

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

**SESSION : 2016-17**



## **DHEMAJI COMMERCE COLLEGE**

**P.O: Aradhah**

**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

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact No.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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/AQAR2016-17.aspx

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

11-07-2005

1.7 AQAR for the year:

2016-17

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 2016-17\_Submitted to NAAC on 25-11-2017\_\_ (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  UG C 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 of vocational education 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	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2. 6 No. of any other stakeholder and Community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="19"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>

2.11 No. of meetings with various stakeholders: Students  Faculty

Non-Teaching Staff  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:

Plan of Action	Achievements
1. World Environment Day	1.The World Environment Day was observed on 05-06-2016 with the help of NSS Unit of Dhemaji Commerce College. Teachers, Students and Girls' Hostel boarders were participated in the programme. Ten Nos. of saplings were planted in the college campus with appropriate protection by bamboo fencing.
2. Disaster Management Camp	2.A Disaster Management Camp was held on 11 <sup>th</sup> June'2016 with the initiative of NSS Unit of the college. Local NDRF's Cadres trained the students. About 50 students were benefitted by this camp.
3.Observation of Rabha Divas	3. Rabha Divas was celebrated on 20-06-2016 in fond memory of Bishnu Prasad Rabha with the initiatives of NSS Unit and Sahitya Chara of the College. Poem Recitation Competition was held among the students. Prominent Writer and former

4. Legal Awareness Camp	teacher Bipin Chutia joined as Resource Person of the meeting. 4. A Legal Awareness Camp was held on the topic of “Fundamental Rights and Duties” with the help of District Administration on 24-06-2016. Students of the college were highly benefitted by this awareness camp.
5. Opening of Free Admission	5. Free Admission of poor students (below income 1 lac per annum ) into HS and TDC has been opened on 22-06-2016 by local MLA Mr. Pradan Boruah.
6. Freshmen Social	6. Freshmen Social day was organised by the Students’ Union of the College on 30-06-2016 to welcome the new comers to the college.
7. Orientation Programme	7. Orientation Programme for NSS volunteers was organised by the NSS cell of the College
8. Workshop on Making of equipments by Pani Meteka	8. A Workshop on Making of equipments by Pani Meteka was organised by NSS cell from 12 <sup>th</sup> August, 2016 to 18 <sup>th</sup> August, 2016. About 30 students were participated in the workshop.
9. Health check-up and Blood Grouping Camp	9. A Health check-up and Blood Grouping Camp was organised by Students Welfare and Extension Committee with the help of NSS cell on 06-09-2016. About 200 students benefitted through this programme.
10. Career guidance programme	10. Career guidance programme was organised by Commerce Forum on 24 <sup>th</sup> September, 2016 on the topic- Career Opportunity: Today and Tomorrow.
11. National level seminar	11. UGC sponsored National level seminar was organised by Assamese Dept., on the Topic “Contribution of Mamoni Roysom Goswami to Assamese Novel” on 1 <sup>st</sup> September, 2016 with the help of IQAC.
12. National Level Seminar	12. UGC sponsored National level Seminar was organised by the Deptt. of Sociology on 2 <sup>nd</sup> September, 2016 on the Topic “Status of Women in Society and Role in Economy: with special reference to North-East India”.
13. Essay competition relating to Gandhi Jayanti	13. Essay competition was held among the college students on 1 <sup>st</sup> Oct, 2016 on the occasion of Gandhi Jayanti. Darsan Chara of the college organised the programme with the help of college authority.
14. Gymnasium Coaching Programme	14. A Gymnasium Coaching programme was organised from 1 <sup>st</sup> December’ 2016 to 28 <sup>th</sup> February’ 2017 in college premises. About 50 students participated in the programme.
15. Health Check up Camp	15. A health check up camp was held on 21-02-2017 within the college campus with the initiative of Extension and Welfare Committee of the college. 50 Nos. of students checked up health in the camp. Dr. Romen Gohain, a senior health practitioner of Dhemaji attended and checked

16.Human Rights Awareness Programme	students health in the camp. 16.A human rights programme was organised in the college campus with the help of Pol. Science Deptt. on 23-02-2017. Mr. Pradip Borah, Principal I/C, Senior professor Biren Chandra Konwar, Durgadhar Chetia, Dipen Kumar Dutta delivered valuable lecture on different aspects of human rights in front of the students of the college.
17.Computer Skill Development Programme	17.A 45 days Computer skill Development programme from 1 <sup>st</sup> Feb,2017 to 15 <sup>th</sup> March,2017 was organised by IQAC for the teaching and non-teaching staff of the college.
18.Workshop on Drama	18.A Drama workshop for students of the college was organised by IQAC from 1 <sup>st</sup> March to 10 <sup>th</sup> March'2017. The interested students participated the workshop and benefitted.
19.Human Rights and duties Education special lecture	19.A Human Rights and duties Education special lecture was organised on 28 <sup>th</sup> February'2017 to 2 <sup>nd</sup> March'2017 in the college.
20.Health Camp	20.A health camp was organised on 25-02-017at Rai Chapari High School with the initiative of Extension and Welfare Committee of the college. Dr. Jogen Das attended the camp. 45 Nos. of students checked up and benefitted through this health camp.
21.World Women Day	21.The World women Day was observed on 8 <sup>th</sup> March'2017 by the college at Dhunaguri L. P. school, Hatigarh, Dhemaji. The Women Cell of the college organised the programme. The women of the locality participated and benefitted through the programme.

*Attach the Academic Calendar of the year as Annexure.*

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

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	0	0	0	0
PG	2	2	2	0
UG	2	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	2(Voc.-1 Comp.-1)	0	2	2
Certificate	1	0	1	1
Others	1	0	1	1
<b>Total</b>	<b>8</b>	<b>2</b>	<b>6</b>	<b>4</b>
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.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Yes, the Fishery Product and Marketing course has been introduced under the sponsorship of UGC.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	38	12	26	----	----

2.2 No. of permanent faculty with Ph.D. 04

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
	0	0	0	0	0	0	0	1	0	1

2.4 No. of Guest and Visiting faculty and Temporary faculty ---- ---- 02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	22	2
Presented	0	6	0
Resource Persons	0	2	0

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

2.7 Total No. of *actual teaching days* During this academic year : 151 days

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop : 03

2.10 Average percentage of attendance of students

80%
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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		0	8.71	53.91	21.73	84.35
B. Com. Final		0	13.79	42.53	27.59	83.91

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

IQAC encourages different departments to adopt proper and new teaching-learning methods for upliftment of a convenient academic atmosphere. It also discusses various academic matters with the Academic Committee as well as with the Principal of the college regarding the development of the Teaching & Learning processes.

2.13 *Initiatives undertaken towards faculty development*

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programmes	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programmes	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	03
Others	02

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	14	02	00	05
Technical Staff	01	---	00	---

### 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. Seminars and Workshops by IQAC are also organised for the development of teaching and Non-teaching staff of the college.

3.2 Details regarding Major projects : 1

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		12.00		

3.3 Details regarding Minor projects : Nil

3.4 Details on research publications :

	International	National	Others
Peer Review Journals	Nil	Nil	Nil
Non-Peer Review Journals	Nil	Nil	2 Nos.
e-Journals	Nil	Nil	Nil
Conference proceedings (Seminar)	Nil	05	Nil

3.5 Details on Impact factor of publications: Nil

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3 Years	UGC	12 Lacs	7.22 Lacs
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				
Total			12.00 Lacs	7.22 Lacs

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 Scheme Autonomy  CPE  DBT Star

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		3			1
Sponsoring agencies		UGC, Self			Self

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.

Total	International	National	State	University	Dist	College
1				1		

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	<input type="text" value="20"/>	State level	<input type="text" value="02"/>
National level	<input type="text" value="02"/>	International level	<input type="text" value="00"/>

3.22 No. of students participated in NCC events: 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"/>

3.23 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="04"/>
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="04"/>
		Any other	<input type="text" value="3"/>

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

- Awareness Camp on Women Empowerment.
- NSS Annual Camp.
- Observed International Women Day.
- Campus beautification and development.
- NSS Orientation Programme.
- Health check up and Blood grouping Camp within and outside the college.
- Observed Independence day with district administration.
- Plantation Programme at locality.
- Environmental Awareness Programme among students.

## 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	00		3.207 acres
Class rooms	25	02	UGC	27
Laboratories	01			01
Seminar Halls	01			01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	10	10		20
Value of the equipment purchased during the year (Rs. in Lakhs)	00	1.00		1.00
Others				

#### 4.2 Computerization of administration and library

Library has a fully computerized data base. Books issue and return system is managed 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	13,998	20,50,539/-	4097	3,54,740/-	18095	2,405,279/-
Reference Books	2451	10,14,179/-	130	68,160/-	2581	10,82,339/-
e-Books						
Journals	34	1,48,578/-	1	24,385/-	35	1,72,963/-
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	28				01	01		
Added	05							
Total	33				01	01		

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

There is a Network Resource Centre (NRC) in the college. The centre provide internet facility to all the stakeholders of the college.

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

<i>i) ICT</i>	54,370/-
<i>ii) Campus Infrastructure and facilities</i>	11,85,478/-
<i>iii) Equipments</i>	3,07,792/-
<i>iv) Others</i>	1,91,150/-
<b>Total:</b>	17,38,790/-

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Conducted Orientation Programme for 1<sup>st</sup> Semester students.
2. Parent-Teacher meets.
3. Alumni Meet.
4. Students Workshop.

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

1. Feedback from the stakeholders
2. Suggestion box
3. ICT facility

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
744			

#### (b) No. of students outside the state

04

#### (c) No. of international students

Nil

Men	No	%	Women	No	%
	456	61.29		288	38.71

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
37	27	437	241		742	25	23	454	242		744

Demand ratio 1:1.02      Dropout: 2%

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

Carrier guidance programme i.e. Future Career Opportunity and Preparation for Competitive Exams.

No. of students beneficiaries

150

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

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

1. Women awareness and Human Rights programmes are organised.

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		
Financial support from government	540	Free Admission
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 through Examination.
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.  
Computer data base of Library holdings.  
Book Bank facility.

### 6.3.6 Human Resource Management

All faculty members are involved in different research activities.

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

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.7,23,842/-

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	No	No	No	No
Administrative	No	No	No	No

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: 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.

Garbage pit is made

## 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, Conference etc and too proceed research works.

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 of the college.

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. Digitalisation of Existing Library.
2. Improvement of ICT facility.

*Mr. Rajumoni Bhuyan*  
*Mr. Bobin Kr. Chutia*  
*Signature of the Coordinator, IQAC*

*Mr. Pradip Borah*  
*Signature of the Chairperson, IQAC*