



INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)

Accreditation - (Cycle - 1)

PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
WEST GUWAHATI COMMERCE COLLEGE
C-17137

GUWAHATI
Assam
781012

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA

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Principal I/C
West Guwahati Commerce College
Maligaon, Guwahati-781012

Section I: GENERAL INFORMATION

1.Name & Address of the institution:	WEST GUWAHATI COMMERCE COLLEGE GUWAHATI Assam 781012	
2.Year of Establishment	1992	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:	1	
Departments/Centres:	1	
Programmes/Course offered:	2	
Permanent Faculty Members:	22	
Permanent Support Staff:	11	
Students:	3701	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Government UG College with adequate infrastructure 2. CBCS in all programs 3. Centrally located in Guwahati city in urban population	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	Visit Date From : 18-04-2023 Visit Date To : 19-04-2023	
6.Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	DR. SUDESH CHHIKARA	Vice Chancellor,BHAGAT PHOOL SINGH UNIVERSITY
Member Co-ordinator:	DR. SUDHANSHU PANDIYA	Dean,CSJM University Kanpur
Member:	DR. RAYAGOUDA PATIL	FormerPrincipal(in-charge),Lingaraj College
NAAC Co - ordinator:	Dr. Shyam Singh Inda	

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion 1

The College follows the curriculum developed by the affiliating university, and ensures effective curriculum delivery through the preparation of an academic calendar. The examination dates and teaching plans containing evaluation procedures well in advance and their display on the college notice board. Extra classes are scheduled on a need-basis for the completion of the syllabus by the respective subject teachers. Effective curriculum delivery is monitored by the Principal through the heads of the departments by conducting meetings to discuss different strategies to improve the delivery of the curriculum through innovative techniques like presentations, seminars, etc. During the time of change in curriculum, the university informed the colleges, and the same was communicated to the respective departments for immediate implementation by the principal. Heads of the department conducted unit tests and tutorials periodically to ensure effective implementation of the curriculum as per the college calendar. The college is an affiliated institution; hence, it has little academic and curriculum flexibility. The college takes some initiative in supplementing the curriculum framed by the university.

The college has yet to start value-added programmes as well as special lectures by industry as well as academia to have better learning.

Feedback is obtained from stakeholders on the curriculum, which is not mentioned in its frequency (Exist Survey, Mid-Term Survey). The college implement the curriculum in order to integrate issues like gender, environment, sustainability, and human values into the curriculum. It is observed that professional coaching classes in emerging areas like ICAI, ICWAI, ICSI, and banking is also to be considered.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Student Teacher Ratio
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

The college adheres to the government's reservation policy in terms of student enrolment, eligibility, and student profile. The student enrolment has averaged more than 75 percent over the last five years. The percentage of seats filled against seats reserved was 56.74 percent during the last five years.

The college has conducted class tests according to subject in order to find out the slow learners. It is based on failures in the test examination. The college offers some remedial classes to support the slow learners. Student-centric teaching methods used by the institution are **experiential learning, participatory learning, and problem solving**. Faculty used experiential learning methods like field study and survey. Different departments conduct project work for the major students to get first-hand experiences of surveys regarding data collection from different institutions and business houses. It will help to increase their communication skills and improve relationships in every aspect of their lives. Faculty used participatory learning methods like group discussion and seminars. Most of the departments organize in-house departmental seminars for the students, wherein students are given specific topics and are asked to give presentations on them. The presentations help students get new perspectives on various topics of concern. It encourages their confidence level about public presentations and face-to-face interviews.

The college has few ICT resources to support ICT-enabled teaching and learning. ICT equipment like laptops, computers, LCDs, and projectors are fitted in the 02 classrooms to make teaching and learning more effective and interesting. However, the chalk and talk method is the most popular method used in the college.

Permanent Faculty appointments total 22; of which 10 are men and 12 are women. They are assistant professors. In addition to that, there is one temporary teacher. There are six Ph.D. faculty members and three M.Phil faculty members. The teacher-student ratio is 1:41, which is very high. The percentage of full-time teachers against sanctioned posts is 56.2 percent. The college has stated programme outcomes (PO), programme specific outcomes (PSO), and course outcomes (CO) but does not have a proper mechanism for measuring PO, POS, and CO.

Internal assessment of the college includes 01 internal test as per scheduled conducted and home assignments

on current topics. Intern marks secured by the students are displayed on the notice board. College has grievances redressal cell comprising of senior faculty to make of the complaints relating to internal tests and home assessment. Complaints can be lodged either orally or in writing.

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.
3.4.2 QIM	Awards and recognitions received for extension activities from government / government recognised bodies
3.5	Collaboration

Qualitative analysis of Criterion 3

The college has yet to create an ecosystem for innovation but provides a conducive environment for promotion of innovation. It has conducted only a few initiate activities for the creation and transfer of knowledge.

Through NSS, the college promotes 17 extension activities. A few extension activities are Swachya Bharat Abhiyan, blood donation, an AIDS awareness camp, health awareness, and health check-up carried out by the college to sensitize students about social issues. The college has been rendering extension work and community service in surrounding rural areas. The college adopted "Senduri Ghopa" Village for its all-round socio-cultural and economic growth and development.

The college has made 04 collaborations with other institutions during the last five years, but lesser no significant effort has been made to develop research aptitude among the students and faculty. The college has organized 08 workshops during the last five years. The college has a research committee for guiding and advising to the students and faculties on the research activities. Faculty members published 01 research paper in journals and edited 10 books and chapters. During the last five years, the percentage of books and chapters in edited volumes, books published, and papers published per teacher has been 0.35. It indicates a few research activities at the college. The college has not received grants for research projects sponsored by the government or non-government sources during the last five years.

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Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrices(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection
4.4	Maintenance of Campus Infrastructure

Qualitative analysis of Criterion 4

The college has optimally utilized its physical and learning resources. The college has 18 classrooms with CCTV facilities, of which 2 are equipped with digital facilities; 01 seminar hall with an ICT facility, and 30 computers set up for teaching and learning. In addition to that, there are 07 computers for administration, 06 printers, girls and boys common rooms, and an NSS room. Computer-student ratio is 1: 31. The computer lab needs to be modernized.

The institution does not have its own playground. It uses the playground of Tarun Sangha Puthi for playing cricket, volleyball, and badminton. The college has a newly constructed auditorium for cultural activities separately. The library is also situated in a separate block. It has a collection of 8307 books, 635 reference and text books, 13 magazines, and 4 journals. It has a reprographic facility. The library is to be digitally equipped.

The college frequently updates its IT facilities and internet every year, recently college has purchased KOHA software to facilitate efficient working of the library. The campus is networked through a LAN. The college has support staff to maintain campus cleanliness and the garden. The college has a library advisory committee for monitoring the performance and function of the library. The library committee looks into grievances and provides necessary solutions.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrices(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.4	Alumni Engagement
5.4.1 QIM	There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Qualitative analysis of Criterion 5

Socio-economic profile of college students reveals that an average of 5.47% of students received government and non-government scholarships over the last five years. No one single student benefited from guidance for

competitive examinations at the Centre and vocational education and training, respectively. For students, the college has established a timely grievance redressal mechanism. 73 students have received placement from the college during the last five years. It shows a very low. 1.79 percent of students have shown progression to higher studies during the last five years. 04 sports students have been awarded at the national level and one at the international level during the last five years. 13 students of college have participated sports and cultural activities during last five years.

The college has a student council consisting of members and a general secretary from each programme who are elected through voting. It is conducted over two meetings in a semester. It showed active participation in decision-making by all the students concerned with those activities.

The college's Alumni Association was established on March 20, 2016. The college has conducted two meetings with alumni for their development and feedback on college activities. During the last five years, it has the corpus of appx. Rs.135000/- which is managed properly through bank account. Specific activities of the Alumni Association are not available. The college has also received material donations from alumni.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance
6.2	Strategy Development and Deployment
6.2.1 QIM	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Qualitative analysis of Criterion 6

The vision and mission of the college are in line with new trends in higher education. The governing body of the college looks into the internal control mechanisms of the institution as per the rules and guidelines issued by the government from time to time. It meets at regular intervals to review the implementation of its resolutions and take necessary steps towards the progress that needs to be made. The principal of the college is the ex-officio secretary of the governing body. The principal usually holds meetings with all departmental heads and the members of different committees of the institution to shorten out scholastic and non-scholastic problems of the college and their consequent remedies. The governing body (GB) of the college is the parent

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body of the institution; it participates and consults while preparing the annual action plan for financial matters, the construction committee, the purchase committee, the planning board, the library, etc. The institute has different committees, subcommittees, and cells for holding different scholastic and non-scholastic programmes like seminars, workshops, the annual college week, NSS activities, departmental (educational) programmes, etc. The perspective plans of the college indicate that it wants **to modify the college campus**. The college governance is to be inclusive and to evolve as an institution needs to be delegation of authority.

The parent institution has provided a few welfare measures for their employees, like PF, pension scheme, canteen facility, and financial support to teaching and non-teaching staff members for their financial needs. Many faculty members of the college have attended FDPs and professional development programmes during the last five years. The institute has not provided financial support to attend conferences, workshops, or membership fees.

The college to institutionalized the mobilization and utilization of financial resources. IQAC can play as catalyst to augur professional growth.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)

7.1	Institutional Values and Social Responsibilities
7.1.1 QIM	Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years
7.1.4 QIM	Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)
7.2	Best Practices
7.2.1 QIM	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual
7.3	Institutional Distinctiveness
7.3.1 QIM	Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Qualitative analysis of Criterion 7

The women's cell of the college organizes programmes like International Women's Day on "Gender Equality Today for a Sustainable Tomorrow," economic dependency, self-security, gender sensitivity, and equality. The college organizes birth days of great personalities and national festivals like Republic Day, Teacher's Day, Foundation Day of the college, Gandhi Jayanti, International Women's Day, World Environment Day, and International Yoga Day, which help to inculcate value and a sense of nationalism in the minds of students.

The college celebrates events like shahidi divas, sankar dev, milad-e-mehfil, fresher's day, Saraswati puja, and cultural meets in order to create a sense of bringing tolerance, communal harmony, and socio-cultural diversities among the students, teaching and non-teaching faculty, and stakeholders

One of the best practices of the college is the health checkup and lifestyle management programme. The aim of this practice is to remove illness so that students and teaching and non-teaching staff can make changes in their lifestyle habits for a longer lifespan. In this regard, the college organizes some programmes like health

checkup camps, eye checkup camps, blood notion camps, and lifestyle management programmes like yoga.

The second best practice identified is maintaining a green environment on college campus. The goal of the practice is to raise awareness and protect the environment, which is rapidly changing. In this regard, the college organizes a tree planting programme on the college campus in order to make the campus greener and raise awareness among the students about the importance of protecting plants for the balance of nature. The college has identified upliftment by meritorious students through recognition awards for achievement as an institutional area for distinctiveness.

Section III: OVERALL ANALYSIS based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

Overall Analysis

Strength:

1. Centrally Located in city with support environment of Industry and also to mention safe place for girl students.
2. Inclusion of senior academicians in governing body.
3. Dedicated college for commerce education at UG level.
4. The college is focused on health awareness programs.
5. Disciplined and motivated students of the college.

Weaknesses:

1. Limited scope for growth.
2. Faculty members are demotivated.
3. More focus on Chalk and Talk method of teaching.
4. Placement/internship rate is low.
5. A few number of seminars /conferences and workshops.
6. The college has to make full computerised library

Opportunities:

1. Offer more value added programs to students.
2. Emphasise on ICT enabled teaching.
3. Make soft skills and communication skills training to the student's compulsory which increases employability of the students.
4. Vertical integration by starting M.Com course
5. Introduce professional coaching classes like CA, ICWA, CS and banking.

Challenges:

1. Mobilisation of resources including financial to support academic and research activities.
2. Hostel facility and outdoor/indoor sports facility to be evolved.

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Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- Emphasis to be given on skill development courses as well as value added courses.
- Industry visit, internship and placement to be nurtured.
- Compulsory spoken English classes for all the students
- Research and innovation ecosystem must be started
- Library to be digitalized
- ERP to be implemented
- Increase number of collaborations and consultancy services
- Arrangement of career counselling of the students
- Hostel facility should be provided
- Organise number of seminars /conferences and workshops on contemporary topic

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

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Seal of the Institution

Principal I/C

West Guwahati Commerce College
Maligaon, Guwahati-781012

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