YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution   DHEMAJI COMMERCE COLLEGE

- Name of the Head of the institution   B.C.Konwar

- Designation   Principal

- Does the institution function from its own Yes
  campus?

- Phone no./Alternate phone no.   8473078327

- Mobile no   9435389065

- Registered e-mail   dhemajicommercecollege@gmail.com

- Alternate e-mail   dhemajicommercecollege@rediffmail.com

- Address   Rup Nagar, Ward No. 6

- City/Town   Dhemaji

- State/UT   Assam

- Pin Code   787057

2.Institutional status

- Affiliated /Constituent   Affiliated

- Type of Institution   Co-education

- Location   Semi-Urban

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University   **Dibrugarh University**
- Name of the IQAC Coordinator   **Bibhuti Borgohain, Mongal Chandra Gohain**

- Phone No.   **917002390783**
- Alternate phone No.   **919435088922**
- Mobile   **916002345706**
- IQAC e-mail address   **dhemajicommercecollege@gmail.com**
- Alternate Email address   **dhemajicommercecollege@rediffmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://www.dhemajicommercecollege.edu.in/aqar/

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://dhemajicommercecollege.edu.in/academic-calendar/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C++**	**67.20**	**2004**	**04/11/2004**	**03/11/2009**
Cycle 2	**B**	**2.15**	**2018**	**02/11/2018**	**01/11/2023**

6.Date of Establishment of IQAC   **11/07/2005**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	**Infrastructure grants to colleges**	**RUSA**	**Nil**	**00**

8.Whether composition of IQAC as per latest   **Yes**

NAAC guidelines

- Upload latest notification of formation of IQAC

9.No. of IQAC meetings held during the year   4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   No

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

*Successfully initiated and signed MOUs with other institute like K C Das Commerce College, Guwahati, ICT Academy, Tamilnadu etc.

*Workshop on Girls Health and Sanitation organized.

*Awreness Programme on Problems of Adolescence and its Remedies.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Establishment of a cultural Museum	On process
Development of Toilet Block for teaching and non-teaching staff	Achieved
Establishment of Boys Hostel	Achieved(As per MoU with private owner)
Certificate Course on Sericulture	On process
Traditional Herbal Medicinal garden in college campus	Achieved
Installation of statue of Swarasati in the campus	Achieved
Rennovation of Class Rooms	Achieved

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Dhemaji Commerce College Governing Body	24/04/2023

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
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• if yes, whether it is uploaded in the Institutional website Web link:	https://dhemajicommercecollege.edu.in/academic-calendar/

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Dhemaji Commerce College Governing Body	24/04/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	20/01/2023

15.Multidisciplinary / interdisciplinary

The institution has been offering its academic programmes in 2 streams, viz. Arts, and Commerce. There are 9 departments belonging to the aforementioned streams. The institution is focused on providing multidisciplinary education.

16.Academic bank of credits (ABC):

The college has yet to register under the Academic Bank of Credit

which is a basic requirement for the HEIs as proposed in NEP 2020 but it has communicated with its affiliating university, i.e. Dibrugarh University to initiate the process accordingly.

17.Skill development:

The college has planned to introduce a number of vocational and skill-based courses in order to equip the students with more employability very sincerely. A centre for Vocational Education has already been in existence since 2004 imparting some need base courses for its students as well as the local youths. The institute has decided to offer some courses like-Dipolma and Certificate courses in Yoga, Sericulture, Handloom and Weaving, Fishery etc.The college has also planned to introduce more job-oriented courses in near future to suit the needs of the NEP 2020.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The institution is yet to inculcate the Indian Knowledge System as proposed by the Ministry of Education and NEP 2020. Still different courses under Department of English, Assameses, History, Education, Political Science, Sociology and Philosophy have different facets of Indian Culture, history and knowledge system in them.For example the curricula in the CBCS syllabus include papers on Ancient and Modern Indian Political Thought, Indian History, Indian Classical Literature and Modern Indian Literature, Indian Philosophy etc. to foster a sense of rootedness and pride among the students regarding the rich tradition of the Indian Knowledge System and spirit of Indian nation building. The college offers lectures, supplementary programmes and classes on Yoga which got its roots in Ancient Indian Culture. Under the management and supervision of its institutional Eco Club and NSS has planned for establishment of a nutrition garden with medicinal plants to increase awareness about Alternative Local Medicine.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The collegfe has put greater emphasis on outcome-based education (OBE) in curriculum. Ever since the introduction of the CBCS (Course based credit system) in the curriculum by its parent university the institution allows the students the flexibility of selecting the subjects of their own choice which is a learner centric approach of education. The courses arearranged as core course, elective course, discipline specific elective course, project, ability enhancement courses, skill enhancement courses

etc. The college has also planned to introduce new occupational courses with a focus on OBE.

20.Distance education/online education:
The institute has a plan to establish a Study Centre for Distance Education under Dibrugarh University well as under Krishna Kanta Handique State Open University (KKHSOU).

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**407**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**805**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**550**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**140**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**36**

File Description	Documents
Data Template	<u>View File</u>

3.2 Number of sanctioned posts during the year	**38**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**24**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**Rs.1,59,23,619.00**
4.3 Total number of computers on campus for academic purposes	**75**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Dhemaji Commerce College is affiliated to Dibrugarh University and curriculum is prepared by Dibrugarh University as the parent university. The college goes through the academic calendar received from the affiliating university and prepare an academic calendar in conformity with the university calendar. The academic activities including curriculum delivery and implementation throughout the session are carried out in accordance to the academic calendar prepared by the college. The Disciplinary and Code of Conduct Monitoring Committee along with other committees also hold awareness programme regarding different rules and

regulations. Academic committee of the college prepares the master routine for all the honours and generic courses. Accordingly, the departments provide the students with details of the teaching plan.'Teachers Diray' is maintained by all faculty members.Different teaching methods like traditional method, power-point projections, group discussion etc. are used for the effective delivery of the curriculum. Student seminars and sessional tests are also held from time to time for periodic and continuous review of the achievement of the students. Field trips and projects are also carried out by departments of Education, History, Assamese, Political Science etc. for effective implementation of the prescribed curriculum. Interactive sessions are held with students and sometimes also with parents to discuss the problem areas of the students. Some courses are designed for attaining and enhancing employability, entrepreneurship and skill development.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://dhemajicommercecollege.edu.in/academic/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college has initiated continuous internal evaluation in a regular basis as per the guideline of its affiliating university. Just after the admission process ends an inaugural session for creating awareness regarding different aspects of the college, courses and programme along with other facilities as well as code of conduct and other rules and regulations. Internal assessment is done on the basis of sessional examinations, seminar, group discussion on program specific. Two sessional examinations are held in each semester of B.A and B. Com. program and marks are sent to the university. Internal sessional examination answer sheets are assessed by the concerned subject teachers and are shown to the students for further clarification of mistakes. In addition to these, class test is also taken by the subject teachers to evaluate students' performance.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	https://profilelogin.admissione.online/DocumentFrame.aspx?scode=dcomcl&doctype=academiccalendar&width=100%&height=1500&type=1#

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2 (B.A & B.Com)

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

07

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

144

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Some courses are offered in the College that address human values, Professional ethics, Gender, Environment and Sustainability directly or indirectly. All the U.G. students are compulsorily taught a paper on Environmental Studies in 2nd Semester which definitely helps the students community in creating awareness and consciousness .Women issues as well as women related courses/topics are also incorporated in the curriculum. Most of the UG courses in Arts have the components related to gender studies, gender sensitization and participation. A list of such similar courses are shown in the following table.

Programme

Department

Title of the Course

BA & B.Com

BA & B.Com 2nd Sem

Environmental Studies

BA

Political Science

Feminism

Gandhi and Contemporary World

Human Rights in a Comparative Perspective

Women, power and Politics

Peace and Conflict Resolution

Democratic Awareness with Legal Literacy

BA

Philosophy

Indian Ethics

Philosophy of Vedas and Upanishad

Philosophy of Feminism

Philosophy of Religion

BA

Education

Value Education

Human Rights Education

Mental Health Issues

Gender and Education

BA

History

Environmental History

Women in Indian History

BA

Sociology

Sociology of Gender

Sociology of Religion

Sociology of Health and Medicine

Environmental Sociology

BA

Economics

Environmental Economics

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

05

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	**No File Uploaded**

1.3.3 - Number of students undertaking project work/field work/ internships

90

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File]()

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	https://dhemajicommercecollege.edu.in/student-satisfactory-survey/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

472

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

557

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution adopts the following mechanism.

Slow Learners:

1. Remedial classes: Remedial classes during vacation and after regular class hours are arranged for academically weaker students.

2. Mentors guide: Mentor teachers also take extra classes, and guide academically poor students with extra books and notes. Their performance is closely monitored.

3. Peer Teaching: Teachers employ the Peer Teaching technique. Advanced learners are clubbed with slow learners in Group Discussions, Seminars, and Projects.

4. Faculty counseling: Online classes and counseling over the phone are done.

5. Constant touch with parents: The faculty keep in constant touch with parents and advise them on follow-up measures at home.

Advanced learners:

1. Recommended reading: Advanced learners are encouraged to study recommended books and are provided with Reference Books from Departmental Library.

2. Experiential learning: Advanced learners are assigned micro projects based on field study. Selective departments take learners to industries/factories and other financial enterprises.

3. Financial assistance: Financial assistance is provided to advanced learners from economically weaker families.

4. Participative learning: Students are empowered, and guided by the Teacher-in-charge to organize important days like Teachers Day, College Week etc.

5. Reward: Advanced learners who show proficiency in the University Examinations are awarded by concerned departments and the institution.

6. Personality development: Workshops on Communicative and Interview skills are organized by the Career Guidance Cell.

7. Coaching: Short-term coaching for Competitive examination is organized by Career Guidance Cell.

File Description	Documents
Paste link for additional information	https://dhemajicommercecollege.edu.in/academic/
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
805	**36**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential learning: Learners are assigned micro projects based on field study. Advanced learners from selective departments are taken to industries / factories and other public sectors financial enterprises.

Annual College Week: Different events; games and sports and literary activities give a vent to the creativity of students. Best performing students are eligible for representing Inter College/Inter-University events.

Seminar Presentation: In Seminars, organised by individual departments, Discussion, queries give students scope to look into different perspectives of an issue besides their communication and technical skills.

Quizzes and Group Discussion- Quizzes and Group discussions are organized for student participation at intra or inter-college level.

Research: Workshops on research methodologies are organized. Students are involved in research projects with the teachers as the principal investigator.

Role-play: Teachers adopt the role-play method, especially in

English communication classes with a view to improving their communication skills.

Group and Pair work: Group and pair activities are conducted for collaborative learning and create a team spirit.

Social responsibility: Village adoption, tree plantation, health awareness, etc. are organized to give students a sense of social responsibility and community welfare.

Celebration of important Days: Important days are observed to give students value-based learning besides developing leadership qualities.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The faculty is using ICT to complement the traditional teaching-learning methods. Computers have been provided to the departments besides providing training in the use of ICT.

The following ICT tools are used:

ICT TOOLS: 1. LCD Projectors: Twenty LCD projectors are available in classrooms. Teachers use their laptops for Power Point presentations and access online sources.

2. Smart Board: Two classrooms having smart boards are functioning in the college.

3. Desktop and Laptops: Departments are provided with Desktops and internet connectivity. Students too use the computers.

4. Teachers take online classes and tests on Google Meet and Zoom. E-Mails, WhatsApp group, Google Classroom are used as platforms to provide materials, make announcements, conduct tests, upload assignments etc.

4. Printers- Printers are installed in the IQAC office, library

and administrative works.

5. Photocopier machines - There are four Photostat machines available in the office and library.

6. Scanners- Multifunction printers having scanning facilities are available.

7. Conference Halls- One Conference Hall having one hundred and fifty seats equipped with all-digital facilities is available.

8. Auditorium- Multipurpose auditorium with seven hundred and fifty seats with sound system is functioning

9. Students' are provided with all the academic information on the college website.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

36

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

36

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

04

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

986

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college follows guidelines framed by the affiliating university while conducting internals and semester-end examinations.

The Internal Examinations comprises of two sessional tests, assignments, group discussions, and projects works. The sessional Tests are conducted by the Examination Committee while evaluations of Assignments, Project works, Group discussions are done by respective departments.

The Examination Committee is responsible for the internal and End-term examinations. Senior teachers as Assistant Office -in-charge are appointed.

Student who are not able to appear in test/s on medical ground need to appear later as per norms. The answer scripts are evaluated by respective teachers and marks are displayed in the Notice Board.

Student who is not satisfied with the marks may approach the HOD who can intervene and seek opinion of the concerned teacher. Discrepancies detected are resolved immediately. Absolute transparency is maintained in the evaluation process.

Students' assignments and Projects are evaluated based on the rubric like timely submission, clarity, content, language, etc shared with the students.

In Seminars / Group Discussions instant feedback is provided.

Students who are not satisfied with the marks in the End semester results can apply for reevaluation in the prescribed format and can also seek the evaluated answer scripts.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Assessment on the Program Outcomes and Program Specific outcomes are done with the help of Course Outcomes of the particular courses through two ways-direct and indirect methods.

Direct methods are provided through external examinations conducted by the University. The knowledge and skills to be achieved by students through the course outcomes are mapped to specific problems on University Examination, two internal examinations and home assignments.

The Course Outcomes are measured in the external examinations at the end of each semester based on the university results.

Assignments are provided to students and while preparing the same, they refer the text and reference books and thereby understand the expected outcome of the assigned problem.

Two sessional tests are conducted in each semester with the view to::

1. ensure that students have achieved the desired level of competencies
2. To evaluate, whether the corresponding COs are achieved or not.
3. Feedback is obtained from the alumni. Such feedback helps in understanding of the strength and weakness of the institute.
4. Informal survey from the employer are conducted for finding out whether the knowledge, skill, behavior, attitude and other soft skills acquired from the college is adequately satisfying their expectation or not.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Dhemaji Commerce College is an affiliated institute of Dibrugarh University. It follows the course and curriculum prescribed by the University. The Programme Objectives, Programme Outcomes of the different programmes (BA, B. Com , Vocational courses, and IGNOU programmes) are clearly stated in the University website and the affiliated colleges and students can download the same. The college publishes its annual Prospectus wherein the Programme Objectives, Subject wise Syllabus and Programmes Outcomes are

mentioned. The entire Prospectus is uploaded to the college website. Each departmentis provided with a hard copy of the Programme and Course Outcome for ready reference. Changes/ modifications in the syllabus are at one apprised to the faculty and the faculty in return inform the same to the students. The Students are apprised of the Programme and Course Outcome in the Orientation Programme organised at the beginning of every academic session. The Programme Outcomes and the Course Outcomes are discussd in the departmental meeting and in the academic committee meetings.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://dhemajicommercecollege.edu.in/programme-and-course-outcomes/
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Assessment on the Program Outcomes and Program Specific outcomes are done with the help of Course Outcomes of the particular courses through two ways-direct and indirect methods.

Direct methods are provided through external examinations conducted by the University. The knowledge and skills to be achieved by students through the course outcomes are mapped to specific problems on University Examination, two internal examinations and home assignments.

The Course Outcomes are measured in the external examinations at the end of each semester based on the university results.

Assignments are provided to students and while preparing the same, they refer the text and reference books and thereby understand the expected outcome of the assigned problem.

Two sessional tests are conducted in each semester with the view to::

1. ensure that students have achieved the desired level of competencies
2. To evaluate, whether the corresponding COs are achieved or

>   not.
>   3. **Feedback is obtained from the alumni. Such feedback helps in understanding of the strength and weakness of the institute.**
>   4. **Informal survey from the employer are conducted for finding out whether the knowledge, skill, behavior, attitude and other soft skills acquired from the college is adequately satisfying their expectation or not.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://dhemajicommercecollege.edu.in/programme-and-course-outcomes/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

150

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://dhemajicommercecollege.edu.in/annual-report/

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://profilelogin.admissione.online/UploadFiles/Notices/DCOMCL Students%20Satisfactory%20Survey%202021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	<u>View File</u>

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

00

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Dhemaji Commerce College takes many initiatives for the enhancement of education and innovation. These are given below:

1. Digital Classrooms and ICT facilities are available in the college.
2. College publishes different types of magazines,Wall Megazines,News letter etc.
3. Programmes on Women Empowerment and Women related issues.
4. The college holds No Fuel Day in Every fourth Saturday.
5. Collaborative works with other HEIs in research,faculty exchange etc.
6. The college has a Traditional Herbal Medicinal Garden.
7. Departmental Seminars,Webinars,Talks, Group Discussions are regularly organised.
8. The college has initiated resource mobilisation through cultivating its own land.
9. Plantation programme have been done to keep the college environment fresh and green.
10. A "message of the day" board-where a thought-provoking message is written for students to ponder upon.
11. A research culture is developed by the college research committee that determines the way of researchto conduct and communicate.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://dhemajicommercecollege.edu.in/geo-tagged-photo/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

00

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	<u>https://dhemajicommercecollege.edu.in/academic/</u>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

01

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	<u>View File</u>

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

02

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Dhemaji Commerce College has been carried out the following programmes:

1. **The institution has organized several awareness programmes, workshops on different issues by the different departments, Women Cell, NSS, Eco-Club of the college.**
2. **The department of Education had organized an awareness programme about "Swachh Bharat Abhiyan" on 24th March, 2022 and a "Parents' Meet" on 31st May, 2022 respectively in collaboration with college IQAC.**
3. **The department of Commerce had been organized an awareness programme on "Drinking Water and Sanitation Systems" on 6th May, 2022.**
4. **The department of History has conducted a field study to observed and interpret the subject of study in its natural environment and practical study among the students.**
5. **The department of Sociology has also conducted few socio economic study on different community in surrounding areas.**
6. **Events of Women Cell:**

1. **Death Anniversary of Dr. Bhupen Hazarika was observed on 3rd November 2021 at Dhemaji Commerce College auditorium. Around 112 students were participated in Essay competition on the topic "Application of North-Eastern Ethnic Language in Bhupen Hazarika's Lyrics".**
2. **International Women's Day was observed.**
3. **International Health Day was celebrated on 28 May, 2022 at Rupnagar M.E. School.**
4. **A workshop on "Girls' Health & Sanitation" was organized.**

File Description	Documents
Paste link for additional information	https://dhemajicommercecollege.edu.in/facilities/
Upload any additional information	**No File Uploaded**

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

05

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

5

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

02

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

02

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Apart from the administration and auditorium buildings, the college comprises of three triple-storiedbuildings and one old Assam-style structure. One of the three-storiedstructures is dedicated to the arts, another to commerce, and the third to smart classrooms. The Arts building houses six departments: Assamese, English, Philosophy, Sociology, Political Science, and Economics, each with its own classroom, library, and faculty room. Whiteboards have been provided in all classrooms. The department of Education and History exists in the old Assam type building. The commerce building is also well equipped with white boards and LCD projectors. The college has two digital classrooms and thirteen classrooms with LCD projectors. The institution currently has a total of twenty four spacious classrooms with sufficient lighting, fans, and CCTV installed in all classes for proper monitoring. For the practical work of Education Department, the college has a well- equiped psychological laboratory with various manual and electrical apparatus.

There is a computer centre within the institution with a classroom and a computer lab that offers certifications and diploma programmes. All the official works, library works and admission works are computerised.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://dhemajicommercecollege.edu.in/geo-tagged-photo/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution provides sufficient facilities for cultural activities, sports and games, gymnastics, and yoga. The college's auditorium has an approximate area of 490m2 and a seating capacity of 750 This is utilised extensively and frequently by students for college week, the freshman social programme, and other culturally-related activities.

During the annual college week, the college has used the college auditorium and the Dhemaji Stadium for several indoor and outdoor games- both of which are within walking distance of the campus. The college also includes a little gymkhana with various modern physical facilities.

There is also a Yoga centre in the college where all of the students, teachers, and staff members practise Yoga.Every year on June 21, students and teachers commemorate International Yoga Day.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://dhemajicommercecollege.edu.in/geo-tagged-photo/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

24 (22+2)

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://dhemajicommercecollege.edu.in/geo-tagged-photo/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

10,82,543.00

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college features a well-equipped automatic library with an integrated library management system (ILMS). In 2006, the ILMS application soul 1.0, which had been developed by INFLIBNET, was installed in the campus library. The software has been upgraded to version 3.0. Part of the work of the college library is done automatically, issue-return of books by using barcode scanners, an online public access catalogue (OPAC), and discovering e-journals, e-books, and Ph.D. thesis via INFLIBNET's N-list, Shodhganga, and so on.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://profilelogin.admissione.online/DocumentFrame.aspx?scode=dcomcl&doctype=DOWNLOAD#

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2,70,439.00

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

Teacher= 10 ; Students = 70

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

On May 30, 2017, a free Wi-Fi service was installed on the college campus, which teachers and students can use. There are many ICT-enabled classrooms at the college. 20 of the 24classrooms are ICT-enabled with LCD projectors; CCTV cameras are also installed in each classroom and across the campus. The college now has two seminar halls and two digital classrooms. . The college makes agreement with the agencies /suppliers of the IT tools. As per the agreement/s, the concerned agencies update/repair/replace the tools from time to time.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://profilelogin.admissione.online/DocumentFrame.aspx?scode=DCOMCL&doctype=Facilities#

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

7,74,950.00

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**No File Uploaded**

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has a well-equipped psychology laboratory with manual and electrical apparatus.

The library of the college has been maintained as per the policies formulated by the Library Advisory Committee under the supervision of Principal. The issue and return of books are maintained through the SOUL software With a seating capacity of 80, the library provides ample reading area for students and teachers. There is also a book bank at the library.

The Computer centre and the vocational centres are outfitted with all teaching-learning facilities.

The College provides sufficient sports, game, gymnasium, and yoga facilities. The college has a 490m2 (approximate) auditorium with a seating capacity of 750, which is routinely and extensively

utilised by students for annual college week and other culture-related activities.

During the annual college week, the college uses the auditorium and the nearby Dhemaji District Sports Association Stadium for both indoor and outdoor competitions.

The college has also agymkhana with adequate facilities.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://dhemajicommercecollege.edu.in/geo-tagged-photo/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

714

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	https://dhemajicommercecollege.edu.in/photo-gallery/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

194

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

194

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent	**A. All of the above**

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

20

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

10

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

06

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

21

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Dhemaji Commerce College Students' Union is a representative body of the students' community. The Dhemaji Commerce College Students' Council consists of the following 13 office bearers, namely:

1. President

2. Vice President

3. General Secretary

4. Assistant General Secretary

5. Girls' common room secretary

6. Boys' common room secretary

7. Social service secretary

8. Debating secretary

9. Cultural Secretary

10. Gymnasium Secretary

11. Megazine Secretary

12. Major games Secretary

13. Minor games Secretary.

The President and the General Secretary of the Union represent different committees and cells of the college. They are an active member of IQAC, College Development Committee, Anti Ragging Committee, Eco club etc. Their advice is taken as students' opinion and is taken into consideration while framing policies for the overall development of the institrutionm.

File Description	Documents
Paste link for additional information	https://dhemajicommercecollege.edu.in/administration/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

21

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is an active Alumni Association in the college. Indivisual members of the Association contributes in different support services of the institution. Alumni of the college extend help in organising activities organised by the institution.

File Description	Documents
Paste link for additional information	https://dhemajicommercecollege.edu.in/students-support/
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The mission statement incorporates the need of providing higher education in the vicinity of deprived people. On the other hand, there is a mass migration of talented youths to other parts of the country. The youths seldom return for jobs to their native area. The institution aim is to make them educated with proper scientific and knowledge based education. Our vision and mission statement addresses these issues.

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.

File Description	Documents
Paste link for additional information	https://profilelogin.admissione.online/DocumentFrame.aspx?scode=dcomcl&doctype=DOWNLOAD#
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization and participative management: The top management in the college is the Governing Body (GB) followed by the Principal. To decentralize the powers and functions of the institute the Principal form various committees and approves by the GB. The plans for quality improvement are designed by the principal in consultation with different committees like Academic Committee, Planning and Development Committee, Purchasing Committee, Construction Committee, Welfare and Extension Committee, Hostel Management Committee, Library Advisory Committee etc. The committees implement their decisions adopted in the meetings and executed bythe Principal. For example, the Library Advisory Committee purchase books to the Library after taking decision in the meeting which is a part of decentralization policy of the college. The other committees are also effective in their fields. Major policies for maintaining quality are approved and monitored by the Governing Body of the institution. Two members from the teaching staff and one member from the non-teaching staff are nominated as GB member for atenure of one year. The Librarian is the ex-officiomember of the GB. Since the college is under the provincialised system of Assam Government, it also formulates and monitors the policies for quality improvements.

File Description	Documents
Paste link for additional information	https://profilelogin.admissione.online/DocumentFrame.aspx?scode=dcomcl&doctype=DOWNLOAD#
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has a plan to provide best possible modern class room with ICT facilities for better teaching, learning and evaluation for improvement of quality education. Other plans are-

- Improvement of instrumental tools for quality education including infrastructure.

- Extension of Wi-Fifacilities.
- Conversion of the Assam Type buildings tothree storied building.
- Making the library fully digitalized.
- Improvement of the resource mobilization policies.

- Improvement of the self financed vocational centre extendingintake capacity.
- Improvement of the e-governance system in all the areas.

- Construction of more buildings for accommodation of class room and other academic purposes.
- Construction of boys' hostel in its own land adjacent to the college.
- Improvement of the auditorium with modern facilities.
- Construction of more cycle stands for students and car stands for teachers.

- Construction of one indoor and one outdoor stadium with modern facilities for practicing various games and sports and different athletic events among students.
- Enlargement main campus area.
- Installation of Solar Energy.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://dhemajicommercecollege.edu.in/strategic-plan/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body (GB) is at the apex body in the hierarchy of internal organizational structure. The Principal acts as the secretary to the GB. In practice, certain decisions are taken by the Principal discussing in the staff meeting. Decisions related to the college as a whole are forwarded to the apex body. On many important matters, the principal has discretionary powers in taking decisions and implementing these. Authority is delegated to the departments in taking decisions relating to certain academic matters. The librarian executes some decisions in connection with procurement of books and other facilities, weeding of books and library maintenance etc. The final say in any matter rests with the Principal having accountability to the Governing Body as well as the state government. All decisions are implimented by the Principal who is also the secretary of the GB. The office of Administration, Library, Examinations etc. are run directly under the Principal with help of teachers and staff. The academic matters of the college is looked after by the Academic Committee. The Heads of all Departments take active role tin managing the departments. All responsibilities of the library vests upon theLibrarian.The faculty members are engaged as convener/coordinator/chairman of various committees or cells.

File Description	Documents
Paste link for additional information	https://dhemajicommercecollege.edu.in/governing-body-members/
Link to Organogram of the institution webpage	https://dhemajicommercecollege.edu.in/organogram-of-the-college/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Many welfare measures are there in the college for Teaching and Non-teaching staff. These are -

- Employees Welfare Fund
- G.P.F. facility
- NPS facility
- Group Insurance facility
- Health Centre
- Network Resource Centre
- Library facility
- Free Internet facility
- Pure Drinking Water Facility
- Opt of participating Seminars, Workshops, Conference etc.
- Promotional facilities
- Opt of attending Faculty Development Programmes of UGC, ICSSR etc.
- Research facility
- Canteen facility
- Opting Sports facility
- Computer facility for various works

All these facilities and welfare measures arefor both the teaching and non-teaching staff.Every Teacher and employees may have membership in Employees welfare fund. They are provided withGPF /NPS facility. Group insurance is must for every employees.Every teacher and office employees can avail other facilities likehealth care, library, internet , pure drinking water, canteen, sports, computer, photocopy facilitiesetc. For the professional development teachers can attend seminars, workshop, conference etc. They are also encouraged to pursue research activities. The college take initiatives for timely promotion of teaching and non teaching staff.

File Description	Documents
Paste link for additional information	https://profilelogin.admissione.online/DocumentFrame.aspx?scode=DCOMCL&doctype=Facilities#
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

13

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

13

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Teachers are evaluated through students feedback.Online feedbak is conducted.Feedbacks are analysed by the Academic Committee and follow up actions are taken.

Performance appraisal record is maintained by the principal and communicated to the appropriate authority from time to time.

The Principal places the appraisal records in the management meetings for review. All promotions of teaching and non-teaching staff are based on their appraisal reports subject to approval of GB. There is a general format for Performance Appraisal Report in the college.

File Description	Documents
Paste link for additional information	https://dhemajicommercecollege.edu.in/StudentSatisfactorySurvey.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college strictly follows the financial rules laid down by Government and the funding agencies. After completion of internal audit, all college accounts are checked by Government Auditors annually. College follows the suggestions and recommendations of such audit reports. Apart from this, it also sometimes adopts internal check system to minimize the errors in financial matters. The college regularly appoints Chartered Accountant to audit all accounts of the college . The Governing Body as well as the state government monitors the financial exercises.

Annually an external auditor is appointed by the State Government to carryout the audit regularly. There were no major audit objections in the lastyear. Minor audit objections are settled through the suggestion of GB.

File Description	Documents
Paste link for additional information	https://dhemajicommercecollege.edu.in/AuditReport2021-22.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

`0.765 lakhs`

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The major funding sources of the college are state government, RUSA, students' fees, local councils etc.

The college has approached State Govt. and other funding sources available for procuring funds apart from the regular sources. In the last year, State Govt. has released an amount of rupees fifty lakhs for digital class room, and the said amount was properly utilized under strict supervision of Development and Construction Committee of the college. The institution successfully utilized the sanctioned amount as per the guidelines of State Govt., and the utilization and progress has been annually reviewed by the institution itself. The college was appreciated for its efforts and the grants are continued. RUSA has already sanctioned an amount of Rs. 2.0 Cr. Rs.1.5 Cr. has been released by RUSA and said amount is successfully utilized by the college in given schemes. Apart from the normal development grants from the State Govt., the college applies some other eligible schemes. The college also approached the Missing Autonomous Council (MAC) to

develop class rooms amounting Rs. 50 lakhs. Besides these, the college has its limited sources. The college has15 bighas own land which is used for resource mobilization purpose. A small amount of money in the last year camefrom the production of Rice to the college fund. Auction sell of damaged materials is also another source of income.

File Description	Documents
Paste link for additional information	https://dhemajicommercecollege.edu.in/facilities/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The college has established an Internal Quality Assurance Cell on 11-07-2005. The college strives to promote a conducisive atmosphere for achieving uptimumlevel of quality education throug the IQAC.An attempt has been made to increase the enrolment level of the students and accordingly the enrolment rate has increased last year.The IQAC has also initiated some policiesto improve the teaching-learning process. The Cell has discussed with the Principal to provide more teaching learning aids to fulfill the needs of the students.The IQAC in fact has served as the guiding forcefor every quality improvement policy of the institution. Many of the quality initiatives have been discussed and impiemented through concerned committees. ICT facility is introduced in most of the class rooms for improvement of the teaching-learning process with the initiatives of IQAC. The conference /seminsr halls are also developed and digitalized with virtual mode as per the initiative of IQAC. The cellalso inspires the faculty members to organize Seminars, Workshops etc.

File Description	Documents
Paste link for additional information	http://iqac/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and

recorded the incremental improvement in various activities

IQAC has taken many initiatives to develop the teaching-learning process of the Institution-

- The feedback onteaching staff is conducted from the side of students to improve the service of the teachers. There is a provisionof receiving feedback from the students in online and offline mode.
- The online admission process is continuedfor the lastfew years in the college with the initiativeof IQAC.
- The IQAC initiated to introduce ICT facilities in most of the class rooms.
- Seminars, Workshops etc. are regularly organized for the teaching staff to improve their teaching-learning process.
- A Comprehensive and Continuous Evaluation process has been adopted for all programmes of study in the college.
- Faculty members are inspired to join seminars, conference, workshops etc. to improve their quality.
- Faculty members are also inspired to involve in research works.

File Description	Documents
Paste link for additional information	https://dhemajicommercecollege.edu.in/academic/
Upload any additional information	View File

| 6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) | C. Any 2 of the above |

File Description	Documents
Paste web link of Annual reports of Institution	https://dhemajicommercecollege.edu.in/annual-report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution has an active Gender Senstitization Cell which works for the girl students overall physical and psychological well-being. The cell looks after the safety and security of the female students by receiving complaints against all forms of harassment on campus. The Cell meets every forthnight in normal situations and in case of emergency, it meets instantly to resolve a harassment case.

The Cell also works for women's awareness in the neighbouring villages and schools.

The Women's Cell of the college also works for girls' health and hygiene by organising awareness programmes in the girl's hostel and neighbouring villages. The Cell also distribute free sanitary napkins among the women and girl students of the college.

The college organised the following programmes during the year.

1. Workshop on Girls' Health and sanitation was organised on the college campus on 27th December 2021. . 128 students and teachers participated. Mrs. Rashmi Doley, Counsellor, Dhemaji Civil Hospital was the Resource Person.

2. An Awareness on Adolescence Problems and Remedies was organised at Rupnath Brahma High School on 23rd February 2022.Mrs. Rashmi Doley, Counsellor, Dhemaji Civil Hospital was the Resource Person.

File Description	Documents
Annual gender sensitization action plan	Strategic Goal Target Action Plan 1. Awareness on Child Marriage among the college students and the neighbouring school students in collaboration with Child Welfare department and other non-governmental. 2. Awareness on Women's Rights shall be organized in the neighbouring villages in collaboration with the Bar Association of Dhemaji district. 3. Training of girl students of the college on self defence. 4. Awareness on Self Reliance among the college students and women of the neighbouring villages. 5. Interactive session with doctors on Women's health and hygiene among the students of college and neighbouring women.
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	(a) Safety and security: CC Camera is installed in the entire campus and in all the classrooms. CCTV is also introduced in the Girls hostel. (b) Common Rooms: Separate Common rooms are provided for boys and girls. Vending machine and incinerator are provided in the Girls Common Room. Newspaper and magazines are provided in the Common rooms. Recreational items are also available in the Common rooms. (c) Day Care Centre: Day care centre is provided with all facilities. (d) Health Centre: A Health Care Centre with basic first aid facilities, bed and emergency medicines are stored. Doctors visit the centres when require. (e) Facilities for Divyagyan students: Wheel chair, Tricycle and Auxilliary Crutch and Walkers are arranged for the disabled students. Ramps are also provided in the washrooms for the physically challenged students.
7.1.2 - The Institution has facilities for	C. Any 2 of the above

alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institution follows three R's in the management of its wastes i.e. Reduce, Reuse and Recycle methods. It tries to reduce the amount of waste generated through possible ways, it also tries to reuse everything that can be reused and tries to segregate the wastes that can be recycled through various agencies.

Solid waste management:

The institution is trying to reduce the use of "single-use" plastic glasses, cups etc. Broken iron rods, tins, Glass, broken plastic items etc. are sold to local vendors. To make the campus smoke free dry leaves are deposited in pits. Food wastes in the girl's hostel are disposed of in dumping pits.

Liquid waste management:

Liquid waste comes from sanitary blocks and water used for cleaning utensils in the girl's hostel and canteen. The wastewater from sanitary is disposed off in sort-pits. The canteen and girls' hostel wastewater are drained through PVC pipes to big drains.

E-waste management:

E-waste includes obsolete electronic items like computers, monitors, discs, printers, inverter batteries, etc. The institution tries to repair and reuse these items. The printer cartridge is generally refilled and inverter batteries are handed over by selling at minimum rates while purchasing new batteries. Other e-wastes are disposed of to local vendors.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus — **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: — **A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and — **B. Any 3 of the above**

energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution is committed to providing an inclusive environment to imbibe the spirit of tolerance and harmony towards cultural, regional, linguistic, communal and socio-economic diversities. Important days are being observed to materialize these ideals.

Students and teachers take part in the celebration of Independence Day and Republic Day on the campus.

Gandhi Jayanti is celebrated to teach the relevance of Gandhian idealism.

International Yoga Day is observed to aware students ofmental and physical well-being.

Students Union organise Teachers' Day.

Awareness meetings are organised to spread the message of equality of men and women and the role of women in promoting a balanced society on the occasion ofthe Women's Day celebration.

The NSS and Eco Club organise Environment Day. Tree plantation and environmental awareness are being organized in and outside the campus.

Competitions on different cultural activities are organised.

Silpi Divas, Rabha Dibas, Bhupen Hazaika's birth and Death anniversary are organised.

Rongali Bihu is also celebrated on campus.

Mother Tongue Day is observed and students are advised to use their mother tongue in the day-to-day transactions.

Voters Day,Constitution Day and Human Rights Day are also observed to imbibe the spirit of nationalism and follow constitutional obligations.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution is committed to sensitizing students and employees to the constitutional values, rights, duties and responsibilities of citizens. Voters Day is celebrated to aware the students regarding the responsibilitiesof voters in a democratic country like India. Constitution Day is also observed to commemorate the sacrifices of the founders of the Constitution. Students and Teachers take a pledge to abide by the ideals of the Constitution. International Human Rights Day is observed to aware students and employees of our responsibilities to our fellow being. Road Safety Week is also observed at the initiation of the NSS Unit. Processions are being taken out to aware all on-road safety. Students on bikes are restricted from entering the college campus without helmets. The fourth Saturday of every month is observed as No Fuel Day. College Week is celebrated at the initiation by the Students Union wherein activities leading to the preservation of culture and heritage, quizzes and debates concerning the state are organized. Students Union election is held to elect student leaders. This democratic process teaches students their responsibilities in forming the students Union.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Dhemaji Commerce College celebrates various state, national and international commemorative days, events and festivals in its attempt at conferring ethical and value-based learning as well as inculcate the spirit and essence of these important days to its students.

Students and teachers celebrate Independence Day with enthusiasm and pride and pay respect to the freedom fighters and martyrs.

The College celebrates Republic Day with enthusiasm and pride, in order to commemorate India becoming a republic and to honor the constitution.

The college holds International Yoga Day in order to encourage Yoga practice and good physical health in the community.

International Women's Day is celebrated by the Women's Cell and IQAC of the college to encourage equal opportunity for women, and to create awareness amongst all for the elevation of disparities in our society.

International Mother Tongue Day is held in order to encourage students to pay more attention towards the mother tongues, as well as inspire them to think creatively about the languages that the country has.

Human Rights Day is organized with a view to aware the students about man's rights across the globe.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title: Awareness programme on Women Empowerment

Objectives: (a) Create awareness and work for safeguarding the rights of women (b) Check discrimination against women

Context: To give women her position in society she deserves.

Practice: The Women Cell and Gender Sensitization Cell works for gender equity and empowering women. These Cells work on awareness on constitutional and legal rights, domestic violence, importance of education, health /sanitation and superstitious beliefs.

No such problems have been encountered.

Title: Health Checkup in Neighbourhood Community

Objective: To provide health care support to the poor and needy.

The Context: Essential health issues like Diabetic detection, eye and ear screening, Blood grouping etc. are neglected by BPL people. The college intends to extend support to these people.

The Practice: Eye and ear screening, diabetic detection, health checkup etc. in collaboration with District Blindness Control Society, District Health Society, NGO's are organized. Doctors are deputed by Health Department. Critical cases are referred to Hospitals. Free medicines are also supplied.

Evidence of Success: Some patients have performed cataract surgery being detected in our camps. About 150 patients have been detected

with Diabetics.

Problems encounters:

-Have to rely on the availability of doctors provided.

-Not all medicines could be provided.

File Description	Documents
Best practices in the Institutional website	**Nil**
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

This college is located in a rural area where a bulk of the population isdependent on agriculture as their prime source of livelihood. Therefore, theinstitution believes that by imparting knowledge of agriculture students can become self -sufficient. Throughaplication of organic manures the land fertility also remains intact.Secondly, by adopting scientific methods of agriculturethe college exchequercan also be strengthen. Keeping these ideas in mind,the college purchased an agricultural land measuring 15 Bigha-3 Katha-7 Lessa in 2010. Here paddy cultivation is done using Power tiller and tractor for tilling the land. Organic manures are used in the cultivation. The college also hires a few paid labour in the process of sowing and harvesting. Annually, the college receives 45 to 50 quintols of paddy. The paddy is sold to local vendors as per the price in vogue. The accumulated amount is used for college development, The Extension and Welfare Committee of the college looks after the land and arrange for cultivation. What is to be noted that students get involved in sowing and cutting the ripe crops. This is further is anextension of participatory learning. Vegetables cabbage, cauliflower, carrot, radish, potato, etc. are grown. These are also sold to local vendors.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

The college prepares the following agenda for the next academic session.

1. To purchase at least one Bigha of land, preferably near the existing college campus for further extension and new construction of the college building.

2. To set up a solar panelinthe college campus.

3. To set up a Fishery and sericulture farm on the own land of the college.

4. To make MOU with nearby building owners for setting up a Boys Hostel and a girls Hostel.

5. To approach different agencies for a grant to establish a permanent Boys' Hostel in the 6 kathas of land owned by the college.