a systematic financial management system. The Governing Body regularly monitors the proper and effective

utilization of financial resources with the help of an effective and transparent audit mechanism. The college conducted internal audits for government and non-Government funds for the year 2023-24.

INTERNAL AUDIT

The internal audit is conducted on an annual basis by a reputed Chartered Accountant Firm appointed by the college authority. The task of conducting an internal audit of the college has been presently assigned to "M/S. B. BORPUZARI & ASSOCIATES" a reputed Chartered Accountant firm located in Guwahati, Assam. The CA verifies all the original documents of receipt, payments, vouchers of all transactions, ledger books, cash books, and bank passbooks in respect of all the accounts maintained by the college in the presence of the principal and submits the audit report.

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

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)

00

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

Mangaldai Commerce College has strategies for effective utilisation and mobilisation of resources in a transparent manner. The college authority aims for maximum utilization of resources.

The planning and budget preparation committee of the college looks after the development plans, implementation, supervision and fund rising activities. The college has a transparent and well-planned financial management system where the Government and Management are the main sources of funds.

Optimum Utilization of Resources:

The funds allotted for specific purposes are optimally utilized within the stipulated time by following the guidelines for funding agencies. The funds are primarily used for the maintenance and overall development of the institution. The college ensures that the resources are completely used for the fulfilment of the needs of the stakeholders. The departments and other related committees are asked about the approval of their budget and to maintain proper accounts and reports of expenditure. In respect of all the funds that are utilized by the college administration, internal auditing is conducted at the end of every fiscal year to ensure that proper accounting and utilisation have been done. The State government provides scholarships for students under the categories of SC and ST. The college authority regularly notifies the students regarding such information on the notice board. So that students can avail themselves of the scholarship in time.

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

The IQAC of Mangaldai Commerce College was formed on 31st December, 2021. Since its formation it has striven to develop quality benchmarks in the academic and administrative spheres. Two practices institutionalized at Mangaldai Commerce College with IQAC initiatives are below:

1.Teacher appraisal, course management and learning outcome delivery mechanism:

To attain Academic Excellent, the college documented the teaching-learning and evaluation activities of every department. A two-

dimensional approach, viz., the individual teacher's appraisal report maintenance, and the course management and learning outcome delivery mechanism has evolved. Course management and learning outcome delivery are tools for the smooth conduct of effective curriculum delivery and the effective planning and implementation of teaching-learning and evaluation methodologies.

2. Effective Strategies for Conduct of Administrative Works:

The IQAC of the college has been taking initiatives to enhance quality in the sphere of administrative work at the institution. The strategies adopted by the IQAC include an increase in automation of administrative work and organizing programs to orient staff for effective resource management.

3. Structure Feedback:

Mangaldai Commerce College has been practicing a well-structured feedback system that accommodates all the institutional stakeholders, namely: faculties, students, alumni, employers and parents. The student's feedback is collected on different parameters of curriculum delivery, the teaching and learning process, developments in infrastructure and facilities. Alumni feedback reflects the relevance and efficacy of the curriculum in areas of employment. Faculty feedback is collected seeking due credence for the effective contents of the programs. The parents' feedback is also obtained on relevant parameters.

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

Following the vision and mission of the College, IQAC ensures excellence in education through quality academic and co-curricular engagements. Two examples of institutional reviews and implementation of teaching learning reforms:

1. Conducting Internal and External Academic Audits: The performance of the departments is regularly measured through

Internal and External Academic Audit. The Audit evaluates academic performance based on results, effective curriculum implementation, co-curricular activities and use of ICT-related pedagogical approaches. Each department analyses its SWOC, based on which, the IQAC advices Departments the measures for enhancing teaching-learning process.

2. Collecting feedback from stakeholders: The IQAC takes initiatives to collect feedback from stakeholders like students, teaching staff, employers and alumni to facilitate teaching learning reforms. This helps in obtaining an unbiased and honest opinion about the institutional performance especially in academics. Student feedback of teachers is conducted regularly. A careful analysis of the feedback received is done and communicated to the teachers to enable them to enhance their teaching skills and their relationship with the students. Based on the outcome of the above two practices, IQAC, post accreditation, has been able to initiate a system for conscious, consistent and catalytic action for systematic reforms in teaching-learning process, structure, methodologies and learning outcomes.

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)

A. All 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

Gender Equity:

The college has been providing Commerce Education to an average of 30 percent of female students. We follow a zero-tolerance policy against gender discrimination, ragging, racial issues and sexual harassment.

Safety and Security Measures:

CCTV Surveillance: The College has installed 48 CCTV cameras, which are operational 24 hours a day.

Internal Compliance Committee (ICC): - The College has constituted an I.C.C. for the safety of the students. The committee emphasises the full security of the female students.

Women Cell and Grievance Redress Cell: In order to ensure discipline on the college campus, a committee has been formed to meet various grievances of the students.

Celebration:

Independence Day: The College celebrates Independence Day on August 15 every year, where India's National Flag is hoisted, national anthem is sung and the service of the great freedom fighters of the nation are recalled.

Republic Day: Republic Day is celebrated on 26th of January every

year with the hoisting of our national flag and talks on importance of constitution, healthy democracy and national integration.

World Environment Day: World Environment Day is celebrated on June 5 to sensitize students about environmental protection and sustainability.

International Women's Day is celebrated on March 8 every year.

Teachers' Day is celebrated on September 5. On this very day, the teachers are being felicitated by the students of the college.

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	Nil

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
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

The following measures have been taken to dispose of waste of the campus:

Solid Waste Management:

- Separate colour coded dustbins have been placed at different locations throughout the campus for disposal of bio degradable and non-biodegradable wastage.
- The non-biodegradable waste generated from the college is collected by Mangaldai Municipal Board garbage dispensing van.
- Biodegradable waste is converted in the Vermi Compost Plant to fertilizer.
- Paper waste is properly stacked in designated place and later disposed through vendors.
- Sanitary Napkin incinerators have been installed to ensure proper disposal of soiled sanitary napkins.
- The use of Single use plastic is banned in the campus. The college focuses on generating awareness on plastic pollution by organizing various awareness programmes.
- Flex used for publicity or as banner are disposed of properly and use of digital banner is encouraged.

Liquid Waste Management:

- Liquid waste in the college is drained to a deep soak pit.
- Waste water from RO units, water purifiers and water from rain water harvesting system is used in gardens and washrooms.

E-Waste Management:

- Electronic are timely disposed through an outsourcing agency.
- The college tries to control and minimize generation of E-waste by periodically checking computers and other electronic peripherals.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction `B. Any 3 of the above`

of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
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:　　　　**B. Any 3 of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	**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　　**B. Any 3 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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
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 college hosts students from diverse regional and cultural backgrounds and hence takes measures to sensitize stakeholders on the importance of communal harmony, national integration and fraternity.

- The College Code of Conduct is available in the form of handbooks and has been uploaded on the institutional website. It is incumbent on all students, staff and other stakeholders, irrespective of their diversities to follow the college Code of Conduct.
- Diversity, equity, and inclusion are recognized as Core Values of the college that underscore all decisions and practices.
- The college strictly adheres to the statutory reservation policies in admission as well as recruitment process of the college.
- The UGC- mandated Equal Opportunity Cell of the College oversees the effective implementation of policies and programmes for disadvantaged groups.
- The cultural diversity of the state is reflected and celebrated at the Annual College Week and other cultural activities organized in the institution.
- The college celebrates National Festivals and important occasions such as Republic Day, Independence Day etc. every year to promote national integration. International Mother Language Day is observed annually on 21st February to promote multilingualism.

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 takes various initiatives to sensitize the students on ethical and constitutional responsibilities and mould them as better citizens of the country.

- The Code of Conduct and Core Values woven into the culture of the college guide the students and employees to be responsible citizens.
- Initiatives have been taken to apprise students about various National Identities and Symbols. The Indian Tricolour stands tall in front of the College which spreads the message of unity and integrity.
- The curriculum plays a significant role in the transmission

of civic values and making students aware of their rights and responsibilities.

- Independence Day, Republic Day and other days of national importance are celebrated every year, students and staff are sensitized on their duties.
- The college celebrates International Mother Language Day to promote and popularize mother language among the students.
- Constitution Day is celebrated every year during the occasion of which, the college deliberates upon the Fundamental Duties and Rights of Indian citizens.
- Students also participate in various community development activities through NSS which inculcate the spirit of service among them.

The college has made efforts to apprise students about yoga and its importance in developing a healthy lifestyle.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

A. All of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
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 college celebrates different commemorative days to recall the contribution of our leaders in building the nation and reflect on the significance of the day.

- **Independence Day and Republic Day are celebrated every year in a befitting manner. Students and teachers gather in the college premises for hoisting the national flag.**
- **International Day of Yoga is celebrated every year with the view of popularizing regular physical exercises in learners for a disciplinary lifestyle.**
- **Every year, the Women Cell organizes different programmes to mark the celebration of International Women's Day.**
- **The college celebrates International Mother Language Day to promote and popularize mother language among the students.**
- **World Environment Day is celebrated annually on 5th June and the students are encouraged to take action for the protection of the environment.**
- **National Unity Day or Rashtriya Ekta Diwas is celebrated on October 31 to mark the birth anniversary of Sardar Vallabhbhai Patel.**
- **On 26th November, Constitution Day is celebrated, during the occasion of which, the college deliberates upon the Fundamental Duties and Rights of the Indian citizens.**
- **Teacher's Day is celebrated every year in memory of Dr. Sarvepalli Radhakrishnan, and various departments organize programmes to honour the teachers for their contributions.**

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	**No File Uploaded**
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.

Best Practice 01: Empowering Underprivileged Women Through Digital Literacy a Social Responsibility of Mangaldai Commerce College.

The practice has the following aims and objectives:

- **To make women digitally literate**
- **To make women digital citizens**
- **To make women more creative, develop critical thinking and problem skills by using digital tools.**

Underlying Principles/Concept:

Only 30 percent of India's online users are women, considerably less than other developing countries such as China and Indonesia. The proportion of female internet users drops to 12 percent in rural India. Comprehending the current scenario, Mangaldai Commerce College has selected this practice as the best practice.

Best Practice 02: Course Management and Learning Outcome Delivery Mechanism.

Aims and objectives:

To develop a systematic approach for effective teaching, learning, evaluation and learning outcome delivery mechanism. To cater to the student's specific needs through a promising learning environment. To create awareness about program Outcomes (PO), Course Outcomes (CO) and Programme Specific Outcomes (PSO). To endeavour towards realizing academic excellence by the college in the long run.

Underlying Principles/Concept:

Mangaldai Commerce College has selected this practice as the best practice as the vision and mission of the college aim to fulfil the aspirations of the community by providing a premier commerce education. Through the relentless dedication and support of dedicated educators, the college strives to nurture student's academic growth and prepare them to achieve greater success in life.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Introduction:

Mangaldai Commerce College was established in 1982 with a view to opening up the door of higher education in the socially and economically backward area of Darrang district of Assam.

Vision

To be an institute of academic excellence with total commitment to quality education in Commerce, management and related fields.

Mission

- **Empowering students with all the knowledge and guidance that they need to fit in the global business world.**
- **Learning by doing.**
- **Providing for holistic and value-based development of students, which ultimately enhances their employability.**
- **To carve a niche for ourselves in the specialized field of commerce and management.**

Core Values

- **Excellence in teaching -learning process as reflected in outcome.**
- **Contribution to existing knowledge through academic pursuit.**

- Service to society through extension activities.

Backward Areas of Darrang District

Darrang is one of the minorities dominated districts of Assam. Mangaldai, the heart of Darrang District, is also a SC reserve constituency of the Assam legislative assembly. People who belong to the rural areas of the district were not aware of higher education, especially in commerce education and the percentage of higher educated people among them was very low.

Outcome of this Practice

The college has become successful in popularizing and spreading commerce education in the backward areas of Darrang district. Due to the numerous initial efforts of the college (as mentioned earlier), people are attracted towards commerce education. The result can be seen in the trend in student enrolment.

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 College is affiliated to Gauhati University and it follows syllabus, academic calendar framed by the university. The college prospectus is the threshold for the students to have a glimpse of the curriculum followed by the college. The college website is other sources through which students can acquaint themselves with the curriculum.

At the beginning of each academic session, the curriculum concerning the departments has been discussed among the faculty members. On the basis of the allotted portion of the curriculum, concerned teachers chalk-out their respective teaching plans.

Teaching plans are drawn out in such a way so that sufficient time for revision can be spared, besides completing the entire volume of the course. For the slow learners and other students desirous of clearing their doubts, provision for additional classes is also arranged by the concerned departments.

A proper routine with time and class allotment for the teachers is being followed both in odd and even semesters during each academic session. The routine also contains the Practical and Tutorial classes for better performance of the students. Sessional examinations, group discussions, case study presentations are conducted as a part of internal assessment.

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 college strictly adheres to the timeline of the academic calendar. Classes and tutorials are held regularly and

completed timely in an academic session as per the academic calendar. An academic calendar is prepared for each academic session which is in tune with the academic calendar of the affiliating university to bring uniformity and timely completion of the syllabus.

In semester and end semester examinations and other relevant activities are also incorporated in the academic calendar. A specific time in the academic calendar is dedicated for experiential learning activities such as field work, project work and excursions etc. In every academic session, the college conducts in-semester examinations as per the academic calendar prepared. Other internal assessment works, such as assignments, group discussions, case studies are also conducted following the academic calendar of the college. Following the academic calendar, the college organizes different events and celebrates special days among teachers, students and other stakeholders.

College conducts college week as per the academic calendar. The Students' Union election and other related activities are also conducted as per the academic calendar. College Foundation Day, observation of commemorative days are also earmarked in the Academic Calendar to encourage participation of the students and other stakeholders.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
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	A. All of the above

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

01

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)

03

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

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

75

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

75

File Description	Documents
Any additional information	[View File]()
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File]()

1.3 - Curriculum Enrichment

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

Curriculum enrichment is focused on upgrading the students and helping them become innovators and lifelong learners. The college has been sensible toward these crosscutting issues.

Environment and Sustainability:

A course in environmental studies is required in the B.Com. 2nd Semester syllabus. Further, different departments include issues like environmental protection, paperless college campus, tree plantations, etc.

Human Values:

The college authority is sensible with respect to human values. To develop human values among the students, various programmes are undertaken to inculcate understanding of the base of family and social relationships, Human Rights in society and community, cultural aspects, etc. Some issues related to human values are to be found in the course structure of English Language, Assamese, Business Communication, Human Resource Management, Principles of Marketing etc. students, various programmes are undertaken to inculcate understanding of the base of family and social relationships, Human Rights in society and community, cultural aspects, etc..

Professional Ethics:

The contents of every course syllabus taught more or less some elements of professional ethics like quality control, working environment, gender equality, etc. Subjects like English, Management, Finance, Accounting, etc. have included some elements of professional ethics in the syllabus. Topics like

principles of quality control, conduct in the workplace, work culture, equal treatment towards women, respect for senior citizens, and maintenance of cleanliness are taught to the students. The subject of English is taught in the 1st and 2nd Semesters and Management is taught in the 1st, 2nd, 3rd, 5th and 6th Semesters.

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	**No File Uploaded**

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

02

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**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File]

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

282

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	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**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	**Nil**

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 sanctioned seats during the year

1350

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

372

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 has developed significant strategies and scientific methodologies both at the institutional and departmental level to identify and address the needs of advanced learners and slow learners.

- Slow and Advanced learners are identified through different evaluation methods such as end-semester examination results, in-semester examination, presentations, class participation, home assignment etc.
- Teachers of the college adopt both traditional and modern (ICT) methods of classroom teaching-learning.
- Mentor-mentee programmes are developed for the students of each batch.
- The teachers organize tutorial and remedial classes apart from regular scheduled classes.
- English as well as Assamese are used as a medium of instruction.
- For peer learning, advanced learners are encouraged to hold hands of slow learners.
- Advanced learners are recommended books and study materials of advanced level to make academics more exigent and competent.

- **Incentives such as awards and prizes are provided by the college management as well as faculty members.**
- **Encouraged to participate in various symposiums like quiz, poster presentation, seminars, inter college competitions etc.**
- **During the COVID-19 lockdown, college has ensured the continuity of teaching-learning process through online mode such as Google Meet, Zoom, YouTube. Google Classroom, WhatsApp groups.**

File Description	Documents
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
1093	**21**

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

Mangaldai Commerce College encourages the students to enjoy the teaching and learning process in a student centric atmosphere, apart from the traditional lecture method.

EXPERIMENTAL LEARNING

- **The college is equipped with Smart classrooms and ICT classrooms to take advantage of modern technological innovation.**
- **Project work, field visits and excursions to historical places of national importance are conducted, which help the learners extend their knowledge to apply in new fields.**
- **Students are encouraged to collect data, analysis it and prepare reports on various issues.**

- **Skill oriented programs are organised.**

PARTICPATIVE LEARNING

- **Meetings with Industry Experts (MIE), meetings with Academic Experts (MAE), seminars and group discussions are conducted.**
- **Workshops on cultural components are organised.**
- **Students are inspired to take class.**
- **Projects are given to the students by different departments and group discussions are arranged.**

PROBLEM BASED

- **Online tests, MCQ tests, and quiz competitions are organised to enhance the student's learning experiences.**
- **Students are motivated towards creative writing and literary work through the annual magazine, wall magazine, etc.**

The teachers of the college endeavour to use ICT tools available in the institutions. They use technological tools to provide the course materials to the students. There is a computer lab with a capacity of 52 PCs where students attend classes for ICT with the help of respective teachers.

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

The teachers of the college endeavour to use ICT tools available in the institutions. They use technological tools to provide the course materials to the students.

- **There is a computer lab with a capacity of 52 PCs where students attend classes for ICT with the help of respective teachers.**
- **Most of the students and teachers use internet sources to collect and share material for their classes.**
- **The students are encouraged to make a PowerPoint**

- **Presentation on the projector.**
- **An interactive board is installed in the conference halls and digital classroom.**
- **WhatsApp groups are made for each paper of each semester to share information regarding the teaching-learning activities, to clear students doubts, and to help them outside of classroom hours.**

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

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

21

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

21

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

5

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

377

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.

The evaluation process is differentiated into various parts, viz., sessional, assignment, projects, practical examinations and semester end examinations.

SESSIONAL EXAMINATION

- Each department and individual teacher set question papers.
- The syllabus for the internal examination is provided to the students in respective classes.
- Copies are stored by respective departments and the marks are sent to Gauhati University for feeding into the respective website.

ASSIGNMENT

The questions for the assignment are discussed in class, and the students are given a stipulated time to submit them.

PROJECT

- The topics for the projects are finalized by the faculties of the respective departments.
- The students are provided with proper guidance to prepare the project papers. They have to present their projects in front of teachers and students from their respective departments.

PRACTICAL EXAMINATION

The practical examination of computers (IT) for internal examination is administered by the respective departments and the practical examination of semester end examination is held as per the schedule of Gauhati University in the presence of an external examiner deputed by Gauhati University.

SEMESTER END EXAMINATIONS

Semester end examination is conducted as per the rules, programs, and instructions of the affiliating university under strict observation by the exam committee.

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

Response related to Grievance Redressal

AT INSTITUTIONAL LEVEL

Though immediate measures are taken to deal with internal examination related grievances, the mechanism, of holding the internal assessment is set up in such a way that it proves to be grievance free. The system that is followed to conduct internal examinations is given below.

The examination committee, as mentioned in the academic calendar, is formed before the beginning of each academic session and it bestows the responsibility of holding the internal examination on selected teachers separating for each semester. Most of the grievances are sorted out at the department level.

All the heads of departments are bestowed with the responsibility to act and adjust the grievances of students. In the event of the absence of students from examinations for a valued and authenticated reason, through applications, re-sessional examinations are arranged with a new set of question papers. The internal assessment work is recorded systematically by the college so that student's grievances can be addressed justifiably.

AT UNIVERSITY LEVEL

The grievances at the University level fall under three heads-viz., re-evaluation, challenging evaluation and showing absence in the examination. The college, with the help of the principal, examination committee, and office, helped the students at its full capacity.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

1. The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with Gauhati University guidelines.

2. Learning outcomes form an integral part of college vision and mission.

3. The course objectives of each paper are mentioned in the syllabus and are available on the college website as well as University Website. Gauhati University has revised the syllabus of each paper and programmes for the implementation of the Choice Based Credit System (CBCS).

4. Under Choice Based Credit System, each programme and semester have courses comprising of Core, Discipline Specific Elective (DSE), Generic Elective (GE), Ability Enhancement Compulsory Course (AECC), Skill Enhancement Course (SEC). These courses have specific learning outcomes to make the learning student centric

5. Teachers orient the students on the learning objectives and outcomes at the beginning of the academic session and while starting each unit of the syllabus.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

```
Evaluation Process:

1. Throughout the semester college faculty evaluate the
performance of student on each programme. Based on outcome
remedial class is arranged for the slow learners.

2. Students are evaluated for 20% marks through internal
assessment and 80% marks for End-semester examination in UG
course.

Methods of measuring attainment:

College uses direct methods to evaluate attainment of programme
outcomes and course outcomes.

4. End Semester University Examination.

5. Internal Assessment.

6. Projects.

7. Institutional Examination and Tests.

8. Feedback Evaluation.
```

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

```
180
```

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://forms.gle/x73mGVNUJ3ptMJiKA

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)

00

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 departments having Research projects funded by government and non government agencies during the year

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

00

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**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

23

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]()

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

01

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

05

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

3.3 - Extension Activities

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

Outcomes of Extension activities in the neighbourhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last year.

Our college is continually working on different extension activities to gather practical knowledge and experiences from the student community. These initiatives are not only helping the students understand different social issues but also helping them relate them to their courses. Teachers of our college also arrange trainings, competitions at nearby thirteen adopted schools, and villages, which develop the mindset of both the students and the neighbouring communities.

Such extension activities are as follows:

- Celebration of Silpi Divas
- Celebration of Rabha Divas
- Prepare meeting for NAAC Peer Team Visit
- Orientation Programme
- Library Orientation Program
- Library Day Celebration
- Yuva Tourism Club
- National Sports Day celebration
- Celebration of World Entrepreneurship Day
- Student Union General Election-2023
- Amrit Brikshya Andolan
- Swachha Bharat Abhijaan
- Gandhi Jayanti Celebration

- **Free Health Checkup Camp Gadhiapara**
- **Faculty Development programme on Research Methodology**
- **Parent Teacher Meeting**
- **Prepare meeting for NAAC Team Visit**
- **Teacher Student Meeting for NAAC Visit**
- **Blood Donation Camp**
- **NAAC Peer Team Result review Meeting**
- **New Voter Enrolment Awareness Programme**
- **Principal Sir Farewell Program**
- **MOU Signing with Kaziranga University**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

00

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**

3.3.3 - 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

3.3.3.1 - 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

19

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

69

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](#)

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

01

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	[View File](#)
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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.

INFRASTRUCTURE AND LEARNING RESOURCES:

One of the most essential requirements for providing services effectively to the stakeholders is the availability of suitable and adequate physical facilities.

Physical Facilities:

The college is located in an urban area, covering 8.26 Acres (25 Bighas) of land. It has sufficient conventional classrooms, digital classrooms, computer laboratories and a library to provide a fruitful teaching-learning environment.

Classroom Facilities:

There are 10 classrooms, out of which two are smart classrooms and the remaining are ICT enabled classrooms with projectors. All the classrooms are sufficiently spacious, hygienic, well-ventilated and equipped with Wi-Fi, green board and furniture. CCTV cameras are installed in the classrooms and throughout the entire campus.

Computer Facilities:

There are 36 (thirty-six) computers for the computer lab and 16 (sixteen) computers for office and administration purposes. One server for the proper functioning of the administrative activities and library software. There is an interactive LED Display Screen for the smart classroom.

Sports Facilities:

Adequate sports facilities for the physical fitness of the students are provided. For the purpose of games and sports, a committee is formed with an in-charge (Teacher members), members from teachers, employees and students.

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

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

The institution has adequate facilities for cultural activities, sports, games (indoor and outdoor), gymnasium, yoga centre etc.

The college strongly believes in the role of sports and cultural activities in the all-round development of the students. Adequate sports facilities for the physical fitness of the students are provided. For the purpose of games and sports, a committee is formed with an in-charge (Teacher members), members from teachers, employees and students. Each year, the annual college week is organized with various sports and cultural activities.

The college has a spacious playground for football, cricket and other outdoor games. The college has spacious rooms for conducting the indoor games like carom, chess and other indoor sports.

Mangaldai Commerce College encourages cultural activities among the students. We believe in the role of these activities in the overall personality development of the students. The college organizes the cultural activities with the help of faculty members and the Student Union Body. There is a cultural wing

led by the Cultural Secretary of the Students Union Body. A teacher in-charge provides regular guidance and support to the wing. The college encourages the practice of traditional songs and dances of the state of Assam. In addition, the college also organizes yoga awareness camp from time to time for the overall development of the students.

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

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

10

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

04

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

99.76

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
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)

Library Profile:

The library of the college is located in a separate block which is newly constructed block. It is the centre of attraction for both students and teachers. The library operates under the guidance of an advisory committee that meets regularly and reviews the library functions. According to notification (No. ASHE.1036/2019/4, Dated: 23/07/2021) of the Higher Education Department, Govt. of Assam, the library committee will consist of the principal as chairman, Vice-principal (member), Librarian (member secretary), one senior most Assistant Professor (member) and IQAC Coordinator (member). The committee regularly allocates the budget for the purchase of books; of late, the college library has been upgraded into a digital library. As of now the library has a total of 9918 books and a seating capacity of 38 readers. The library of the college has been performing various activities from time to time, such as mobile library services, library visits and reading facilities for the children of underprivileged people, book donations, observed the National Librarians Day etc., for the benefit of the students, weaker sections and community at large.

The details of the Integrated Library Management System (ILMS) are as follows:

- **Name of ILMS Software: KOHA**
- **Nature of Automation: Fully**
- **Server Version: 22.05.08.000**
- **Year of Automation: 2023**
- **OPAC Link: 192.168.1.222**
- **OS Version: Linux Server 5.15.0_58_generic.**

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

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	**C. Any 2 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)

2.06

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

92

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

4.3 - IT Infrastructure

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

Mangaldai Commerce College has an integrated and modern IT system. The college aims to go for complete automation of regular activities related to administration, admission and academic processes. The following initiatives are undertaken to improve the IT infrastructure of the college. The college has been upgrading IT facilities as per the needs and requirements. Provision is made in the budget for annual maintenance of IT infrastructure.

At present the college has 52 computers. Our campus has one dedicated server. Mangaldai Commerce College Library is a Digital Library and is fully automated with KOHA software with cloud server facilities. Use of online learning management systems like Google Classroom. All departments are equipped with computers and Wi-Fi connectivity. The institution has a dynamic website and active social media platforms like Facebook, Twitter and Instagram. Streaming important events on social media.

Fingerprint biometric attendance for Teaching and Non-teaching employees. The college has been covered by CCTV surveillance 24 x 7. The college has developed a portal for online admission. As an affiliated college under Gauhati University, the college uses online form fill up portal extensively for the benefit of the students.

LMS (Learning Management System) software was formally inaugurated on August 31, 2023. The institution has an interactive LED display that is used for smart classrooms. Different official E-mail IDs and WhatsApp groups have been created for official in-house communication.

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

4.3.2 - Number of Computers

52

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

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	**No File Uploaded**

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)

481.6

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

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 Principal's Office solicits requests from the stakeholders based on curricular requirements for the maintenance of the college's physical infrastructure. It uses an appropriate procedure to award Annual Maintenance Contracts for its delicate and large equipment. They are allowed to spend the office contingency money for the minor maintenance tasks. The college has an internal team for daily minor hardware repairs as well as system and network maintenance. Antivirus software is updated frequently to safeguard computers from harmful programmes. An outside service provider is enlisted for any significant computer-related issues.

The college also supported a number of academic activities including online teaching and learning. The College makes sure that the Library buys current titles of books and journals. To stop theft and conduct general monitoring and surveillance, the college is well-equipped with CCTV camera.

The College Development Committee in cooperation with the IQAC oversees the maintenance and upkeep of infrastructural, academic, and support facilities.

The following Cells and Committees are operational in the Institution to execute various activities for the maintenance and utilization of resources:

- Academic Development Committee
- Purchase Committee
- Construction Committee
- Library Monitoring Committee
- Women's Cell
- Waste Management Committee
- Green Audit Committee
- Gender Audit Committee, etc.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

154

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 benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

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)	**No File Uploaded**

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	**A. All of the above**

hygiene) ICT/computing skills

File Description	Documents
Link to institutional website	**Nil**
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

21

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

21

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)	[View File](#)

5.1.5 - The Institution has a transparent 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	**A. All of the above**

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

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**

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

41

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

00

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**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.

00

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)	**No File Uploaded**

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 has a Students' Union elected every year by holding election through ballot paper voting, filling nomination for the particular portfolio. The Students' Union is the elected body of students' representatives. The students' Union election process follows Lyngdoh Commission report and as per UGC guidelines. The students elect the President, Vice President, General Secretary, Asst. General Secretary and Secretaries for Cultural, Debate, Games Minor and Major), Magazine, Social service, Common Room (Boys and Girls). The elected representatives assume responsibilities for various students'

activities.

The activities of the Students Union include the following:

- Students' Union undertakes programs that promotes corporate, social and cultural life of the students and train them the duties and rights of citizenship.
- Ensuring the maintenance of cordial relations among all sections of students.
- Supporting the College administration in creating an atmosphere conducive to learning.
- Conducts sports and games competitions including the Annual College Week, inter-college competitions to develop a spirit of sportsmanship among students.
- Participates in Youth Festival held every year by the affiliating university.
- Participation in various activities like quiz, debates, group discussions held in other institutions.
- Bringing out the Annual College Magazine and wall Magazine.

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

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

09

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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

Advisors Members of Alumni Association actively participate in various college activities. Regular annual meetings are held at the college campus. Several renowned alumni of our college help in linkages to provide employment avenues for our students MoU's were signed with business units owned by our Alumni to supply Stationery to Campus Needs which is an initiative of the IQAC, Mangaldai Commerce College. IQAC of the college has alumni representatives. Few alumni have been serving as employees in the college both in teaching and non-teaching positions.

Alumni Association contributes to the development of the college in a financial and non-financial manner as given below:

- **The alumni association has initiated a book donation program, namely "Read More, Learn More: Live a Knowledgeable Life," to create a book friendly environment in the college.**
- **The voluntary book donation initiative was welcomed by all stakeholders and received good response from teachers, employees, students and general public.**
- **The Association has initiated a donation drive of building materials in the form of almirahs, bookshelves, electric fans, tables, cement, iron rods, etc. for the development of the college.**
- **Alumni have participated in experimental training in their companies. It has provided on-the-job training.**
- **Seminars and webinars are conducted for entrepreneurship**

development among the students and general public.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

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

Mangaldai Commerce College has been striving to achieve its vision and mission through pro-active governance, timely implementation of decisions and dynamic leadership. The vision and mission guide the policies, perspective plans and workings of all institutional bodies. The Governing Body (GB) is the apex body of the college and the principal serves as the secretary. The administrative and academic departments are also governed by mandatory bodies like IQAC.

The teaching and non-teaching staff of the college play a crucial role in the management and decision-making bodies of the institution. The teaching staff performs varied roles, such as conveners and members of different committees and cells. They are involved in the planning and execution of academic, extension and outreach programs to meet the curriculum requirements. The college administration is actively pursuing the implementation of the NEP to enhance the quality of education and promote the holistic development of students. The college has been trying to sustained institutional growth by taking careful perspective plan, strategic decisions, and effective execution of teaching learning strategies.

There are several instances of decentralization and participatory management practices pursued by the college and

one such example is the process of conducting examinations in the college. A central examination committee is formed for the smooth conduct of internal/sessional and end semester examinations. The principal of the college is the Officer-in-charge of the end semester examinations and teachers act as assistant Officer-in-charges of the examination committee.

File Description	Documents
Paste link for additional information	Nil
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 College adopts an inclusive approach considering decentralization and participative management as core mode of application.

- Statutory meetings are conducted at regular intervals to devise certain mechanisms to proceed towards the vision of the institution.
- Internal Quality Assurance Cell constantly guides and supervises all the departments, Cells and Committees of the college.
- The Heads of the Department look over all departmental functions including the execution of the Teaching Plans. A number of Committees & Cells have been constituted to look after the planning and execution of various activities of the college.

Case Study- Formation of Examination Committees

An Examination Committee is formed during each session by the authority. This practice is followed for smooth conduct of in semester examinations as well as end semester examinations. Separate Sub- Committees are constituted to efficiently conduct examinations of Undergraduate Programmes. The sub- committee consists of both teaching and non-teaching staff for logistical support such as preparing time table (in-semester), preparation and distribution of invigilators duty lists, keeping record of paper stock, examinee seating arrangements, collection of end semester question papers from the District Treasury office/ Police Station, collection and disbursements of answer scripts

to the University.

File Description	Documents
Paste link for additional information	Nil
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 Governing Body (GB) is the prime administering authority of the college. The Body consists of renowned educationist, principal, selected staff members, guardians' members and representatives of the affiliating University. The highest authority is the President of the Governing Body who is appointed by the Director of Higher Education, Assam. The Governing Body recommends Strategic and Development plans for improving infrastructure, the teaching and learning process and good practices. The IQAC plays a crucial role in evaluating and assuring quality education at the institution. The Teaching and Non-teaching staff also take adequate measures in the implementation of the strategic and developmental plans of the college.

Various committees and sub-committees extend support for the smooth functioning of the college. The committees and sub-committees are IQAC committee, Academic committee, Admission committee, Library committee, Alumni Association committees, Parent Interaction committee, Student Welfare Cell, Extension Education Cell, Computer Cell, Purchase committee, Construction committee, Internal Accounts and Audit committee, Budget Preparation committee, Women Cell, Examination committee, Land Settlement committee, Feedback Analysis committee, Class Routine and Classroom Management committee, Students' Disciplinary Action committee, NSS Unit committee, Students' Election Body, Information and Career Guidance Cell, Skill Development committee, Cell for the Prevention of Harassment to Women Staff and Girl Students, Scheduled Caste Welfare committee, Gender Audit committee, Green Audit committee, Academic Audit committee, Grievance Redressal committee, Internal Complaint committee, Anti-Ragging committee, OBC Cell, and Minority Cell.

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

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.

The Governing Body (GB) is the prime administering authority of the college. The Body consists of renowned educationist, principal, selected staff members, guardians' members and representatives of the affiliating University. The highest authority is the President of the Governing Body who is appointed by the Director of Higher Education, Assam. The Governing Body recommends Strategic and Development plans for improving infrastructure, the teaching and learning process and good practices. The IQAC plays a crucial role in evaluating and assuring quality education at the institution. The Teaching and Nonteaching Staff also take adequate measures in the implementation of the strategic and developmental plans of the college. Various committees and sub-committees extend support for the smooth functioning of the college. The committees and sub-committees are IQAC committee, Academic committee, Admission committee, Library committee, Alumni Association committees, Parent Interaction committee, Student Welfare Cell, Extension Education Cell, Computer Cell, Purchase committee, Construction committee, Internal Accounts and Audit committee, Budget Preparation committee, Women Cell, Examination committee, Land Settlement committee, Feedback Analysis committee, Class Routine and Classroom Management committee, Students' Disciplinary Action committee, NSS Unit committee, Students' Election Body, Information and Career Guidance Cell, Skill Development committee, Cell for the Prevention of Harassment to Women Staff and Girl Students, Scheduled Caste Welfare committee, Gender Audit committee, Green Audit committee, Academic Audit committee, Grievance Redressal committee, Internal Complaint committee, Anti-Ragging committee, OBC Cell, and Minority Cell.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	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

Mangaldai Commerce College has adopted several welfare measures for the teaching and non-teaching staff that provide a friendly environment to maintain high motivation and job satisfaction for the employees. Some of the welfare provisions that are presently in practice and enforced from time to time as per the requirements are as follows:

- **Free Wi-Fi in college campuses**
- **Ensuring different types of leaves to the employees (Grant of leave on medical certificates, casual leave, special casual leave, duty leave, extraordinary leave or leave without pay, study leave, maternity leave, child care leave, and special leave to the employees suffering from tuberculosis, leprosy and cancer)**
- **Emergency First Aid facility**
- **National Pension Scheme (NPS) for permanent employees is**

available in the college
- A free health check-up is available on campus.
- Periodic Pay revision for the non-sanctioned teachers appointed by the college.
- Provision for safe drinking water facilities.
- An automated biometric attendance system with face and finger recognition is installed.
- Employee Credit Societies Fund is maintained in the college and financial help is provided to the employees during emergencies.

The effective mechanisms are as follows:

- Each faculty member keeps record of daily academic and co-curricular activities in a log book which is periodically monitored by the IQAC and Academic committee.
- Details related to lesson plans, tests, assignments, mentoring, tutoring, digital classes, remedial classes, leave taken are recorded by the faculty members.
- The principal of the college regularly supervises and appraises the activities of non-teaching staff.

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

00

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

02

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)	[View File](#)

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

00

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)	**No File Uploaded**

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

The college takes initiatives for recruitment and promotion as per the guidelines of UGC and Directorate of Higher Education (DHE), Government of Assam. The Career Advancement Schemes (CAS) for promotion of the teachers and Librarian is subject to the Academic Performance Indicator (API) criteria and Performance Based Appraisal System (PBAS) norms laid out in the UGC regulations, i.e. 30th June, 2010 and amended from time to time. In pursuance of the above, the Govt. of Assam declares guidelines through gazette notifications, which are followed by the college. The principal maintains Annual Confidential Report for teachers and submits the same to the Directorate of Higher Education as and when required. The Performance appraisal of non-teaching staff is subject to the rules and guidelines of the Government of Assam. A committee comprising of President (Governing Body), Principal and Vice- Principal monitors the performance and considers the promotional aspects of non-teaching staff. The performance of the faculty members is also evaluated at regular intervals through feedback system. Every HOD and faculty maintains record of daily academic and other assigned duties in their respective diaries, periodically overviewed by the college authority. Maintenance of Service book.

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 college has a transparent and well-planned financial management system where the Government and Management are the main sources of funds.

The primary sources of the college funds are as follows:

- State Govt. funds for infrastructure development.
- Tuition fees.
- College development fund.
- Grants given to students from reserved communities, scholarships for SC/ST students.

INTERNAL AND EXTERNAL FINANCIAL AUDIT:

The college maintains a systematic financial management system. The Governing Body regularly monitors the proper and effective utilization of financial resources with the help of an effective and transparent audit mechanism. The college conducted internal audits for government and non-Government funds for the year 2023-24.

INTERNAL AUDIT

The internal audit is conducted on an annual basis by a reputed Chartered Accountant Firm appointed by the college authority. The task of conducting an internal audit of the college has been presently assigned to "M/S. B. BORPUZARI & ASSOCIATES" a reputed Chartered Accountant firm located in Guwahati, Assam. The CA verifies all the original documents of receipt, payments, vouchers of all transactions, ledger books, cash books, and bank passbooks in respect of all the accounts maintained by the college in the presence of the principal and submits the audit report.

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

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)

00

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

Mangaldai Commerce College has strategies for effective utilisation and mobilisation of resources in a transparent manner. The college authority aims for maximum utilization of resources. The planning and budget preparation committee of the college looks after the development plans, implementation, supervision and fund rising activities. The college has a transparent and well-planned financial management system where the Government and Management are the main sources of funds.

Optimum Utilization of Resources:

The funds allotted for specific purposes are optimally utilized within the stipulated time by following the guidelines for funding agencies. The funds are primarily used for the maintenance and overall development of the institution. The college ensures that the resources are completely used for the fulfilment of the needs of the stakeholders. The departments and other related committees are asked about the approval of their budget and to maintain proper accounts and reports of expenditure. In respect of all the funds that are utilized by the college administration, internal auditing is conducted at the end of every fiscal year to ensure that proper accounting and utilisation have been done. The State government provides scholarships for students under the categories of SC and ST. The college authority regularly notifies the students regarding

such information on the notice board. So that students can avail themselves of the scholarship in time.

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

The IQAC of Mangaldai Commerce College was formed on 31st December, 2021. Since its formation it has striven to develop quality benchmarks in the academic and administrative spheres. Two practices institutionalized at Mangaldai Commerce College with IQAC initiatives are below:

1.Teacher appraisal, course management and learning outcome delivery mechanism:

To attain Academic Excellent, the college documented the teaching-learning and evaluation activities of every department. A two-dimensional approach, viz., the individual teacher's appraisal report maintenance, and the course management and learning outcome delivery mechanism has evolved. Course management and learning outcome delivery are tools for the smooth conduct of effective curriculum delivery and the effective planning and implementation of teaching-learning and evaluation methodologies.

2. Effective Strategies for Conduct of Administrative Works:

The IQAC of the college has been taking initiatives to enhance quality in the sphere of administrative work at the institution. The strategies adopted by the IQAC include an increase in automation of administrative work and organizing programs to orient staff for effective resource management.

3. Structure Feedback:

Mangaldai Commerce College has been practicing a well-structured feedback system that accommodates all the institutional stakeholders, namely: faculties, students,

alumni, employers and parents. The student's feedback is collected on different parameters of curriculum delivery, the teaching and learning process, developments in infrastructure and facilities. Alumni feedback reflects the relevance and efficacy of the curriculum in areas of employment. Faculty feedback is collected seeking due credence for the effective contents of the programs. The parents' feedback is also obtained on relevant parameters.

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

Following the vision and mission of the College, IQAC ensures excellence in education through quality academic and co-curricular engagements. Two examples of institutional reviews and implementation of teaching learning reforms:

1. Conducting Internal and External Academic Audits: The performance of the departments is regularly measured through Internal and External Academic Audit. The Audit evaluates academic performance based on results, effective curriculum implementation, co-curricular activities and use of ICT-related pedagogical approaches. Each department analyses its SWOC, based on which, the IQAC advices Departments the measures for enhancing teaching-learning process.

2. Collecting feedback from stakeholders: The IQAC takes initiatives to collect feedback from stakeholders like students, teaching staff, employers and alumni to facilitate teaching learning reforms. This helps in obtaining an unbiased and honest opinion about the institutional performance especially in academics. Student feedback of teachers is conducted regularly. A careful analysis of the feedback received is done and communicated to the teachers to enable them to enhance their teaching skills and their relationship with the students. Based on the outcome of the above two practices, IQAC, post accreditation, has been able to initiate a system for conscious, consistent and catalytic action for

systematic reforms in teaching-learning process, structure, methodologies and learning outcomes.

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)	**A. All of the above**

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

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

Gender Equity:

The college has been providing Commerce Education to an average of 30 percent of female students. We follow a zero-tolerance policy against gender discrimination, ragging, racial issues and sexual harassment.

Safety and Security Measures:

CCTV Surveillance: The College has installed 48 CCTV cameras, which are operational 24 hours a day.

Internal Compliance Committee (ICC): - The College has constituted an I.C.C. for the safety of the students. The committee emphasises the full security of the female students.

Women Cell and Grievance Redress Cell: In order to ensure discipline on the college campus, a committee has been formed to meet various grievances of the students.

Celebration:

Independence Day: The College celebrates Independence Day on August 15 every year, where India's National Flag is hoisted, national anthem is sung and the service of the great freedom fighters of the nation are recalled.

Republic Day: Republic Day is celebrated on 26th of January every year with the hoisting of our national flag and talks on importance of constitution, healthy democracy and national integration.

World Environment Day: World Environment Day is celebrated on June 5 to sensitize students about environmental protection and sustainability.

International Women's Day is celebrated on March 8 every year.

Teachers' Day is celebrated on September 5. On this very day, the teachers are being felicitated by the students of the college.

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	Nil

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	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
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

The following measures have been taken to dispose of waste of the campus:

Solid Waste Management:

- Separate colour coded dustbins have been placed at different locations throughout the campus for disposal of bio degradable and non-biodegradable wastage.
- The non-biodegradable waste generated from the college is collected by Mangaldai Municipal Board garbage dispensing van.
- Biodegradable waste is converted in the Vermi Compost Plant to fertilizer.
- Paper waste is properly stacked in designated place and later disposed through vendors.
- Sanitary Napkin incinerators have been installed to ensure proper disposal of soiled sanitary napkins.
- The use of Single use plastic is banned in the campus. The college focuses on generating awareness on plastic pollution by organizing various awareness programmes.
- Flex used for publicity or as banner are disposed of properly and use of digital banner is encouraged.

Liquid Waste Management:

- Liquid waste in the college is drained to a deep soak pit.
- Waste water from RO units, water purifiers and water from

rain water harvesting system is used in gardens and washrooms.

E-Waste Management:

- **Electronic are timely disposed through an outsourcing agency.**
- **The college tries to control and minimize generation of E-waste by periodically checking computers and other electronic peripherals.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

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	**No File Uploaded**
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 with trees and plants**	**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	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	B. Any 3 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	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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 college hosts students from diverse regional and cultural backgrounds and hence takes measures to sensitize stakeholders on the importance of communal harmony, national integration and fraternity.

- The College Code of Conduct is available in the form of handbooks and has been uploaded on the institutional website. It is incumbent on all students, staff and other stakeholders, irrespective of their diversities to follow the college Code of Conduct.
- Diversity, equity, and inclusion are recognized as Core Values of the college that underscore all decisions and practices.
- The college strictly adheres to the statutory reservation policies in admission as well as recruitment process of the college.
- The UGC- mandated Equal Opportunity Cell of the College oversees the effective implementation of policies and programmes for disadvantaged groups.
- The cultural diversity of the state is reflected and celebrated at the Annual College Week and other cultural activities organized in the institution.
- The college celebrates National Festivals and important occasions such as Republic Day, Independence Day etc. every year to promote national integration. International Mother Language Day is observed annually on 21st February to promote multilingualism.

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 takes various initiatives to sensitize the students on ethical and constitutional responsibilities and mould them as better citizens of the country.

- **The Code of Conduct and Core Values woven into the culture of the college guide the students and employees to be responsible citizens.**
- **Initiatives have been taken to apprise students about various National Identities and Symbols. The Indian Tricolour stands tall in front of the College which spreads the message of unity and integrity.**
- **The curriculum plays a significant role in the transmission of civic values and making students aware of their rights and responsibilities.**
- **Independence Day, Republic Day and other days of national importance are celebrated every year, students and staff are sensitized on their duties.**
- **The college celebrates International Mother Language Day to promote and popularize mother language among the students.**
- **Constitution Day is celebrated every year during the occasion of which, the college deliberates upon the Fundamental Duties and Rights of Indian citizens.**
- **Students also participate in various community development activities through NSS which inculcate the spirit of service among them.**

The college has made efforts to apprise students about yoga and its importance in developing a healthy lifestyle.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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 and other staff 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

File Description	Documents
Code of ethics policy document	**No File Uploaded**
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 college celebrates different commemorative days to recall the contribution of our leaders in building the nation and reflect on the significance of the day.

- **Independence Day and Republic Day are celebrated every year in a befitting manner. Students and teachers gather in the college premises for hoisting the national flag.**
- **International Day of Yoga is celebrated every year with the view of popularizing regular physical exercises in**

learners for a disciplinary lifestyle.

- Every year, the Women Cell organizes different programmes to mark the celebration of International Women's Day.
- The college celebrates International Mother Language Day to promote and popularize mother language among the students.
- World Environment Day is celebrated annually on 5th June and the students are encouraged to take action for the protection of the environment.
- National Unity Day or Rashtriya Ekta Diwas is celebrated on October 31 to mark the birth anniversary of Sardar Vallabhbhai Patel.
- On 26th November, Constitution Day is celebrated, during the occasion of which, the college deliberates upon the Fundamental Duties and Rights of the Indian citizens.
- Teacher's Day is celebrated every year in memory of Dr. Sarvepalli Radhakrishnan, and various departments organize programmes to honour the teachers for their contributions.

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	No File Uploaded
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.

Best Practice 01: Empowering Underprivileged Women Through Digital Literacy a Social Responsibility of Mangaldai Commerce College.

The practice has the following aims and objectives:

- To make women digitally literate
- To make women digital citizens
- To make women more creative, develop critical thinking and problem skills by using digital tools.

Underlying Principles/Concept:

Only 30 percent of India's online users are women, considerably less than other developing countries such as China and Indonesia. The proportion of female internet users drops to 12 percent in rural India. Comprehending the current scenario, Mangaldai Commerce College has selected this practice as the best practice.

Best Practice 02: Course Management and Learning Outcome Delivery Mechanism.

Aims and objectives:

To develop a systematic approach for effective teaching, learning, evaluation and learning outcome delivery mechanism. To cater to the student's specific needs through a promising learning environment. To create awareness about program Outcomes (PO), Course Outcomes (CO) and Programme Specific Outcomes (PSO). To endeavour towards realizing academic excellence by the college in the long run.

Underlying Principles/Concept:

Mangaldai Commerce College has selected this practice as the best practice as the vision and mission of the college aim to fulfil the aspirations of the community by providing a premier commerce education. Through the relentless dedication and support of dedicated educators, the college strives to nurture student's academic growth and prepare them to achieve greater success in life.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

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

Introduction:

Mangaldai Commerce College was established in 1982 with a view to opening up the door of higher education in the socially and

economically backward area of Darrang district of Assam.

Vision

To be an institute of academic excellence with total commitment to quality education in Commerce, management and related fields.

Mission

- Empowering students with all the knowledge and guidance that they need to fit in the global business world.
- Learning by doing.
- Providing for holistic and value-based development of students, which ultimately enhances their employability.
- To carve a niche for ourselves in the specialized field of commerce and management.

Core Values

- Excellence in teaching -learning process as reflected in outcome.
- Contribution to existing knowledge through academic pursuit.
- Service to society through extension activities.

Backward Areas of Darrang District

Darrang is one of the minorities dominated districts of Assam. Mangaldai, the heart of Darrang District, is also a SC reserve constituency of the Assam legislative assembly. People who belong to the rural areas of the district were not aware of higher education, especially in commerce education and the percentage of higher educated people among them was very low.

Outcome of this Practice

The college has become successful in popularizing and spreading commerce education in the backward areas of Darrang district. Due to the numerous initial efforts of the college (as mentioned earlier), people are attracted towards commerce education. The result can be seen in the trend in student enrolment.

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 following is a list of Action Plans presented by IQAC Mangaldai Commerce College for the forthcoming academic year 2024-2025.

- **To organizeNational and International Seminars and Workshops on important topics.**
- **To engage more with Extension Services in the adopted villages and schools.**
- **To prepare and submit AQAR 2024-25.**
- **Introducing more Add on Courses.**
- **Increase number of collaborations with Industry.**
- **To organise career counselling camps.**
- **To Motivate the Faculty members to increase of research publications in UGC Care journals, Scopus and other leading journals.**
- **To introduce more add-on courses.**
- **Increasing the number of computers for students.**
- **To organise Motivational Programs for the Faculty and Mental Health Programs for the Students.**
- **To organise Free Medical Camp in college premises as well as nearby villages**
- **Edited book published through IQAC.**