

The Annual Quality Assurance Report (AQAR)

SESSION

2005-06



DHEMAJI COMMERCE COLLEGE

P.O: Aradhal

Dist: Dhemaji(Assam)

Pin-787057

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

I. Details of the Institution

| | |
|--------------------------------------|---|
| 1.1 Name of the Institution | DHEMAJI COMMERCE COLLEGE |
| 1.2 Address Line 1 | Railway Station Road |
| Address Line 2 | P.O. Aradhal, Dist: Dhemaji |
| City/Town | Dhemaji |
| State | Assam |
| Pin Code | 787057 |
| Institution e-mail address | dhemajicommercecollege@gmail.com |
| Contact No. | 0801137165/9435088610 |
| Name of the Head of the Institution: | Pradip Borah i/c |
| Tel. No. with STD Code: | 03753 / 224369 |
| Mobile: | 08011371653 |
| Name of the IQAC Co-ordinator: | Mr. Rajumoni Bhuyan Mr. Robin Kr. Chutia |

Mobile:

08011371653/09435088610

IQAC e-mail address:

dhemajicommercecollege@gmail.com
dhemajicommercecollege@rediffmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN11955

1.4 Website address:

www.dhemajicommercecollege.edu.in

Web-link of the AQAR:

[http:// dhemajicommercecollege.edu.in/AQAR2005-06.aspx](http://dhemajicommercecollege.edu.in/AQAR2005-06.aspx)For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details:

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|-------|-----------------------|-----------------|
| 1 | 1 st Cycle | C++ | 67.20 | 2004 | 5 Years |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.6 Date of Establishment of IQAC: DD/MM/YYYY

11-07-2005

1.7 AQAR for the year (for example 2010-11)

2005-06

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2005-06__Submitted to NAAC ON-15/12/2015__ (DD/MM/YYYY)
- ii. AQAR_____ (DD/MM/YYYY)
- iii. AQAR_____ (DD/MM/YYYY)
- iv. AQAR_____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Diploma/Certificate courses are provided

1.11 Name of the Affiliating University (*for the Colleges*)

Dibrugarh University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University Nil

University with Potential for Excellence Nil UGC-CPE Nil

DST Star Scheme Nil UGC-CE Nil

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and

Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC: IQAC encouraged various departments for organizing departmental seminar, talk etc.

2.15 Plan of Action by IQAC/Outcome:

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

| Plan of Action | Achievements |
|---|---|
| 1. Campus Beautification. 2. Improvement in English 3. Orientation programme for NSS Volunteers. 4. Women Empowerment and Self-employment. | 1. A campus beautification programme was held on 3 rd and 4 th July, 2005. NSS volunteers participated in this programme. 2. A programme "How to develop your English" was organised on 20 th Aug, 2005 for the students. 3. An Orientation Programme for NSS volunteers was held on 30 th July, 2005. 40 Nos. of volunteers joined in this programme. 4. IQAC organized Awareness camp at Baligaon village on self employment of women. Prof. B. C. Konwar and Prof. D. K. Dutta of Dhemaji Commerce College were attended as Resource Person . Participants were benefited through this programme. |

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Has been approved by statutory body.

Part – B

Criterion – I

I. Curricular Aspects:

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | | | | |
| PG | | | | |
| UG | 2 | 0 | 0 | 0 |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | 2 | 0 | 0 | 0 |
| Certificate | 0 | 0 | 0 | 0 |
| Others | | | | |
| Total | 04 | 00 | 00 | 00 |
| Interdisciplinary | | | | |
| Innovative | | | | |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | |
| Trimester | |
| Annual | 02 |

1.3 Feedback from stakeholders* Alumni Parents Employers

Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details. No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 38 | 38 | ---- | ---- | ---- |

2.2 No. of permanent faculty with Ph.D.

| |
|----|
| 02 |
|----|

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|-----|----------------------|-----|------------|-----|--------|-----|-------|-----|
| R | V | R | V | R | V | R | V | R | V |
| 38 | --- | --- | --- | --- | --- | --- | --- | 38 | --- |

2.4 No. of Guest and Visiting faculty and Temporary faculty

| | | |
|------|------|----|
| ---- | ---- | 04 |
|------|------|----|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | | 09 | |
| Presented papers | | 03 | |
| Resource Persons | | 01 | |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

2.7 Total No. of **actual teaching days** During this academic year

| |
|-----|
| 243 |
|-----|

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

| |
|-----------------|
| MCQs, Unit test |
|-----------------|

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

| | | |
|------|------|------|
| ---- | ---- | ---- |
|------|------|------|

2.10 Average percentage of attendance of students

79%

2.11 Course/Programme wise

Distribution of pass percentage:

| Title of the Programme | Total No. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|-----|------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| B.A. Final | 112 | --- | --- | 25 | 60 | 75.89 |
| B. Com. Final | 22 | --- | --- | 05 | 13 | 81.81 |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC discusses various academic matters with the Academic and Examination Committee and advise the departments to develop teaching-learning process.

2.13 *Initiatives undertaken towards faculty development*

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 03 |
| UGC – Faculty Improvement Programme | |
| HRD programmes | |
| Orientation programmes | 01 |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | |
| Others | |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 08 | --- | 08 | --- |
| Technical Staff | 01 | --- | 01 | -- |

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution:

IQAC encourages faculty members to organise research based UGC-sponsored seminars and to submit Minor and Major research proposals to UGC and other research agencies.

3.2 Details regarding Major projects : Nil

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | | | | |
| Outlay in Rs. Lakhs | | | | |

3.3 Details regarding minor projects : Nil

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | | | | |
| Outlay in Rs. Lakhs | | | | |

3.4 Details on research publications: Nil

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | | | |
| Non-Peer Review Journals | | | |
| e-Journals | | | |
| Conference proceedings | | | |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations: Nil

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major projects | | | | |
| Minor Projects | | | | |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects <i>(other than compulsory by the University)</i> | | | | |
| Any other(Specify) | | | | |
| Total | | | | |

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences Organized by the Institution.

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | | | | | |
| Sponsoring agencies | | | | | |

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : NIL

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | NIL |
| | Granted | NIL |
| International | Applied | NIL |
| | Granted | NIL |
| Commercialised | Applied | NIL |
| | Granted | NIL |

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year. Nil

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| | | | | | | |

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events: Nil

University level State level
National level International level

3.23 No. of Awards won in NSS: Nil

| | | | |
|------------------|----------------------|---------------------|----------------------|
| University level | <input type="text"/> | State level | <input type="text"/> |
| National level | <input type="text"/> | International level | <input type="text"/> |

3.24 No. of Awards won in NCC: Nil

| | | | |
|------------------|--------------------------------|---------------------|--------------------------------|
| University level | <input type="text" value="0"/> | State level | <input type="text" value="0"/> |
| National level | <input type="text" value="0"/> | International level | <input type="text" value="0"/> |

3.25 No. of Extension activities organized

| | | | |
|------------------|--------------------------------|---------------|---------------------------------|
| University forum | <input type="text" value="0"/> | College forum | <input type="text" value="03"/> |
| NCC | <input type="text" value="0"/> | NSS | <input type="text" value="04"/> |
| | | Any other | <input type="text"/> |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Awareness Campaigning on Women Empowerment
- NSS Annual Camp
- Observed International women day
- Campus beautification and development.
- NSS orientation Programme
- Observed Independence day with district administration.
- Plantation Programme on World Environment Day.
- Green Dhemaji initiative through Eco Club.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|-------------|------------------------------------|--------------------|----------------|
| Campus area | 3.207 acres | | | |
| Class rooms | 14 | | | |
| Laboratories | 01 | | | |
| Seminar Halls | 01 | | | |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | 00 | | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | | UGC & College Fund | Rs.3,00,340/- |
| Others | | Ongoing Girls' hostel construction | UGC & College Fund | Rs.22,64,810/- |

4.2 Computerization of administration and library

| |
|---|
| Preparing library database by using SOUL software developed by INFLIBNET . |
|---|

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|------------|-------------|------------|-------|------------|
| | No. | Value(Rs.) | No. | Value(Rs.) | No. | Value(Rs.) |
| Text Books | 5610 | 9,00,000/- | 604 | 45,784/- | 6214 | 9,45,784/- |
| Reference Books | 740 | 3,50,000/- | 40 | 14,600/- | 780 | 3,64,600/- |
| e-Books | | | | | | |
| Journals | 18 | 9,961/- | | | 18 | 9,961/- |
| e-Journals | | | | | | |
| Digital Database | | | | | | |
| CD & Video | | | | | | |
| Others (specify) | | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 11 | | | | 01 | 01 | | |
| Added | Nil | | | | | | | |
| Total | 11 | | | | 01 | 01 | | |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

| |
|--|
| |
|--|

4.6 Amount spent on maintenance in lakhs :

i) ICT

| |
|--|
| |
|--|

ii) Campus Infrastructure and facilities

22,64,810/-

iii) Equipments

3,00,340/-

iv) Others

10,25,392/-

Total:

35,90,542/-

Criterion – V**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- | |
|---|
| <ol style="list-style-type: none"> 1. Conducted Orientation Programme for Part-I students. 2. Parent-Teacher meets. |
|---|

5.2 Efforts made by the institution for tracking the progression

- | |
|---|
| <ol style="list-style-type: none"> 1. Informal feedback from the students 2. Suggestion box |
|---|

5.3 (a) Total Number of

| UG | PG | Ph. D. | Others |
|-----|----|--------|--------|
| 589 | | | |

students

(b) No. of students outside the state

(c) No. of international students

| Men | No | % | Women | No | % |
|-----|-----|----|-------|-----|----|
| | 407 | 69 | | 182 | 31 |

| Last Year | | | | | | This Year | | | | | |
|-----------|----|-----|-----|-----------------------|-------|-----------|----|-----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 30 | 23 | 303 | 185 | 00 | 541 | 63 | 14 | 299 | 213 | 00 | 589 |

Demand ratio 1:1.1 Dropout: 2%

5.4 Details of student support mechanism for coaching for competitive examinations (If any):

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| --- | ---- | ---- | ---- |

5.8 Details of gender sensitization programmes

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|----------------|
| Financial support from institution | 06 | Free Admission |
| Financial support from government | 994 | Rs.19,63,170/- |
| Financial support from other sources | | |
| Number of students who received International/ National recognitions | | |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **No**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution:

Vision

Dhemaji Commerce College envisages to become a premier institute of higher education committed to impart value based quality education to the younger generation by inculcating qualities of competence, confidence and excellence for the all-round development of the society.

Mission

- To create a healthy, convenient academic environment to promote quality education to the rural poor students.
- To mould intellectually competent professionally skilled, morally upright socially responsive citizen for well being of the society.
- To promote innovations and best practices through a healthy educational environment among the new generation to mould the spirit of self dependence.
- To promote the spirit of scientific temperament.
- To promote gender equality.
- To make higher education a part of the social environment for the all round development of the society.

6.2 Does the Institution has a management Information System

NIL

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

As per Dibrugarh University curriculum

6.3.2 Teaching and Learning

Interaction, Group discussion, Home Assignment,
Departmental Seminar, practice teaching (Edn. Deptt.),
Symposium etc.

6.3.3 Examination and Evaluation

1. Continuous and comprehensive evaluation
2. Assignments and Projects
3. Internal evaluation

6.3.4 Research and Development

Faculty members are inspired to do research work for M. Phil. and Ph.D., Minor research Project and Major Research Project. Students are also encouraged to be involved in research based project work/field study etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Adequate reading facilities provided to the students. Preparation of computer data base of Library holdings is going on.

6.3.6 Human Resource Management

All faculty members are involved in different activities.

6.3.7 Faculty and Staff recruitment

Depends on government policy but management recruit ad-hoc faculty as per demands.

6.3.8

6.3.9 Admission of Students: Merit Basis.

6.4 Welfare schemes for

| | |
|--------------|--|
| Teaching | Employee's welfare fund. |
| Non teaching | Welfare fund. |
| Students | 1. Students aid fund. 2. Post-Metric State govt. scholarship. |

6.5 Total corpus fund generated

1,50,000/-

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | Yes | Yes | Yes |
| Administrative | Yes | Yes | Yes | Yes |

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

| |
|---|
| As per Academic Council and Examination Board of Dibrugarh University guidelines. |
|---|

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges? N/A

6.11 Activities and support from the Alumni Association: Cooperative.

6.12 Activities and support from the Parent – Teacher Association: Cooperative.

6.13 Development programmes for support staff: One Orientation programme for non-teaching staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly:

| |
|--|
| Plantation and waste management are conducted from time to time. |
|--|

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the

functioning of the institution. Give details.

Faculty members are encouraged to participate different seminars, workshops etc.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Yes, as per plan.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Commerce Education Awareness drive is conducted amongst the class X standard students in various High School of the district by the Commerce Forum.

2. Carrier Counselling among the students.

****Provide the details in annexure (annexure need to be numbered as i, ii, iii)***

7.4 Contribution to environmental awareness / protection:

Environmental awareness programme has been taken in and off the college campus.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

8. Plans of institution for next year

1. *Construction of an Auditorium.*

2. *Enhancement of Students Aid.*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

