

ACADEMIC AUDIT REPORT

Year : 2023-24

PART I : General Information

[This format will be filled up by the Academic Audit Team]

1. a) Name of the College : West Guwahati Commerce College
b) Address: Maligaon, P.O, Boripara, Ghy-12
2. a) Status and affiliation : Affiliated
b) Date of establishment of the college : 10/08/1992
c) Whether the College belongs to Rural/ Urban Area: Urban Area
d) Whether recognized by UGC under 2f & 12 B? : No
(If Yes, Give details)
3. Date of visit: 26/09/24
4. Members of visiting committee: Prof. Dr. Sanjay kr. Singh

Prof. Dr. Jagadish Sarma

5.	Academic programme conducted in the College:		
Sl. No.	Name of the Programme	Sanctioned Intake	Actual number of total students
	B.Com	1200	1041
6.	a)	Programme wise list of Faculty	: Available
	b)	Time table for odd and even semesters	: Available

PART-II : ACADEMIC STANDARDS

Sl. No.	Particulars								
7.	Status of Accreditation (by NAAC) CGPA- 1.93 grade – (C)								
8.	Status of the Faculty a) Teacher : Student Ratio 1:48 <table> <tr> <th>SL NO.</th> <th>Programme</th> <th>Ratio</th> </tr> <tr> <td>(1)</td> <td>B.COM</td> <td>1:48</td> </tr> </table> * Teacher : Student Ratio UG Programme - 1 : 20			SL NO.	Programme	Ratio	(1)	B.COM	1:48
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(1)	B.COM	1:48							
9.	Quality of the Faculty								
	a) Number of Faculty Members possess degrees of M.Phil/M.Tech/ Ph.D M.Phil=4 no.s Ph.D =6 no.s								
	b) Number of Research Publications to their credit in referred journals excluding the journal published by the College. · National: Yes · International: Nil								
	c) FDPs/Conferences/Seminars attended by the faculty. · National: Yes · International: No								
	d) Is the faculty imparting instructions as per the under mentioned methodologies : Yes · Preparing the course plan with detail of number of lectures to be delivered on each unit of the curriculum. · Imparting instructions on each unit with the help of PPT presentation or by method integrating ICT. · Provide the list of essential books to be read by the students. · Giving Home Assignment								

	e) Length of Teaching Experience of the faculty <table><tr><th>Tenure</th><th>Number of Faculty</th></tr><tr><td>More than 5 year</td><td>21</td></tr><tr><td>Between 3-5 years</td><td></td></tr><tr><td>Between 1-3 years</td><td>01</td></tr><tr><td>Below 1 year</td><td></td></tr></table>	Tenure	Number of Faculty	More than 5 year	21	Between 3-5 years		Between 1-3 years	01	Below 1 year	
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Between 3-5 years											
Between 1-3 years	01										
Below 1 year											
	f) Research Project awarded to the faculty · Minor project : Nil · Major project : Nil										
	g) Collaborations: YES, with -(1)Teamlease Edtech Ltd And Assam Electronics Development Corporation Ltd(2)Pandu FRU,(3)Royal Global University										
	h) Extension activities and institutional social responsibility: YES										
10.	College support for faculty development a) Existence of award s like best teachers etc. to motivate faculty's contribution: No b) Evidence of grant of Study Leave with pay for faculty to pursue higher study or attend FDPs: Yes c) Leave to attend conferences/ seminars etc: Yes d) Providing of computing facility to individual faculty. (Computer/Internet) : YES										
11.	College support for University's End Term Evaluation. a) No. of faculty who participated in the Evaluation Process : All b) No. of days of faculty participation in evaluation system: Average 8 days										
12.	Special Programme received from UGC/DBT/ other national agencies: a) DBT's Star College scheme : NO b) Institutional biotech hub : NO c) Bioinformatics facility : NO d) UGC Community college : YES e) Vocational course: NO										

13.	Status of Library <table><tr><td>(a)</td><td>Total volumes of books</td><td>11,114</td></tr><tr><td>(b)</td><td>Number of journals</td><td>8</td></tr><tr><td>(c)</td><td>Library automation</td><td>Yes</td></tr><tr><td>(d)</td><td>Internet connectivity</td><td>Yes</td></tr><tr><td>(e)</td><td>Photocopier facility</td><td>No</td></tr></table>	(a)	Total volumes of books	11,114	(b)	Number of journals	8	(c)	Library automation	Yes	(d)	Internet connectivity	Yes	(e)	Photocopier facility	No
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14.	a) Status of Laboratories · Number: NIL · Major Equipment : NIL															
	b) Status of Computer Lab · Number of Lab -01 · Number of PCs -30 · Internet facility -Yes · Printers - yes															
15.	Co-curricular activities conducted by the College a) Conferences: No b) Seminars :No c) Workshops :No d) Continuing education Programme :Yes e) Training Programme :Yes															
16.	Publications of the College IQAC Publication, College Magazine															
17.	Student Personality Development related activities: · College week : Yes · Social service work : Yes, Adopted a Village · Counseling : Yes · Other activities: Celebration of World Poetry day, Chatra Divas, World Earth Day, English Language Day, Rongali Bihu, Rabindra Jayanti, World Environment Day, National Librarian Day, Independence Day, World Folkore Day, National read a Book Day, Bhupen Hazarika Birthday etc.															
18.	Other facilities available in the College: canteen facility, R.O Drinking water, wifi facility, yoga hall, Sports Facilities.															

PART - III

OVERALL OBSERVATIONS AND RECOMMENDATIONS

19.	Total Mark Secured out of 200	:	
20.	Overall observations and Recommendations	:	
The peer team discussed pros and cons of the departments and suggested some measures to be taken for the betterment of college. The team witnessed all the works done by the departments. The following suggestions/recommendations may be useful for the further development of the college. 1. The college must apply for UGC 2f and 12B certificate at the earliest. 2. The FYUGP as per NEP 2020 under Gauhati University may be implemented from the academic session 2025 – 26. 3. The academic and infrastructure facilities for the differently able students need to be improved. 4. The entire college campus may be transformed into “No Plastic Zone”. 5. Publications of the faculties should be updated regularly and made easily available. The faculties should be encouraged to publish their research papers in the UGC-Care listed journals, Scopus indexed journals, Web of Science indexed journals etc. 6. Seminar, conference, workshop, webinar, etc. related documents of the faculties should be made available for the purpose. 7. Faculty's individual extracurricular activities should be reflected properly. 8. Faculties' achievements, students' achievements, college achievements should be highlighted properly. 9. The College web page must be updated regularly. 10. The Digital Library should be highlighted on the college web page also, and it should be updated regularly. 11. The college may plan of making a documentary of two to three minutes reflecting the establishment, history, achievements and any other information related to the students, teachers and staff of the college in audio and video form.			

Signature of the Team member/Expert

Signature of the Team member/Expert

Professor & Head
Dept. of Library & Information Science
Gauhati University, Guwahati-781014

INSPECTION FORMAT FOR ACADEMIC AUDIT

Marking System for Evaluation of Academic Activities & Infrastructural Facilities:

Grade A+ : 95% and above

Grade A : Between 85% to 94%

Grade B : Between 75% to 84%

Grade C : Between 60% to 74%

Grade D : Between 50% to 59%

Grade E : Less than 50% (Not up to mark)

Total Points: 200