



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution		WEST GUWAHATI COMMERCE COLLEGE
• Name of the Head of the institution		Dr. Dipen Bezbaruah
• Designation		PRINCIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		913613100243
• Mobile No:		9613755982
• Registered e-mail		wgcc1992@gmail.com
• Alternate e-mail		iqacwgcc1992@gmail.com
• Address		Baripara, Maligaon
• City/Town		Guwahati
• State/UT		Assam
• Pin Code		781012
2.Institutional status		
• Affiliated / Constitution Colleges		Affiliated
• Type of Institution		Co-education
• Location		Urban
• Financial Status		Grants-in aid

• Name of the Affiliating University		Guahati University			
• Name of the IQAC Coordinator		Dr. Namita Sarma			
• Phone No.		8486155760			
• Alternate phone No.		9707822001			
• Mobile		9535540697			
• IQAC e-mail address		iqacwgcc1992@gmail.com			
• Alternate e-mail address					
3.Website address (Web link of the AQAR (Previous Academic Year)					
4.Whether Academic Calendar prepared during the year?		Yes			
• if yes, whether it is uploaded in the Institutional website Web link:		https://wgccguwahati.in/resources/images/iqac/6EDB3D2C-D324-4643-B827-15B5ACA4F978.pdf			
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.93	2023	05/05/2023	05/05/2028
6.Date of Establishment of IQAC			06/02/2022		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		

Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
If yes, mention the amount		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
Mentoring activities has been introduced effectively through Report collection from concerned faculties and there by actions have been taken. It has been come to notice that some irregular students have come to the regular track.		
Students feedback on Institution as well on teachers has been collected and actions have been taken.		
Best Graduate award has been introduced and executed for motivating them to show their excellent performance.		
Formation of Institution's Innovation Council (IIC) which will provide a platform for students to brainstorm, develop, and test new ideas. It will also encourages creative thinking and innovation, helping students turn their ideas into practical solutions. Students interested in starting their own businesses can receive guidance and resources through IIC. It offers support like mentorship, networking opportunities, and access to funding or incubators. By participating in IIC activities, students can gain hands-on experience in areas like project management, teamwork, leadership, and research. These skills are valuable for both startups and established careers.		
Formation of YUVA Tourism Club which will offer several benefits to our college students by helping them gain valuable knowledge, experience, and skills in the field of tourism and hospitality.		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Faculty Development Programmes to be conducted for in-house faculties	A one day FDP programme on
Initiatives to be taken for spreading awareness among the Teaching, non teaching staff and students for making our college a Green Campus	Coloured dustbins have been installed in the campus to make garbage disposals easy and efficient, plantation of trees etc
To Upgrade the Infrastructural facilities of the college	The classrooms and offices have been upgraded through repairing.
Introduction of Best Graduate Award.	Executed and awarded on college foundation day 10th August 2023
Introduction of Best Library user Award.	Executed and awarded on the function of college Week
To inculcate the Assamese Culture through celebrating one of the Bihus.	Celebrated Kati Bihu, all the stake holders were involved in this holy event.
To digitise the college library in a phased manner	The users login system has been introduced in the college library and the Book Issue and Return system has been made online
To Conduct of Academic and Administrative Audit	Achieved
Conduct of Green Audit	Achieved
Submission of Data for AISHE	Achieved
Collection of Feedbacks from Students, Teachers, Alumni, Parents/Guardian.	Achieved
13. Whether the AQAR was placed before statutory body?	Yes
• Name of the statutory body	

Name	Date of meeting(s)
Governing Body	09/01/2025

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2023-24	21/12/2024

15. Multidisciplinary / interdisciplinary

The college has been stressing hard to impart multidisciplinary and holistic education. West Guwhati Commerce College has been offering courses as per Gauhati University, Four Year Under Graduate Programme (GU-FYUGP) structure for undergraduate courses in Commerce streams. The skill papers offered are interdisciplinary in nature with students having honours in different subjects having the option of studying Skill Enhancement Course like Information Technology in Business, E-Commerce, New venture Planning, E- Filing of returns offered by college . These courses are designed to give students skill-based knowledge and life skills to improve their employability. Ability Enhancement Courses are designed to improve knowledge through various areas of study. AEC courses offered to the students are Environmental Science and Sustainable Development, English Communication, and Modern Indian Language (MIL). Value Addition Courses offered to the students help them to develop their personalities and build critical thinking skills. They also help students to learn about the Trade and Commerce in India, Business Etiquette & soft Skills, communication skills, and creative writing. Multidisciplinary Courses offered to the students like Business Mathematics, Business Economics and Business Statistics. They study one subject each in semesters I, II, and III. The college focusses upon to provide holistic education through extension activities by involving its students through various programmes like NSS besides clubs and forums etc. To promote the spirit of social responsibility and encourage holistic education, the college has adopted the 'Xenduri Ghopa' village where faculty members and students interact with the village locals for development of various skills and carrying out other extension activities.

16. Academic bank of credits (ABC):

The College at present is not registered in Academic Bank of Credits as it is an affiliated college. ABC is of immense importance for the student community and is going to play a pivotal role in

multiple entry and exit. Starting from the 2023-2024 academic year, students enrolled in the Four-Year Undergraduate Programme (FYUGP) at Gauhati University, as per the NEP 2020 guidelines, will be required to open an Academic Bank of Credits (ABC). All the credits earned by the students will be stored in their ABC after each examination. To aware students, the college will organize awareness programs and orientation workshops in the upcoming academic session.

17.Skill development:

Skill development has been a key focus of the college. The college offers various courses, such as communication skills, computer skills, and personality development, either in-house or through collaborations. Each department also provides a skill-based paper to help students understand the importance of skills. When choosing which skill paper to offer, departments consider the current needs of the industry. These courses include internships and industry connections to give students hands-on experience and prepare them for the workforce. Experts from relevant industries are invited to conduct sessions and interact with students, helping them improve their public relations skills. Additionally, the college offers short-term skill courses in "Spoken English."

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

The college is dedicated to incorporating the Indian Knowledge System into the holistic development of students. Teaching is primarily bilingual, with lectures given in both Assamese and English, and the same approach is used for evaluating examination answer scripts. In addition to Assamese, teachers also communicate with students in Hindi. The college offers Modern Indian Language (MIL) subjects in undergraduate courses under the GU-FYUGP. The syllabus for subjects like English, Assamese, Hindi, Bengali, and Economics includes topics related to Indian culture and traditions. To promote the Indian Knowledge System, the college celebrates special days like Teacher's Day in honor of S. Radhakrishnan and Chatra Divas, which help enrich cultural and scientific heritage. During the Annual College Week, cultural events and rallies are organized to showcase various aspects of Indian culture, tradition, and knowledge systems with active student participation. Additionally, the college magazine publishes articles in Assamese, English, Hindi, and Bengali.

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

West Guwahati Commerce College is affiliated with Gauhati University, which provides the framework for curriculum design,

credits, assessment systems, and other guidelines the college must follow. As the Outcome Based Education requires restructuring the curriculum and assessment model, the College is limited in its capacity. . However, the teachers in their respective classes innovate to make the classes more student-centric and try to engage the students in teaching-learning process even outside the classes in the form of peer education. These activities, along with semester exams, seminars, assignments, and group discussions, give teachers clear evidence of the effectiveness of their teaching and the students' learning.

20.Distance education/online education:

West Guwahati Commerce College is planning to open Distance education for both UG and PG Courses in different subjects in coming session to meet the growing demand from the student community. The College uses various online methods to enhance the teaching learning process. The teachers use various platforms like Google Classroom, Google Meet, Zoom, etc. for effective delivery of teaching. The blend of online and offline has been incorporated in the teaching learning process by the teacher for ease of access.

Extended Profile

1.Programme

1.1	53
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1041
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	444
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	229
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

| **3.Academic** | |

3.1	20
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	11
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

| **4.Institution** | |

4.1	18
Total number of Classrooms and Seminar halls	

4.2	37
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	30
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college follows the curriculum set by its parent university. Each year, before the academic session begins, the college assigns committees to prepare the academic calendar, prospectus, and timetable. The central timetable is given to the heads of departments, who then assign classes to teachers. Each department creates its own action plan and lesson plan.

Various teaching methods are used to deliver the curriculum, including traditional blackboard teaching, PowerPoint presentations, student seminars, field visits etc. Department heads regularly assess and review the progress of the syllabus with their colleagues.

To ensure effective curriculum implementation, the college has an Academic Committee led by the Principal, with the Vice Principal, IQAC coordinator, and department heads as members. This committee meets regularly to discuss academic matters.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://wgccguwahati.in/resources/pros3.pdf

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

The academic calendar of the college is created to align with the academic calendar of the affiliating university, ensuring that the university's schedule is followed. It also follows the guidelines provided by the University Grants Commission (UGC). The academic calendar includes important details like the number of working days, holidays, semester breaks, and examination dates. It outlines the schedule for sessional exams, which are strictly followed. The calendar also specifies the dates for the end-of-semester exams. The college ensures that the class routine is strictly followed. Additionally, the calendar includes a tentative schedule for various evaluation methods, such as sessional exams, seminars, group discussions, presentations, and project work. While these evaluations are planned in advance, minor changes to the dates may occur if necessary.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://wgccguwahati.in/resources/images/iqac/6EDB3D2C-D324-4643-B827-15B5ACA4F978.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

1

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

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****0**

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

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**0****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****0**

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

1.3 - Curriculum Enrichment

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

The institution continuously integrates important issues like Professional Ethics, Gender, Human Values, Environmental Values, and Sustainability into the curriculum. The college upholds strong professional ethics in teaching, setting an example for students to follow during the learning process. This is ensured through methods like Teacher Self-Appraisal, feedback from students, and review of results. Teachers maintain both academic and non-academic records.

Parent-teacher meetings are held to inform parents about the college's efforts for the overall development of students. Feedback

from parents is collected and implemented when relevant. The curriculum includes topics on Gender and Human Values, which are taught to students. Departments also organize talks and sessions on these topics by inviting experts.

The college has a Women's Cell that conducts activities focused on gender sensitization and empowerment. There is also a subject on Environmental Studies in the curriculum, which teaches students about their responsibilities toward the environment. The college regularly organizes activities to raise awareness among students about their environmental responsibilities.

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

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

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

216

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://wgccguwahati.in/reader.php?page=iqac/iqac&i=Feedback%20Action%20Form

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1200

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

317

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college has a well devised plan of action for catering to advanced and slow learners. The teacher's feedback and the parents teachers meeting through significant light on the various aspects of the learner. In order to motivate the advanced learners, the college makes provision for highlighting the prizes and awards that are offered by the college to the meritorious students under various heads. They are identified based on their academic performances throughout the year and awarded publicly in college functions. These achievements of the students are documented in the Annual College Magazines. This fosters a sense of healthy competition among the students. In case of slow learners, the college arranges for remedial / tutorial classes which are mentioned in the College Routine. Besides these, depending on the evaluation of the performances of slow learners in internal assessments, they are a counseled so that their weaknesses can be identified and supplementary teaching measures can be taken accordingly. The students are also encouraged to give various presentations to enhance their communication skills.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1041	20

File Description	Documents
Any additional information	View File

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

Teaching Learning Process.

The student centric methods that are adapted in the college for enhanced learning experiences are given below:

Experimental learning

The college has provisions for engaging the students in experimental Learning through project works. Students are encouraged to learn through experiences. They are encouraged to connect theories and knowledge to real world situations.

Participative Learning

The college encourages its students to engage in participative process of learning through group discussion, seminar presentation and student-exchange programmes. The departments organize group discussions on related topics for their students. The students receive feedbacks from their peers during seminar presentations. Student exchange programme serve as one of the major participatory methods of learning.

Problem solving methodologies.

The student centric problem solving methodologies used in the

College are mainly mentoring and tutorial classes which extensively concentrate on the shortcomings of the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The present educational scenario demands the use of ICT enabled tools for an enhanced learning process. The teachers make ample use of the latest ICT tools to buttress the conventional classroom-oriented teaching learning-process. This not only helps in making the whole process more interesting and more participatory but also enhances the learning experience of the students besides making the entire process effective and deliverable. Teachers use different tools like projectors, laptops apart from social media tools like whatsapp, etc. for effective delivery of teaching-learning process. All the departments including the college library has access to the internet. The conference hall and the computer lab have ICT facilities where students present their power-point presentation and undergo various learning activities. Movies based on novels under curriculum are screened by the Department of English for the students. Different departments use ICT tools in their classes. Tally is taught in the computer lab by the department of Accountancy. Topics on cyber security, online services, online-shopping, E-Commerce, etc. are done with the help ICT tools. The department of Management takes classes on various topics like planning etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://wgccguwahati.in/reader.php?page=iqac/iqac&i=ICT/Computing%20skills

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

2.3.3.1 - Number of mentors

20

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

2.4 - Teacher Profile and Quality

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

11

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

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

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

4

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

120

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

2.5 - Evaluation Process and Reforms

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

The college has a clear and effective system for assessing students. A Sessional Examination Committee organizes exams, which are scheduled and shared with students. Teachers who teach the subject do not invigilate the exams to maintain fairness. Students can review their marked papers within a set time frame. Results and marks are posted on the notice board. Question papers are kept confidential and opened only on exam day. All students must attend exams, unless there is a medical emergency. Assignments and projects are graded on a specific timeline, and feedback is given for improvement. The departments record students' marks, which are then entered into the university portal by the office with the Head of Department present.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The college provides several ways for students to address grievances related to internal examinations. If a student misses an exam, they are allowed to take a special exam within a specific time frame, as notified by the college authorities. Since attendance is part of the internal assessment, students' attendance records are regularly displayed on departmental notice boards or communicated to them directly. Students are given enough time to request attendance concessions, but they must provide valid reasons and necessary supporting documents with their formal application. To ensure transparency, evaluated answer scripts, sessional exam papers, and

project reports are shared with the students. If students have any concerns or discrepancies regarding their marks, they can raise these issues with the teacher involved. If the issue is not resolved, students can approach the department for further resolution, but this must be done within the given time limit.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The programme and course outcomes for all programmes are made accessible on the College website, and as the College is affiliated with Gauhati University, these outcomes are also available on the University website for reference by students and faculty members. To familiarize students with the programme and course outcomes, orientation programmes are organized at the beginning of each session. Additionally, departmental meetings are held to review the programme structure and discuss strategies for achieving the course outcomes. Faculty members design lesson plans to ensure the outcomes are attainable for students. Since many programmes and courses include components such as project work, field studies, internships, and extension activities, the respective departments provide necessary support to students by facilitating these activities throughout the course duration.

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

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

The college follows the parent university's course framework and evaluates student performance through exams, assignments, projects, and practical assessments. At the end of each session, the Academic Committee reviews the outcomes, and departments analyze student

performance to ensure the strategies are effective. Projects and assignments are carefully designed to support course and program outcomes, and the college tracks alumni achievements to measure success and adherence to these outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

229

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://wgccguwahati.in/resources/images/iqac/8E6B177E-A518-48CA-B57D-7C9DA29A4B19.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

12

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

3.2 - Research Publications and Awards

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

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

0

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

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

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

13

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Our institution has been actively engaging in various extension activities aimed at fostering holistic development among students.

1. Environmental Awareness: Tree Plantation Drive: We organized a tree plantation drive in the neighbourhood, where students actively participated in planting. This initiative not only promoted environmental awareness but also instilled a sense of responsibility among students to conserve nature.

2. Visit to Adopted Village: Students visited our adopted village, where they participated in various activities that deepened their understanding of rural life. The visit provided students with a unique opportunity to interact with villagers, learn about their

challenges.

3. Community Service: cleaning programmes were conducted, where students actively participated in cleaning the surrounding areas. This initiative inculcated civic responsibility and community pride among students, promoting a sense of ownership and accountability towards maintaining a clean environment.

4. Health Awareness: A health check-up programme was organized, where students participated in conducting health camps for the neighbourhood community

5. Students' Participation in Youth Festival: Our students actively participated in the Youth Festival, showcasing their talents in various cultural events, such as music, dance, and drama.

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

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

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

0

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

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

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

6

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

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

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

95

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

1

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

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

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College ensures that the academic ambience is supplemented by adequate infrastructure and physical facilities. The College has 18 classrooms with 2 classroom having ICT facilities that helps in imparting quality education. The allotment of the classrooms is streamlined at the beginning of each session for smooth functioning of the classes through the Academic Calendar. The College is equipped with a Common teacher's room for the respective faculties which are well equipped with departmental library. The College has been made accessible to the specially-abled students through the inclusion of infrastructure like ramps and toilets. The College has a computer lab with the requisite infrastructure funded by Alumni of WGCC. The College authority has also ensured that cell like NSS have their dedicated offices and rooms so that their official activities can be carried out without disruption. The safety of their equipment is also ensured accordingly.

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

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor),

gymnasium, yoga centre etc.

The college places equal emphasis on co-curricular activities, recognizing their importance in fostering holistic development among students. To support these activities, the college ensures that there are ample facilities and space available for a variety of events and programs. Notable events such as the Annual College Week, Freshmen Social are organized, offering students opportunities to showcase their talents and pursue their interests in diverse fields.

In terms of sports and physical activities, the college is well-equipped with the necessary gear for both outdoor and indoor games. This includes items such as volleyballs, cricket bats, badminton rackets, badminton and volleyball nets, footballs, shot puts, discus, and stands, ensuring that students have access to quality sports equipment. Additionally, yoga workshops and classes are regularly conducted in the NSS Room. The college also prioritizes the health and well-being of its students and staff, with a dedicated sick room that is stocked with essential first aid facilities. In terms of catering, the college canteen, which is managed by a third-party vendor, provides a variety of food items at subsidized rates, ensuring that students and staff have access to nutritious meals at affordable prices.

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

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

02

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

02

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

37

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

4.2 - Library as a Learning Resource

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

The college library serves as a hub for knowledge dissemination and acquisition, playing a crucial role in the teaching-learning process. With a vast collection of over 10,000 books and periodicals, it is a valuable resource for both faculty and students. The library has embraced technology to streamline its services and enhance user experience.

One of the key features is the automation of library operations through KOHA, an open-source integrated library management software. This software facilitates the cataloguing of books and helps track circulation efficiently. It also offers access to the Open Public Access Catalogue (OPAC), allowing users to search for books and their details digitally. The OPAC system makes it easy for students

and faculty members to locate and retrieve information about the library's resources without needing to visit the library's physical counters.

Additionally, the college library has digitized its reading materials, making them available online via the college website. Moreover, the teachers and students are enrolled in the National Digital Library of India (NDLI) Club, providing them with access to an even broader range of digital resources.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **D. Any 1 of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.63

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

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

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

77

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

4.3 - IT Infrastructure

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

West Guwahati Commerce College has an IT-enabled campus with high-speed internet access provided by Jio fiber at 500 Mbps. The campus is fully connected with LAN and Wi-Fi, including key areas like the Principal and Vice Principal rooms, IQAC room, Examination Branch, computer lab, conference room, ICT room, and office. Classrooms are equipped with LCD projectors and a public address system. The college has a total of 30 computers for student use and several computers for administrative purposes, all with internet connectivity. Additionally, the college uses a biometric attendance system for efficient administration.

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

4.3.2 - Number of Computers

30

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

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

37

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

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

The College has a clear system for maintaining its physical, academic, and support facilities. Each department takes care of its own labs, with support from the College administration. The IT department looks after the Computer Lab, sharing its maintenance needs with the College authority for action. The College Library is managed by the Library Committee, which ensures its upkeep. The committee suggests improvements and upgrades, which the College authority approves when necessary. Sports facilities are overseen by the Sports Secretary, a student leader from the College Students' Union, with help from a teacher. At the start of each session, classrooms are checked to make sure there is enough furniture for students and teachers. The College administration, with support from the staff, regularly checks the condition and cleanliness of classrooms. Other facilities like the canteen, girls' and boys' common rooms, etc., are checked regularly by the relevant authorities, which include both students and staff.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

596

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

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

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

156

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

156

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

32

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

24

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

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

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

examinations) during the year

0

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

5.3 - Student Participation and Activities

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

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

9

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

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

The WGCC Students Union (WGCCSU) is made up of student members elected by their peers. They represent the student body in various academic and administrative activities. For example, students edit the college magazine, with faculty acting as advisors. The student union plays a vital role in maintaining harmony, cleanliness, and discipline within the college, helping the authorities run things smoothly. Each student member works with a teacher-in-charge to bring student concerns to the attention of the administration. The Vice President and General Secretary of WGCCSU are also part of the Anti-ragging Committee. Additionally, the principal and IQAC meet

with student representatives to address various issues.

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

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

5

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

In our west guwahati commerce college there are more then (1008) Alumni students who are involved in various activities of our college. Like sports, (various Games), Cultural programs like Bihu, freshment social, singing, dancing, art compitition , etc. and all others activities organized by them with our present students and college staffs, teachers and other stakeholders which are adopted by the NSS Unit.

Alumni are very active specially they are very much active in social networking platform. They communicate with our adopted village members. The name of our alumni president is Mr. Kamal Kalita. He keeps in touch with us and also with G.B members , our G.B presidents always gets connected with Mr. Kamal Kalita and for the

development of our college.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of W.G. Com. College is to proceed in a positive way towards improvement of present conventional higher education system to face the challenges of management of industries and business. The college has initiated a major programme for the next five-years to ensure that the graduates who come out after successful completion of these courses would have knowledge, skills and aptitude for gaining employment in the wage sector in general and self employment in particular. The college has taken up a few extension activities through NSS and NCC units. It is also collaborating with state and central Govt. recognized organizations, NGO's for rendering community service. Performance appraisal of teaching staff is to be made for the entire faculty with the help of the formats drawn from G.U. A follow up action has been initiated by the Principal to maintain a class content record register. This may be a healthy practice in promoting quality education.

The mission of the college

we are committed to reshape the present education system continuously in harmony with the latest demand, assisting the growth of knowledge in pursuit of reality and truth.

File Description	Documents
Paste link for additional information	https://wgccguwahati.in/resources/pros3.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The West Guwahati Commerce College practice decentralization and participative management in three sectors, viz. academics, administration and extra-curricular activities.

Decentralization in academic matters:

The Principal places the proposal of the IQAC on improvement of teaching-learning to the management and works accordingly. Teachers' Council /Unit with an elected teacher as Secretary and Principal as chairperson discuss academic issues. Each faculty is a member of different sub-committees. Admission Committee and Academic Sub-Committee conduct admission procedure. Routine Committee prepares timetable coordinating with each department. Library Committee looks after library facilities and maintenance. Sports Committee organizes Annual Sports, cricket and football tournaments.

Decentralization in administrative matters two elected faculty is Teachers' Representative in the Governing Body. Faculty member act as of committees' like- Finance, Development and Purchase, AntiRagging, Discipline, Student Advisory, Internal Complaints Committee against Sexual Harassment, Garden, Canteen etc.

Decentralization in extra-curricular activities Teachers' representation in committees like NSS, Placement, Student Welfare Cultural Committee, student affairs, sports, etc.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- West Guwahati Commerce college successfully got accredited with C grade (1st Cycle) in March-April 2022.
- Extensive preparation and data collection, checking and upload were done through an number of committees.
- The Institution seeks to implement the recommendations of the NAAC peer team. It has already plan to take step so that that a proper research center can be open in the college premises.
- The research and publication cell has been working relentlessly towards realisation of the goal.
- Skill enhancement, job-readiness of the students are of utmost importance. Placement Cell and IQAC has taken a number of drives to expose the students to career-counselling, grooming, awareness camps, as well as planning to introduce number addon courses which will make them market-ready. Workshops are held in collaboration with institutes with whom MoU are made to expose students to a number of skills.
- To introduce students and teachers to NEP-2020, awraeness progarmmes were organised by IQAC.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

The organogram of West Guwahati Commerce College reflects its democratic character of governance.

The organizational structure works as follows: The Governing Body under the leadership of the President discusses issues relating to finance, infrastructure, faculty recruitment etc. The Principal, assisted by Teachers' Council and the NonTeaching Staff, works as the chief administrator and manages the overall functioning of the college. The Departmentalin-charges in collaboration with the Principal and their respective departments accomplish the academic, financial and cocurricular requirements of the departments.

The Internal Quality Assurance Cell (IQAC) ensures quality through internal academic and administrative audit and conducts skill-based and quality events. The Bursar, appointed by the Governing Body and

recommended by the Principal, manages internal finances and financial audit of the college to ensure effective utilization of funds. The Librarians supervise and maintain the upkeep of the library and upgrade its academic resources and facilities.

The Student Council addresses student related issues and organizes extracurricular activities in collaboration with NSS, and other committees. The members of Administrative Staff are in positions according to the Gauhati University rules and the UGC. The administrative decisions are implemented through the Administrative Officer, assisted by the Accountant, Cashier and a team of staff.

File Description	Documents
Paste link for additional information	https://wgccguwahati.in/resources/images/iqac/35D073E6-0E65-4379-9435-F1623B94CB5D.pdf
Link to Organogram of the Institution webpage	https://wgccguwahati.in/resources/images/iqac/92764AD2-49CE-449E-9C42-1D94C4019A4D.pdf
Upload any additional information	View File

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

Financial - teaching staff are members of registered Staff Fund and can avail loan facility as and when required. ESI EPF facility is

also availed.

ICT Facilities – Fully Wi-Fi enabled college campus, Infrastructural support to facilitate research work by faculty. Provision of laptops to every teacher appointed on a substantive basis. Desktop facilities in the Library and Teachers' Lounge.

Support Facilities – Canteen. Clean drinking water, refrigerator Teachers' Lounge. Facilities such as ramps and others for differently abled teachers.

Recreational Activities for Physical and Emotional Wellbeing.. Facilities for games on Sports Day for both teaching and non teaching staff.

Welfare measures for non-teaching staff –

Non-teaching staff are members of registered Staff Fund and can avail loan facility as and when required. ESI EPF facility are also availed.

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

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

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

0

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

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

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

0

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

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

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

6

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

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

Teachers' Appraisal is based on two approaches:

College-developed Teachers' diary: Teachers' academic, administrative, co-curricular activities, attendance, classes, leave and continuous professional development can be recorded. Monthly/Annual reports are generated.

360-Degree Teachers' Performance Appraisal:- Appraisal is sought from all stakeholders, Teacher himself/herself, Students, Principal and External expert through a questionnaire for parameters like communication skills, subject knowledge, discipline, work-ethics, effective curriculum delivery and the teacher's ability in creating an interactive classroom. - The Principal appraises on administrative and other performances. - The external expert appraises on the basis of the academic development like research and publication. - On the basis of autogenerated report the Principal discusses with the respective teachers on necessary actions for improving their performance.

Appraisal of non-teaching staff Appraisal is done by the heads of respective departments -Office staff by the Head Clerk, staff in the Accounts section by the Accountant, laboratory assistants and attendants by the respective Departmental In-charges, and the library staff by the Librarian. The Principal meets them monthly for corrective measures and improvements in performances.

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

6.4 - Financial Management and Resource Mobilization

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

College conducts both internal and external audit of the college books of accounts each financial year.

Internal Audit: The financial affairs are managed and monitored by the Bursar, Accountant, Finance Committee headed by the Principal and Purchase Committee.

Procedure for purchases - quotations are called for and prices are compared. For the grants received from the UGC, RUSA and Higher Education Department, utilization certificates are prepared.

Financial Data, prepared by the Accountant is again verified and scrutinized by the Bursar and the Principal for authenticity, transparency and accuracy.

Audit done by a qualified chartered accountant with approval from the Governing Body.

External Audit: The external audit takes place annually after the completion of every financial year. The bills and vouchers of the revenue expenditure, Departmental Accession Register, Dead Stock Registers/Purchase Registers are physically checked. The Utilization Certificates are also audited. Corresponding documents of every financial transaction are maintained. Upon meeting the norms, the college is presented with the signed audit report.

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

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

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

0

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

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

West Guwahati commerce college receives major funds from UGC, Higher Education Department, Government of Assam, etc. Funds are also generated from students' fees, self finance and certificate courses. Funds are received from alumni.

Utilization of funds: Development & Building Committee, Purchase Committee and Library Committee help in the preparation, allocation and utilization of funds. Purchases are done through a tender system. All transaction is supported by the vouchers and bills are processed by the accounts section, the Bursar and the Principal. Collections are deposited in the bank and expenditure, recurring and non-recurring, are incurred through Cheques/Electronic mode. Fees received from students are used for development and payment of salary to staff. Documents and are properly audited. Physical and academic facilities like library, laboratories, IT infrastructure and Sports are strengthened. Workshops, seminars, Guest lectures, field trips are organized.

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

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

1. West Guwahati Commerce College successfully got accredited with C grade (1st Cycle) in March-April 2023. Extensive preparation and data collection, checking and upload were done through an number of committees .

2. The Institution seeks to implement the recommendations of the NAAC peer team . It has decided to apply for applied for recognition of the college as Research Centre. The research and publication cell has been working relentlessly towards realization of the goal.

3. Skill enhancement, job-readiness of the students are of utmost importance. Placement Cell and IQAC has taken a number of drives to expose the students to career-counselling, grooming, awareness camps, campusing as well as plan to introducing them to a number of addon courses which will make them market-ready. Workshops are held in collaboration with institutes with whom MoU are made to expose students to a number of skills.

4. To introduce students and teachers to NEP-2020, awareness programmes were organised by IQAC.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The initiatives with respect to institutional reviews of teaching learning process by the IQAC are:

Annual Academic and Administrative Audit are carried out internally by IQAC and externally by representatives of Gauhati university and Higher Education department.

The IQAC gives feedback for quality enhancement and external agency evaluates the fulfillment of institutional parameters.

Feedback regarding curriculum: Review of teaching-learning outcome is carried out by collecting online feedback regarding curriculum delivery and implementation from students.

Online Feedback system: The IQAC collects online feedback from stakeholders like students, parents, and alumni to facilitate teaching learning reforms and to obtain an unbiased opinion about the institutional performance. Student feedback of teachers is conducted and analysed regularly and communicated to the teachers.

The IQAC encourages departments to organize seminars on themes relevant to the educational needs and futuristic growth of the students. The IQAC suggests innovative pedagogical methodologies like projects, field trips, student seminars, workshops. The IQAC encourages the Placement Cell to organize regular soft skill training classes. New books and learning resources have been procured for imparting updated knowledge to the students.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Teachers always encourage students to understand gender equity & sensitization in curricular topics through different approaches. This has increased the confidence of students in active participation in the classroom.

The College has the credit of creating a gender-sensitive environment. The academic ambiance of the College promotes sensitivity and respect for each other. In addition workshop, skill development training programs are conducted on legal rights. The college takes special care for Gender sensitivity and conducts programs on Gender issues. The college always focuses on programs for women empowerment and gender equality.

Women Cell also conducted programmes on international women's day inviting guest of repute to deliver valuable speech on economical dependency, self security, gender sensitivity and equality.

The women cell aims to build a trust amongst women employees and

student members on campus where students freely discuss their issue and ensure a healthy work culture.

File Description	Documents
Annual gender sensitization action plan	https://wgccguwahati.in/pdf/Annual%20Gender%20Sensitization%20Action%20Plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://wgccguwahati.in/pdf/Specific%20facilities%20provided%20for%20women.pdf

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

B. Any 3 of the above

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

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

These practices represent thoughtful and responsible approaches toward sustainability and waste management in a college setting. Here's a more detailed description of each of these practices:

1. Sanitary Napkin Incinerator Installed: The installation of sanitary napkin incinerators in the bathrooms, ladies' teachers' areas, and girls' common rooms is an excellent initiative to minimize sanitary waste. This device safely disposes of sanitary napkins by incinerating them, ensuring they do not contribute to landfill waste.

2. Waste Segregation with Separate Bins: The college has made an effort to segregate waste into two main categories: degradable and non-degradable. By using green dustbins for wet and biodegradable

waste (such as food scraps, organic waste, etc.) and blue dustbins for non-biodegradable waste (such as plastic wrappers, packaging, and other non-recyclable items), the college is actively promoting recycling and responsible waste disposal.

3. Reusing Papers with Single-Side Printing: Another great sustainability practice is the reuse of papers that have only been printed on one side. Instead of discarding these papers, the college encourages students and staff to repurpose them for note-taking or as scrap paper.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://wgccguwahati.in/pdf/7.1.3%20Solid%20and%20Liquid%20Waste%20Management.pdf
Any other relevant information	View File

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

E. None of the above

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

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

From its very inception, West Guwahati Commerce College has relentlessly been trying to provide its students an inclusive atmosphere that speaks in favour of socio-communal harmony, and promotes cultural, linguistic and socio-economic diversities. As part and parcel of the efforts to create an all inclusive atmosphere as mentioned above the college authority stresses through its ethical guidelines that every teaching, non-teaching employees and the students of West Guwahati Commerce College shall respect human rights and shall not discriminate against persons for reasons based on caste, creed, sex language, social status, age or physical/mental disability. At the commencement of each session freshers have been oriented with this ethical guideline. West Guwahati Commerce College is always guided to achieve the aim of communal harmony. By celebrating many National and International days, events and festivals like Yoga Day, Shaheed Divas, Sankar Dev Tithis, World Health Day, Environment Day, Saraswati Puja, Women's Day, Ethnic Cultural Meet etc. the institution aims at bringing tolerance and harmony among the students, staff and other stakeholders. So our college celebrates programs on different occasions. The college authorities and its various departments have organized awareness programs in relation to gender issues, socio-cultural diversities and environment among students and in the adopted villages. Training Programs of folk songs and dance along with essay competition have been also conducted as part of this concerted attempt.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The institution has effectively engaged in sensitizing its students and employees to their constitutional obligations by promoting awareness of values, rights, duties, and responsibilities through various initiatives. Here is a description of the activities organized for this purpose:

1. Extension Education and Peer Teaching Programmes: The institution has implemented extension education and peer teaching programs to foster a sense of responsibility and duty among its students.

2. Republic Day Celebration and NSS Participation: On Republic Day, the college celebrated the occasion with great pride and enthusiasm. The event was marked by the hoisting of the national flag and the organization of various activities to highlight the significance of the day. Additionally, the college's National Service Scheme (NSS) unit actively participated in the Republic Day parade held at Khanapara, showing their dedication to national pride and their role as responsible citizens.

3. Independence Day Celebration: The institution also commemorated Independence Day by hoisting the Tri-colour flag on the college premises. This ceremony not only symbolized the freedom and sovereignty of the nation but also served as a reminder to students and employees of their rights and duties as citizens of India.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, **C. Any 2 of the above**

administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

The college has a rich tradition of celebrating both national and international commemorative days, events, and festivals, fostering a sense of pride, unity, and cultural awareness among students. Key celebrations include Republic Day (26th January) and Independence Day (15th August), which emphasize national integrity and responsibility. Teacher's Day (5th September) is marked with deep respect, where students and alumni honor teachers for their contributions. The Foundation Day (10th August) commemorates the college's inception, featuring flag hoisting and a general meeting.

Gandhi Jayanti (2nd October) is celebrated with speeches highlighting the life and legacy of the Father of the Nation. International Women's Day (8th March) focuses on raising awareness about women's health and hygiene, while World Environment Day (5th June) promotes environmental consciousness through awareness talks and tree plantation drives. International Yoga Day (21st June) encourages physical and mental well-being through organized yoga sessions for students and staff.

The college also celebrates local cultural icons, including the Birth and Death Anniversary of Dr. Bhupen Hazarika, Bishnu Rabha

Divas, and Silpi Divas, nurturing a sense of local pride. Saraswati Puja is celebrated with grandeur, bringing together students, teachers, alumni, and local communities in festive harmony.

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

7.2 - Best Practices

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

First Best Practices: Health and lifestyle management initiatives to promote well-being among its students, staff, and the local community. Health checkup camps are organized annually, offering basic tests like blood pressure, hemoglobin, and sugar levels, along with medical advice and free medicines. Eye checkup camps also raise awareness about early vision issues, while blood donation camps encourage voluntary donations, contributing to society's needs. The college also emphasizes lifestyle management by hosting yoga, meditation, and nutrition management sessions to foster healthier living practices.

Second Best Practices: Maintaining an eco-friendly campus. It encourages students to engage in plantation activities, focusing on medicinal, ayurvedic, and spicy plants. The objective is to create a cleaner, healthier environment while instilling the importance of nature conservation. By planting more trees and plants, the college aims to contribute to ecological balance and oxygen production, making the campus a green sanctuary for future generations. These efforts reflect the college's commitment to holistic health, sustainability, and community engagement, fostering both individual well-being and environmental stewardship.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

A person who is appreciated will always do more than is expected. Appreciating and rewarding is great approach to celebrate hard work and success especially in student's life. It might be a certificate or an award for everyone else, but the ones who are appreciated look upon it as an honor. Like punishing and correcting a student's fault, recognizing a student's success is also necessary. Even a slightest recognition works as a great motivation for the students and encourages them to work even harder and sincerely. Recognising students with awards and certificates make them and their work stand out which again motivates them and attracts other students to work harder. In the year 2023-24 one of our students Mrinmoy Kumar has secured 1st class 3rd position respectively in B.Com course under Gauhati University (Dept. of Management) for which he has been awarded cash prize of Rs. 5,000/- from our college. Along with this the faculty members in the department of management were also awarded for their dedication. WGCC has a trend of giving honorarium to every department which performs well in any academic sessions

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college follows the curriculum set by its parent university. Each year, before the academic session begins, the college assigns committees to prepare the academic calendar, prospectus, and timetable. The central timetable is given to the heads of departments, who then assign classes to teachers. Each department creates its own action plan and lesson plan.

Various teaching methods are used to deliver the curriculum, including traditional blackboard teaching, PowerPoint presentations, student seminars, field visits etc. Department heads regularly assess and review the progress of the syllabus with their colleagues.

To ensure effective curriculum implementation, the college has an Academic Committee led by the Principal, with the Vice Principal, IQAC coordinator, and department heads as members. This committee meets regularly to discuss academic matters.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://wgccguwahati.in/resources/pros3.pdf

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

The academic calendar of the college is created to align with the academic calendar of the affiliating university, ensuring that the university's schedule is followed. It also follows the guidelines provided by the University Grants Commission (UGC). The academic calendar includes important details like the number of working days, holidays, semester breaks, and examination dates. It outlines the schedule for sessional exams, which are strictly followed. The calendar also specifies the dates for the end-of-semester exams. The college ensures that the class routine

is strictly followed. Additionally, the calendar includes a tentative schedule for various evaluation methods, such as sessional exams, seminars, group discussions, presentations, and project work. While these evaluations are planned in advance, minor changes to the dates may occur if necessary.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://wgccguwahati.in/resources/images/iqac/6EDB3D2C-D324-4643-B827-15B5ACA4F978.pdf

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

1

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The institution continuously integrates important issues like

Professional Ethics, Gender, Human Values, Environmental Values, and Sustainability into the curriculum. The college upholds strong professional ethics in teaching, setting an example for students to follow during the learning process. This is ensured through methods like Teacher Self-Appraisal, feedback from students, and review of results. Teachers maintain both academic and non-academic records.

Parent-teacher meetings are held to inform parents about the college's efforts for the overall development of students. Feedback from parents is collected and implemented when relevant. The curriculum includes topics on Gender and Human Values, which are taught to students. Departments also organize talks and sessions on these topics by inviting experts.

The college has a Women's Cell that conducts activities focused on gender sensitization and empowerment. There is also a subject on Environmental Studies in the curriculum, which teaches students about their responsibilities toward the environment. The college regularly organizes activities to raise awareness among students about their environmental responsibilities.

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

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

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

216

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://wgccguwahati.in/reader.php?page=iqac/iqac&i=Feedback%20Action%20Form

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1200

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

317

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college has a well devised plan of action for catering to advanced and slow learners. The teacher's feedback and the parents teachers meeting through significant light on the various aspects of the learner. In order to motivate the advanced learners, the college makes provision for highlighting the prizes and awards that are offered by the college to the meritorious students under various heads. They are identified based on their academic performances throughout the year and awarded publicly in college functions. These achievements of the students are documented in the Annual College Magazines. This fosters a sense of healthy competition among the students. In case of slow learners, the college arranges for remedial / tutorial classes which are mentioned in the College Routine. Besides these, depending on the evaluation of the performances of slow learners in internal assessments, they are a counseled so that their weaknesses can be identified and supplementary teaching measures can be taken accordingly. The students are also encouraged to give various presentations to enhance their communication skills.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1041	20

File Description	Documents
Any additional information	View File

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

Teaching Learning Process.

The student centric methods that are adapted in the college for enhanced learning experiences are given below:

Experimental learning

The college has provisions for engaging the students in experimental Learning through project works. Students are encouraged to learn through experiences. They are encouraged to connect theories and knowledge to real world situations.

Participative Learning

The college encourages its students to engage in participative process of learning through group discussion, seminar presentation and student-exchange programmes. The departments organize group discussions on related topics for their students. The students receive feedbacks from their peers during seminar presentations. Student exchange programme serve as one of the major participatory methods of learning.

Problem solving methodologies.

The student centric problem solving methodologies used in the College are mainly mentoring and tutorial classes which extensively concentrate on the shortcomings of the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The present educational scenario demands the use of ICT enabled tools for an enhanced learning process. The teachers make ample use of the latest ICT tools to buttress the conventional classroom-oriented teaching learning-process. This not only helps

in making the whole process more interesting and more participatory but also enhances the learning experience of the students besides making the entire process effective and deliverable. Teachers use different tools like projectors, laptops apart from social media tools like whatsapp, etc. for effective delivery of teaching-learning process. All the departments including the college library has access to the internet. The conference hall and the computer lab have ICT facilities where students present their power-point presentation and undergo various learning activities. Movies based on novels under curriculum are screened by the Department of English for the students. Different departments use ICT tools in their classes. Tally is taught in the computer lab by the department of Accountancy. Topics on cyber security, online services, online-shopping, E-Commerce, etc. are done with the help ICT tools. The department of Management takes classes on various topics like planning etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://wgccguwahati.in/reader.php?page=iqac/iqac&i=ICT/Computing%20skills

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

2.3.3.1 - Number of mentors

20

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

2.4 - Teacher Profile and Quality

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

11

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

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

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

4

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

120

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

The college has a clear and effective system for assessing students. A Sessional Examination Committee organizes exams, which are scheduled and shared with students. Teachers who teach the subject do not invigilate the exams to maintain fairness. Students can review their marked papers within a set time frame. Results and marks are posted on the notice board. Question papers are kept confidential and opened only on exam day. All students must attend exams, unless there is a medical emergency. Assignments and projects are graded on a specific timeline, and feedback is given for improvement. The departments record students' marks, which are then entered into the university portal by the office with the Head of Department present.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The college provides several ways for students to address grievances related to internal examinations. If a student misses an exam, they are allowed to take a special exam within a specific time frame, as notified by the college authorities. Since attendance is part of the internal assessment, students' attendance records are regularly displayed on departmental notice boards or communicated to them directly. Students are given enough time to request attendance concessions, but they must provide valid reasons and necessary supporting documents with their formal application. To ensure transparency, evaluated answer scripts, sessional exam papers, and project reports are shared with the students. If students have any concerns or discrepancies regarding their marks, they can raise these issues with the teacher involved. If the issue is not resolved, students can approach the department for further resolution, but this must be done within the given time limit.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The programme and course outcomes for all programmes are made accessible on the College website, and as the College is affiliated with Gauhati University, these outcomes are also available on the University website for reference by students and faculty members. To familiarize students with the programme and course outcomes, orientation programmes are organized at the beginning of each session. Additionally, departmental meetings are held to review the programme structure and discuss strategies for achieving the course outcomes. Faculty members design lesson plans to ensure the outcomes are attainable for students. Since many programmes and courses include components such as project work, field studies, internships, and extension activities, the respective departments provide necessary support to students by facilitating these activities throughout the course duration.

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

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

The college follows the parent university's course framework and evaluates student performance through exams, assignments, projects, and practical assessments. At the end of each session, the Academic Committee reviews the outcomes, and departments analyze student performance to ensure the strategies are effective. Projects and assignments are carefully designed to support course and program outcomes, and the college tracks alumni achievements to measure success and adherence to these outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

229

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://wgccguwahati.in/resources/images/iqac/8E6B177E-A518-48CA-B57D-7C9DA29A4B19.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

12

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year****0**

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year****13**

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Our institution has been actively engaging in various extension activities aimed at fostering holistic development among students.

1. Environmental Awareness: Tree Plantation Drive: We organized a tree plantation drive in the neighbourhood, where students actively participated in planting. This initiative not only promoted environmental awareness but also instilled a sense of responsibility among students to conserve nature.

2. Visit to Adopted Village: Students visited our adopted village, where they participated in various activities that

deepened their understanding of rural life. The visit provided students with a unique opportunity to interact with villagers, learn about their challenges.

3. Community Service: cleaning programmes were conducted, where students actively participated in cleaning the surrounding areas. This initiative inculcated civic responsibility and community pride among students, promoting a sense of ownership and accountability towards maintaining a clean environment.

4. Health Awareness: A health check-up programme was organized, where students participated in conducting health camps for the neighbourhood community

5. Students' Participation in Youth Festival: Our students actively participated in the Youth Festival, showcasing their talents in various cultural events, such as music, dance, and drama.

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

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

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

0

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

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

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

6

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

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

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

95

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

1

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

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

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College ensures that the academic ambience is supplemented by adequate infrastructure and physical facilities. The College has 18 classrooms with 2 classroom having ICT facilities that helps in imparting quality education. The allotment of the classrooms is streamlined at the beginning of each session for smooth functioning of the classes through the Academic Calendar. The College is equipped with a Common teacher's room for the respective faculties which are well equipped with departmental library. The College has been made accessible to the specially-abled students through the inclusion of infrastructure like ramps and toilets. The College has a computer lab with the requisite infrastructure funded by Alumni of WGCC. The College authority

has also ensured that cell like NSS have their dedicated offices and rooms so that their official activities can be carried out without disruption. The safety of their equipment is also ensured accordingly.

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

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

The college places equal emphasis on co-curricular activities, recognizing their importance in fostering holistic development among students. To support these activities, the college ensures that there are ample facilities and space available for a variety of events and programs. Notable events such as the Annual College Week, Freshmen Social are organized, offering students opportunities to showcase their talents and pursue their interests in diverse fields.

In terms of sports and physical activities, the college is well-equipped with the necessary gear for both outdoor and indoor games. This includes items such as volleyballs, cricket bats, badminton rackets, badminton and volleyball nets, footballs, shot puts, discus, and stands, ensuring that students have access to quality sports equipment. Additionally, yoga workshops and classes are regularly conducted in the NSS Room. The college also prioritizes the health and well-being of its students and staff, with a dedicated sick room that is stocked with essential first aid facilities. In terms of catering, the college canteen, which is managed by a third-party vendor, provides a variety of food items at subsidized rates, ensuring that students and staff have access to nutritious meals at affordable prices.

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart

class, LMS, etc.

02

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

02

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

37

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

4.2 - Library as a Learning Resource

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

The college library serves as a hub for knowledge dissemination and acquisition, playing a crucial role in the teaching-learning process. With a vast collection of over 10,000 books and periodicals, it is a valuable resource for both faculty and students. The library has embraced technology to streamline its services and enhance user experience.

One of the key features is the automation of library operations through KOHA, an open-source integrated library management software. This software facilitates the cataloguing of books and helps track circulation efficiently. It also offers access to the Open Public Access Catalogue (OPAC), allowing users to search for books and their details digitally. The OPAC system makes it easy for students and faculty members to locate and retrieve information about the library's resources without needing to visit the library's physical counters.

Additionally, the college library has digitized its reading materials, making them available online via the college website. Moreover, the teachers and students are enrolled in the National Digital Library of India (NDLI) Club, providing them with access to an even broader range of digital resources.

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

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

D. Any 1 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.63

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

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

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

77

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

4.3 - IT Infrastructure

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

West Guwahati Commerce College has an IT-enabled campus with high-speed internet access provided by Jio fiber at 500 Mbps. The campus is fully connected with LAN and Wi-Fi, including key areas like the Principal and Vice Principal rooms, IQAC room, Examination Branch, computer lab, conference room, ICT room, and office. Classrooms are equipped with LCD projectors and a public address system. The college has a total of 30 computers for student use and several computers for administrative purposes, all with internet connectivity. Additionally, the college uses a biometric attendance system for efficient administration.

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

4.3.2 - Number of Computers

30

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

37

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

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

The College has a clear system for maintaining its physical, academic, and support facilities. Each department takes care of its own labs, with support from the College administration. The IT department looks after the Computer Lab, sharing its maintenance needs with the College authority for action. The College Library is managed by the Library Committee, which ensures its upkeep. The committee suggests improvements and

upgrades, which the College authority approves when necessary. Sports facilities are overseen by the Sports Secretary, a student leader from the College Students' Union, with help from a teacher. At the start of each session, classrooms are checked to make sure there is enough furniture for students and teachers. The College administration, with support from the staff, regularly checks the condition and cleanliness of classrooms. Other facilities like the canteen, girls' and boys' common rooms, etc., are checked regularly by the relevant authorities, which include both students and staff.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

596

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

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

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

156

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

156

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

32

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

24

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

9

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

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

The WGCC Students Union (WGCCSU) is made up of student members elected by their peers. They represent the student body in various academic and administrative activities. For example, students edit the college magazine, with faculty acting as advisors. The student union plays a vital role in maintaining harmony, cleanliness, and discipline within the college, helping the authorities run things smoothly. Each student member works with a teacher-in-charge to bring student concerns to the attention of the administration. The Vice President and General Secretary of WGCCSU are also part of the Anti-ragging Committee. Additionally, the principal and IQAC meet with student representatives to address various issues.

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

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

5

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

In our west guwahati commerce college there are more then (1008) Alumni students who are involved in various activities of our college. Like sports, (various Games), Cultural programs like Bihu, freshment social, singing, dancing, art compitition , etc. and all others activities organized by them with our present students and college staffs, teachers and other stakeholders which are adopted by the NSS Unit.

Alumni are very active specially they are very much active in social networking platform. They communicate with our adopted village members. The name of our alumni president is Mr. Kamal Kalita. He keeps in touch with us and also with G.B members , our G.B presidents always gets connected with Mr. Kamal Kalita and for the development of our college.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of W.G. Com. College is to proceed in a positive way towards improvement of present conventional higher education system to face the challenges of management of industries and business. The college has initiated a major programme for the next five-years to ensure that the graduates who come out after successful completion of these courses would have knowledge, skills and aptitude for gaining employment in the wage sector in general and self employment in particular. The college has taken

up a few extension activities through NSS and NCC units. It is also collaborating with state and central Govt. recognized organizations, NGO's for rendering community service. Performance appraisal of teaching staff is to be made for the entire faculty with the help of the formats drawn from G.U. A follow up action has been initiated by the Principal to maintain a class content record register. This may be a healthy practice in promoting quality education.

The mission of the college

we are committed to reshape the present education system continuously in harmony with the latest demand, assisting the growth of knowledge in pursuit of reality and truth.

File Description	Documents
Paste link for additional information	https://wgccguwahati.in/resources/pros3.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The West Guwahati Commerce College practice decentralization and participative management in three sectors, viz. academics, administration and extra-curricular activities.

Decentralization in academic matters:

The Principal places the proposal of the IQAC on improvement of teaching-learning to the management and works accordingly. Teachers' Council /Unit with an elected teacher as Secretary and Principal as chairperson discuss academic issues. Each faculty is a member of different sub-committees. Admission Committee and Academic Sub-Committee conduct admission procedure. Routine Committee prepares timetable coordinating with each department. Library Committee looks after library facilities and maintenance. Sports Committee organizes Annual Sports, cricket and football tournaments.

Decentralization in administrative matters two elected faculty is

Teachers' Representative in the Governing Body. Faculty member act as of committees' like- Finance, Development and Purchase, AntiRagging, Discipline, Student Advisory, Internal Complaints Committee against Sexual Harassment, Garden, Canteen etc.

Decentralization in extra-curricular activities Teachers' representation in committees like NSS, Placement, Student Welfare Cultural Committee, student affairs, sports, etc.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- West Guwahati Commerce college successfully got accredited with C grade (1st Cycle) in March-April 2022.
- Extensive preparation and data collection, checking and upload were done through an number of committees.
- The Institution seeks to implement the recommendations of the NAAC peer team. It has already plan to take step so that that a proper research center can be open in the college premises.
- The research and publication cell has been working relentlessly towards realisation of the goal.
- Skill enhancement, job-readiness of the students are of utmost importance. Placement Cell and IQAC has taken a number of drives to expose the students to career-counselling, grooming, awareness camps, as well as planning to introduce number addon courses which will make them market-ready. Workshops are held in collaboration with institutes with whom MoU are made to expose students to a number of skills.
- To introduce students and teachers to NEP-2020, awraeness progarmmes were organised by IQAC.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

The organogram of West Guwahati Commerce College reflects its democratic character of governance.

The organizational structure works as follows: The Governing Body under the leadership of the President discusses issues relating to finance, infrastructure, faculty recruitment etc. The Principal, assisted by Teachers' Council and the NonTeaching Staff, works as the chief administrator and manages the overall functioning of the college. The Departmentalin-charges in collaboration with the Principal and their respective departments accomplish the academic, financial and cocurricular requirements of the departments.

The Internal Quality Assurance Cell (IQAC) ensures quality through internal academic and administrative audit and conducts skill-based and quality events. The Bursar, appointed by the Governing Body and recommended by the Principal, manages internal finances and financial audit of the college to ensure effective utilization of funds. The Librarians supervise and maintain the upkeep of the library and upgrade its academic resources and facilities.

The Student Council addresses student related issues and organizes extracurricular activities in collaboration with NSS, and other committees. The members of Administrative Staff are in positions according to the Gauhati University rules and the UGC. The administrative decisions are implemented through theAdministrative Officer, assisted by the Accountant, Cashier and a team of staff.

File Description	Documents
Paste link for additional information	https://wgccguwahati.in/resources/images/iqac/35D073E6-0E65-4379-9435-F1623B94CB5D.pdf
Link to Organogram of the Institution webpage	https://wgccguwahati.in/resources/images/iqac/92764AD2-49CE-449E-9C42-1D94C4019A4D.pdf
Upload any additional information	View File

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

Financial - teaching staff are members of registered Staff Fund and can avail loan facility as and when required. ESI EPF facility is also availed.

ICT Facilities - Fully Wi-Fi enabled college campus, Infrastructural support to facilitate research work by faculty. Provision of laptops to every teacher appointed on a substantive basis. Desktop facilities in the Library and Teachers' Lounge.

Support Facilities - Canteen. Clean drinking water, refrigerator Teachers' Lounge. Facilities such as ramps and others for differently abled teachers.

Recreational Activities for Physical and Emotional Wellbeing..
Facilities for games on Sports Day for both teaching and non teaching staff.

Welfare measures for non-teaching staff -

Non-teaching staff are members of registered Staff Fund and can avail loan facility as and when required. ESI EPF facility are also availed.

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

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

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

0

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

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

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

0

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

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

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

6

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

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

Teachers' Appraisal is based on two approaches:

College-developed Teachers' diary: Teachers' academic, administrative, co-curricular activities, attendance, classes,

leave and continuous professional development can be recorded. Monthly/Annual reports are generated.

360-Degree Teachers' Performance Appraisal:- Appraisal is sought from all stakeholders, Teacher himself/herself, Students, Principal and External expert through a questionnaire for parameters like communication skills, subject knowledge, discipline, work-ethics, effective curriculum delivery and the teacher's ability in creating an interactive classroom. - The Principal appraises on administrative and other performances. - The external expert appraises on the basis of the academic development like research and publication. - On the basis of autogenerated report the Principal discusses with the respective teachers on necessary actions for improving their performance.

Appraisal of non-teaching staff Appraisal is done by the heads of respective departments -Office staff by the Head Clerk, staff in the Accounts section by the Accountant, laboratory assistants and attendants by the respective Departmental In-charges, and the library staff by the Librarian. The Principal meets them monthly for corrective measures and improvements in performances.

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

6.4 - Financial Management and Resource Mobilization

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

College conducts both internal and external audit of the college books of accounts each financial year.

Internal Audit: The financial affairs are managed and monitored by the Bursar, Accountant, Finance Committee headed by the Principal and Purchase Committee.

Procedure for purchases - quotations are called for and prices are compared. For the grants received from the UGC, RUSA and Higher Education Department, utilization certificates are prepared. Financial Data, prepared by the Accountant is again verified and scrutinized by the Bursar and the Principal for

authenticity, transparency and accuracy.

Audit done by a qualified chartered accountant with approval from the Governing Body.

External Audit: The external audit takes place annually after the completion of every financial year. The bills and vouchers of the revenue expenditure, Departmental Accession Register, Dead Stock Registers/Purchase Registers are physically checked. The Utilization Certificates are also audited. Corresponding documents of every financial transaction are maintained. Upon meeting the norms, the college is presented with the signed audit report.

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

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

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

0

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

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

West Guwahati commerce college receives major funds from UGC, Higher Education Department, Government of Assam, etc. Funds are also generated from students' fees, self finance and certificate courses. Funds are received from alumni.

Utilization of funds: Development & Building Committee, Purchase

Committee and Library Committee help in the preparation, allocation and utilization of funds. Purchases are done through a tender system. All transaction is supported by the vouchers and bills are processed by the accounts section, the Bursar and the Principal. Collections are deposited in the bank and expenditure, recurring and non-recurring, are incurred through Cheques/Electronic mode. Fees received from students are used for development and payment of salary to staff. Documents and are properly audited. Physical and academic facilities like library, laboratories, IT infrastructure and Sports are strengthened. Workshops, seminars, Guest lectures, field trips are organized.

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

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

1. West Guwahati Commerce College successfully got accredited with C grade (1st Cycle) in March-April 2023. Extensive preparation and data collection, checking and upload were done through an number of committees .

2. The Institution seeks to implement the recommendations of the NAAC peer team . It has decided to apply for applied for recognition of the college as Research Centre. The research and publication cell has been working relentlessly towards realization of the goal.

3. Skill enhancement, job-readiness of the students are of utmost importance. Placement Cell and IQAC has taken a number of drives to expose the students to career-counselling, grooming, awareness camps, campusing as well as plan to introducing them to a number of addon courses which will make them market-ready. Workshops are held in collaboration with institutes with whom MoU are made to expose students to a number of skills.

4. To introduce students and teachers to NEP-2020, awareness progarmmes were organised by IQAC.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The initiatives with respect to institutional reviews of teaching learning process by the IQAC are:

Annual Academic and Administrative Audit are carried out internally by IQAC and externally by representatives of Gauhati university and Higher Education department.

The IQAC gives feedback for quality enhancement and external agency evaluates the fulfillment of institutional parameters.

Feedback regarding curriculum: Review of teaching-learning outcome is carried out by collecting online feedback regarding curriculum delivery and implementation from students.

Online Feedback system: The IQAC collects online feedback from stakeholders like students, parents, and alumni to facilitate teaching learning reforms and to obtain an unbiased opinion about the institutional performance. Student feedback of teachers is conducted and analysed regularly and communicated to the teachers.

The IQAC encourages departments to organize seminars on themes relevant to the educational needs and futuristic growth of the students. The IQAC suggests innovative pedagogical methodologies like projects, field trips, student seminars, workshops. The IQAC encourages the Placement Cell to organize regular soft skill training classes. New books and learning resources have been procured for imparting updated knowledge to the students.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above
--	-----------------------

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Teachers always encourage students to understand gender equity & sensitization in curricular topics through different approaches. This has increased the confidence of students in active participation in the classroom.

The College has the credit of creating a gender-sensitive environment. The academic ambiance of the College promotes sensitivity and respect for each other. In addition workshop, skill development training programs are conducted on legal rights. The college takes special care for Gender sensitivity and conducts programs on Gender issues. The college always focuses on programs for women empowerment and gender equality.

Women Cell also conducted programmes on international women's day inviting guest of repute to deliver valuable speech on economical dependency, self security, gender sensitivity and equality.

The women cell aims to build a trust amongst women employees and student members on campus where students freely discuss their issue and ensure a healthy work culture.

File Description	Documents
Annual gender sensitization action plan	https://wgccguwahati.in/pdf/Annual%20Gender%20Sensitization%20Action%20Plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://wgccguwahati.in/pdf/Specific%20facilities%20provided%20for%20women.pdf

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

B. Any 3 of the above

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

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

These practices represent thoughtful and responsible approaches toward sustainability and waste management in a college setting. Here's a more detailed description of each of these practices:

1. Sanitary Napkin Incinerator Installed: The installation of sanitary napkin incinerators in the bathrooms, ladies' teachers' areas, and girls' common rooms is an excellent initiative to minimize sanitary waste. This device safely disposes of sanitary napkins by incinerating them, ensuring they do not contribute to landfill waste.

2. Waste Segregation with Separate Bins: The college has made an effort to segregate waste into two main categories: degradable

and non-degradable. By using green dustbins for wet and biodegradable waste (such as food scraps, organic waste, etc.) and blue dustbins for non-biodegradable waste (such as plastic wrappers, packaging, and other non-recyclable items), the college is actively promoting recycling and responsible waste disposal.

3. Reusing Papers with Single-Side Printing: Another great sustainability practice is the reuse of papers that have only been printed on one side. Instead of discarding these papers, the college encourages students and staff to repurpose them for note-taking or as scrap paper.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://wgccguwahati.in/pdf/7.1.3%20Solid%20and%20Liquid%20Waste%20Management.pdf
Any other relevant information	View File

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

E. None of the above

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

7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**

B. Any 3 of the above

5. landscaping with trees and plants

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

From its very inception, West Guwahati Commerce College has relentlessly been trying to provide its students an inclusive atmosphere that speaks in favour of socio-communal harmony, and promotes cultural, linguistic and socio-economic diversities. As part and parcel of the efforts to create an all inclusive atmosphere as mentioned above the college authority stresses through its ethical guidelines that every teaching, non-teaching employees and the students of West Guwahati Commerce College shall respect human rights and shall not discriminate against persons for reasons based on caste, creed, sex language, social status, age or physical/mental disability. At the commencement of each session freshers have been oriented with this ethical guideline. West Guwahati Commerce College is always guided to achieve the aim of communal harmony. By celebrating many National and International days, events and festivals like Yoga Day, Shaid Divas, Sankar Dev Tithis, World Health Day, Environment Day, Saraswati Puja, Women's Day, Ethnic Cultural Meet etc. the institution aims at bringing tolerance and harmony among the students, staff and other stakeholders. So our college celebrates programs on different occasions. The college authorities and its various departments have organized awareness programs in relation to gender issues, socio-cultural diversities and environment among students and in the adopted villages. Training Programs of folk songs and dance along with essay competition have been also conducted as part of this concerted attempt.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The institution has effectively engaged in sensitizing its students and employees to their constitutional obligations by promoting awareness of values, rights, duties, and responsibilities through various initiatives. Here is a description of the activities organized for this purpose:

1. Extension Education and Peer Teaching Programmes: The institution has implemented extension education and peer teaching programs to foster a sense of responsibility and duty among its students.

2. Republic Day Celebration and NSS Participation: On Republic Day, the college celebrated the occasion with great pride and enthusiasm. The event was marked by the hoisting of the national flag and the organization of various activities to highlight the significance of the day. Additionally, the college's National Service Scheme (NSS) unit actively participated in the Republic Day parade held at Khanapara, showing their dedication to national pride and their role as responsible citizens.

3. Independence Day Celebration: The institution also commemorated Independence Day by hoisting the Tri-colour flag on the college premises. This ceremony not only symbolized the freedom and sovereignty of the nation but also served as a reminder to students and employees of their rights and duties as citizens of India.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.	C. Any 2 of the above
File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
The college has a rich tradition of celebrating both national and international commemorative days, events, and festivals, fostering a sense of pride, unity, and cultural awareness among students. Key celebrations include Republic Day (26th January) and Independence Day (15th August), which emphasize national integrity and responsibility. Teacher's Day (5th September) is marked with deep respect, where students and alumni honor teachers for their contributions. The Foundation Day (10th August) commemorates the college's inception, featuring flag hoisting and a general meeting. Gandhi Jayanti (2nd October) is celebrated with speeches highlighting the life and legacy of the Father of the Nation. International Women's Day (8th March) focuses on raising awareness about women's health and hygiene, while World Environment Day (5th June) promotes environmental consciousness through awareness talks and tree plantation drives. International Yoga Day (21st June) encourages physical and mental well-being.	

through organized yoga sessions for students and staff.

The college also celebrates local cultural icons, including the Birth and Death Anniversary of Dr. Bhupen Hazarika, Bishnu Rabha Divas, and Silpi Divas, nurturing a sense of local pride. Saraswati Puja is celebrated with grandeur, bringing together students, teachers, alumni, and local communities in festive harmony.

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

7.2 - Best Practices

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

First Best Practices: Health and lifestyle management initiatives to promote well-being among its students, staff, and the local community. Health checkup camps are organized annually, offering basic tests like blood pressure, hemoglobin, and sugar levels, along with medical advice and free medicines. Eye checkup camps also raise awareness about early vision issues, while blood donation camps encourage voluntary donations, contributing to society's needs. The college also emphasizes lifestyle management by hosting yoga, meditation, and nutrition management sessions to foster healthier living practices.

Second Best Practices: Maintaining an eco-friendly campus. It encourages students to engage in plantation activities, focusing on medicinal, ayurvedic, and spicy plants. The objective is to create a cleaner, healthier environment while instilling the importance of nature conservation. By planting more trees and plants, the college aims to contribute to ecological balance and oxygen production, making the campus a green sanctuary for future generations. These efforts reflect the college's commitment to holistic health, sustainability, and community engagement, fostering both individual well-being and environmental stewardship.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

A person who is appreciated will always do more than is expected. Appreciating and rewarding is great approach to celebrate hard work and success especially in student's life. It might be a certificate or an award for everyone else, but the ones who are appreciated look upon it as an honor. Like punishing and correcting a student's fault, recognizing a student's success is also necessary. Even a slightest recognition works as a great motivation for the students and encourages them to work even harder and sincerely. Recognising students with awards and certificates make them and their work stand out which again motivates them and attracts other students to work harder. In the year 2023-24 one of our students Mrinmoy Kumar has secured 1st class 3rd position respectively in B.Com course under Gauhati University (Dept. of Management) for which he has been awarded cash prize of Rs. 5,000/- from our college. Along with this the faculty members in the department of management were also awarded for their dedication. WGCC has a trend of giving honorarium to every department which performs well in any academic sessions

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

7.3.2 - Plan of action for the next academic year

Session 2023-2024

West Guwahati Commerce College has sorted out prospective plans for the next academic session:

1 . Workshop/seminar to be conducted on Intellectual Property Right.

2. Entrepreneurship related activities like awareness programmes, workshops, competitions, etc. to be organised .

3. Workshops on various aspects like office automation, softskill, IT, etc. to be organised for the administrative staff.

4. Livelihood initiatives to be implemented for the inhabitants of the adopted village, Sindurighopa.

9. To organise programmes on gender sensitisation and awareness for the students and faculty members.

10. To undertake more activities in collaboration with the colleges, institutions and organisations with which MoU have been signed.