The Annual Quality Assurance Report (AQAR)

SESSION

2007-08

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

1. 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. Bobin 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/AQAR2007-08.aspx

1.5 Accreditation Details:

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

1.6 Date of Establishment of IQAC: DD/MM/YYYY   11-07-2005

1.7 AQAR for the year: 2007-08

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

    i.   AQAR 2007-08_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   √

   (e g. 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   ☐

   University with Potential for Excellence   ☐   UGC-CPE   ☐

   DST Star Scheme   ☐   UGC-CE   ☐

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   [10]

2.2 No. of Administrative/Technical staff   [2]

2.3 No. of students   [2]

2.4 No. of Management representatives   [1]

2.5 No. of Alumni   [2]

2. 6 No. of any other stakeholder and

   Community representatives   [01]

2.7 No. of Employers/ Industrialists   [ ]

2.8 No. of other External Experts   [01]

2.9 Total No. of members   [19]

2.10 No. of IQAC meetings held   [2]

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) Theme [ ]

2.14 Significant Activities and contributions made by IQAC: **Encourages the 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

Attach the Academic Calendar of the year as Annexure.

Plan of Action	Achievements
1.Carrier guidance programme on Bank P.O., Bank Clark and LIC Assistants Grade Exam. etc. 2. Camp on Environmental awareness . 3.Programme on preparation for ACS and other allied services Examination under APSC.	1.A Carrier Guidance programme was held on 15th Sept,2007 on Bank P.O., Bank Clark and LIC Assistants Grade Exam. etc. Prof. K. Sarmah and Prof. A.K. Saikia were the Resource Persons. About 200 Nos. of students participated in the programme. 2.Organized awareness camp at Butikur village on environment. Prof. D. K. Dutta, Prof. G. Gogoi of Dhemaji Commerce College were attended as Resource Person. 3.A programme on preparation for ACS Exam. was held on 20th Nov.,2007. A large Nos. of Students were presented in this programme. Mr. Aswini Kr. Pegu, ACS attended as Resource Person.

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

1. 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	00
Trimester	00
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	37	----	----	----

2.2 No. of permanent faculty with Ph.D.

01

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
37	01	---	---	---	---	---	---	37	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

----	----	03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		08	
Presented papers		05	
Resource Persons			

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

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

239

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

Sessional test, Unit test

2.9 No. of faculty members involved in curriculum
   restructuring/revision/syllabus development

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   as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

| 82% |

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	156	---	01	41	69	71.15
B. Com. Final	09	---	---	02	05	77.78

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*

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	09
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
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:

	Completed	Ongoing	Sanctioned	Submitted
Number			01	
Outlay in Rs. Lakhs			0.50 Lakh	

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 *(other than compulsory by the University)*				
Any other(Specify)				
Total				

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

ii) Without ISBN No.   [00]

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   [Nil]

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 [00]

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

[NIL]

[NIL]

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

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 [19]   State level [00]

National level [00]   International level [00]

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 [0]   State level [0]

National level [0]   International level [0]

3.24 No. of Awards won in NCC: Nil

University level [0]   State level [0]

National level [0]   International level [0]

3.25 No. of Extension activities organized

University forum [0]   College forum [03]

NCC [0]   NSS [01]   Any other [ ]

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

- Workshop on Disaster Management

- Observed International Literary Day

- Observed International women day

- Campus beautification and development.

- NSS orientation Programme

- Observed Independence day with district administration.

- Plantation Programme on World Environment Day.

- Environmental awareness programme in locality.

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 (≥ 1-0 lakh) during the current year.	00			
Value of the equipment purchased during the year (Rs. in Lakhs)		Equipments purchased	UGC & College Fund	4,67,951/-
Others		Construction of Auditorium	College Fund	Rs.7,98,138/-

4.2 Computerization of administration and library

> Library has a fully computerized data base. Issue and return system through computer.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs.)	No.	Value(Rs.)	No.	Value(Rs.)
Text Books	6994	10,56,856/-	295	25,080/-	7289	10,81,936/-
Reference Books	957	4,34,251	23	10,200/-	980	4,44,451/-
e-Books						
Journals	19	16,882/-	2	5,165/-	21	22,047/-
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	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   7,98,138/-

   iii) Equipments   4,67,951/-

   iv) Others   14,65,209/-

   Total: 27,31,298/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

   1. Conducted Orientation Programme for Part-I students.
   2. Parent-Teacher meets.

5.2 Efforts made by the institution for tracking the progression

   1. Informal feedback from the students
   2. Suggestion box

5.3 (a) Total Number of

UG	PG	Ph. D.	Others
629			

students

(b) No. of students outside the state

01

(c) No. of international students

NIL

Men

No	%
383	60.9

Women

No	%
246	39.1

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
51	18	287	195	00	551	50	25	326	228		629

Demand ratio 1:1.14   Dropout: 2%

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

Carrier guidance programme for competitive examinations
i.e.Bank PO, Clerk and LIC Assistants.

No. of students beneficiaries

109

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

Awareness programme for the last year students on
preparing for various competitive examinations.

No. of students benefitted

134

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

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

5.8 Details of gender sensitization programmes

> 1. Women awareness programme at girls hostel.

5.9 Students Activities

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

        State/ University level   19   National level   03   International level   00

No. of students participated in cultural events

        State/ University level   21   National level   00   International level   00

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

Sports: State/ University level   02   National level   00   International level   00

Cultural: State/ University level   00   National level   00   International level   00

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	04	Free Admission
Financial support from government	500	Rs.10,79,044/-
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   02

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:

<u>**Vision**</u>

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.

<u>**Mission**</u>

■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 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

6.3.8

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

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

> 2,00,000/-

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 declare 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, dibrugarh

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. Extension of commerce building.

2. Construction of College boundary.

3. Enhancement of Students Aid.

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*