

The Annual Quality Assurance Report AQAR)

SESSION

2017-18



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, 2017 to June 30, 2018)*

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:

Deva Kr. Chutia 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/AQAR2017-18.aspx

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	B	2.15	2018	5Years
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:

2017-18

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 2017-18_Submitted to NAAC on 31/12/2018__ (DD/MM/YYYY)
- ii. AQAR____ (DD/MM/YYYY)
- iii. AQAR____ (DD/MM/YYYY)
- iv. AQAR____ (DD/MM/YYYY)

1.9 Institutional Status

University	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Regulatory Agency approved Institution	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				

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

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input checked="" type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<div>Diploma/Certificate courses are provided</div>								

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:

3

Faculty

1

Non-Teaching Staff Students

1

Alumni

Others

1

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.

0

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

Plan of Action	Achievements
1. World Environment Day	1.On 5 th june,2017 the World Environment day was observed with the initiation of NSS Unit of the college at college premises. The Principal In-Charge, staff and students participated in this programme.
2.Orientation Programme	2.In the month of June 2017, new NSS volunteers are enrolled and a one day orientation programme was organized at college premises on 15-06-2017, specially for the newly recruited volunteers. In the programme it was discussed how NSS has been functioning along with education. The overall objective of the scheme is education and service to the community.
3.Observed Rabha Divas	3.Rabha Divas was organized by the NSS Unit of Dhemaji Commerce College at adopted village (Venue: Tanganapara Kaibatra Gaon L.P. School) in the memory of revolutionary figure, writer and great classical icon Bishnu Prasad Rabha of Assam. Rabha's death anniversary is observed as Rabha Divas in all over Assam on 20 th June. A cultural programme was organized by NSS volunteers.
4.Freshers' social	4. The new comers of the college are warmly welcomed by the old students and family of the college with the help of Students' union of the college on 29-06-2017. Dimbeswar Boruah, Rtd. Prof. of Dhemaji Commerce College was present as chief guest and delivered a valuable lecture.
5.International Yoga Day	5. The theme for the year 2017 "Yoga for Health" celebrated by the NSS Unit of Dhemaji Commerce College at college auditorium. In this connection a Yoga session was organized in which the students and teachers along with Principal i/c. performed various 'Ashan' under the guidance of Yoga teacher Mr. Jiban Bora, North-East organizer of Shiksha Prasarak. He took a session for the participants. Mr. Pradip

<p>6.Cultural Programme:</p> <p>7.Independence Day</p> <p>8.Flood Relief camp</p> <p>9.Free Health Check up camp</p> <p>10.Drama Show</p> <p>11.Free Health Check up camp</p> <p>12.Clean and Development Awareness Programme</p>	<p>Borah, Principal i/c. of Dhemaji Commerce College also gave some advise and encourage to participants.</p> <p>6.A cultural programme was held on 14th August, 2017 relating to week wide 71th Independence Day of India.</p> <p>7.15th August, 2017, 71th Independence Day was celebrated in the college campus.NSS Unit of Dhemaji Commerce College volunteers have celebrated the Independence day 2017 at college premises and participated in Parade March and also participated cultural events in the Independence day programme, organized by Dhemaji District authority at Court Field, Dhemaji.</p> <p>8.A flood relief camp was held at Guakhana and Dhuwabari village on 18-08-2017 under the supervision of Dhemaji Commerce College Teachers' Unit with the help of Extension and Welfare Committee, Dhemaji Commerce College. By providing fund from Teachers' Unit 75 Nos. households benefitted by this programme. They have given Rice, Dal, Potato, Biscuit etc.</p> <p>9.On 3rd september'2017 a free health check up camp was held at Guakhana and Dhuwabari village of Dhemaji District among the flood victims was initiated by Lions' Club of Dhemaji collaboration with Welfare and Extension Committee of Dhemaji Commerce College. A large number of villagers checked up health and took medicine with free of cost. 3 Nos. of Doctors involved in the programme.</p> <p>10.On 6th September,2017, a drama show was organized at the college Auditorium on the topic "Elimination of Superstitious Belief" by the women cell of the college with the help of Assam Science Society and Aryabhatta Science Centre, Dhemaji.</p> <p>11 .On 10th september'2017 a free health check up camp was held among flood victims at Dibru Moissing H. S. school, Deorighat of Dhemaji District. The camp was organised by Lions' Club of Dhemaji collaboration with Welfare and Extension Committee of Dhemaji Commerce College. About 400 villagers checked up health and provided them medicine with free of cost. 6 Nos. of Doctors were involved in the programme</p> <p>12.NSS Unit of Dhemaji Commerce College organized a one day development and cleanliness programme at Aradhal Namghar on 20-09-2017. A total Nos. of 40 NSS volunteers participated in the event. The main objective of the programme was to create awareness regarding health and hygiene and the importance of cleanliness. The event also helped students to develop a sense of</p>
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<p>13.Swaccha Bharat Abhiyan</p>	<p>responsibility and commitment towards society. 13.A Swaccha Abhiyan was organized on 2nd October 2017 at college campus. All the NSS volunteers had taken active part in the Swaccha Bharat Abhiyan along with the principle i/c. and also college faculty. NSS volunteers took a pledge to be the active number of clean India drive both with in and outside of the college to clean India till 2019</p>
<p>14.Workshop</p>	<p>14.A one day workshop was organized on 27th Oct,2017 by the Assamese Dept. with the help of IQAC, Dhemaji commerce College.</p>
<p>15.Health Camp</p>	<p>15.A free health check up camp was organized in the adopted village for the people and students of Tanganapara L.P. School on 06-11-2017 in collaboration with Joint Director of Medical, Dhemaji. It was jointly conducted with the Extension and Welfare Committee and NSS Unit of the College. People enthusiastically came forward to check up health and 196 patients were registered for health check up. Free medicine were distributed among them.</p>
<p>16. International Day of Yoga</p>	<p>16.On 28th December,2017 the International Yoga day was observed and it was organised by NSS Unit of Dhemaji Commerce College at college Auditorium.</p>
<p>17. Vivekananda Jayanti</p>	<p>17.The Vivekananda Jayanti was celebrated with the help of the students of VKV, Dhemaji on 12-01-2018. Girija Devi, teacher of VKV, Dhemaji was present as RP. Principal i/c Mr. Pradip Borah inaugurated the programme.</p>
<p><u>18.College Week:</u></p>	<p>18.A week long college week was held on 18,19,20,21,22,23 and 24 January,2018. Various competitions were held among the students. A cultural programme was also held in the evening of the last day.</p>
<p>19.Celebrated Republic Day</p>	<p>19.The NSS unit of Dhemaji Commerce College volunteers have celebrated the Republic Day 2018 at college campus with the Teaching staff and Non-teaching staff as well as students. As a part of the celebration the unit participated March Past and also joined cultural events which was organized by district authority, Dhemaji. The Girls team of NSS Unit secured 2nd position in March Past Competition.</p>
<p>19.Cleaning Drive</p>	<p>19.A clearing drive was held at college girls' hostel on 28-01-2018. A group of girls' volunteers and girls' students of the college</p>

	cleaned the hostel campus.
20.Remedial Class of Assamese:	20.A remedial class was organised by the Welfare and Extension Committee with the help of Assamese Dept. of Dhemaji Commerce College on 10 th Feb,2018 for the students of Raichapari High School in the subject of Assamese. The faculty members of the Assamese Department joined as Resource person of the programme.
21.Health check-up Camp	21.A Health Check up Camp was Organised on 17 th Feb,2018 at Santipur Konchgaon L. P. School by the Welfare and Extension Committee of the college. Joint director, Health dept. Dhemaji district provided 3 Nos. of Doctors and they checked the health of students and villagers. Total 100 Nos. of people participated and checked their health.
22.International Women's day	22.On 8 th March,2018 International women's day was celebrated at Sadhani Bhawan, Nimati Chuck, Dhemaji, organised by Women Cell, Dhemaji Commerce College. A discussion was held on the Topic "Role of self help groups in women empowerment". Resource person Mr. Sankhadhar Patra, Asst. Prof. of Dhemaji Commerce College was present and delivered valuable lecture. A large numbers of participants from 8 Nos. of SHGs were participated in the programme.
23.Socio-Economic survey of the adopted village	23.The NSS unit of Dhemaji Commerce College organized a 5 days survey on the adopted village in the field of History, Education, Socio-Economic, Health & Sanitation from 12 th March to 16 th March 2018. On 12 th March at 9.00 a.m. the volunteers along with programme officer and Prof. Moni Kt. Kuli visited the adopted village for collect information. During the survey, the volunteers visited about 50 households and interacted with the families to get information regarding their educational status, professional life style and availability of basic amenities such as electricity and water. They also spoke to them about the prevalence of various social issues and evils.
24.Yoga Camp	24. A 7 days Yoga Camp was organized at college auditorium in collaboration with Patanjali, Dhemaji from 12 th to 18 th March, 2018. The Motto of the camp was "Health is Wealth" which was started from 4.30 a.m. to 7.00 a.m. in the morning. On this Yoga Camp about 60 Nos. NSS volunteers, students, college teachers and employees and local people participated. On this occasion Mr. Arup Chutia, a yoga teacher,

<p>25.Career Guidance Programme</p>	<p>highlighted the importance of Yoga in the present day life worsened by unhealthy food habits. He demonstrated many Ashan and meditation.</p> <p>25. A Career Guidance programme was held on 12-03-2018 in initiative of the career Guidance cell of the college. Mr. Saurabh Saikia, Manager, Axis Bank, Dhemaji Branch and Mr. Jugal Kishore Goswami, District Programme Officer, Small Skill Development Mission, Dhemaji, Mr. Dipen Sonowal, Tepuraj Pegu, Co-ordinator, District programme Officer, Small Skill Development Mission, Dhemaji and Dhiren Sonowal, Axis Bank were joined as resource person.</p>
<p>26.One day workshop on – How to prepare a good research report</p>	<p>26.To fulfil the objective of a survey on ‘Socio-economic condition of a village’ and how to prepare a research report based on the survey, a one day workshop was organized on 14th March 2017 at Sociology Department of the College. In this connection two Resource Persons were invited. Dr. Rewati Buragohain, Associate Professor of Dhemaji Commerce College apprised learners on how to interpret the subject of the survey. Dr. Ataur Rahman, Associate Prof. of Dhemaji Commerce College discussed in details about preparing a good research report.</p>
<p>27.Campus Cleaning Programme</p>	<p>27. On the day of 16th March,2018 a college campus cleaning drive was organised by NSS Girl’s volunteers at college campus.</p>
<p>28.Career Guidance Programme</p>	<p>28.A Career Guidance programme was held on 21-03-2018 in the initiative of the career Guidance cell of the college. Mr. Mondeep Das, Director, Assured Consultancy Services, Tezpur and Mr. Saumen Goswami, Senior Manager, Marketing and Promotion, Eastern Institute for Integrated Learning in Management, Kolkata were joined as resource person and delivered valuable lecture on different competitive Exam., banking Exams, Management, process of educational loan etc.</p>
<p>29.Surveys Evaluated Programme</p>	<p>29. On the Last Day of the Survey of Adopted Village, a programme was conducted on evaluated and reflected on the status of the area with guidance of survey guide teacher. This survey gave the volunteers a deeper understanding of socio-economic problems of the people living very close to the college.</p>
<p>30.Fruits preservation training programme</p>	<p>30. Production of fruits and vegetables increasing day by day in the state but due to absence of a simple food processing technology a very large portion gets decayed. Production of fruits and vegetable is in big volumes in particular seasons</p>

<p>31.Waste materials recycling workshop</p>	<p>where as in off season they get dearer. The objective of the training is as follow –</p> <ol style="list-style-type: none"> (1) To spread the importance of food processing among the students. (2) To prevent decay of fruits and vegetables by simple technology. (3) To disseminate knowledge of fruit and vegetable processing subject at student's level so to develop interest in food technology among them. <p>So, a training programme was arranged on fruits preservation, which was organized by Dhemaji Commerce College NSS Unit and in collaboration with Nava Sanjeevanee, NGO of North Lakhimpur at college auditorium on 19th, 20th & 21st March 2018. More than 60 Nos. of volunteers and SHG and also college staff participated said programme. Mr. Gangajyoti Tayegam Chairman of Nava Sanjeevanee a National Award winner of NGO's and also Mr. Bhadeswar Chutia instructor of fruits preservation office of North Lakhimpur presented as Resource Persons .</p> <p>The NSS Programme Officer Mr. D.J. Buragohain was the Coordinator of the programme. Where Mr. P. Borah Principle i/c. of Dhemaji Commerce College and Dr. A. Rahman, Secretary, Teacher's Unit of Dhemaji Commerce College advised and encouraged the participants. All the participants are awarded a certificate jointly by NSS unit and Nava Sanjeevanee.</p> <p>31.The NSS Unit in association with DCCSU conducted two days workshop on wasted materials recycling process at college auditorium on 22nd and 23rd March, 2018. A total of 45 Nos. volunteers and teachers had participated in the programme. In this connection a meeting was organized, where Mr. P. Borah, Principal i/c. and Dr. R. Buragohain, President Teachers Unit of Dhemaji Commerce College advised and encouraged the participants. Dr. R. Buragohain Presided the meeting, Mr. P. Borah, Principle i/c., Chief Guest and Mr. Birinchi Borah, Resource Person and other dignitaries were present in the valedictory programme. Mr. Birinchi Borah emphasized the role of waste material product and also expressed his opinion about waste materials. The workshop also included a live demo on waste materials.</p>
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32.Cancer Awareness Programme	32.A cancer awareness programme was organised on 28-04-2018 at college premises organised by the women Cell of the college, with collaboration of Lekhika Samaruh Samittee, Dhemaji. Mrs. Minati Borthakur, a cancer patient and prominent writer of Guwahati was joined as Resource person in the programme and delivered a valuable lecture about cancer. A Doctor from Dhemaji Civil Hospital Dr. Jogen das was also joined as Resource Person of the programme and delivered a valuable lecture.
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Attach the Academic Calendar of the year as Annexure.

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
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				programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	2	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	2	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	4	0	0	0
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	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	1	0	0	0	0	0	0	0	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	16	6
Presented papers	0	3	0
Resource Persons	0	2	0

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

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

During this academic year: 152 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

85%

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	3	51.4	45.6	74
B. Com. Final		0	3	52	45	98.2

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	1
HRD programmes	Nil
Orientation programmes	1
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	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: 1

	Completed	Ongoing	Sanctioned	Submitted
Number	1			
Outlay in Rs. Lakhs	7.22			

3.3 Details regarding Minor projects: Nil

3.4 Details on research publications: Nil

	International	National	Others
Peer Review Journals	Nil	Nil	Nil
Non-Peer Review Journals	Nil	Nil	2 Nos.
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	3

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 (other than compulsory by the University)				
Any other(Specify)Seminar				
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 : Nil

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		2			
Sponsoring agencies		UGC			

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 :

From funding agency From Management of University/College
Total

Type of Patent		Number
National	Applied	Nil

3.16 No. of patents received this year

	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) : Nil

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 State level

National level International level

3.24 No. of Awards won in NCC: Nil

University level State level

National level International level

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="05"/>	
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="05"/>	Any other <input type="text"/>

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

- Awareness Camp on Women Empowerment.
- Observation of World Environment day.
- NSS Orientation Programme.
- Observed International Yoga Day.
- Observation of Independence Day.
- Flood Relief Camp.
- Free Health Check up Camp
- Swaccha Bharat Abhiyan Programme.\
- Workshop on Assamese Grammar.
- Celebration of Republic Day.
- Clearing drive.
- Observation of International women's day.
- Socio-Economic survey of the adopted village
- Career Guidance Programme.
- Fruits preservation training programme.
- Waste Materials Recycling Workshop.
- Cancer 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	25			
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.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs.)	No.	Value(Rs.)	No.	Value(Rs.)
Text Books	17,236	25,33,230/-				
Reference Books	3,016	11,56,342/-				
e-Books						
Journals	34	1,21,970/-				
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	36				01	01		
Added	08							
Total	44				01	01		

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

Computer training programme was held for the teaching and non-teaching staff.

4.6 Amount spent on maintenance in lakhs :

<i>i) ICT</i>	8,90,000
<i>ii) Campus Infrastructure and facilities</i>	45,00,000
<i>iii) Equipments</i>	3,50,000
<i>iv) Others</i>	80,000
Total:	58,20,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Conducted Orientation Programme for 1st Semester students.
2. Parent-Teacher meets.
3. Alumni Meet.

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 students

UG	PG	Ph. D.	Others
766			

(b) No. of students outside the state

04

(c) No. of international students

NIL

Men	No	%	Women	No	%
	473	61.74		293	38.25

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
25	23	454	242		744	14	19	489	244		766

Demand ratio 1:1.02 Dropout: 2.5%

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 etc.

No. of students beneficiaries

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

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 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	0	Free Admission
Financial support from government	689	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
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 is used .

6.3.6 Human Resource Management

All faculty members are involved in different activities of the institute for all round development.

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 : Nil

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.5,20,000/-

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 Computer training programme for teaching and 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.
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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, Conference, 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, the activities and programmes are implemented during the academic year .

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. Green Dhemaji initiatives are taken through Eco Club.

****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. Organizing National level Seminar*
- 2. Providing more ICT facilities in the class rooms.*

Rajumoni Bhuyan

Bobin Kr. Chutia

Signature of the Coordinator, IQAC

Pradip Borah

Signature of the Chairperson, IQAC