

# **The Annual Quality Assurance Report (AQAR)**

**SESSION**

**2011-12**



**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. Aradhah, 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:

IQAC e-mail address:

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) **ASCOGN11955**

1.4 Website address:

Web-link of the AQAR:

1.5 Accreditation Details:

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

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

1.7 **AQAR for the year:**

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 2009-10\_Submitted to NAAC on 25/12/2015\_\_ (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)

1.11 Name of the Affiliating University (for the Colleges)

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

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:

Encouraged the Department 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.*

2.15	Plan of Action	Achievements
	<p>1.Observation of NSS Day, Gandhi Jayanti and Shilpi Divas.</p> <p>2. Essay Competition among students.</p> <p>3. Carrier oriented programme.</p> <p>4. Campus cleaning programme.</p>	<p>1.The institute observed NSS Day on 24<sup>th</sup> Sept 2011, observed Gandhi Jayanti on 2<sup>nd</sup> Oct, 2011and observed Shilpi Divas on 17<sup>th</sup> January 2012. All the students were presented in these programmes and helped to successfully observe the programmes.</p> <p>3.Essay and Speech Competition was held on 22<sup>nd</sup> Oct, 2011 at Dhemaji Commerce College Auditorium. 56 Nos. of students were joined in this competition.</p> <p>3.A carrier oriented programme on banking services was held on 5<sup>th</sup> November,2011 named as “Banking as a carrier”. The Manager of Assam Co-operative Apex Bank, Dhemaji Branch K. Kashyap was the resource person and delivered a speech about the various banking services which was much fruitful to the students.</p> <p>4. College campus cleaning programme was organised on 13<sup>th</sup> January 2012. Total 89 Nos. of students were took part in this programme.</p>

Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     Any other body

Provide the details of the action taken    The Governing Body approved the AQAR.

## 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				
<b>Total</b>	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	6
Trimester	0
Annual	0

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.

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
38	00	---	---	---	---	---	---	38	---

2.4 No. of Guest and Visiting faculty and Temporary faculty

----	----	01
------	------	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	---	16	---
Presented papers	---	13	---
Resource Persons	---	03	---

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

2.7 Total No. of **actual teaching days**

During this academic year

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

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

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2.10 Average percentage of attendance of students

83%
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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	139	01	03	54	53	79.86
B. Com. Final	40	00	06	31	01	95

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 Programmes	
HRD programmes	
Orientation programmes	
Faculty exchange programmes	
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 all faculty members to involve in research works.

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				
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)Seminar	2011-12	UGC	1.5 Lakhs	1.5 Lakhs
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" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

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="02"/>	
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="02"/>	Any other <input type="text"/>

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

- Essay Competition among students.
- Workshop on Women SHGs.
- Observed International Women Day.
- College Campus beautification and development.
- Observed NSS Day.
- Observed Independence day, Silpi Divas.
- Plantation Programme in local area.
- Environmental Awareness Programme.

## 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	19	2	UGC	Rs.22,26,590/-
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)				
Others				

#### 4.2 Computerization of administration and library

Library has a fully computerized data base. Issue and return system through computer.
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#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs.)	No.	Value(Rs.)	No.	Value(Rs.)
Text Books	9632	13,14,012/-	1010	1,58,376/-	10642	14,72,384/-
Reference Books	1361	5,73,776/-	240	66,413/-	1601/-	6,40,189/-
e-Books						
Journals	29	47,932/-	00	14,848/-	00	62,780/-
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	19				01	01		
Added	Nil							
Total	19				01	01		

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

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#### 4.6 Amount spent on maintenance in lakhs :

<i>i) ICT</i>	<input type="text"/>
<i>ii) Campus Infrastructure and facilities</i>	Rs.22,26,590/-
<i>iii) Equipments</i>	Rs.7,87,785/-
<i>iv) Others</i>	Rs.15,66,589/-
<b>Total:</b>	Rs.36,00,964/-

### 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"><li>1. Conducted Orientation Programme for 1<sup>st</sup> Semester students.</li><li>2. Parent-Teacher meets.</li></ol> |
|---|

#### 5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
841			

(b) No. of students outside the state

04
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(c) No. of international students

NIL
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Men	<b>No</b>	<b>%</b>	Women	<b>No</b>	<b>%</b>
	<b>559</b>	<b>66.5</b>		<b>282</b>	<b>37.5</b>

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
39	24	329	250	00	642	40	35	378	288	00	841

Demand ratio 1:1.31      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
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5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

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
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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
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### 5.8 Details of gender sensitization programmes

1. Women awareness programme.

### 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	09	Free Admission
Financial support from government	1181	Rs.36,35,865/-
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

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

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

**Rs.6,00,000/-**

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 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. Career 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. Arrangement of Electrification, permanent sound system and Echo proof system of Auditorium.

2. Construction of College boundary.

3. Enhancement of Students Aid.

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

