



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

MANGALDAI COMMERCE COLLEGE

**MANGALDAI COMMERCE COLLEGE, KARIM CHOWK, PO- MANGALDAI, PS-
MANGALDAI, DIST- DARRANG (ASSAM)- 784125**

784125

www.mangaldoicommercecollege.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Mangaldai Commerce College is a premier institution of commerce education in the State of Assam and the only commerce college in Darrang district. The college is situated in Karim-Chowk, Mangaldai Town, at a distance of nearly 1.5 km from the ASTC Bus Stand and is easily accessible from the town. The college was established on August 02, 1982, by some dedicated and noted educationists to impart quality commerce education to the marginalised sections of society. The college started its voyage in a single room shared by the Mangaldai Girl's Higher Secondary School, Mangaldai and today MCC is accommodating 1200 undergraduate students with its own infrastructure. The college is a co-educational institution and is permanently affiliated to Gauhati University. The college was brought under the Provincialization system by the Government with effect from January 01, 2013.

The college has been offering B.Com. Regular and B.Com. Honours courses since 1984 and one can opt for honours in subjects like Accountancy, Management and Finance. In addition to B.Com. courses, the college also offers Higher Secondary (12th Class) courses in commerce and many certificate courses. Mangaldai Commerce College is fully prepared to implement the FYUGP (4-year undergraduate program) offered by Gauhati University under NEP 2020 from the 2023 academic session onward. The College is going to get accredited by NAAC for the first time and for this purpose, preparations are going on.

The library of the college is fully automated and holds a collection of around 9918 books and journals. The Boy's Hostel of the college, with a capacity of 50 boarders, is under construction. The college has Smart Classrooms, an interactive display board, and two computer laboratories. A spacious playground is available within the campus for outdoor games such as Cricket, Football and Volleyball. The College Campus is an eco-friendly, green and Tobacco free zone. The social environment of the college is very harmonious, and students from different communities and religious backgrounds study without any discrimination.

Vision

Mangaldai Commerce College has a Vision:

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

Mission

Mangaldai Commerce College has been pursuing the following 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.
- Grooming youth to become a truly global personality well equipped to deal with the modern world and its challenges.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Mangaldai Commerce College is easily accessible from the town as it is located just 1.5 km away from the ASTC Bus Stand in Mangaldai Town.
- The college has a visionary management team to lead the institution towards achieving higher academic excellence.
- The college is located in a comparatively pollution free, disease free and crime free area.
- The college has a sufficient amount of land 8.25 acres, (25 Bighas) for its future development and to lead the institution up to university level.
- The local community, along with different local institutions and agencies, have a well-established link and coordination with the college and they have good wishes and good faith for the institution.
- The college has started to take bold initiatives to digitalize the whole function of the college to bring the academic environment to match with the modern age of science and technology.

Institutional Weakness

- The college is located adjacent to Mangaldai River and during floods, the academic environment is badly affected.
- The college has very limited sources to generate its own income.
- The best and most economically affluent candidate from the locality aspiring to commerce education usually goes to Guwahati City, which is the Hub of the North Eastern Region.
- Limited Staff in sanctioned posts is another weakness of the College. The creation of the position of tutor Assistant Professor by the Govt. of Assam instead of fully Assistant Professor has demoralized many faculty members.
- Lack of sufficient infrastructural facilities is another hurdle to impart quality education.
- Most of the students are from poor financial backgrounds, and this affects their learning environment.

Institutional Opportunity

- The College has the opportunity to work in the field of research for promoting and marketing of the agricultural produce like vegetables, jute, etc., as Darrang district is a hotspot of vegetable production that covers entire Northeast India.
- There is opportunity to upgrade the certificate courses of the college into skill-oriented diploma courses for the betterment of the students' futures.
- The college has some special advantages in getting autonomous status in the coming days.
- The college has the opportunity to work more on expanding e-learning.
- The college has the opportunity to introduce different skill development courses along with some science and arts programs.
- The college has the opportunity to work in the field of developing small scale and cottage industries on

the basis of local resources in an innovative way.

- The college has huge land resources (8.25 acres) that can be utilized for income generation activities in near future.

Institutional Challenge

- The surrounding area of the college is affected by heavy floods every year, due to which the development of academic environment is hampered.
- A shortage of sufficient funds is another challenge facing the college, because of which its all-round development could not be achieved as desired.
- Limited teaching staff in sanctioned posts is another challenge for the college, due to which it can't keep pace with the development of the global educational atmosphere.
- Lack of sufficient research infrastructure is also a challenge for the college, due to which it cannot move forward properly in the sphere of research and development.
- The problem of student dropouts is another major challenge for the college. This Problem occurs every year because most of the students at the college are from poor economic backgrounds.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Mangaldai Commerce College follows the Undergraduate Level Curriculum of Commerce Stream prepared by its parent university, Gauhati University. The Academic Committee of the College prepares an Annual Academic Calendar based on the Calendar of Gauhati University. The Calendar so prepared is publicized in the College Prospectus and also published through the College Website and Notice board. A Master Routine is also prepared by the Class Routine Committee and the Academic Committee. All the Heads of departments distribute the courses among the faculty members. The class attendance of the students is recorded in the Attendant Register Books. Sessional examinations are conducted as per the academic calendar for each semester. The sessional and university final examinations held in the college are conducted by the Examination Committee of the College. The marks of the Sessional Examinations are maintained in the departmental progress record book and the results of the Final Examinations are recorded centrally in the office of the college. For participatory learning, Departmental Wall Magazines, College Magazine are prepared and field visits and survey work are organized. The Project work and Field work provide the students with opportunities for experiential learning. The faculty members of the College participate in the assessment and evaluation process for UG programs in the Commerce Stream of Gauhati University. The Three-Year Degree Course has been started since the beginning of the college. The semester system has been introduced by the College since 2011-12 and the CBCS System has been implemented from the academic session 2019-20 as per the guidelines of Gauhati University. A total of 30 Certificate Courses have been offered by the institution since the 2017-18 academic session, such as Entrepreneurship Development, Retail Management, Office Management and Secretarial Practice, Customer Relationship Management, Corporate Social Responsibility, etc. The college collects feedback from students, teachers, parents, and alumni, along with from employers of outgoing students, on various aspects of the institution. Feedback reports and analyses are submitted to the authority of the College for necessary action.

Teaching-learning and Evaluation

Mangaldai Commerce College follows the guidelines and directions of the Government of India for the enrolment of students in the reserved categories. Students are put to continuous evaluation through class tests, group discussion, quizzes, extempore speeches, etc. to engage and motivate them effectively in the teaching-learning process and are assessed accordingly. The college adopts different strategies and methodologies like remedial classes, special classes on difficult topics to improve the slow learners, and quizzes, debates, seminars, workshops, lecture programs, etc. to encourage the advanced learners. To provide basic knowledge on various issues and develop the basic ideas of different problems for the students, the College adopts different problem-solving methods like educational excursions, field trips, project report preparation, participation in Extension Activities, experiential learning, participatory learning, etc. To enhance the quality of education, a number of student centric group activities, innovative and effective methods, individual guidance, etc. are practiced in the teaching and learning process of the College. To boost the self-confidence of the students, the mentors try to solve their doubts and problems of their mentees and they always keep in touch with them. At present, there are 22 full time qualified faculties in the College. With their long experience of teaching and dedication to the profession, they are concerned for the overall development of the students. Nearly 60% of the teachers use ICT for effective teaching. The internal Sessional Examinations of the College are conducted centrally by the Examination Committee as per the schedule of the Academic Calendar. Internal Evaluation Marks are given on the basis of sessional examinations, home assignments, class attendance and performance and participation in different activities of the department. The average pass percentage for students is 82%.

Research, Innovations and Extension

To shape the growth of the intellectual and general wellbeing of the students belonging to various sections of society, attempts have been made through different academic as well as co-curricular activities. Research and innovation are challenges for the College to scale as it imparts undergraduate education. The College has adopted thirteen neighbouring schools and has given priority to achieving the holistic development of its adopted schools through visiting classes and different types of extension activities in the last few years. Conservation of nature and biodiversity, preservation of culture, traditional knowledge, the environment, and gender related issues have been focal areas of the extension activities to involve and also sensitize the students. Issues like self-defence for girls and children, legal awareness, corruption and its evil, the importance of Yoga and healing, hygiene and cleanliness, etc. have been the highlights of the activities, along with the college students and the students and local people of nearby villages. Career counselling for the students, short term skill training sessions on soft skills, self-defence, yoga, water hyacinth products, driving, organic vegetable cultivation, Rangoli Competition, food processing, etc. have been provided from time to time. To improve the health, hygiene and cleanliness of the nearby society, the College has been organizing health camps and awareness programs. To enhance the local economy, training on water hyacinth products for the local women's community has also been organized. The college has also participated in Unnat Bharat Abhiyan and Saccha Bharat Abhiyan. The NSS unit of the college has been organizing programs related to cleanliness, gender issues, etc. in the nearby areas. The college has a number of collaborations/linkages for faculty exchange, student exchange, internship, field trip, Industry visit, Exhibition, Digital literacy programme, Distribution of Sanitary napkins, on-the job training, etc.

Infrastructure and Learning Resources

Starting from a room at Mangaldai Girl's Higher Secondary School in 1982, Mangaldai Commerce College now has its own campus and adequate infrastructure to accommodate around 1200 undergraduate students in Commerce Stream. Mangaldai Commerce College spreads over an area of 8.25 acres (25 Bighas) of land with a

built-up area of 3000 sq. meters. There are an adequate number of regular class rooms, six with ICT facilities, and one smart classroom and conference hall. The departments are provided with computers and printers. The college has a well-stocked library with computers and internet facilities. There is a computer laboratory to facilitate the student's acquisition of higher education as per present day requirements. Mangaldai Commerce College Library has a total of 9918 text and reference books and around 06 number of journals and e-resources through N-LIST. For the overall development of the students, the college has provided a good number of indoor and outdoor sports equipment and facilities for Badminton and Volleyball. There are also facilities for a basic gymnasium and yoga practice. Students are encouraged to take part in various cultural activities and events like College Week, Freshmen Social, quizzes, essay writing competitions, etc., as well as cultural functions and competitions held at local festivals and other local events every year. The college follows the rules and guidelines of the G.B. for policymaking and infrastructure development. There are committees like the Construction Committee and the Purchase Committee that make decisions at the implementation level. The responsibility to conduct the annual internal audit has been assigned to a designated C.A. firm.

Student Support and Progression

Apart from the scholarships provided by the Government, the college has been providing free ships to students belonging to the BPL Category under an Assam Government Scheme since. A number of value-added certificate courses like skill development courses in Entrepreneurship Development, Retail Management, Office Management and Secretarial Practice, Customer Relationship Management, Corporate Social Responsibility etc., and short-term training programs on driving, soft skills, self-defence, yoga, organic vegetable cultivation, flower arrangement, food processing, etc. have been organized from time to time. To maintain the physical fitness of the students and staff, various sports equipment and gymnasium equipment are available. Awareness programs on health and hygiene have been organized by various departments and Committees in the college and in the nearby villages. International Yoga Day and awareness campaigns on health and hygiene have been organized regularly. The college organises Career Counselling and Personality Development programs from time to time to improve the overall personalities of the students. The college has its own Women's Cell and Study Center and an NSS unit. There has never been a complaint against ragging or sexual harassment since the beginning of the College. Minor cases have been settled by the Grievance Redressal and Anti Ragging Committee and the Sexual Harassment and Internal Complaints Committee. The whole campus of the College is under CCTV surveillance. Students have been included in different committees and cells to involve them in corporate activities. The college has an active registered Alumni Association.

Governance, Leadership and Management

The College works to develop human resources with the values, art, and culture of society. To achieve this end, the institution distributes the responsibilities to the Heads of Departments and to various committees involving teaching, non-teaching staff and student representatives. The institution follows all the rules and guidelines of the affiliating university, UGC and State Government for employment, admission, utilization of funds, maintaining discipline and overall management. The college has introduced e-governance in admissions, examinations, finance, and accounting. The college has also adopted certain welfare measures for the teaching and non-teaching staff. Faculty members have been encouraged to attend Faculty Development Programs and participate in seminars, workshops, and short-term courses. The college depends on state Government funds and on UGC grants for infrastructural development. The responsibility to conduct the annual internal audit has been assigned to a designated C.A. firm. It is very difficult to get an appointment for External Government Auditing which is conducted every few years. The Internal Quality Assurance Cell (IQAC) of the college is

very active and has significantly contributed to institutionalizing quality assurance strategies and processes.

Institutional Values and Best Practices

1. The College has taken initiatives to make the concept of gender equity more familiar among the students by providing equal opportunity for students of both genders and encouraging both genders to take part in various programs and to participate in the Students' Election as well. The College has taken initiatives to keep the campus clean and green. Alternative energy sources have been introduced. A solid waste management system has been introduced in association with the Mangaldai Municipality Board. Sanitary napkin is provided to maintain cleanliness and hygiene. The College has done its **Environment and Energy Audits, Green audits, Gender audits, Academic audits, and Quality audits** for its self-analysis and development. To facilitate the Divyanjan students, a few ramps, disabled friendly toilets, etc. have been constructed on the campus. The College has organised a number of academic and extra-curricular programs to create an atmosphere of tolerance, cultural harmony, and communal and social integrity. All the members of the college family are aware of their duties towards the institution, the state and the country and as responsible citizens, they all take part in state and national level elections, obey the rules and regulations of the constitution, and follow the directives and guidelines of the College code of Conduct. Considering the vast prospects of the locality from the point of view of knowledge of digitalization and upgradation skills of the local women in digital literacy and finding out the various categories of students like poor, average and high, the College has taken two practices as its Best Practices. **The First Best Practice** of the College is related to the imparting of digital literacy among women of the weaker section of society, and the **Second-Best Practice** of the College is related to Course Management and Learning Outcome Delivery Mechanism. To develop a systematic approach for effective teaching, learning, evaluation and learning outcome delivery mechanism. The results of the two best practices are very positive, and the good relationship built through these practices with the neighbourhood communities has been a positive facet of the institution.

2. PROFILE

2.1 BASIC INFORMATION

| Name and Address of the College | |
|---------------------------------|--|
| Name | MANGALDAI COMMERCE COLLEGE |
| Address | MANGALDAI COMMERCE COLLEGE, KARIM CHOWK, PO- MANGALDAI, PS- MANGALDAI, DIST- DARRANG (ASSAM)- 784125 |
| City | MANGALDAI |
| State | Assam |
| Pin | 784125 |
| Website | www.mangaldoicommercecollege.com |

| Contacts for Communication | | | | | |
|----------------------------|---------------------|-------------------------|------------|-----|--------------------------------|
| Designation | Name | Telephone with STD Code | Mobile | Fax | Email |
| Principal | Pankaj Kumar Saha | 03713-291251 | 9101443492 | - | principal_mcc@yahoo.com |
| IQAC / CIQA coordinator | Hemanta Chakravarty | - | 9864818983 | - | hemantachakravarty69@gmail.com |

| Status of the Institution | |
|---------------------------|------------|
| Institution Status | Government |

| Type of Institution | |
|---------------------|--------------|
| By Gender | Co-education |
| By Shift | Regular |

| Recognized Minority institution | |
|--|----|
| If it is a recognized minority institution | No |

| Establishment Details | |
|-----------------------|--|
| | |

| State | University name | Document |
|-------|--------------------|-------------------------------|
| Assam | Gauhati University | View Document |

| Details of UGC recognition | | |
|----------------------------|------|---------------|
| Under Section | Date | View Document |
| 2f of UGC | | |
| 12B of UGC | | |

| Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC) | | | | |
|---|---|--------------------------------|--------------------|---------|
| Statutory Regulatory Authority | Recognition/Approval details Institution/Department programme | Day,Month and year(dd-mm-yyyy) | Validity in months | Remarks |
| No contents | | | | |

| Recognitions | |
|---|----|
| Is the College recognized by UGC as a College with Potential for Excellence(CPE)? | No |
| Is the College recognized for its performance by any other governmental agency? | No |

| Location and Area of Campus | | | | |
|-----------------------------|--|-----------|----------------------|--------------------------|
| Campus Type | Address | Location* | Campus Area in Acres | Built up Area in sq.mts. |
| Main campus area | MANGALDAI COMMERCE COLLEGE, KARIM CHOWK, PO-MANGALDAI, PS-MANGALDAI, DIST-DARRANG (ASSAM)-784125 | Urban | 8.264452 | 31500 |

2.2 ACADEMIC INFORMATION

| Details of Programmes Offered by the College (Give Data for Current Academic year) | | | | | | |
|---|---|---------------------------|----------------------------|------------------------------|----------------------------|---------------------------------|
| Programme Level | Name of Programme/Course | Duration in Months | Entry Qualification | Medium of Instruction | Sanctioned Strength | No. of Students Admitted |
| UG | BCom,Tdc Commerce General Course | 36 | XII | English,Assamese | 163 | 163 |
| UG | BCom,Tdc Commerce Major Course | 36 | XII | English,Assamese | 276 | 276 |

Position Details of Faculty & Staff in the College

| Teaching Faculty | | | | | | | | | | | | |
|---|------------------|--------|--------|-------|----------------------------|--------|--------|-------|----------------------------|--------|--------|-------|
| | Professor | | | | Associate Professor | | | | Assistant Professor | | | |
| | Male | Female | Others | Total | Male | Female | Others | Total | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | 0 | | | | 0 | | | | 15 | | | |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 3 | 0 | 15 |
| Yet to Recruit | 0 | | | | 0 | | | | 0 | | | |
| Sanctioned by the Management/Society or Other Authorized Bodies | 0 | | | | 0 | | | | 7 | | | |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 4 | 0 | 7 |
| Yet to Recruit | 0 | | | | 0 | | | | 0 | | | |

| Non-Teaching Staff | | | | |
|---|-------------|---------------|---------------|--------------|
| | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 11 |
| Recruited | 10 | 1 | 0 | 11 |
| Yet to Recruit | | | | 0 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 1 |
| Recruited | 1 | 0 | 0 | 1 |
| Yet to Recruit | | | | 0 |

| Technical Staff | | | | |
|---|-------------|---------------|---------------|--------------|
| | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 4 |
| Recruited | 4 | 0 | 0 | 4 |
| Yet to Recruit | | | | 0 |

Qualification Details of the Teaching Staff

| Permanent Teachers | | | | | | | | | | |
|--------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt/ LLD/DM/M CH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 1 | 0 | 5 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 2 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 2 | 0 | 9 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Temporary Teachers | | | | | | | | | | |
|--------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt/ LLD/DM/M CH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Part Time Teachers | | | | | | | | | | |
|------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Details of Visting/Guest Faculties | | | | | |
|---|-------------|---|---------------|---|--------------|
| Number of Visiting/Guest Faculty engaged with the college? | Male | | Female | | Total |
| | | 0 | 0 | 0 | |

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

| Programme | | From the State Where College is Located | From Other States of India | NRI Students | Foreign Students | Total |
|-------------------------|--------|--|-----------------------------------|---------------------|-------------------------|--------------|
| UG | Male | 363 | 0 | 0 | 0 | 363 |
| | Female | 76 | 0 | 0 | 0 | 76 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| Certificate / Awareness | Male | 0 | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 | 0 |
| | Others | 0 | 0 | 0 | 0 | 0 |

| Provide the Following Details of Students admitted to the College During the last four Academic Years | | | | | |
|--|--------|---------------|---------------|---------------|---------------|
| Category | | Year 1 | Year 2 | Year 3 | Year 4 |
| SC | Male | 15 | 18 | 19 | 23 |
| | Female | 5 | 7 | 8 | 6 |
| | Others | 0 | 0 | 0 | 0 |
| ST | Male | 1 | 1 | 1 | 4 |
| | Female | 0 | 1 | 2 | 0 |
| | Others | 0 | 0 | 0 | 0 |
| OBC | Male | 42 | 37 | 52 | 58 |
| | Female | 17 | 19 | 12 | 10 |
| | Others | 0 | 0 | 0 | 0 |
| General | Male | 274 | 265 | 282 | 303 |
| | Female | 36 | 28 | 58 | 52 |
| | Others | 0 | 0 | 0 | 0 |
| Others | Male | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 |
| | Others | 0 | 0 | 0 | 0 |
| Total | | 390 | 376 | 434 | 456 |

Institutional preparedness for NEP

| | |
|--|--|
| <p>1. Multidisciplinary/interdisciplinary:</p> | <p>It is important for Indian HEIs to develop a multidisciplinary/interdisciplinary approach in order to be better prepared for NEP 2020. This means that faculty members from different departments need to work together and share their knowledge and expertise in order to come up with a comprehensive plan that will address all aspects of the challenge. The goal is to develop a holistic approach that takes into account the unique needs of each institute. Collaboration is the key and by working together, HEIs can build a strong foundation that will help them face the challenges ahead. As part of its institutional preparedness for NEP, Mangaldai Commerce College has formed an Academic Cluster</p> |
|--|--|

| | |
|--|---|
| | <p>with Mangaldai College to deal with multidisciplinary/interdisciplinary issues. In addition, many new Add on Courses/Certificate and certificate courses are also introduced in the college to deal with interdisciplinary subjects. A NEP Task Force with one convener and two members is also created in the college for smooth implementation of NEP 2020.</p> |
| 2. Academic bank of credits (ABC): | <p>The Academic Bank of Credits (ABC) is an important part of NEP 2020 and is designed to give students greater flexibility in pursuing their academic goals. The ABC database allows students to collect, store, and transfer credits earned through different streams like college-based programmes, apprenticeships, multiple entry and exit points, technology-enabled virtual mobility, etc. Mangaldai Commerce College follows all the instructions issued by Gauhati University in regard to the Academic Bank of Credits (ABC), which is the affiliating University.</p> |
| 3. Skill development: | <p>The New Education Policy 2020 includes initiatives and provisions that support vocational education. HEIs are expected to set up at least one vocational track, and 10–20% of the students should be enrolled in that program. For the purpose of Skill Development, Mangaldai Commerce College has introduced many Add on Courses/Certificate and certificate courses primarily based on soft skills, computers, retail management, personality development and so forth.</p> |
| 4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course): | <p>Another important point for Indian HEIs to consider is the integration of Indian knowledge systems into their overall NEP 2020 preparedness plans. With the implementation of NEP 2020, there is an emphasis on bolstering India's cultural legacies and ancient wisdom, which is why Indian knowledge systems must be included in college curricula and classrooms. Located in a multilingual region, the institution promotes the exchange of linguistic and cultural traits among heterogeneous groups. Students get an opportunity to develop their multilingual capacity in Assamese and English.</p> |
| 5. Focus on Outcome based education (OBE): | <p>Outcome Based Education (OBE) has been at the heart of the New Education Policy 2020, and this extends to Indian Higher Education Institutions (HEIs) as well. Mangaldai Commerce College has</p> |

| | |
|---|--|
| | clearly followed the outcome-based education model with customized lesson plans, making students and faculty members aware of the various course outcomes and program-specific outcomes. |
| 6. Distance education/online education: | The College promotes teaching-learning through virtual platforms. Faculty members have sufficient experience in e-content development and the use of technological tools for the teaching-learning process. The college is planning to develop an online learning management system (LMS) for academic practice and innovative teaching practices. |

Institutional Initiatives for Electoral Literacy

| | |
|--|---|
| 1. Whether Electoral Literacy Club (ELC) has been set up in the College? | The Electoral Literacy Club (ELC) has been set up to organize events, activities and voter literacy programs. |
| 2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character? | Convenors and student members of ELC arrange events and activities for voter literacy and awareness on the college campus. |
| 3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc. | Various activities are carried out and various programmes are implemented to increase student's participation in the electoral process, namely voter registration, celebration of national Voter Day, rallies, etc. |
| 4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc. | Various activities are conducted on the occasion of national Voters Day, viz., quiz, lectures, art competitions, etc. |
| 5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible | Under the guidance of ELC at college, all young voters were given the oath to get enrolled with the election commission and to obtain voter ID. |

students as voters.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 1039 | 1094 | 1001 | 896 | 977 |

| File Description | Document |
|---|-------------------------------|
| Upload Supporting Document | View Document |
| Institutional data in prescribed format | View Document |

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 22

| File Description | Document |
|---|-------------------------------|
| Upload Supporting Document | View Document |
| Institutional data in prescribed format | View Document |

2.2

Number of teaching staff / full time teachers year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 22 | 20 | 19 | 19 | 19 |

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 47.44 | 50.81 | 44.53 | 87.72 | 60.91 |

| File Description | Document |
|----------------------------|-------------------------------|
| Upload Supporting Document | View Document |

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Mangaldai Commerce College has an effective, well planned and transparent curriculum delivery mechanism. Being affiliated with Gauhati University, all the departments of the College follow the curriculum as prescribed by the University.

To ensure effective curriculum planning and delivery, the college authority along with all the faculty members take the necessary steps before the commencement of every new academic session.

The Principal calls an academic committee meeting at the beginning of every academic session to apprise and verify the Syllabus of each subject. The Academic Committee develops the college's academic calendar each year in accordance with the schedule used by Gauhati University. The class routine is prepared before the commencement of every academic session by the Class Routine Committee and is made available on the college website. The Prospectus designed by the Academic Committee disseminates information regarding the programs and courses. The details of the program outcomes (POs), program specific outcomes (PSOs), course outcomes (COs), syllabi and weightage of internal and external examinations are communicated through *the college website*. Use of ICT, E-Learning software resources (like PPTs, Subject related videos, audio clips, etc.) in the curriculum delivery mechanism.

The college is well equipped with smart classrooms, WhatsApp groups, and Google Classrooms. These tools are used to deliver each paper in every semester. Information regarding teaching-learning activities is shared through these platforms. Various doubts of the students related to the course curriculum are also resolved even beyond the **classroom hours**.

Orientation programs for the students of honours and regular courses are conducted at the beginning of each academic session. Separate classrooms are allotted for honours courses and regular courses. Meet Industry Experts (MIE), Meet Academic Experts (MAE), group discussions, departmental seminars and webinars are conducted.

Every department prepares and follows lesson plans, teaching plans and records classes for each subject. Practical classes are conducted as per the allotted schedule in the class routine. Departmental meetings are convened at regular intervals to assess the status of syllabus completion by the faculty members as well as to plan other academic activities like holding of student's seminars, paper presentations, group discussions, field work, home assignments, class tests, etc. Every department properly maintains a teaching plan, lesson plan and attendance register for each subject.

In order to facilitate the learning process, student centric programs like industrial visits, quizzes, group

discussions, workshops, meetings with academic experts, meetings with industrial experts, etc. are organised. Students are encouraged to participate in extra-curricular activities. During covid-19 period, classes were conducted online. Remedial classes are conducted for slow learners and important topics are repeated according to their needs.

For effective teaching and learning experience, the faculties also update themselves by participating in FDP, Orientation programs, refresher courses, short term courses, etc.

The college executes all academic activities in adherence to the academic calendar and as per the guidelines of Gauhati University. These activities include the Admission procedure, commencement of Odd/Even semester classes along with field trips, projects, practical classes, internal and end semester examinations.

| File Description | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 28

| File Description | Document |
|---|-------------------------------|
| List of students and the attendance sheet for the above mentioned programs | View Document |
| Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes | View Document |
| Institutional data in the prescribed format | View Document |
| Evidence of course completion, like course completion certificate etc. Apart from the above: | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

Other Upload Files

1

[View Document](#)**1.2.2**

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 17.3

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 296 | 93 | 190 | 161 | 126 |

File Description**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)**1.3 Curriculum Enrichment****1.3.1**

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

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. Being an affiliated college, the curriculum of Gauhati University is followed in the above crosscutting issues through different programs.

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.

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.

Apart from these issues included in the syllabi of the affiliating university, the college itself organises various programs to in still sensitivity among the students and staff of the institution. The programs include Environmental awareness programs, health awareness programs and gender sensitivity programs, which are organised by different cells.

Every year, the students of the College organize various functions/festivals like Saraswati Puja, Fresher's Social, Annual College Week, Fateha-Dowaz-Daham etc., which give them enough scope to learn professional ethics and human values.

| File Description | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 29.64

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 308

| File Description | Document |
|---|-------------------------------|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

| File Description | Document |
|---|-------------------------------|
| Feedback analysis report submitted to appropriate bodies | View Document |
| At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc. | View Document |
| Action taken report on the feedback analysis | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |
| Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted | View Document |

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 100

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 439 | 456 | 434 | 376 | 390 |

2.1.1.2 Number of sanctioned seats year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 439 | 456 | 434 | 376 | 390 |

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 50

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

| | | | | |
|---------|---------|---------|---------|---------|
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| 104 | 101 | 94 | 83 | 80 |

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| 193 | 200 | 192 | 165 | 174 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |
| Final admission list indicating the category as published by the HEI and endorsed by the competent authority. | View Document |
| Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable) | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 47.23

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

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.
- Various quizzes and Competitions are organised by making groups among the students.
- Students are encouraged to learn through OER's and other online platforms.
- Subject related videos are downloaded and shown to the students.
- Videos related to different social issues are shown to the community to create awareness.
- Students are encouraged to prepare charts and models on different subject related topics.

PARTICIPATIVE LEARNING

- An atmosphere of learning from experts in different fields prevails in the college.
- 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.
- Modern Technical means like Google Classrooms and e-mails are used to meet the urgent needs of the students.
- Paper presentation by students.
- Seminars and webinars are arranged.
- Debates and group discussions are organised.
- Creation and sharing of knowledge through ICT
- Participative e-learning programs 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.
- Students took part in the institutional and inter-institutional competitions to boost their co-curricular activities and enhance their life skills.
- Each department organises class tests, Open book tests, surprise tests, etc. to create interest among the students in studying.
- Assignments are given.

Teachers use ICT enabled tools for effective teaching-learning process.

Response

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.

ON CURRICULUM

Students are provided the opportunity to opt for skill enhancing papers like Retail Management, ITB, E.Com., Personal Selling and Salesmanship, Business Mathematics, Consumer Affairs and Customer Care, Computer Application in Business, Entrepreneurship, and E-filing of returns.

| File Description | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

2.4 Teacher Profile and Quality**2.4.1****Percentage of full-time teachers against sanctioned posts during the last five years**

Response: 100

2.4.1.1 Number of sanctioned posts year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 22 | 20 | 19 | 19 | 19 |

| File Description | Document |
|---|-------------------------------|
| Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts) | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 33.33

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 10 | 07 | 06 | 05 | 05 |

| File Description | Document |
|---|-------------------------------|
| List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year. | View Document |
| Institution data in the prescribed format | View Document |
| Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

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.
- Evaluation of the copies is completed within stipulated time.
- Copies are stored by respective departments and the marks are sent to Gauhati University for feeding into the respective website.
- The records are maintained by the committee.
- The sitting arrangements are done while maintaining examination ethics and no electronic devices are allowed in the examination hall.
- CCTV is installed in every room where examinations are conducted.

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.

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.
- The guardians of the students are given the opportunity to raise their voice if they find any disparity and the results are discussed in the parent-teacher meeting.
- The principal of the college, with the help of examination committee, keeps an overview of the student's performance.

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 | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Mangaldai Commerce College, as a constituent college of Gauhati University, is guided by the regulations formulated by the University regarding the syllabi, examinations, and evaluation of the college. The program Outcomes (PO) and Course Outcomes (CO) are adopted for all the programs offered by the college in accordance with Gauhati University.

1. Accountancy as a subject, which consists of Financial Accounting, Corporate Accounting, Cost Accounting, Management Accounting, and various laws, helps the students get acquainted with the application of the knowledge in their practical work field, either as an employee or as an entrepreneur.
2. Management as a subject, which consists of Management Principles and Applications, Entrepreneurship, New Venture Planning, Human Recourse Management, Principle of Marketing, Fundamentals of Financial Management, Industrial Relations and Labour Laws, Business Organization and Management, Office Management and Secretarial Practice, Retail Management,

- etc., enhances the students perception of the business world, and they are mentally prepared to manage any organization/department with proficiency and confidence.
3. Finance as subject consists of Investing in the Stock Market, Insurance and Risk Management, Micro-Finance, Banking, Indian Financial System, Fundamental of investment, etc. the student is able to gain better knowledge on primary and secondary market conditions, their functions, etc.
 4. Economics as a subject consists of Micro Economics, Macro Economics, Indian Economy etc. the students are able to gather knowledge on History of Economics, and basic Elements of Economics like Supply, Demand, Prices, Production, Market Conditions, Consumption and Distribution, Cost, Profit, Tax etc.
 5. English as subject of Commerce consists of English Language (i and ii), Business Communication, Soft Skill for Business etc. the students can attain Proficiency in academic and business writing, develop the skills to write summary, abstracts, reviews, reports, seminars, presentations, applications, communications, literary movements, etc.
 6. Assamese as a subject of Commerce consists of Business Communication (Assamese Version), MIL (Language-3), the students get a grip on the history of Assamese Literature, the Assam Linguistic History, Phonetics, Grammatical Construction, etc. Besides, students also attain proficiency in academic and business writing, develop the ability to write summary, abstracts, reviews, reports, etc.
 7. Business Mathematics and Statistics as a subject of commerce consist of business Statistics, Business Mathematics, Business Research Methods and Project work, Business Mathematics and Statistics, which enable the students to learn about basic Calculation, Application of Mathematics and Statistics in Commerce and industry, and the development of reasoning power.
 8. Computer Education related subjects such as Computer Application in Business, E-Commerce, E-filing of returns, etc. enhance the student's ability to be employable in the industrial sector.
 9. With Environmental Studies as one of the subjects, the students are able to gather knowledge on environmental aspects, issues and may contribute towards achievement in Self directed learning and skill development (SDL).
 10. Open Commerce: This department deals with various subjects like Business Laws, Corporate Laws etc. the students will be able to know about the various laws of the country and facilitate themselves in a disciplined business environment.

| File Description | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Attainment of programme outcomes and course outcomes are evaluated by the institution.

At the beginning of each session, the program outcomes and course outcomes are discussed in the departmental as well as the whole staff meeting. The POs are considered satisfied upon attainment of the expected level. The attainment of the same is evaluated through a series of activities conducted throughout the academic session. The college follows the curriculum prepared by the affiliated University. The program outcomes, programme specific outcomes are evaluated by the college in the following ways:

- Performance in sessional examinations: sessional examinations are conducted once a semester and each of them covers the evaluation of all the relevant CO attainments.
- Performance in Semester End Examination: it is descriptive metric for assessing whether all the COs are attained.
- Paper presentation in departmental seminars
- Project works
- Engagement in departmental activities
- Engagement in different co-curricular activities
- Program to higher studies
- Placement of Alumni
- Becoming Entrepreneur
- Establishing self-business establishment
- For becoming self employed
- Engaged in social service activities
- Feedback system: Systematic feedback on courses helps to assess the implementation of the course outcomes. The feedback is sought from the students in the standard format with clear indirection for measuring the CO's.
- Annual meeting of the principal with the faculty

The aim of the attainment of PO's is to shape the graduates to make them intellectually proficient, socially responsible, communicatively skilled and soft skilled.

The course level has a defined set of program outcomes with specific corresponding evaluation criteria. The course outcomes were decided by the Gauhati University authority. The performance of the students in the examinations during the semester in each course is used to compute the level of attainment of the PO's and PSO's through the mapping of questions to CO's and COs to PO's and PSO's.

For successful attainment of the course outcome, every department prepares the teaching plan through departmental meetings much ahead of time before the new session begins, ensuring timely completion of the syllabus for the students. The implementation of the teaching plan is validated by the regular maintenance of the Academic Progress Report, which is periodically scrutinized and signed by the principal of the college.

- All students are apprised of the objectives and expected outcomes of their program during the mandatory orientation program at the beginning of the academic session. Moreover, the same is displayed in the respective departments.
- The classroom activities are mostly decided on the areas connected with the program outcomes of each course, considering the academic, social, moral, and spiritual value of such course.
- The college has utilized the system of Student Satisfaction Surveys developed by NAAC for conducting them during assessment and accreditation processes. The institution has conducted series of SSR among the last semester's students, the report of which has been uploaded to the

website. It helps the institute to have a clear evaluation of student's responses to the Curriculum and Teaching Learning.

| File Description | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 51.7

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 68 | 167 | 54 | 119 | 156 |

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 261 | 209 | 179 | 215 | 227 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |
| Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise. | View Document |
| Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.33

| File Description | Document |
|--|-------------------------------|
| Upload database of all students on roll as per data template | View Document |

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0.58

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 0.10 | 0.15 | 0.08 | 0.10 | 0.15 |

| File Description | Document |
|---|-------------------------------|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The institution has been working relentlessly to create an innovative environment and develop practices that can contribute to the benefit of society. The primary concern of the institution is to provide services to society and transfer knowledge in the greater interest of humanity.

Various practices, including collaborative activities and entrepreneurship development initiatives in different forms, are in operation. Our college has signed MoU's with various intuitions, Clubs and NGOs to inculcate better academic excellence through faculty and student exchange programs.

All the departments of Mangaldai Commerce College have successfully conducted various **certificate courses**.

The NSS unit of our college organizes World Environment Day every year with a plantation drive within

and outside the college campus. The college authority always puts emphasis on keeping the college campus clean and for this purpose, *Swachhta Abhiyan* is organized from time to time.

Various departments and NSS units are actively involved in campus planning and organising diverse outreach activities in nearby villages, public bus stations, etc; for example, to mitigate problems such as **Child Marriage** of society through different programmes such as street drama, etc.

The College has developed itself using various resources, such as:

- All faculties use E-learning resources and software.
- Training program on Vermicompost.
- Training on Eco-Tourism.
- The college campus is digital, herbal, and spiritual.
- Online classes are offered.
- Awareness about book reading.
- Skill oriented, Job oriented and value-added courses are provided.
- All departments have wall magazines.
- E-brain activity of libraries (Book reading and information).
- IPR related seminars and workshops.
- Symbolic categorization of subject books in library.
- Employment enhancement training programs
- E-communication through WhatsApp Groups, Google Classrooms, Google Groups, E-mail Groups, or any other technology.
- Lecture capture systems with PPT Banks, Video Banks and Digital Question Bank in every department.
- Use of audio-visual classes and modules.
- Organizing Job Orientation programs as a part of career counselling.
- Arranging field / Industry / Tea Estate visits for the interested students.
- Organizing skilled training for entrepreneurs
- The college has audio-visual rooms.
- The college is facilitated by Wi-Fi campus.
- The college has conducted National Seminars.
- The college has audiobooks, video books, and KOHA software.
- The college is using solar energy.
- Taking Initiatives to Contact Dropout Students Over the Telephone and Personal Visits for Dropout Students Regarding Discontinuation
- Distributing various hygiene accessories to women of nearby communities on the college campus, such as sanitary napkins, face masks, etc., by the **Women Cell** and NSS Unit
- We have arranged an awareness camp during Covid-19 period.
- A digital awareness training programme has conducted among the women of the adopted village (Gadhiapara), char area, etc.
- Conduct a literacy awareness program among the children of orphanage.
- Inform the nearby villagers about Jal Jivan Mission Abhiyan through the NGOs.
- Mangaldai Commerce College Library has done various programs, including book exhibition, giving book reading opportunities to children of nearby communities, mobile Library Service, Book Donation etc.
- Use of QR Codes on College campuses.
- Provision of Wheelchair and ramp facilities for physically challenged students.

| | |
|---|-------------------------------|
| File Description | Document |
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 20

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 05 | 02 | 04 | 05 | 04 |

| | |
|---|-------------------------------|
| File Description | Document |
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

3.3 Research Publications and Awards**3.3.1**

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.09

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 01 | 0 | 01 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website | View Document |
| Link to re-directing to journal source-cite website in case of digital journals | View Document |
| Links to the papers published in journals listed in UGC CARE list or | View Document |
| Institutional data in the prescribed format | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.23

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 03 | 00 | 00 | 00 | 02 |

| File Description | Document |
|--|-------------------------------|
| List of chapter/book along with the links redirecting to the source website | View Document |
| Institutional data in the prescribed format | View Document |
| Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

3.4 Extension Activities

3.4.1

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

Response:

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:

- Observation of World Environment Day.
- Celebration of International Yoga Day.
- Two training programs on self-defence related to International Women's Day
- Street play to make people aware of the effect of Child Marriage, to drive interest and educate people on nature conservation with awareness activities carried out among schoolchildren, and to create awareness on pollution.
- Free Health Check-up camp on the college campus.
- Workshop in the adopted village.
- Campaign on "Swachatta Hi Sewa".
- Session on career counselling.
- Participation of students in "Chief Minister's Youth Conclave".
- Industry visit.
- Training on Green Environment.
- Clean India Program on the occasion of "Azadi ka Amrit Mohotsav".
- Awareness camp on "Covid-19".
- Participation in North-East Youth Conclave.
- Awareness of use of sanitary napkins among the community's women.
- Educational awareness program for Orphan Children and distributing foods.
- Art competition.
- Free digital literacy program for women of Char area, Tea estate, and nearby places.
- Sports meet between colleges and clubs.
- Plantation drive.
- Adoption of thirteen High schools in the district by the teachers of Mangaldai Commerce College.
- Participation in conference at Guwahati on "ACT EAST POLICY And India-Japan Co-operation in North East India with a Special Focus on Assam"
- NSS Unit of the college organized an adult education program in nearby village.
- Gaon Sabha among the elders was organized by the NSS Unit of Mangaldai Commerce College on Cleanliness and Physical Hygiene in the Gadhiapara village under Chapai Mouza, Mangaldai, Darrang District.
- Industry visits/ field visits.
- Participation in Youth Festivals.
- The students of 5th semester, along with teacher in-charges visited Puri, Rajasthan, Delhi, Agra, etc. to acquire knowledge and gain a thrilling experience about the historical places of India.
- The college has adopted the village Gadhiapara and the college has organised various activities

such as awareness programme on digital literacy among the women of the village, free health check-up, etc.

| File Description | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Mangaldai Commerce College has received the following recognition and appreciation from various government and non-government agencies:

College & Faculties:

- The college has participated in the Self training camp held in March 2017 organized by Self Defence Karate Academy.
- Received an acknowledgement letter from Bandia High Madrassa, Darrang, regarding the observation of World Environment Day in June 2017.
- Received acknowledgement letter from Adhamapara Maitracharan L.P. School for organizing a Workshop in September, 2018.
- Received certificate of Industry Visit from Sunandaram Foods Pvt. Ltd., Mangaldai in August, 2019.
- Received Certificate of Appreciation from National Center for Financial Education for organizing Financial Awareness and Consumer Training (FACT) in February, 2020.
- Received Certificate of Industry Visit from Sunandaram Foods Pvt. Ltd., Mangaldai in December, 2020.
- Received Certificate of Appreciation for Green Audit by Dr. Gajen Chandra Sarma (Retd. Professor) Deptt. of Botany, Gauhati University in April, 2021.
- received a Certificate of Industry Visit from Sunandaram Foods Pvt. Ltd., Mangaldai in October, 2021.
- Received Certificate of Appreciation for participating in The North East Youth Conclave, 2021, from Yuva Ayam Bharatiya Shikshan Mandal, Uttar Assam Prant, in November 2021.
- Received Certificate of Appreciation for Participation as Student Coordinator of the Program Kona Kona Shiksha conducted by National Institute of Securities Markets in February, 2022.
- received a Certificate of Appreciation for the Anchor Faculty of the Program Kona Kona Shiksha conducted by National Institute of Securities Markets in February 2022.
- received a Certificate of Appreciation for participation in the Kona Kona Shiksha program conducted by the National Institute of Securities Markets in February, 2022.
- Received Certificate of Industry Visit from Sunandaram Foods Pvt. Ltd., Mangaldai in June

2023.

STUDENTS:

- Awarded the best Debaters in the debate competition organized by Director of Higher Education in the event of Global Investors Summit, Advantage Assam, in January 2018.
- Miss Puja Ghosh, a brilliant student of Mangaldai Commerce College, has participated in the 3rd All Assam Jr., Sr. and Master Body Building Championship 2019-20 under INDIAN AMATEUR BODYBULDIN FEDERATION-WABBA INDIA IABBF-WABBA ASSAM and secured 2nd Prize in open kg.
- Miss Puja Ghosh has participated WORLD FITNESS FEDERATION 5th IFA CLASSIC 2021 WFF PRO QUALIFIER & PRIZE MONY CHAMPIONSHIP and was awarded First place in Figure (Women Bodybuilding) in 2021.
- Miss Puja Ghosh competed in "MR. & MS KAMRUP" 2021, which was sanctioned by the WORLD FITNESS FEDERATION OF ASSAM. PERFECT HEALTH CARE GYM KHULHATI BAZAR CHOWK, DAMDAMA, KAMRUP (RURAL) organized the competition and won first place in the FIGURE category.
- Miss Puja Ghosh competed in the MR. & MS. Assam STATE BODYBUILDING & MODEL CHAMPIONSHIP on November 13th and 14th, 2021.
- The team of the Mangaldai Commerce College got the championship award of football tournament on January 25, 2022, on the occasion of National Voters Days organised by District Sports Office, Darrang.
- Miss Puja Ghosh competed in the MR & MS India'2022 National Championship and was awarded second place in the Figure category on December 2, 3, and 4, 2022.

| File Description | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 22

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 8 | 5 | 3 | 3 | 3 |

| File Description | Document |
|--|-------------------------------|
| Photographs and any other supporting document of relevance should have proper captions and dates. | View Document |
| Institutional data in the prescribed format | View Document |
| Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 25

| File Description | Document |
|--|-------------------------------|
| Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc. | View Document |
| List of year wise activities and exchange should be provided | View Document |
| List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise | View Document |
| Institutional data in the prescribed format | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

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. Mangaldai Commerce College has pulled its resources from time to time to improve its infrastructure in response to the demands of increasing enrollment.

PHYSICAL FACILITIES:

The institution has adequate infrastructure and physical facilities for teaching learning viz., classrooms, Computer Laboratories etc.

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.

Other Facilities:

- A common room for the faculty members.
- Separate rooms for NSS and IQAC.
- Two separate rooms for the computer lab.
- Separate room for examination activities.
- A canteen for the staff and students.
- Ramps for the differently abled individuals.
- Pure drinking water facilities.
- Scheduled Caste Boy's hostel is under construction.
- Separate common rooms with toilet facilities for the boys and girls.
- Toilet facilities are available in all the blocks separately for men and women.

The institution has adequate facilities for cultural activities, sports, games (indoor and outdoor), gymnasium, yoga center 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 | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 14.1

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

| | | | | |
|---------|---------|---------|---------|---------|
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| 13.5 | 9.68 | 9.14 | 2.51 | 6.26 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |
| Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted) | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

Library Profile:

The library of the college is located in a separate block which is newly constructed block. It is the center 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. |

Subscription to e-resources including provision of links to OER repositories

| | |
|---------------------------|---|
| N-LIST | Registered |
| E-Books | 195809 |
| E-Journal | 6293 |
| Link for OER repositories | |
| | https://nlist.inflibnet.ac.in/veresources.php |

Usage of Library:

| | |
|---------------------------|---------------------------------|
| Library Resources: | |
| Text Books | 8983 |
| Reference Books | 935 |
| Print Journal (Offline) | 06 |
| Periodical (Offline) | 04 (Assamese- 02 & English- 02) |
| News Paper (Offline) | 02 |
| Holy Books (Offline) | 66 |
| Maps (Hanging) | 03 |
| Maps Globe | 01 |
| E-Books | 195809 |
| E-Journal | 6293 |

Total Seating Capacity of the Reading Room:

| | |
|-------------------------------------|--------|
| For student's (Boys & Girls) | 26 Nos |
| For Teacher's | 12 Nos |
| Digital Section (E-Resource Centre) | 05 Nos |

Opening & Closing Time:

| | |
|------------------------|---------------------|
| Opening & Closing Time | 9.30 am to 4.00 pm |
| For Sunday | 2:00 pm to 5:00 pm |
| Working Hours | 9.30 am to 4.00 pm |
| Transaction Hours | 10.00 am to 3.30 pm |

Duration of Loan:

| Members | Maximum Books | Duration of Loan |
|--------------------|-------------------------|------------------|
| Academic Staff | 10 | 01 month |
| Students | Honors- 02, General- 02 | 15 days |
| Non-Academic Staff | 2 | 01 month |

The following services are being rendered by the Library on a regular basis:

- Issue and Return services
- Orientation Services for Freshers

- Reference Services
- Xerox Services
- Reading Room Facilities
- Digital Library Facility
- Free Wi-Fi Facility
- Periodical Service
- Drinking water and Toilet facilities

The Library building consists of the following sections:

- Circulation sections
- Text Book Stack section
- Periodical and News Paper section
- E-Resource Section (Digital)
- Technical/Processing section
- Reference section
- Holi Book section
- Student's Reading Room section
- Teacher's Reading room section
- Reprographics Section
- Book sections and departments are symbolically segregated

The library of the college has procured e-audio books, video books, e-books and an innovative mobile library service.

Amount spent on purchase of books, journals during the last five years (INR in Lakhs):

| 2021-2022 | 2020-2021 | 2019-2020 | 2018-2019 | 2017-2018 |
|-----------|-----------|-----------|-----------|-----------|
| 337696 | 315555 | 249514 | 109307 | 418472 |

| File Description | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

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 main purpose behind the initiative is to achieve transparency in management and a convenient process. 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.
- The Wi-Fi facilities are provided on campus for all the stakeholders free of charge.
- The bandwidth of the internet connection is 200 mbps.
- 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 one photocopier/Xerox machine that is dedicatedly used by the teachers, employees and students.
- The institution uses Google Meet, Zoom Cloud, etc. for classes, webinars and online conferences.
- 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 | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 28.86

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 36

| File Description | Document |
|---|-------------------------------|
| Purchased Bills/Copies highlighting the number of computers purchased | View Document |
| Extracts stock register/ highlighting the computers issued to respective departments for student's usage. | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 2.69

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 2.85 | 0.71 | 2.17 | 0.29 | 1.82 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |
| Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted) | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 32.61

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 287 | 385 | 398 | 249 | 314 |

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Response: C. 2 of the above

| File Description | Document |
|---|-------------------------------|
| Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills) | View Document |
| Report with photographs on ICT/computing skills enhancement programs | View Document |
| Institutional data in the prescribed format | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 2.4

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 23 | 10 | 53 | 10 | 24 |

| File Description | Document |
|---|-------------------------------|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

| File Description | Document |
|--|-------------------------------|
| Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance | View Document |
| Proof related to Mechanisms for submission of online/offline students' grievances | View Document |
| Proof for Implementation of guidelines of statutory/regulatory bodies | View Document |
| Details of statutory/regulatory Committees (to be notified in institutional website also) | View Document |
| Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 12.41

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 53 | 03 | 02 | 03 | 09 |

5.2.1.2 Number of outgoing students year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 68 | 167 | 54 | 119 | 156 |

| File Description | Document |
|--|-------------------------------|
| Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website) | View Document |
| List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website) | View Document |
| Institutional data in the prescribed format | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 00 | 00 | 00 | 00 | 00 |

| File Description | Document |
|--|-------------------------------|
| List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination | View Document |
| Institutional data in the prescribed format | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

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 last five years

Response: 3

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 01 | 01 | 00 | 01 | 00 |

File Description**Document**

Upload supporting document

[View Document](#)

list and links to e-copies of award letters and certificates

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 3.8

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 04 | 02 | 02 | 06 | 05 |

| File Description | Document |
|---|-------------------------------|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

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

Response:

Mangaldai Commerce College has a functional registered (in process) Alumni Association that 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 | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

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 policies and plans of the college are prepared through consultation with all stakeholders. The administrative and academic departments are also governed by mandatory bodies like IQAC. There are a number of committees and sub-committees, student bodies, and NSS to cater to the various curricular and co-curricular requirements.

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. Teaching and non-teaching staff are represented in the Governing Body of the college to augment their role in the planning and implementation of important policy implications. The plan document of the college includes both short term and long-term plans formulated in light of the vision and mission statements of the college.

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 NEP implementation in our college aims to foster critical thinking, creativity and problem-solving skills among students through innovative teaching methods and curriculum reforms.

The college has been trying to sustain sustained institutional growth by taking careful perspective plan, strategic decisions, and effective execution of teaching learning strategies. Mangaldai Commerce College follows a well-structured, decentralized and participative management system. Authorities and responsibilities are delegated to various committees and sub-committees for smooth functioning. Some committees and sub-committees include academic committee, library committee, purchase committee, construction committee, admission committee, budget preparation committee, women cell, examination committee, class routine and class room management committee etc.

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 committee comprises members from both teaching and non-teaching staff and is entrusted with examination duties. 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.

The committee made arrangements for rooms, appointed adequate invigilators, and acted as flying squads in the process to ensure the transparency of the examinations.

| File Description | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The college follows the rules and regulations of the UGC, State Government, Affiliated University and Governing Body for the smooth functioning of the college.

- **Administrative Setup**

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.

Appointment and Service Rules

The UGC and DHE, Assam issue appointment and service rules from time to time. The college follows the service rules for appointment and promotion of sanctioned teaching and non-teaching staff as stipulated by the UGC and DHE, Assam. All the employees strictly adhere to the rules and regulations formed by Gauhati University and the Finance Department of Assam.

Policy

The Governing Body and Principal of the college have developed a Perspective plan covering a period of 2017-18 to 2021-22. The plan is as follows:

| Perspective Plan and Development Documents of Mangaldai Commerce College for the period 2017-18 to 2021-22 | | |
|---|--------------|--|
| Session | S No. | Perspective Plan |
| 2017-18 | 1 | To construct additional Boy's toilets on the eastern side of the campus to meet the requirements of the increasing number of students. |
| | 2 | To carry out a tree planting program in order to create an environmentally friendly college campus. |
| 2018-19 | 1 | To construct a digital library and a digital classroom from infrastructure development grants received from Govt. of Assam. |
| 2019-20 | 1 | Installation of CCTV cameras in classrooms and around the campus to ensure proper vigilance. |
| | 2 | To develop computer facilities at the college, an adequate number of computers and printers must be installed. |
| 2020-21 | 1 | To enhance the capacity of the computer lab, a new computer lab is constructed and the number of computers is increased. |
| 2021-22 | 1 | To develop the playground and maintain the Lowland College campus, earth filling works must be undertaken. |

| File Description | Document |
|--|-------------------------------|
| Upload Additional information | View Document |
| Institutional perspective Plan and deployment documents on the website | View Document |
| Provide Link for Additional information | View Document |

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: E. None of the above

| File Description | Document |
|--|-------------------------------|
| Screen shots of user interfaces of each module reflecting the name of the HEI | View Document |
| Institutional expenditure statements for the budget heads of e-governance implementation ERP Document | View Document |
| Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

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.
- All restrooms are cleaned and disinfected on a regular basis to maintain regular hygiene.
- Covid-19 vaccination program on campus.
- The institution has adequate facilities for indoor and outdoor sports and cultural activities.
- Employee Credit Societies Fund is maintained in the college and financial help is provided to the employees during emergencies.

The institute facilitates the professional growth and enrichment of its employees by implementing an effective performance appraisal system. The goal is to improve administrative and academic standards. 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 HOD of each department monitors such issues periodically.
- The principal of the college regularly supervises and appraises the activities of non-teaching staff.
- Student's Feedback from every semester is collected the performance of each faculty member is appraised and necessary actions are taken.

| File Description | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 7.07

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

| | | | | |
|---------|---------|---------|---------|---------|
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| 02 | 01 | 01 | 01 | 02 |

| File Description | Document |
|---|-------------------------------|
| Policy document on providing financial support to teachers | View Document |
| Institutional data in the prescribed format | View Document |
| Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head. | View Document |
| Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 1.78

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| 1 | 0 | 0 | 02 | 0 |

6.3.3.2 Number of non-teaching staff year wise during the last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| 14 | 14 | 14 | 14 | 14 |

| File Description | Document |
|--|-------------------------------|
| Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise. | View Document |
| Institutional data in the prescribed format | View Document |
| Copy of the certificates of the program attended by teachers. | View Document |
| Annual reports highlighting the programmes undertaken by the teachers | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

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. Every financial year the proper budget provisions are made for academic and administrative activities. The functions of the planning and budget preparation are always in consultation with the various committees like construction committee, purchase committee, IQAC, library committee etc. 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.

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.

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 years **2017-18, 2018-19, 2019-20, 2020-21 & 2021-22.**

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 | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC of Mangaldai Commerce College was formed on December 31, 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. The course management contains comprehensive lesson plans, course outcomes, syllabus, etc. The course delivery is maintained by the teachers and it is monitored at the departmental level and by the IQAC.

1. 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. The IQAC has also initiated a move to provide the office staff of the college with the required knowledge through mentoring by faculty members in respect of different administrative matters. The achievements and practices institutionalized to this end are evidence of the initiative of the IQAC for quality assurance in administrative work.

Response: Two institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are highlighted below:

1. Review of Course management and Learning Outcome Delivery Mechanism and Academic Audit:

To cater to the diverse learning needs of students, the course management and learning outcome delivery mechanisms evolved in the college. The said mechanism is an institutionalized one that consists of three inherent features: maintenance of course files, departmental appraisal and monitoring of IQAC. The IQAC acts as a reviewing organ for a systematic management of the said practice.

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. The feedback received from the different stakeholders is analysed and measures are taken for reform and remedial measures.

| File Description | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

6.5.2**Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

| File Description | Document |
|---|-------------------------------|
| Quality audit reports/certificate as applicable and valid for the assessment period. | View Document |
| NIRF report, AAA report and details on follow up actions | View Document |
| List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date. | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |
| Link to Minute of IQAC meetings, hosted on HEI website | View Document |

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

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. The institution is serious about maintaining safety and security measures for the students.

Safety and Security Measures:

- ***Protected Campus:*** The College is partially covered with boundary walls and has appointed two night chowkidars to keep close eyes on the college campus during the night.
- ***CCTV Surveillance:*** The College has installed 48 CCTV cameras, which are operational 24 hours a day.
- ***ID Card:*** The college provides ID card to the students at the time of admission.
- ***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. Moreover, complaint boxes have been placed on the college premises. From time to time, necessary actions are taken by Grievance Redress Cell.

Common Room Facilities:

- The college has common room facilities with adequate toilet facilities for both boys and girl's students.
- The college has provided sanitary napkins to the girl students, which are available in the girl's common room, in order to maintain hygiene.
- The college has provided a First Aid Box, Dressing Room, etc. that can be used by the female teachers and girl's students in need.

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 is 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.
- **College Establishment Day:** Every year on August 2nd, the college celebrates College Establishment Day, in which, apart from the students, teaching and non-teaching staff of the college; the respectable citizens and common people of the locality take part.
- **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.
- The college celebrates the birth and death anniversary of **Mahapurush Srimanta Sankardeva**.
- The death anniversary of **Dr. Bhupen Hazarika (Bharat Ratna)** is also celebrated at the college in his loving memory.
- **Saraswati Puja:** The College celebrates Saraswati puja every year on the occasion of Basant Panchami, in which the goddess of knowledge, wisdom and learning is worshipped.
- **Biswakarma Puja:** Biswakarma Puja is celebrated at the college every year.

| File Description | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

7.1.2

The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response: B. 3 of the above

| File Description | Document |
|---|-------------------------------|
| Policy document on the green campus/plastic free campus. | View Document |
| Geo-tagged photographs/videos of the facilities. | View Document |
| Circulars and report of activities for the implementation of the initiatives document | View Document |
| Bills for the purchase of equipment's for the facilities created under this metric | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

Response: C. Any 2 of the above

| File Description | Document |
|--|-------------------------------|
| Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date | View Document |
| Policy document on environment and energy usage Certificate from the auditing agency | View Document |
| Green audit/environmental audit report from recognized bodies | View Document |
| Certificates of the awards received from recognized agency (if any). | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of

students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Mangaldai Commerce College organizes the tree plantation program frequently and instructs the nearby shopkeepers not to sell cigarettes, Gutkha, Bidi, etc. to the students. The teaching and non-teaching staff is also advised to notice the students in this regard. The college plays an important role in providing an inclusive environment on campus by organizing various programs. The following initiatives are taken by the college to provide an inclusive environment:

- The students, teachers and other staff members are involved in various cultural activities. The death anniversary of Mahapurush Srimanta Sankardeva is celebrated every year.
- The birth anniversary of Bishnu Prasad Rabha is celebrated in the college focusing on the life and philosophy of Kalaguru.
- Bohag Bihu, the national festival of Assam, is also celebrated every year.
- The institution celebrates ‘Rashtriya Ekta Saptah’ to convey the message that we are living in one nation and we should maintain unity despite being from various regions of the country. The program is organized to pay tribute to the Iron Man of India, Sardar Ballav Bhai Patel.
- The institution celebrates “Ek Bharat Shreshtha Bharat” program, where artists from different regions of the state represent their respective cultures through their performances.
- The college organizes various programs like Ek Bharat Shreshtha Bharat, Rashtriya Ekta Saptah, etc. for maintaining Communal Harmony.
- The college has a poor aid fund to assist the poor students.
- The college organizes free medical check-up camp for both students and locals.
- During covid-19 pandemic, the staff of the college provided food and other necessities to the needy.
- During floods, the college provides help to the flood affected people as far as possible.
- The college is actively involved in propagating constitutional values among its students and employees. It is committed to educating the stakeholders about various rights, duties, and responsibilities to maintain the sanctity of the constitution. The efforts of the college are evident in the following activities:
- Following the direction of District Election Officer, Darrang; the college has arranged Voter’s awareness program and informed the students about voter’s rights and responsibilities. Moreover, the college celebrates Republic Day, Independence Day, National Unity Day, Gandhi Jayanti, etc., urging the students to respect their Nation, National Anthem, National Flag, the Constitution, the Freedom Fighters and their sacrifices.
- The college also organizes International Yoga Day to motivate the students towards healthy living.
- In the year 2019, students were taken to visit the Assam State Assembly on the initiative of the Govt. of Assam.
- The college authority, along with the active participation of the student’s union body, distributed flood relief to the people of flood affected areas under Darrang district.
- The college has participated in Inter-District Football Tournaments.
- The college has also participated in Youth Festival 2022, organized by Gauhati University.
- The student Union Body is elected by the students democratically through voting system.

| File Description | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

7.2 Best Practices

7.2.1

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

Response:

Best Practice 1

1. Title of the Practice: Empowering Underprivileged Women Through Digital Literacy a Social Responsibility of Mangaldai Commerce College

2. 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.
- To make women more informed choices in life and help them develop new skills and interests through better access to information.

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.

The Context:

With the help of a pilot survey, the college has realized that very few women in the locality have access to the internet and other digital devices. Realizing this fact, the college decided to improve the digital literacy of the women in the locality through a planned and systematic approach and hence the best practice was implemented.

3. The Practice:

Digital literacy helps things become more efficient and more accessible, which improves the quality of life. The common digital literacy skills that every woman should possess are:

- **Information Literacy**

- **Photo visual literacy**
- **Socio-emotional literacy**
- **Branching literacy**
- **Reproduction literacy**

The following steps were undertaken to implement the best practice:

- **Spreading Awareness about User-friendly Digital Infrastructure**
- **Make Women Aware of digital financial solutions.**
- **Provided Women with the required Digital Skills and Training**

4. Evidence of Success:

The success of the best practice is highlighted as follows:

- Through pilot survey/home visit programs, the college has explored the fact that very few women in the locality have access to the internet and other digital devices.
- A total of five digital literacy programs were organized to impart knowledge on digital literacy among the underprivileged women of the locality.
- The digital literacy programs organised by the college benefited a total of 172 underprivileged women in the locality.
- After attending the digital literacy programs organised by the college, seven women have started their own businesses on digital platforms.
- After attending the digital literacy programs, the women became more informed about online shopping platforms.

5. Problems Encountered and Resources Required:

The following problems were encountered while implementing the best practices. These are:

- The biggest challenge encountered in implementing the best practice is that the academic background of the target women is not satisfactory. The low level of academic background has created lots of challenges in executing the digital literacy programs.
- The lack of self-confidence, low self-esteem, and aversion to the use of modern technology on the part of target women was another challenge.
- To make the digital literacy programs successful, they require a customized approach, continuous monitoring, and review. But due to institutional responsibilities and assignments, the faculty members lives remained eventful.

Best Practice 2

1. Title of the Practice: Course Management and Learning Outcome Delivery Mechanism

2. 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.

3.The Context:

The faculty members of the college have been experiencing that the students are from diverse backgrounds in the realm of economic, cultural, linguistic and learning perspectives. This diversity demands an institutionalised mechanism for disseminating teaching, learning and evaluation processes. Accordingly, this best practice has evolved over the years.

4. The Practice:

The best practice is to exercise it as follows:

- **Maintenance of Course File:** It includes:
 - **Vision and Mission** of the courses offered
 - **Syllabus:** Every course file includes the syllabus, POs, COs, and PSOs.
 - **Academic Calendar:** An academic calendar is prepared.
 - **Teaching Plan:** Every teacher prepares plan in advance about their teaching, learning and evaluation process
 - **Retention of Scripts:** The practice retains the answer scripts of good, moderate, and weak performers in the course file for future reference by the students to understand what is expected of them.
 - **Tutorial Sheets/ Test Papers/ Quizzes:** The faculty members also maintain the evaluation tools, tutorial sheets, test papers and quizzes for the benefit of the students and future reference.
 - **Departmental Periodic Review:** It covers maintaining class **attendance** and **Result Analysis**.
 - **Continuous Monitoring:** The IQAC and Academic Council of the college keep continuous vigil on the smooth functioning of the practice with periodic reviews.

5. Evidence of Success:

- The practice has created awareness about COs, Pos POs, and PSOs among the faculty members and students.
- It has helped in self-appraisal of the teaching, learning and evaluation activities of all the faculty members.
- It has helped the faculty members identify the students as slow learners, moderate learners and high performers.
- Students' specific problems are revealed through mentor ward system, which has helped find customized solutions.

6. Problems Encountered and Resources Required:

- The Covid19 pandemic was an obstacle to such continuous vigilance and periodic review.
- Many students of the college are from weaker section and are engaged in different economic activities to earn livelihood while studying at the college. This creates problems in tracking the students on regular and continuous basis.
- The institution encountered difficulties in giving financial assistance to the students from economically weaker sections, which constitute the lion's share.

| File Description | Document |
|---|-------------------------------|
| Best practices as hosted on the Institutional website | View Document |
| Any other relevant information | View Document |

7.3 Institutional Distinctiveness**7.3.1**

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Institutional Distinctiveness of Mangaldai Commerce College**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. The college, being the one and only higher education institution for commerce in the district, is located in Korimchowk, the center of Mangaldai town. Since its establishment, the college has played a significant role in contributing to the academic and social aspects of the entire Darrang district.

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.
- Grooming youth to become a truly global personality well equipped to deal with the modern world and its challenges.

Core Values

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

Description of the Program to Popularize Commerce Education in the Socio-Economically 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. As per the 2011 census, 64.75% of the total population of Darrang district belongs to minority communities. Out of the total population of the district, 94.02% lives in rural areas. 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. Consequently, the college came into existence with a view to providing learning experiences and building a platform for uplifting the standard of living of these people. Today, one can easily feel the positive impact of this institution in the socio-economic milieu.

Since its inception, the college has been carrying out numerous efforts to attract the rural poor towards commerce education by spreading awareness programs in villages, pasting banners and posters in every nook and cranny of the district, conducting home visits, visiting classes or promotional classes in nearby/surrounding schools and so forth. It is to be noted that the local people of those areas also helped the college in every initiative.

Presently, in order to achieve academic excellence and create a congenial academic environment, the college is trying its best to install all the necessary facilities. The college has now been running with limited modern facilities like- smart classrooms, computer labs and Wi-Fi facilities on campus. The college has given academic and other support in culture, literature to its students so that they can get suitable job opportunities.

The college as well as most of the departments of the institution organizes educational/excursion trips, workshops, Interactive Lectures, quizzes, Group discussions, etc. and provide regular career counselling programs for the benefit of the students to cope with the present globalized era.

Most importantly, with a view to motivating the students towards being job creators in society, the Entrepreneurship Development Cell of the College undertakes several activities from time to time to inculcate entrepreneurial spirit among the students. It is hoped that this will result in balanced socio-economic development in the district in the long run.

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.

The total number of student's enrolled was 165 in 1982-83 and 152 in 1983-84. But in 2000-01, the total number of enrolments increased to 250. Again, in recent years, i.e., in 2017-18, 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 sessions, the enrolment figure has become 390, 376, 434, 456, 439, and 342. This increasing trend of student enrolment in the college definitely signifies the good result of the initiative practice of popularizing commerce education among the rural people of the district with the active co-operation of the teachers. The distinct practice of providing the rural poor a platform for higher education and future building can be considered a very successful initiative.

| File Description | Document |
|--|-------------------------------|
| Appropriate web in the Institutional website | View Document |
| Any other relevant information | View Document |

5. CONCLUSION

Additional Information :

Mangaldai Commerce College is located in a pollution free, comparatively disease free and crime free environment on the bank of the Mangaldai River. The College is in the heart of Mangaldai town. The College has endeavoured to motivate the school students of the locality through free motivational classes done in the nearby schools by the faculty members. Our students are equally experts in agricultural activities apart from academic endeavours. During the Covid-19 pandemic, the faculties and the employees have helped the poor folks of the locality with food and other staff. Our alumni have been working as Chartered Accountants, Tax Practitioners, faculty of colleges and advocates in the Gauhati High Court. Our college has joined the Unnat Bharat Abhiyan (UBA) and Swachh Bharat Summer Internship. The College has memoranda of understanding with various institutes.

Concluding Remarks :

Mangaldai Commerce College is a Commerce Stream College where courses are offered to students as per the CBCS System with more emphasis on Outcome Based Education. The College maintains continuous internal and external evaluation. The college liberally integrates various crosscutting issues related to Professional Ethics, Gender, Human Values, the Environment and Sustainability into the Curriculum. The college seriously conducts the bridge courses and remedial classes as demanded. The teachers always try to get updated with the ICT tools for teaching. The College is sensible towards research environments and endeavours to promote innovative ideas to create a skilled environment. It carries out extension activities in the neighbourhood community frequently. The institution has adequate facilities for teaching and learning, viz., classrooms, laboratories, computing equipment, etc., and constantly tries to improve them. The College always gives importance to upgrading ICT facilities. Adequate facilities for cultural activities, sports, games (indoor and outdoor), etc. with a view to the all-round development of the students are provided. The library is fully automated using the Integrated Library Management System (ILMS) and has sufficient numbers of books and journals to fulfil the academic interests of students and faculty members. The Alumni Association of the College has been actively working as an integral part of the institution. The governance of the institution is always in conformity with the vision and mission of the college. The College is committed to decentralizing the implementation of various plans and policies. A regular audit of financial transactions is done in a transparent manner. The IQAC Cell of the College constantly puts its efforts into developing the academic as well as other environments of the college. Grievances regarding issues like Gender, Ragging, sexual harassment, etc. are dealt with the utmost sensitivity. The College campus is a green campus and a single plastic free and tobacco free zone. Besides, it focuses on the empowerment of women through skill development.

6.ANNEXURE

1.Metrics Level Deviations

| Metric ID | Sub Questions and Answers before and after DVV Verification | | | | | | | | | | | | | | | | | | | | |
|-----------|--|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|
| 1.2.1 | <p>Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)</p> <p>Answer before DVV Verification :</p> <p>Answer After DVV Verification :28</p> <p>Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.</p> | | | | | | | | | | | | | | | | | | | | |
| 1.2.2 | <p>Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</p> <p>1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>296</td> <td>93</td> <td>190</td> <td>158</td> <td>126</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>296</td> <td>93</td> <td>190</td> <td>161</td> <td>126</td> </tr> </tbody> </table> <p>Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.</p> | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 296 | 93 | 190 | 158 | 126 | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 296 | 93 | 190 | 161 | 126 |
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | | | | | | | | | | | | | | | | | |
| 296 | 93 | 190 | 158 | 126 | | | | | | | | | | | | | | | | | |
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | | | | | | | | | | | | | | | | | |
| 296 | 93 | 190 | 161 | 126 | | | | | | | | | | | | | | | | | |
| 2.1.2 | <p>Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years</p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>106</td> <td>105</td> <td>94</td> <td>97</td> <td>80</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>104</td> <td>101</td> <td>94</td> <td>83</td> <td>80</td> </tr> </tbody> </table> | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 106 | 105 | 94 | 97 | 80 | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 104 | 101 | 94 | 83 | 80 |
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | | | | | | | | | | | | | | | | | |
| 106 | 105 | 94 | 97 | 80 | | | | | | | | | | | | | | | | | |
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | | | | | | | | | | | | | | | | | |
| 104 | 101 | 94 | 83 | 80 | | | | | | | | | | | | | | | | | |

2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 193 | 200 | 192 | 165 | 174 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 193 | 200 | 192 | 165 | 174 |

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

2.6.3 Pass percentage of Students during last five years (excluding backlog students)**2.6.3.1. Number of final year students who passed the university examination year wise during the last five years**

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 68 | 236 | 54 | 119 | 156 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 68 | 167 | 54 | 119 | 156 |

2.6.3.2. Number of final year students who appeared for the university examination year-wise during the last five years

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 261 | 236 | 179 | 215 | 227 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 261 | 209 | 179 | 215 | 227 |

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

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

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

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 01 | 02 | 02 | 02 | 02 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 0.10 | 0.15 | 0.08 | 0.10 | 0.15 |

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

3.2.2. Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

3.2.2.1. Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 06 | 02 | 04 | 05 | 04 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 05 | 02 | 04 | 05 | 04 |

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

3.3.1. Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 02 | 02 | 02 | 03 | 04 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| | | | | |

| | | | | |
|----|---|----|---|---|
| 01 | 0 | 01 | 0 | 0 |
|----|---|----|---|---|

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

3.3.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 08 | 01 | 00 | 00 | 03 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 03 | 00 | 00 | 00 | 02 |

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

3.4.3 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 11 | 08 | 06 | 04 | 06 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 8 | 5 | 3 | 3 | 3 |

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Answer before DVV Verification :

Answer After DVV Verification :25

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

4.4.1 **Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)**

4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 13.5 | 9.68 | 9.14 | 2.51 | 6.26 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 2.85 | 0.71 | 2.17 | 0.29 | 1.82 |

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

5.1.2 **Following capacity development and skills enhancement activities are organised for improving students' capability**

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

5.2.1 **Percentage of placement of outgoing students and students progressing to higher education during the last five years**

5.2.1.1. **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 53 | 03 | 02 | 03 | 09 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 53 | 03 | 02 | 03 | 09 |

5.2.1.2. Number of outgoing students year wise during the last five years

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 261 | 236 | 189 | 219 | 165 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 68 | 167 | 54 | 119 | 156 |

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years

5.2.2.1. Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 02 | 00 | 00 | 00 | 00 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 00 | 00 | 00 | 00 | 00 |

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

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 last five years

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

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| | | | | |

| | | | | |
|----|----|----|----|----|
| 01 | 04 | 00 | 01 | 00 |
|----|----|----|----|----|

Answer After DVV Verification :

| | | | | |
|---------|---------|---------|---------|---------|
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| 01 | 01 | 00 | 01 | 00 |

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

6.2.2 ***Institution implements e-governance in its operations***

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: E. None of the above

Remark : As per the supporting documents provided based on that DVV input is recommended.

6.3.2 **Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

6.3.2.1. **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

| | | | | |
|---------|---------|---------|---------|---------|
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| 02 | 01 | 01 | 01 | 03 |

Answer After DVV Verification :

| | | | | |
|---------|---------|---------|---------|---------|
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| 02 | 01 | 01 | 01 | 02 |

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

6.3.3 ***Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years***

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional**

development /administrative training programs during the last five years

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 14 | 14 | 14 | 14 | 13 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 1 | 0 | 0 | 02 | 0 |

6.3.3.2. Number of non-teaching staff year wise during the last five years

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 04 | 00 | 04 | 04 | 04 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 14 | 14 | 14 | 14 | 14 |

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: B. 3 of the above

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. Any 2 of the above

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

2.Extended Profile Deviations

| ID | Extended Questions | | | | | | | | | | | | | | | | | | | | |
|---------|--|---------|---------|---------|---------|---------|------|------|------|------|------|---------|---------|---------|---------|---------|-------|-------|-------|-------|-------|
| 1.1 | <p>Number of students year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>439</td> <td>456</td> <td>434</td> <td>376</td> <td>390</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>1039</td> <td>1094</td> <td>1001</td> <td>896</td> <td>977</td> </tr> </tbody> </table> | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 439 | 456 | 434 | 376 | 390 | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 1039 | 1094 | 1001 | 896 | 977 |
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | | | | | | | | | | | | | | | | | |
| 439 | 456 | 434 | 376 | 390 | | | | | | | | | | | | | | | | | |
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | | | | | | | | | | | | | | | | | |
| 1039 | 1094 | 1001 | 896 | 977 | | | | | | | | | | | | | | | | | |
| 2.1 | <p>Expenditure excluding salary component year wise during the last five years (INR in lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>13.5</td> <td>9.68</td> <td>9.14</td> <td>2.51</td> <td>6.26</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>47.44</td> <td>50.81</td> <td>44.53</td> <td>87.72</td> <td>60.91</td> </tr> </tbody> </table> | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 13.5 | 9.68 | 9.14 | 2.51 | 6.26 | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 47.44 | 50.81 | 44.53 | 87.72 | 60.91 |
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | | | | | | | | | | | | | | | | | |
| 13.5 | 9.68 | 9.14 | 2.51 | 6.26 | | | | | | | | | | | | | | | | | |
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | | | | | | | | | | | | | | | | | |
| 47.44 | 50.81 | 44.53 | 87.72 | 60.91 | | | | | | | | | | | | | | | | | |