



Academic and Administrative Audit Report

(2023-24 & 2024-25)



K. C. Das Commerce College
K. C. Road, Chatribari
Guwahati-781008

Members of the Academic and Administrative Audit:

- a. Professor Amrit Pal Singh, Department of Commerce, Gauhati University
- b. Professor Nissar A. Barua, Department of Economics, Gauhati University

PART A:

About the College:

K.C. Das Commerce College, a co-educational institute, named after the cherished memory of Late Keshab Chandra Das, was established on the 7th of November 1983, as an evening College with the initial enrolment of one hundred and seven students. It started functioning in the premises of Sonaram H.S. Multipurpose School at Bharalumukh, Guwahati. Later on, it shifted to its present site in November, 1994. Now it is one of the premier institutions of higher learning imparting commerce education to a little more than 3,000 (three thousand) students, not only in Assam but also in North-East India.

K.C. Das Commerce College is located within the Guwahati city at a distance of 37 km from Gopinath Bordoloi Airport, Borjhar, Guwahati and 3 km from Guwahati Railway Station.

The College was brought under Deficit Grants-in-Aid System in the year 1998. The college came under Provincialisation Programme of the Assam Government in 2005. The College is recognized by UGC under Section 2(f) and 12(B) of the UGC Act 1956 on 27 November, 2007.

The College is affiliated to Gauhati University and offers different programmes like Higher Secondary, B. Com, B.A., B.Sc., BBA, BCA, M. Com, and PGDCA. The college has thirteen (13) departments with an efficient and dedicated teaching staff. The pass percentage is usually about 90%. Students can offer honours papers only in Accountancy, Finance, Management and Economics. The college also offers regular courses for B. Com and B.Sc. degree along with subsidiary subjects like Mathematics, Statistics, Business Communication, Assamese, Bengali and Hindi. From the session 2020-21, the institution has introduced BA with Economics honors and B.Sc. regular course with Economics, Mathematics and Statistics.

The College established a Value-Added Department in November, 2019. The syllabi of various courses are designed and developed by the faculty members of the College. It offers

various professional courses like preparation for CA Foundation Course, short term certificate courses on Green Banking and Tally. The College is a registered training partner of the Assam Skill Development Mission of the Government of Assam and has a very vibrant career counselling unit to take care of the students' needs.

It has an Internal Quality Assurance Cell (IQAC) which was established on 16th June, 2003. On May, 2023 the college successfully obtained accreditation by NAAC on its 2nd Cycle of Assessment.

PART B (I):

Institutional Data (Session: 2023-24)

1	Name and Address of the College	
	<i>Name</i>	K. C. Das Commerce College
	<i>Address</i>	K. C. Road, Chatribari P.O. Rehabari Guwahati-781008 Kamrup (M) Assam India Email - kcdccollege@gmail.com Phone - 0361-2733691
	<i>City</i>	Guwahati
	<i>State</i>	Assam
	<i>Website</i>	http://www.kcdccollege.ac.in
2	Communication Address	
	<i>Principal</i>	Dr. Hrishikesh Baruah
	<i>Office Address</i>	K. C. Das Commerce College, K. C. Road, Chatribari, P.O. Rehabari Guwahati-781008
	<i>Residence Address</i>	House No. 70, Near ISKON Temple, Ulubari, Guwahati- 781007
	<i>Office Telephone</i>	0361-273369
	<i>Mobile Phone</i>	9864030992
	<i>Email</i>	hbaruah@hotmail.com
	<i>IQAC Coordinator</i>	Dr. Bijoy Kalita
	<i>Office Address</i>	K. C. Das Commerce College, K. C. Road Chatribari, P.O. Rehabari Guwahati-781008
	<i>Office Telephone</i>	0361-273369
	<i>Mobile Phone</i>	7002038872
	<i>Email</i>	Kcdcc.iqac2020@gmail.com
3	Status of the College	
		Provincialised

4 Name of the University to which the College is Affiliated and Programmes Offered				
<i>Name of the Affiliating University</i>		<i>Gauhati University</i>		
Programme Code	Programme Name	Intake Capacity	Year of Introduction	Affiliating University
GU-COM	B. Com (Permanent Affiliation)	750	1983-84	Gauhati University
GU-FoABA	B.A. (Major in Economics) - (Self-sustained)	30	2020-21	Gauhati University
GU-FoSBSC	B.Sc. (Regular- Economics, Mathematics, Statistics Combination)- (Self-sustained)	50	2020-21	Gauhati University
GU-BBA	BBA - (Self-sustained)	60	2008-09	Gauhati University
GU-BCA	BCA - (Self-sustained)	25	2008-09	Gauhati University
GU-MC-COMM	M.Com - (Self-sustained)	60	2011-12	Gauhati University
GU-PGDCA	PGDCA - (Self-sustained)	40	2014-15	Gauhati University
5 Date of Establishment				
		7 th of November, 1983		
6 Type of Institution				
<i>By Gender</i>		Coeducational		
<i>By Shift</i>		Regular		
<i>By Funding</i>		Government +Self Financing		
7 Details of UGC Recognition				
2(f)		Yes (2007)		
12(B)		Yes (2007)		
Other Recognition				
AICTE Approval		2023		
ISO 9001: 2015		2023		
8 Has the College been recognized?				
<i>a. By the UGC as a College with Potential for Excellence (CPE)</i>		Not applicable		
<i>b. For its contributions/ performance by any other governmental agency</i>		Not applicable		
9 Location of the Campus and Area				
<i>Location</i>		Urban		
<i>Land (as per Land Document)</i>		25292.85 square meters (10 Bigha)		
<i>Land Available</i>		4431 square meters		
<i>Built up Area</i>		4,211.57 square meters.		
10 Does the College have the following facilities on the campus? In case the College has an agreement with other agencies in using such facilities provide information on the facilities covered under the agreement.				
<i>Auditorium</i>		The College uses nearby Lions Eye Hospital Auditorium, if and when necessary		
<i>Seminar/Conference Room:</i>		02	Digital Conference Hall-1 (30X26 Sq. Ft.)	
			Digital Conference Hall-2 (25X50 Sq. Ft.)	

Library	Yes (Fully Digitalized) SOUL 2.0	
	Books: 27,696	
	Journals/Periodicals: 06/15	
	E-Journals: N-LIST, NDLI	
	Manuscripts: 05	
Specialized laboratory/ studio/ facility	Computer Laboratory	
	E-Resource Centre	
	Commerce Laboratory	
	Digital Audio Laboratory	
Total number of Computers	111+10(N Computing) = 121	
	Student Computer Ratio: 20.8: 01	
Smart Panels	13	
Number of computers with INFLIBNET-NLIST access	60	
Number of ICT enabled class room(s) / smart class room (s)	10	Total Class Rooms: 28
Internet Connection with Wi-Fi	100 MBPS	
Sports Facilities	Play Ground	The College uses outside playgrounds/stadiums, if and when necessary
	Swimming Pool	NA
	Gymnasium	Yes
Hostel	Boys' Hostel	Nil
	Girls' Hostel	Nil
Residential Facilities	For Teaching Staff	Nil
	For Non-Teaching Staff	02
Cafeteria	Yes (College Canteen)	
Health Centre	First Aid Facility	
Other Facilities	Bank	No
	ATM	ICICI Bank ATM (Operational)
	Day Care Centre	Yes (01)
	Photostat Facility	Yes
	Solar Plant	30 KW Solar Rooftop Panel
Power House/Generator	Yes	
Waste Management Facility	Yes	
Grants/Funds Received:		
Funding Agency	Year of Award	
Govt. of Assam, SITA	2023	
Collaborations and MoU.s with other Institutions, Industries, etc.		
No. of MoUs	12	

11. Details of Programmes offered by the Institution (last five years)

Undergraduate Programmes:

2023-24

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	B.Com.	Undergraduate	3+1	10+2 Passed or Equivalent	English and Assamese	750	750
2	BA in Economics (hons)	Undergraduate	3+1	10+2 Passed or Equivalent	English and Assamese	30	10
3	B.Sc. Regular	Undergraduate	3+1	10+2 Passed or Equivalent	English and Assamese	50	4
4	BBA	Undergraduate	3+1	10+2 Passed or Equivalent	English and Assamese	60	65
5	BCA	Undergraduate	3+1	10+2 Passed or Equivalent	English and Assamese	25	35

2022-23

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	B.Com	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	750	730
2	BA in Economics (hons)	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	30	16
3	B.Sc. Regular	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	50	06
4	BBA	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	60	62
5	BCA	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	25	33

2021-22

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	B.Com	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	750	750
2	BA in Economics (hons)	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	30	23
3	B.Sc. Regular	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	50	8

4	BBA	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	60	60
5	BCA	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	25	25

2020-21

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	B.Com	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	750	731
2	BA in Economics (hons)	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	30	09
3	B.Sc. Regular	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	50	06
4	BBA	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	60	74
5	BCA	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	25	28

2019-20

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	B.Com	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	600	600
2	BBA	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	60	68
2	BCA	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	25	30

Postgraduate Programmes:

2023-24

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	M.Com	Postgraduate	2	Graduate in Commerce	English	60	60
2	PGDCA	Postgraduate	1	Graduate	English	40	6

2022-23

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	M.Com	Postgraduate	2	Graduate in Commerce	English	60	69
2	PGDCA	Postgraduate	1	Graduate	English	40	04

2021-22

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	M.Com	Postgraduate	2	Graduate in Commerce	English	60	60
2	PGDCA	Postgraduate	1	Graduate	English	40	03

2020-21

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	M.Com	Postgraduate	2	Graduate in Commerce	English	60	70
2	PGDCA	Postgraduate	1	Graduate	English	40	03

2019-20

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	M.Com	Postgraduate	2	Graduate in Commerce	English	60	68
2	PGDCA	Postgraduate	1	Graduate	English	40	No Application

12	Does the Institution offer Self-Financed Programmes	Response
	Yes/No	Yes
	If Yes, How Many?	06

13	Whether new programmes have been introduced during the last five years	Response
	Yes/No, If Yes, How Many?	NO

	Other Programmes	Value Added Certificate Courses (14 No.s)
		iMOOCs (03 No.s)
		IGNOU Study Centre

14 List the Departments:

Sl. No.	Name of the Department	Total Faculty (2023-24)		
		Sanctioned by Govt.	Sanctioned by GB	Total
1	Accountancy	04	04	08
2	Management	04	03	07
3	Finance	03	04	07
4	Mathematics and Statistics	01	02	03
5	Economics	03	-	03
6	English	03	01	04
7	Assamese	02	-	02
8	Bengali	01	01	02
9	Hindi	02	-	02
10	Information Technology	-	03	03
11	BBA	-	05	05
12	BCA	-	06	06

13	M.Com	-	05	05
14	PGDCA (under BCA Department)	-	-	-

PART B (II):

Institutional Data (Session: 2024-25)

1	Name and Address of the College			
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	Address	K. C. Road, Chatribari P.O. Rehabari Guwahati-781008, Kamrup (M), Assam, India Email - kcdccollege@gmail.com Phone - 0361-2733691		
	City	Guwahati		
	State	Assam		
	Website	http://www.kcdccollege.ac.in		
2	Communication Address			
	Principal	Dr. Hrishikesh Baruah		
	Office Address	K. C. Das Commerce College, K. C. Road, Chatribari, P.O. Rehabari Guwahati-781008		
	Residence Address	House No. 70, Near ISKON Temple, Ulubari, Guwahati- 781007		
	Office Telephone	0361-273369		
	Mobile Phone	9864030992		
	Email	hbaruah@hotmail.com		
	IQAC Coordinator	Dr. Upasana Chakravarty		
	Office Address	K. C. Das Commerce College, K. C. Road Chatribari, P.O. Rehabari, Guwahati-781008		
	Office Telephone	0361-273369		
	Mobile Phone	9435404898		
	Email	upaeconomics@gmail.com		
3	Status of the College		Provincialised	
4	Name of the University to which the College is Affiliated and Programmes Offered			
Name of the Affiliating University		Gauhati University		
Programme Code	Programme Name	Intake Capacity	Year of Introduction	Affiliating University
GU-COM	B. Com (Permanent Affiliation)	750	1983-84	Gauhati University
GU-FoABA	B.A. (Major in Economics) - (Self-sustained)	30	2020-21	Gauhati University
GU-FoSBSC	B.Sc. (Regular-Economics, Mathematics, Statistics Combination)- (Self-sustained)	50	2020-21	Gauhati University
GU-BBA	BBA - (Self-sustained)	60	2008-09	Gauhati University

GU-BCA	BCA - (Self-sustained)	25	2008-09	Gauhati University
GU-MC-COMM	M.Com - (Self-sustained)	60	2011-12	Gauhati University
GU-PGDCA	PGDCA - (Self-sustained)	40	2014-15	Gauhati University
5	Date of Establishment		7 th of November, 1983	
6	Type of Institution			
	<i>By Gender</i>	Coeducational		
	<i>By Shift</i>	Regular		
	<i>By Funding</i>	Government +Self Financing		
7	Details of UGC Recognition			
	2(f)	Yes (2007)		
	12(B)	Yes (2007)		
Other Recognition				
	AICTE Approval	2023		
	ISO 9001: 2015	2023		
8	Has the College been recognized?			
	<i>a. By the UGC as a College with Potential for Excellence (CPE)</i>	Not applicable		
	<i>b. For its contributions/ performance by any other governmental agency</i>	Not applicable		
9	Location of the Campus and Area			
	<i>Location</i>	Urban		
	<i>Land (as per Land Document)</i>	25292.85 square meters (10 Bigha)		
	<i>Land Available</i>	4431 square meters		
	<i>Built up Area</i>	4,211.57 square meters.		
10	Does the College have the following facilities on the campus? In case the College has an agreement with other agencies in using such facilities provide information on the facilities covered under the agreement.			
	<i>Auditorium</i>	The College uses nearby Lions Eye Hospital Auditorium, if and when necessary		
	<i>Seminar/Conference Room:</i>	02	Digital Conference Hall-1 (30X26 Sq. Ft.) Digital Conference Hall-2 (25X50 Sq. Ft.)	
	<i>Library</i>	Yes (Fully Digitalized) SOUL 2.0 Books: 27,696 Journals/Periodicals: 06/15 E-Journals: N-LIST, NDLI, ONOS Manuscripts: 05		
	<i>Specialized laboratory/ studio/ facility</i>	Computer Laboratory E-Resource Centre Commerce Laboratory Digital Audio Laboratory AI Laboratory		
	<i>Total number of Computers</i>	114+10(N Computing) = 124		
		Student Computer Ratio: 20.8: 01		
	<i>Smart Panels</i>	13		

	<i>Number of computers with INFLIBNET-NLIST access</i>	60	
	<i>Number of ICT enabled class room(s) / smart class room (s)</i>	10	Total Class Rooms: 28
	<i>Internet Connection with Wi-Fi</i>	150 MBPS	
	<i>Sports Facilities</i>	Play Ground	The College uses outside playgrounds/stadiums, if and when necessary
		Swimming Pool	NA
		Gymnasium	Yes
	<i>Hostel</i>	Boys' Hostel	Nil
		Girls' Hostel	Nil
	<i>Residential Facilities</i>	For Teaching Staff	Nil
		For Non-Teaching Staff	02
	<i>Cafeteria</i>	Yes (College Canteen)	
	<i>Health Centre</i>	First Aid Facility	
	<i>Other Facilities</i>	Bank	No
		ATM	ICICI Bank ATM (Operational)
		Day Care Centre	Yes (01)
		Photostat Facility	Yes
		Solar Plant	30 KW Solar Rooftop Panel
	<i>Power House/Generator</i>	Yes	
	<i>Waste Management Facility</i>	Yes	
Grants/Funds Received:			
	<i>Funding Agency</i>	<i>Year of Award</i>	
	PM-USHA (RUSA)	2024	
Collaborations and MoUs with other Institutions, Industries, etc.			
	No. of MoUs	16	

11. Details of Programmes offered by the Institution (last five years)

Undergraduate Programmes:

2024-25

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	B.Com.	Undergraduate	3+1	10+2 Passed or Equivalent	English and Assamese	750	736
2	BA in Economics	Undergraduate	3+1	10+2 Passed or	English and	30	14

	(hons)			Equivalent	Assamese		
3	B.Sc. Regular	Undergraduate	3+1	10+2 Passed or Equivalent	English and Assamese	50	Nil
4	BBA	Undergraduate	3+1	10+2 Passed or Equivalent	English and Assamese	60	75
5	BCA	Undergraduate	3+1	10+2 Passed or Equivalent	English and Assamese	25	31

2023-24

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	B.Com.	Undergraduate	3+1	10+2 Passed or Equivalent	English and Assamese	750	750
2	BA in Economics (hons)	Undergraduate	3+1	10+2 Passed or Equivalent	English and Assamese	30	10
3	B.Sc. Regular	Undergraduate	3+1	10+2 Passed or Equivalent	English and Assamese	50	4
4	BBA	Undergraduate	3+1	10+2 Passed or Equivalent	English and Assamese	60	65
5	BCA	Undergraduate	3+1	10+2 Passed or Equivalent	English and Assamese	25	35

2022-23

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	B.Com	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	750	730
2	BA in Economics (hons)	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	30	16
3	B.Sc. Regular	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	50	06
4	BBA	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	60	62
5	BCA	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	25	33

2021-22

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	B.Com	Undergraduate	3	10+2 Passed or	English and	750	750

				Equivalent	Assamese		
2	BA in Economics (hons)	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	30	23
3	B.Sc. Regular	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	50	8
4	BBA	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	60	60
5	BCA	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	25	25

2020-21

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	B.Com	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	750	731
2	BA in Economics (hons)	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	30	09
3	B.Sc. Regular	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	50	06
4	BBA	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	60	74
5	BCA	Undergraduate	3	10+2 Passed or Equivalent	English and Assamese	25	28

2024-25

Postgraduate Programmes:

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	M.Com	Postgraduate	2	Graduate in Commerce	English	60	70
2	PGDCA	Postgraduate	1	Graduate	English	40	01

2023-24

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	M.Com	Postgraduate	2	Graduate in Commerce	English	60	60
2	PGDCA	Postgraduate	1	Graduate	English	40	6

2022-23

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	M.Com	Postgraduate	2	Graduate in Commerce	English	60	69
2	PGDCA	Postgraduate	1	Graduate	English	40	04

2021-22

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	M.Com	Postgraduate	2	Graduate in Commerce	English	60	60
2	PGDCA	Postgraduate	1	Graduate	English	40	03

2020-21

S/N	Name of the Programme	Course	Duration (Years)	Entry Qualification	Medium of Instruction	Sanctioned Student Intake	No. of Students Admitted
1	M.Com	Postgraduate	2	Graduate in Commerce	English	60	70
2	PGDCA	Postgraduate	1	Graduate	English	40	03

12	Does the Institution offer Self-Financed Programmes	Response
	Yes/No	Yes
	If Yes, How Many?	06

13	Whether new programmes have been introduced during the last five years	Response
	Yes/No, If Yes, How Many?	NO

	Other Programmes	Value Added Certificate Courses (11 No.s)
		iMOOCs (03 No.s)
		IGNOU Study Centre

14	List the Departments:	Total Faculty (2023-24)		
Sl. No.	Name of the Department	Sanctioned by Govt.	Sanctioned by GB	Total
		04	04	08
1	Accountancy	04	03	07
2	Management	02	04	06
3	Finance	01	02	03
4	Mathematics and Statistics	03	-	03
5	Economics	03	01	04
6	English	02	-	02
7	Assamese	01	01	02
8	Bengali	02	-	02
9	Hindi	-	03	03
10	Information Technology	-	05	05
11	BBA	-	06	06
12	BCA	-	05	05
13	M.Com	-	-	-
14	PGDCA (under BCA Department)	-	-	-

PART C- INSPECTION ASSESSMENT

The Academic Audit was conducted through a process of physical inspection and oral interaction. The interaction was based on face-to-face communication with the Principal, faculty members and Non-teaching Staff.

The observations of the Audit Team are noted below:

1. Management:

1.1 Decentralization and Participative Management:

- The College believes in the policy of decentralization and participative management in drafting quality policies and plans.
- The Governing Body (GB) is the Apex Policy making body and is well represented at all levels, from the teaching community, non-teaching staff and parent/guardian members. The affiliating University is also represented by the presence of two nominees who contribute on all policy matters.
- Heads of the Departments are responsible for overseeing the day to day academic and administrative tasks of their respective departments along with keeping communication and coordination with the Vice-Principal and the Principal on a regular basis.
- Forty-one (41) in-house Committees represented by the teaching staff and non-teaching staff have been constituted by the Principal in consultation with the IQAC. The committees have been granted autonomy to prepare and strategize their plans for smooth functioning of all activities.
- IQAC is composed of all stakeholders as prescribed by the NAAC.
- The Students' Union (KCDCCSU) is formed where one faculty member is assigned as In-Charge for each Office Bearer for guiding and monitoring the allotted activities within their assigned tenure.

1.2 The Apex Body of the College (the Governing Body): Governing Body (GB) is the apex policy making body of the institution and is well represented from the teaching staff, non-teaching staff and three parent/guardian members. Librarian is a permanent member of the GB as per in-vogue regulation. President of the GB is nominated by the Government of Assam. The affiliating University is also represented by the presence of two nominated academicians by the Vice Chancellor. Principal of the College is the ex-officio Secretary of the GB.

1.3 IQAC Structure: The Internal Quality Assurance Cell (IQAC) of K. C. Das Commerce College was established on 16th June, 2003. On May, 2023 the college successfully obtained accreditation by NAAC on its 2nd Cycle of Assessment.

The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. This is exercised by undertaking the following functions:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institutions.
- Dissemination of information on the various quality parameters of higher education.
- Organisation of workshops, seminars on quality related themes and promotion of quality circles.

- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the institution for quality related activities.
- Preparation of the AQAR to be submitted to NAAC based on quality parameters.

IQAC COMMITTEE (2024-25)

Chairperson	Dr. Hrishikesh Baruah (Principal)
Coordinator	Dr. Upasana Chakravarty
Assistant Coordinator	Mr. Dipankar Hazarika
Teacher Members	Dr. Bijoy Kalita (Vice-Principal-II, Self-Sustained Division) Dr. Prarthana Baruah Dr. Shrabani Bhadra Dr. Swapna Smriti Mahanta Dr. Malamoni Dutta Mrs. Purnima Singh Dr. Bipul Ch. Kalita Mrs. Jayashree Pathak Dr. Runumoni Lahkar Das Dr. Bonosree Bhuyan Mr. Sumit Ghosh
Nominee from Management	Prof. Nissar Ahmed Baruah (Dept. of Economics, GU)
Senior Administrative Officer	Dr. Bhababhuti Sarma (Vice-Principal - I, Vidyapeeth Autonomous)
Nominee from Local Society	Dr. Moushumi Borah (Arya Vidyapeeth College, Autonomous)
Technical Experts	Mr. Apurba Haloi Mr. Tony Bayan
Nominee from Students & Alumni	General Secretary, Students' Union Mr. Shailendra Sharma Mr. Jitesh Jalan (Business)
Nominee Among Employee/Industrialist/Stakeholder	Mr. Ruben Ramesh Choudhury
Nominee from Neighbourhood	Prof. Saibal Sengupta

IQAC COMMITTEE (2023-24)

Chairperson	Dr. Hrishikesh Baruah
Coordinator	Dr. Bijoy Kalita
Assistant Coordinator	Mr. Dipankar Hazarika
Senior Teachers	Dr. Bhababhuti Sarma Dr. Prarthana Barua Dr. Swapna Smriti Mahanta Dr. Shrabani Bhadra Dr. Upasana Chakravarty Dr. Safikul Haque Dr. Kukil Borah Dr. Ananta Pegu
Nominee from Management	Prof. Nissar Ahmed Baruah (GU)
Senior Administrative Officer	Dr. Prasanta Kr. Deka (Librarian)
Nominee from Local Society	Dr. Moushumi Borah (Arya Vidyapeeth College)
Nominee from Students & Alumni	General Secretary of the Student Union, Mr. Shailendra Sharma, Mr. Jitesh Jalan,
Nominee among Employee/Industrialist/Stakeholder	Mr. Ruben Ramesh Chaudhury

1.4 In-house Committees:

Various in-house Committees have been constituted by the Principal in consultation with the Vice Principal and IQAC coordinator. These committees are represented by the teaching staff and non-teaching staff. GB members are also part of some committees. Moreover, Some of the Committees have student representatives.

Every in-house committee is headed by a Convener/ Coordinator and assisted by members. These committees have been granted autonomy to prepare and strategize their plans for smooth functioning of all operations during their tenure. This setup reflects the participative and collective mechanism of institutional management.

Forty-One (41) in-house Committees are in operation to facilitate smooth functioning of the Institution in a coordinated manner. The major in-house committees include:

- Admission Committee
- Finance and Planning Committee
- Separate Examination Committees for B. Com, /BA/B. Sc, BBA, BCA, M. Com
- FYUGP Examination Control Cell
- Internal Quality Assurance Cell

- Classroom Management, Routine and Classroom Arrangement Committee
- Students' Class Attendance Management Committee
- Students' Discipline Management and Action Committee
- Students' Grievance Redressal Committee
- Academic Calendar, Rule Book, Prospectus Committee
- Career Guidance and Placement Cell
- Purchase Committee
- Construction Committee
- Library Committee
- Research Journal Publication Committee
- RUSA (PM-USHA) Committee
- AISHE, NIRF
- Technical Asset Management Committee and Office Training Committee
- College Asset Compilation and Management Committee
- Cultural Programme Screening Committee
- Students' Welfare Fund Committee
- Zonal Committees (B. Com, BCA, HS)
- Office Management Committee
- Research and Development Committee
- MOOCs Awareness and Development Committee and SWAYAM
- Value Added Courses, LMS, ERP, College App Awareness Committee
- NEP Cell
- Innovation (IIC), Incubation Cell, NATS, and Skill Hub
- Event Organising, Media Management, You Tube, Facebook, Twitter, etc.
- Committee for College Website, App updates and ICT Extension Services
- Neighbourhood Interactions Committee
- MoU Activation and Monitoring Committee
- AISHE Committee
- NIRF Committee
- Samarth e-Gov., Institutional ERP and Data Management Committee
- Internal Complaints Committee (ICC)

1.5 Non-Teaching Support:

The college is also supported by a small team of non-teaching staff which assists Management in executing important administrative and academic matters.

Grade III:

Senior Assistant: 01

Jr. Assistant: 05

Accounts Assistant: 01

Assistant Librarian: 02

Assistant Library Bearer: 01)

Grade IV: 12 (Including Library Bearer: 01)

Cleaner: 3

Electrician: 1

Mali: 1

1.6 Office Automation Level: Institutional Office is largely ERP driven. There is a separate e-mail for internal communication. The office and the accounts branch are fully automated.

1.7 Internal and External Audits: College undertakes regular internal audits from recognized auditors and external auditing from Government auditor.

Financial Audits: The institution has a mechanism for audit of all financial activities. The College has a two-tier audit system as follows:

Internal Audit: The internal audit is conducted on an annual basis by 'Hazarika & Co.', a reputed Chartered Accountant Firm approved by the College's Governing Body. After the internal audit report is prepared, it is placed before the GB meeting for review and approval. The College administration takes into cognizance the advisories of auditors if any, for strengthening official transactions. This audit has been done up to the current year.

Government Audit: The Government audit is carried out by the Directorate of Audit (Local Fund), Government of Assam. This audit is done till 2020-21.

1.8 College Vision and Short-, Medium- and Long-Term Programmes:

KCIAN Vision: K. C. Das Commerce College was established with the vision of catering to the need of Commerce education at the tertiary level to tap the intrinsic potential of aspiring youths of the State. The College aspires to uphold the ethos of national policies of education, stay relevant across time and contribute towards nation building and development. The College seeks to make the students courageous enough to appreciate creativity, inclusiveness, innovation, integrity and quality as well as hardworking enough to acquire these traits, be skilful, employable and adapt to the contemporary challenges. The College desires to promote excellence in teaching, research, interdisciplinary education, leadership and outreach. This finds expression in the motto: *'To Strive, To Seek, To Learn and not to Yield.'*

In order to realise the Vision and Mission, certain **Goals and Objectives** have been outlined:

- Encourage students carry out self-assessment and share the needs if any, with teachers and Principal.
- Provide extra academic support to students to better their previous results.
- Provide opportunities of education, skills enhancement and employability through regular and value-added courses and tutorials.
- Enhance learning of the students through innovative educational environment.
- To enable students to develop a sense of culture, patriotism and morality through human values.
- Encourage students develop and realize their innate potential in co-curricular fields through participation in cultural, extension, literary, sports activities etc.
- To encourage and develop research culture among the faculty members.

1.9 Documentation System:

Student records are maintained online through Assam Samarth as well as Institutional ERP. Offline records are also maintained in the office.

Employee records (Faculties – academic and financial / Office staff - Financial): Maintained online through Assam Samarth as well as Institutional ERP. Records are also maintained offline in the office.

Administrative records: Maintained in the College Office.

1.10 Movable Asset Documentation: Stock records with location of both movable and immovable assets of the college are well maintained at the office through Stock Register while related financial records are maintained by the College's Accounts Branch.

2. Curricular Aspects:

- The college follows the curriculum of the affiliating university (*Gauhati University*).
- **Maintenance of Lesson Plan and Course Diary:** Department wise Lesson Plan is prepared and Course/Work Diary is maintained individually by the faculty members of each Department.
- **Academic Calendar Specific to the Departments following the Affiliating University's Calendar:** Institutional annual Academic Calendar is prepared based on Gauhati University academic calendar and guidelines.
- **Add on/Certificate Programmes:** The College has been offering a number of certificate courses under Value Added Education Department. The MOOC and audio TLM development team of the College also have produced some courses in online mode. Details are as follows:

Session	Value Added Certificate Courses	iMOOCs
2023-24	14 No.s	1 No
2024-25	11 No.s	3 No.s
Website Link	https://vad.kcdccollege.ac.in/	https://mooc.kcdccollege.ac.in/

3. Teaching-Learning Aspects:

- **Assessment of Learning Levels (Identification of Slow and Advanced Learners):** Methods such as class test (online and offline), online multiple-choice questions (through College LMS), home assignments, project work, internship etc. are applied in the internal assessments to assess the learning levels of the students. For slow learners, remedial classes are taken by the respective departments as and when required.
- **Student Centric Learning Methods for Effective Curriculum Delivery:** Apart from traditional methods, other student centric learning mechanisms are also used for effective curriculum delivery.

This includes

- Publication of monthly newsletter (ECONSCIENCE) by the Department of Economics where write-ups are contributed by the students only.
- Wall-Magazines of different Departments prepared by students.
- Financial Literacy Drive made by students organised by Department of Finance.
- BCA Department students, under faculty guidance, developed "Display Interface for the SOUL-Based Attendance System" and "Biometric Attendance System" (2024).
- Field surveys by the students and submission of projects
- Group Discussions
- Student Seminars and presentations.

- **The teaching-learning process is further supplemented by**
 - Guest-Lectures/Popular Talks
 - Field Trips
 - Educational Tours
 - Industrial Visits
 - Industry Academia Meets
- **Social Awareness Programmes:** Organised by different Cells and Clubs of the Institution.
 - IKS Cell: <https://www.kcdccollege.ac.in/iks.php>
 - Red Ribbon Club and Health & Hygiene Cell: https://www.kcdccollege.ac.in/red_ribbon_club.php
 - Eco-Club: https://www.kcdccollege.ac.in/eco_club.php
 - Community R&D Cell: <https://www.kcdccollege.ac.in/worksdonecommunity.php>
 - NSS and NCC
- **Extracurricular Activities:** Extra-curricular activities are organised centrally under the banner of various cells and clubs.
- **Mentoring is undertaken at the informal level. However, there is no structured programme that is duly documented for student mentoring.**
- **Internal Examinations:** Class Tests (Online and Offline), MCQs (LMS Tests), Home Assignments, Student Seminars and presentations, Project Works, Internship
- **Internal Assessment Process:** As per the academic calendar the Examination Committee works out plans and reforms in evaluation system by keeping regular interactions with IQAC and all Heads of the departments. Apart from university prescribed methods like assignments and tutorials, methods such as class test, online multiple-choice questions, home assignments, project work, internship, library work etc. are applied in the internal assessments to assess the learning level. The examination committee monitors and conducts internal examinations in the College. The teachers submit the question papers to the examination committee for both online and offline examination. Students are continuously evaluated by online tests during the academic session through the self-developed LMS. The results are prepared within the stipulated time and communicated to the students. M.Com students are exposed to research orientation in the form of working for a dissertation. The Departments of Accountancy, Management, Finance, Economics and BBA also assess the learning levels of the students by assigning them some projects and internship. The College conducts student-parent-teacher meets in which their performances are discussed.
- **Evaluation of POs, PSOs, and COs:**
 - K. C. Das Commerce College practices Outcome Based Education (OBE). Program and Course Outcomes have been prepared very meticulously by discussing with all stakeholders and displayed in the College website.

- To orient the students regarding the course outcome of the programmes and rules and regulations of the College, a “DEEKSHARAMBH WEEK” is observed in the beginning of the academic session.
- IQAC emphasizes the need to effectively run and promote courses in the Value-Added Education Department. The outcomes of Value-Added Courses are displayed in the College website for all the stakeholders, especially parents, to persuade maximum students towards the skill oriented and value-based courses.
- Teachers of every department interact with the students about what they are supposed to get at the end of each program. The program outcomes of all the subjects are clearly made known to the students.
- Successful alumni students are invited to interact with both the students and teachers at specific events and meetings. They share how the different courses shaped their careers and thus help students appreciate the program.
- The College organizes career counselling lectures and capability enhancement programs to effectively communicate the learning objectives and expected outcomes.

4. Research, Innovation and Extension:

- **Institutional Projects:**
 - KCDCC Research and Development Cell and Rastriya Gramin Vikash Nidhi (RGVN) conducted academic research on Socio-Economic Aspects of Residents of Gosaihat Village in Mirza (19th & 20th April, 2025)
 - MoU with State Innovation and Transformation Ayog (SITA), Govt. Of Assam (2023) for creating awareness on Career Planning and Development
- **Individual Projects assigned to faculty members is absent**
- **Community Outreach Programmes** are organised by Institutional Cells like NCC, NSS, Career Guidance and Placement Cell, Red Ribbon Club & Health and Hygiene Cell etc. For example:
 - NSS Unit in association with Marwari Maternity Hospital, Guwahati organised a free health Check-up Camp at Guhai Ghar, Monoari Tiniali, Mirza (total 110 beneficiaries) (19th & 20th April, 2025)
 - Red Ribbon Club, K.C. Das Commerce College in collaboration with Kamrup Metro District Administration and Assam State AIDS Control Society (ASAC) organised Intensified IEC Campaign to raise awareness and spread information regarding health care and to inform, educate and communicate regarding HIV and Tobacco use. (1st October, 2024)
 - NSS Unit organised Donation Drive on the occasion of Mother's Day at Mother Old Age Home (Hatigaon) (14th May, 2023).
- **The college exhibits robust innovative practices and programmes. That includes**
 - Institutional self-developed LMS
 - Value Added Department Courses
 - Institutional MOOCs (iMOOCs)
 - Institutional self-developed website
 - IT services to other Institutions
 - Setting up of AI Lab (2024)

- Self-developed Display Interface for the SOUL-Based Attendance System (used at Library)
- Development of Biometric Attendance System

5. Infrastructure:

The college has a very strong infrastructure that consists of

- Buildings and Classrooms: RCC Building (G+3) and Construction of a New Academic Building is going on (RUSA). Total no. of classrooms is: 28 (10 fully ICT enabled classrooms)
- Library and Reading Room:
 - Yes (Fully Digitalized) SOUL 2.0
 - Books: 28,061
 - Journals/Periodicals: 06/15
 - E-Journals: N-LIST, NDLI, ONOS
 - Manuscripts: 05
- Computer Lab:
 - Yes, 02 No.s (IT Department and E-Resource Centre)
 - Total No. of Computers: 114 + 10 (N-Computing) = 124
 - Student Computer Ratio: 20.8: 01
 - Smart Panels: 16
- AI Lab
- Internet Connectivity:
 - 100 MBPS (2023)
 - 150 MBPS (2024)
- Playground: The College uses outside playgrounds/stadiums, if and when necessary.

6. Capacity Building and Skill Development:

- **Capacity Building and Professional Skill Development:** IQAC motivates faculty members to attend different capacity building programmes like FDPs, STCs, OPs, RCs, Seminars and Workshops, Conferences etc.

2023-24:

- Dr. Shrabani Bhadra & Ms. Purnima Singh attended Six-Day Short Term Training Programme on Indian Knowledge System sponsored by UGC, in collaboration with IKS Division, Ministry of Education, Govt. of India, New Delhi. (9-14 October, 2023)
- Ms. Purnima Singh attended a Refresher Course organised by NEHU. (4-18 July, 2023)
- Dr. Bonosree Bhuyan attended Online one week FDP on "How to Create Your Own MOOCs" (15-21 June, 2023), Online One week FDP on "ICT Tools for Effective Teaching & Learning" (22-28 June, 2023),
- 14th FIP organised by UGC-HRDC NEHU (22 August- 21 September, 2023).

- Mrs. Chinmayi Das & Mr. Dipankar Hazarika attended 15th FIP organised by UGC-HRDC NEHU (19 September-19 October, 2023).
- Ms. Pallavi Kakati & Dr. Chandra Prabha Bohra attended 5 days Faculty Development Programme on “Empowering Management Scholars: Fostering Research Competencies”. (19-23 September, 2023)

2024-25:

- All faculty members attended FDP on NEP Sensitization Programme organised by MMTTC-GU in association with K. C. Das Commerce College.
- All faculty members attended a One Day Workshop on Revised FYUGP Syllabus of GU and Internship Orientation organised by IQAC, KCDCC.
- Office Staff attended a Two Days Administrative (Hands-on) Training Workshop on e-Governance organised by IQAC, KCDCC.

- **Basic Skill Enhancement Activities for Students:**

- Activities of Institution’s Innovation Council (IIC) like Hackathon, Campus Bazaar, Workshop on Prototype Development, Inter-College Idea Innovation Challenge, etc.
- Activities of Literary Forum.
- Centre for Sanskrit Learning (Sanskrit Language Classes)

7. Faculty Development:

- **Institutional Support/Programmes:**

- All faculty members attended FDP on NEP Sensitization Programme organised by MMTTC-GU in association with K. C. Das Commerce College.
- All faculty members attended a One Day Workshop on Revised FYUGP Syllabus of GU and Internship Orientation organised by IQAC, KCDCC.

- **However, there is no Funding or Programmes at a National or International Level.**

8. Conclusions and Recommendations:

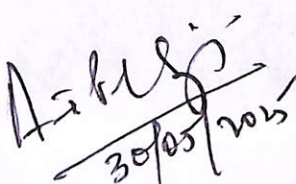
On the basis of data provided and physical inspection the audit committee draws the following conclusions:

- The college is very well lead by an efficient and dedicated Principal. The Governing Body plays an active part in the operation of the college that is facilitated through regular meetings of the highest body of the college.
- The faculty members are highly motivated in their regular teaching-learning activities that is evident in the success of the students in the University Examinations. There is strong evidence of their participation in co-curricular and extra-curricular activities as well.
- The IQAC has played a very significant role in streamlining the teaching-learning process and in maintaining and enhancing faculty capacity.
- The non-teaching staff has played an important role in maintaining and enhancing the efficiency in the day-to-day operations through modern office practices including adequate level of computerisation.
- The college is successfully running a number of self-financed courses which have strong affinity to market requirement and hence are very popular.
- Forty-One (41) in-house Committees are in operation to facilitate smooth functioning of the Institution in a coordinated manner.
- The college maintains financial discipline where mandatory internal and external audits are undertaken regularly.
- Students and staff records are maintained through Assam Samarth portal and institutional ERP.
- Although Student Centric Learning Methods are followed in the teaching-learning process, it is not formally structured and highlighted.
- Internal Assessments are carried out regularly.
- Although Programme and Course outcomes are clearly spelt out there is no formal modalities to assess the attainment of the outcomes.
- There is only one institutional project and no project undertaken by individual faculty members.
- There are a number of community outreach programmes organised by the college in collaboration with various external social and professional institutions.
- The college exhibits strong propensity in adopting innovative practices and programmes.
- The college has a fully digitised library and a large number of books along with adequate physical infrastructure
- There is a state-of-the-art computer lab with high-speed internet connection.
- There is evidence of faculty members joining various capacity building programmes.

The audit committee very strongly appreciates the academic environment and the working of the college. It commends the college for the Best Practices adopted which is evident in the teaching -learning process.

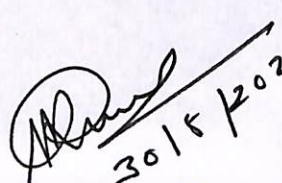
In conclusion, the audit committee would like to put forward the following recommendations:

- The college is urged to strengthen and empower the placement cell which would immensely benefit the outgoing graduates. In this context, outsourcing to a professional placement agency may be considered.
- While acknowledging the immense work load of the teachers, it is felt that they would develop more if they undertake individual projects. An environment where all teachers apply for projects would go a long way in creating healthy peer competition among faculty members.
- Modalities need to be worked out to evaluate the attainments of Programme and Course Based Outcomes that would help in quantifying the success of the teaching-learning process.


30/05/2025

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30/5/2025

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