



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	DHEMAJI COMMERCE COLLEGE
Name of the head of the Institution	Deva Kumar Chutia
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03753-224369
Mobile no.	9957416480
Registered Email	dhemajicommercecollege@gmail.com
Alternate Email	dhemajicommercecollege@rediffmail.com
Address	PO-Aradhal, Dist: Dhemaji, Assam PIN: 787057
City/Town	Dhemaji
State/UT	Assam
Pincode	787057

2. Institutional Status																			
Affiliated / Constituent			Affiliated																
Type of Institution			Co-education																
Location			Semi-urban																
Financial Status			state																
Name of the IQAC co-ordinator/Director			Ms. Devajani Chiring																
Phone no/Alternate Phone no.			03753224369																
Mobile no.			9435389095																
Registered Email			cdevajani@gmail.com																
Alternate Email			dhemajicommercecollege@rediffmail.com																
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)			https://dhemajicommercecollege.edu.in/aqar/																
4. Whether Academic Calendar prepared during the year			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			https://dhemajicommercecollege.edu.in/academic-calendar/																
5. Accreditation Details																			
<table border="1"> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> <tr> <td>2</td> <td>B</td> <td>2.15</td> <td>2018</td> <td>02-Nov-2018</td> <td>01-Nov-2023</td> </tr> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	2	B	2.15	2018	02-Nov-2018	01-Nov-2023
Cycle	Grade	CGPA	Year of Accreditation	Validity															
				Period From	Period To														
2	B	2.15	2018	02-Nov-2018	01-Nov-2023														
6. Date of Establishment of IQAC			11-Jul-2005																
7. Internal Quality Assurance System																			
<table border="1"> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> <tr> <td>Awareness Programme on</td> <td>23-Mar-2019</td> <td>41</td> </tr> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries	Awareness Programme on	23-Mar-2019	41					
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Awareness Programme on	23-Mar-2019	41																	

CBCS	1	
Career guidance programme on Railways, Bank etc. In collaboration with Global Institute of Technology and Management, Gurgaon. Mr. Subasa Chandra Misra, MBA, M. Tech. was the resource person.	28-Sep-2018 1	150
Awareness Programme on CBCS	28-Jun-2019 1	265
Career Guidance on Retail Management.	15-Feb-2019 1	130

L::asset('/','public').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'. \$instdata->upload_special_status))}

[View Uploaded File](#)

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2019 00	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Under the initiatives of IQAC the institute observes the last Saturday of every month as fuel consumption save cum Environment protection day. No employee and students use any fuel vehicle in this day. Cleanliness drive, awareness meets are

also organised.

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

Plan of Action	Achivements/Outcomes
Career Guidance Programme	Successfully conducted
Women Awareness Programme	Successfully conducted
CBCS Worksop	Successfully conducted
Environment Awareness	Successfully achieved
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	22-Nov-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

04-Oct-2018

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

26-Feb-2019

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution develops and deploys certain action plans for effective implementation of the curriculum, such as academic planning for each session/ semester, inter-departmental and intra-department meetings, rational distribution of courses among the teachers, periodic review of the course

coverage, educational tours, excursions etc. Being an affiliated institution, the college has been following the syllabi prepared by Dibrugarh University which develops and updates the curricula/ syllabi from time to time according to the changing needs and demands. The syllabi of certain subjects also provide detailed instructions on how to implement them appropriately. The affiliating university from time to time provides guidelines on how to implement a particular syllabus, evaluate and award marks. The elected members of the faculty participate in the undergraduate Board of Studies and Academic Council and inform the teachers about the changes in the policies and plans. Teachers also participate in workshops organised by the University whenever a new programme or course structure is introduced. The college provides necessary support in the form of Teachers' Diary to maintain the records of the classes taken, text books for department library, laptops/desktops to the departments and financial assistance for organising Seminars/Talks/ Field study and other activities of the department.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Nil	Nil	Nil	00	00	00

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Bachelor of Arts	01/07/2019
BCom	Bachelor of Commerce	01/07/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	0
No file uploaded.		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Field Study initiated by the Departments	40
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nil
Employers	Nil
Alumni	Nil
Parents	Nil

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The college has a well regulated feedback mechanism. Feedbacks are obtained from the students on various aspects of teaching learning process including course curricula and the quality of teaching of individual teachers. The IQAC of the college in consultation of the Academic Committee develops a questionnaire to obtain students opinion on different aspects of the teaching learning process, comment on the infrastructural facilities and all official works performed by the non-teaching. However, this collection of feedback from students have been undertaken on a regular basis by the feedback committee under the supervision of IQAC. The report of the feedback committee is submitted to the Principal of the College and later on the Principal placed the same in the Governing Body for necessary approval and action. However, the informal system of collecting feedbacks from students on curriculum is a regular feature of the institution. The feedbacks on course/curriculum, infrastructural facilities and those concerned to the official works of the college are discussed in the meetings of Academic Committee and in the Teachers Unit Meeting and occasionally conveyed to the university through its elected representatives and sometimes through informal interactions. The feedbacks obtained on the teaching learning process are handed over to concerned teachers for their appraisal and improvement on their teaching performance

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Bachelor	600	400	361
BA	Bachelor	600	550	519
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	880	0	36	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
38	19	13	13	0	0
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No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has introduced an informal system of mentoring the students for past several years. The teachers of every Departments were responsible for maintaining the records of their students in matters of academic, psychological and socio economic background of the students. Students enrolled for Major/ Honours programme were given priority. The same system has now been restructured and named Mentor system. Under the Mentor system, the fulltime teachers of the college have been engaged as mentors. Only the students of BA and BCOM programme are included in this system. All students enrolled in these programme are having a fulltime teacher as their mentor. At the beginning of the academic session, the names of the students along with the names of the mentors are informed for the entire duration of the programme. The mentors are responsible for academic progress and psychological wellbeing of their mentees. They are also entrusted with the task of monitoring the attendance and academic progress of the students. They also provide primary psychological counselling to those who need them and refer them for more professional counselling, if required. At the beginning of the academic session, the mentors conduct orientation programmes for the mentees, whereby they are acquainted with the institution, its goals and mission, the facilities available and the regulations of the affiliating university. The mentors maintain the biographic details of each individual mentee including educational background and socioeconomic status. They also maintain record of their class attendance, class performance and academic progress. The mentors use both formal and informal means of mentoring. The mentor system, apart from its formal part, also exists as a robust informal mechanism to boost inclusiveness, gender sensitivity and social responsibility of students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
880	36	1 : 24

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
38	36	2	0	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	00
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-	Date of declaration of results of semester-
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			end examination	end/ year- end examination
BCom	BCOM	Sem 6	29/05/2019	16/07/2019
BCom	BCOM	Sem 5	30/11/2018	13/02/2019
BCom	BCOM	Sem 4	31/05/2019	16/07/2019
BCom	BCOM	Sem 3	28/11/2018	13/02/2019
BCom	BCOM	Sem 2	30/05/2019	16/07/2019
BCom	BCOM	Sem 1	19/11/2018	13/02/2019
BA	BA	Sem 6	29/05/2019	16/07/2019
BA	BA	Sem 5	30/11/2018	13/02/2019
BA	BA	Sem 4	31/05/2019	16/07/2019
BA	BA	Sem 3	28/11/2018	13/02/2019
BA	BA	Sem 2	30/05/2019	16/07/2019
BA	BA	Sem 1	19/11/2018	13/02/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Along with the traditional system of examination the college has also introduced Project based evaluation systems in the college examinations in the Honours courses. Students are assigned different projects like preparing report based on actual field study with self prepared questionnaire/ observation schedule/ interview schedule. The concerned teacher act as guide in this Method of evaluation. Apart from this Departments are also evaluating their students offering Honours through organizing, group discussion and seminar presentation.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college prepares academic calendar as per the academic calendar of the affiliating University (Dibrugarh University) and is published in the Admission Brochure. The Admission Brochure is provided to all the newly admitted students in the first semester/first year. The academic Calendar is also distributed to students enrolled in the third and fifth semester and second/ year. The academic calendar is also distributed among all teaching nonteaching staff of the college. The academic calendar contains the yearly schedule of the college ranging from the list of holidays (national level holidays, state level holidays, local holidays and the institutional holidays), date schedule of Internal and External examinations and other forms of evaluation such as evaluation through performance in Departmental seminar presentation etc. It also displays the other events like Freshmen Social, College Week, College Election, Excursion trip etc.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://dhemajicommercecollege.edu.in/programme-and-course-outcomes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage
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			examination		
BCOM	BCom	Bachelor of Commerce	75	70	93.33
BA	BA	Bachelor of Arts	83	57	68.67
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.dhemajicommercecollege.edu.in>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	00	00	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
00	00	00	00	00	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
00	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if
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			any)
National	00	0	00
International	00	0	00
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Nil	0
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
00	00	00	Nil	0	00	0
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
00	00	00	Nil	0	0	00
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	4	6	36
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Plantation Renovation of College garden	NSS	13	32
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0

No file uploaded.

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Gandhi Jayanti	Deptt. of Philosophy IQAC	Popular Talk, Speech Competition	18	178
Legal Awareness Programme	District Legal Service Authority	Workshop on Antiragging	14	225
Gender Sensitisation	Gender Sensitisation Cell	workshop	11	145
AIDS Awareness Programme	District Health Department with IQAC	Awareness	18	180
Swachh Bharat	Eco Club	Cleaning of Dhemaji Railway Station	10	55
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	00	00	00
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
00	00	00	Nil	Nil	00
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	NA	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
163.2	128.8

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Newly Added
Classrooms with LCD facilities	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Newly Added
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Newly Added
Class rooms	Existing
Campus Area	Existing
Campus Area	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2006

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	17236	2533230	86	13498	17322	2546728
Reference Books	3016	1156342	9	7085	3025	1163427
Journals	9	15300	1	1600	10	16900
CD & Video	35	14000	0	0	35	14000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	NA	NA	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	44	1	0	0	1	2	0	55	0
Added	21	0	0	0	0	4	9	0	0
Total	65	1	0	0	1	6	9	55	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

55 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
9	8.16	1.46	1.44

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The Institution has a well equipped laboratory for Education practical works. The college provides a lot of supports facilities for the all round development of students community. The governing Body as well as the Principal of the college along with the IQAC and other cells and committees takes utmost care to maintain and utilize different support facilities relating to physical academic etc. The Governing Body being the apex policy making body of the college approves different policies and regulations in conformity with the guideline of Government of Assam, UGC as well as affiliating Universities formulated by various Cells and Committees. 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 use of SOUL software. The library has sufficient space for reading for students and staff of the college. The library has also the book bank facility providing books to the poor students for the whole academic session. The college has strong track record of sport performances of students in different events in state, national and university level. The college has an active sports committee which takes the sole responsibility of developing sports talents among the new generations. The committee formulates different policies and bylaws for maintaining a proper sports atmosphere in the college. The institution has ample sports facilities including modern multigym etc. The college has a computer centre offering certificate and Diploma programmes. All the official works including admission are computerized. In addition, all the departments are provided with computer and internet connectivity. In all, the college has 61 functional computers. The college has 25 spacious classrooms with proper light, fan and ventilation. All the rooms are equipped with LCD

projectors.CCTVs are also installed in all the classrooms for proper monitoring.

<https://dhemajicommercecollege.edu.in/page-11/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Reimbursement of fund for BPL students under the Scheme of Government of Assam	1318	4231127
Financial Support from Other Sources			
a) National	00	0	0
b) International	00	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga	21/06/2019	200	NSS UNIT
Remedial coaching	09/09/2019	98	Concerned Deptt.
Personal Counselling	16/08/2019	149	Career Guidance Cell
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Career guidance programme on Railways, Bank etc. In collaboration with Global Institute of Technology and Management, Gurgaon. Mr. Subasa Chandra	150	150	5	5

	Misra, MBA,M. Tech. was the resource person.				
2019	Career Guidance on Retail Management. Resource person: 1. Anjan Jyoti Sabhapandit, Associate Professor, Dhemaji Commerce College. 2. Mr. Anil Kumar Saikia, Associate Professor, Dhemaji Commerce College	130	130	4	4
2019	Career Guidance on how to prepare in the various competitive examinations , especially in the field of Numerical ability and Mathematical ability (objective problems) Resource persons: 1. Mr. Gopal Gogoi, Associate Professor, Dhemaji Commerce College	146	146	6	6
No file uploaded.					
5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		Number of grievances redressed		Avg. number of days for grievance redressal	

6	6	2
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5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	0	0	NA	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	25	BA	Pol.Sc., Hi st, Ass., Edu., Phil.	IGNOU, KKSO U.DIBRUGARH UNIVERSITY	MA
2019	20	BCOM	COMMERCE	IGNOU, DIBRUGARH UNIVER SITY, KKHSOU	MCOM
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	13
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Athletics	Institution	120
Football/Cricket/Badminton	Institution	231
Literary/Art/Craft/Music	Institution	145
Arm Wrestling	National	6
Volley Ball	National	1
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has a student council known as 'Dhemaji Commerce College Students Union' which is formed as per a constitution prepared and approved by the General Body of students. Every year student's union election is held for various portfolios like-President, Vice President, General Secretary, Assistant General Secretary, Magazine Secretary, Cultural Secretary, Games Secretary etc. The election to the Union is purely on democratic basis and free and fare. All the secretaries look after their respective sections and engaged themselves for the all round development of the college. Different activities are performed by various sectional secretaries of the college. The secretaries takes utmost care for the all round development of the students of the college in various fields like culture, games and sports, creative writing etc. In most of the committees of the college students representatives are taken. Students represented in most of the committees like IQAC, Development Committee, Anti Ragging Committee, NSS, Eco Club etc. The President and General Secretaries are nominated in most of the committees where they play a significant role.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5.4.2 – No. of enrolled Alumni:

900

5.4.3 – Alumni contribution during the year (in Rupees) :

4000

5.4.4 – Meetings/activities organized by Alumni Association :

02

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The teachers and students are engaged and participate in many ways in the process of decentralization of management system. The students participate in the form of Students Union by deploying student members in different bodies of the college. Teachers also actively participate in the form of different committees and by appointing members to the GB. Following are the two practices of decentralization and participatory management system to be cited here. i) Representative of Students in the Committees and Cells of the college: Students' Union is the authenticated powerful body of the students of the college. All the members of the students' union are either elected or selected by the students of the college. They have power to observe or celebrate all student related functions of the college. They execute the power and functions of the Union Body. To execute their power and functions they discuss all matters relating to college development with the college authority. The President or the Secretary of the Students' Union are nominated to most of prominent committees such as IQAC, Development Committee, Anti Ragging Committee etc. of the college. They participate in most of the development

activities of the college. Student delegate/s of the Union Body plays significant role expressing their views and opinions in taking major decisions pertaining to college development. ii) Teacher representative in the Committees, Cells and GB of the college: Teacher Unit is the most active body of the college relating to any developmental activities of the college. For smooth functioning of the college administration most powers and functions of the college authority are decentralized by constituting a number of cells and committees. Most of the teachers are the members in at least one committee. As per provisions of the College Management Rules two members from the teaching staff are nominated for the College Governing Body annually. They place the problems of students and faculty in the GB meeting. All the committees formed for smooth functioning of the college are approved by the GB. The committees are given autonomy in framing rules and regulations plan the annual activities, budget etc of the respective committees. There are also annual meeting of the Alumni Association and Guardians Association. The college management discusses various issues of the institution with them. Their opinion are highly valued in the policy framing of the institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	CBCS system in BA and BCOM programs has already been implemented by the affiliating university, i.e., Dibrugarh University. The Academic Committee of the college has welcomed the introduction of the CBCS system in the graduate programs. The old semester system is also running for the 3rd and 5th Semester students. But the CBCS system is more flexible, systematic and the syllabus too is upto date. The college conducts the Unit Tests and Sessional Tests for purpose of evaluation and awarding marks. For quality development of the students the Departments conducts seminar, Group Discussion, Symposia, field study etc. Regular assignments are given to the students for improving their curriculum knowledge. Besides the curriculum knowledge they are inspired to join in the extracurricular activities also.
Teaching and Learning	Teachers use meaningful and illustrative methods in the teachinglearning process. Classes are done regularly and punctuality is maintained. All the teachers maintain individual Teachers Diary wherein all activities of the teachers are recorded. These diaries are submitted to the Principal every week for his appraisal. Most of the teachers use IT

materials in the class rooms. Remedial classes are taken for the slow learners selected on the basis of performance in the Unit and Sessional Tests. Evaluative activities are also done timely. There is a very strong mechanism of assessing the teaching performance of the teachers through Student feedback. The feedback helps in improving the teachinglearning process.

Examination and Evaluation

Except the Internal examinations all the final examinations are conducted by the University. Student evaluation is done regularly in the form of unit tests and sessional tests. Students need to complete several assignments as part of their evaluation. Seminar and Group Discussions are organized to improve students knowledge, personality and communicative skill. All the odd and even semester examinations are controlled by the University on a regular interval.

Research and Development

As our institution provides only the undergraduate programs there is little research activity in the college. But still the institution has a proper planning and allot fund for research activities. There is a functional Research Committee. Students are involved in Report Writing and Projects based on actual data collected through field study. Teachers acts as guide in these activities. Workshops/Seminars on Research Methodology are organized to help the students in various aspects of data collection and preparing the Report/Project. Individual teachers are engaged in research works. A few teachers have completed their Minor and Major projects sponsored by the UGC. A limited amount of fund is provided by the college for small Project and research works.

Library, ICT and Physical Infrastructure / Instrumentation

There is a central library with 25,000 books and journals. Besides the central library there are also separate departmental libraries in each department. Library cards are issued to the students for availing books. Daily news paper, various magazines are available in the library. Free WiFi facility is installed within the college campus which can be access by teachers and students. A large nos. of ICT enabled classrooms are there in the college. Among 25 classrooms 15

classrooms are ICT facilitated with LCD projector. CCTV camera also installed in every classroom and in the entire campus. ` Presently the college has two seminar halls, one digital classroom and one well equipped auditorium. There is also one computer centre with computers, common room for boys and girls and one multigym. Xerox facility is also available in the college at a nominal rate.

Human Resource Management

Students are prepared for future development. They are fully prepared as future job seekers. Teachers are very helpful in this regard. They trained the students how to face an interview for seeking any job. Different workshops are organized to train students for appearing the written examinations and facing interviews. Most of the passed out students are could engage in jobs in all sectors and are placed in different parts of the country.

Industry Interaction / Collaboration

As a degree college placement interviews are not organized in the college campus. But students are interfaced with the local industries. They are also given facility to study about the industries and factories locally available or nearby places in the form of field study, excursion or project work.

Admission of Students

An admission committee is formed to select candidates for admission into different courses in the college. At first the committee gives an advertisement in the daily news papers for seeking application to take admission into various courses. After scrutinizing the application forms, the Committee selects students on the basis of merit and category wise and are permitted to take admission in the courses.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area

Details

Planning and Development

The College has a Planning and Development Committee. The Committee looks after the various development works of the college. The Committee takes initiative to planning the developmental works and the Governing Body of the college approves the plans in its meeting. The college strives

towards fulfilling its vision which is reflected in the Master Plan of the college. Each and every development activity is carried out according to the Master Plan for seeking tender of some of the important works, the GB give advertise in daily news papers and in college website. All payments are done through cheque and electronic mode.

Administration

Directorate of Higher Education (DHE), Assam Govt. is the supreme authority of the institution followed by the Governing Body and the Principal is the head of the college. All the communications between DHE and the College are done through email and bulk SMS system. UGC and DHE orders and letters are given through emails and all replies to the DHE by the College are given through online mode. Student notices are given through bulk SMS. The annual Report of the College to the University, AISHE reports etc. are submitted through online. Registration and Examination form fill up system of University is processed through online. Communications for taking necessary actions by the UGC and DHE are gone through online mode. Most of the academic and non academic communications with other authority and other institutions are done through online.

Finance and Accounts

The annual budget and annual report of the college is submitted to the DHE through online. All the sanctioned amounts of the college are received through online. The payments of teachers and employees are also made through online. UGC sanctions and State Government sanctions are deposited through online in the college bank accounts. Accounts are maintained through online. All payments to vendors and suppliers are made through cheque and electronic mode.

Student Admission and Support

Both online and offline process for admission prevailed in the last year. Online form fill up for admission started in this session. For admission of the new students into the B A and B COM, advertisement is given in the daily news papers and college website. After submitting application forms through online or offline, the candidates are scrutinized on merit

	basis and category wise and selected candidates are allowed to take admission.
Examination	Examination is the main work of the evaluation system of the college. The University conducts the final examinations. The University gives notifications for form fill up for appearing in examination. After form fill up the University notify for Examination dates. Students can sit in Exam on the prescribed dates by the University. All the activities and processes from the time of form filled up to till the declaring result are gone through online mode.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	00	00	00	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	00	00	Nill	Nill	0	0
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
One day workshop on Choice Based Credit System under Dibrugarh University	36	03/03/2019	03/03/2019	1
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
There is a Teachers Welfare fund for teachers in the college. GPF, group insurance facilities are also available for the teachers and employees of the college.	Like the teachers same facilities like drinking water, employees welfare fund, GPF, group insurance etc. are available for the non teaching staff.	Students are also availed some facilities in the last year. One gymnasium hall with proper equipments is provided to them to practice for fitness. Pure drinking water by the teachers unit is provided to them. The boys hostel and girls hostel are modernized with running water facility. Health check up camp has been arranged. Auditorium and conference hall for students are modernized. Remedial classes are taken for all type of students. One student welfare fund is also there for poor student welfare purpose.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audit: The internal audit is done regularly. One or two internal auditor is appointed by the Governing Body in every year. In the last year Mr. Anil Kr. Saikia was appointed by the GB as internal auditor. All internal audit was done and report was prepared by him. The report of internal auditor has been placed in the GB meeting. After approving the internal audit by the GB, the external auditor was appointed. **External Auditor:** After the end of the every financial an External auditor is appointed by the Govt. Mr. Padma Borgohain, ExGovt. auditor was appointed as External auditor of the college in the last session. He audited the whole amount transacted in the session 201819. No major complain was found in his report.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management (Reimbursement of Admission fees by Govt.)	4231127	Admission and other fees
No file uploaded.		

6.4.3 – Total corpus fund generated

113405

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	No	NA	No	NA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

i) The ParentTeacher Association gives many suggestions in different issues relating to all round development of the college. The association maintains a good relationship with the college, particularly with the teachers. They frequently visit the college. ii) On request of the ParentTeacher Association of the college, the parents and teachers donated many books to the college and departmental libraries. iii) Some of the parents of our students donated some materials like bookshelf, almirah etc. to the college. The parentTeacher Association communicates this matter. i) The ParentTeacher Association gives many suggestions in different issues relating to all round development of the college. The association maintains a good relationship with the college, particularly with the teachers. They frequently visit the college. ii) On request of the ParentTeacher Association of the college, the parents and teachers donated many books to the college and departmental libraries. iii) Some of the parents of our students donated some materials like bookshelf, almirah etc. to the college. The parentTeacher Association communicates this matter.

6.5.3 – Development programmes for support staff (at least three)

i) Workshop on Computer application and office management as well as finance management (maintance of cash book, voucher etc.) for updating their skills in E Transaction. ii) Welfare schemes are availed by the teachers and employees. GPF and group insurance etc. are available for both the teachers and employees. Medical allowance, House rent, Compensatory allowance etc are availed by the teachers and employees. ii) Regular promotions of the teachers and employees are being continued by the authority of the college. No teacher and employee are left without promotion.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

i) ICT facility is improved. ii) Intake capacity is increased. iii) Improvement of evaluation process is done.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Workshop on Choice Based Credit System under	23/03/2019	23/03/2019	23/03/2019	36

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness drive among the women of remote areas on use of sanitary napkins	05/05/2019	05/05/2019	190	25
Awareness drive among the women of remote areas on use of sanitary napkins	27/08/2018	27/08/2018	175	19
Awareness drive among the women of remote areas on use of sanitary napkins	22/01/2019	22/12/2019	125	7

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The college takes necessary steps on environmental consciousness, energy conservation etc. The college unit of NSS, Eco Club organise various awareness drive, plantation programme etc. The college observes every 4th Saturday of each month, as fuel conservation day on which no fuel vehicles are used by the employees, staff and students of the college.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	0
Scribes for examination	Yes	0
Physical facilities	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

		community					
Nill	0	0	Nill	00	00	00	0
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
00	Nill	00

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Gandhi Jayanti was observed at the initiative of department of Philosophy.	02/10/2018	02/10/2018	190
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.Environment Awreness Programme 2. Swcha Bharat Abhiyan 3. Cleanliness and Plantation Programme. 4.Fuel Conservation 5.Green Dhemaaji Initiative

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice-1 1. Title of the Practice: Book Bank Facility 2. Objectives of the practice: 1. To encourage the student for making a convenient reading atmosphere. 2. To motivate the poor but meritorious students. 3. For creating a reading habit among the students. 4. For quality development of the poor and meritorious students. 1. Context: Despite economic advancement, huge amount of people are still under the category of poverty. Many students come from the BPL category in the district. Though government has provided some of the anti poverty scheme yet it has noticed that most of students are still suffered from economic hardship which hamper their studies. Being a flood-prone district, many families are affected by food for which their children are severely affected economically. It has been observed that many a time the students comes from these families are unable to buy books as well as other required things for upgrading their studies. Therefore the college initiates the Book Bank Facility to the poor meritorious students of the college. 2. The Practice: This practice has been in the college since 2018. The Library of the college organizes this practice. At the beginning of every academic session the Librarian informed the students regarding the Book Bank facility. The librarian collect list from every department. The HoDs of all departments prepare the list students from their concerned departments on the basis of merit ands their economic status. 3.Problems anticipated in the implementation of the scheme: No such problem has been anticipated in the implementation of this scheme. Responses of the students have been very positive. Best Practice-2 1. Title of the Practice: Hand Written Magazine Subas(Deptt. Of Assamese) 2. Objectives of the practice: 1. To encourage the student for creative writing. 2. To motivate the students for up gradation of their writing.. 3. For creating a writing habit among the students. 4. For the development of writing quality among the students. 1. Context: Mere reading text books and writing only textual question answer cannot be consider to be a real practice which make a man perfect one. Creative writing develops the sense of creative thinking. Development of creative writing among students is a very necessary step in a college. Most of students are seen that they are not aware regarding the writing. Writing is not

a habit. Only it has been observed that they prepare notes for examination from their text books. Attempt of creative writing like writing in magazines, journals etc. are not a habit. Even though they have good potentiality yet it due to lack of practice it become obsolete. So a college may provide a forum for developing an atmosphere of writing. Therefore the department of Assamese of the college initiates the Book Bank Facility to provide a forum of creative writing for the students of the college. 2. The Practice: This practice has been in the college since 2003. The department of Assamese of the college initiates this practice. The department named the magazine as 'Subas'. It is an Assamese name. The meaning is 'Sweet Smell' in English. It is a completely hand written magazine since then. The department forms an editorial board under the supervision of teacher in charge. The editor is selected from among the students of the department. The editor collects creative writings like -short story, poems, articles etc. The script is prepared by the students themselves. After publishing they distribute some of the copies of magazine among the various department of the college. They keep some copies in the college library as well their departmental library. It is low cost magazine where most of interested students are encouraged to exhibit their writing talents as well as their writing potentiality. As such this best practice has been implemented successfully since its inception. 3. Problems anticipated in the implementation of the scheme: No such problem has been anticipated in the implementation of this scheme. Responses of the students have been very positive.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://dhemajicommercecollege.edu.in/best-practice/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college has been playing a significant role in imparting commerce education since its inception. Most of the pass out students are able to employed in different jobs and engaged in diverse field. Some of them are self-employed in different services. As such in creating employment commerce stream of the college has a major role which is a vision of the institute.

Provide the weblink of the institution

<https://dhemajicommercecollege.edu.in/performance-of-the-institution-in-vocational-education/>

8. Future Plans of Actions for Next Academic Year

Future action plan of the college. 1. Maintenance of academic standard and environment conducive to learning. 2. Feedback from outgoing students 3. More ICT enabled class-rooms 4. Proposal to Government to increase the strength of teachers and staff. 5. Maintenance of cleanliness of the college campus. 6. Arrangement of popular talk/invited lecture etc. 7. Arrangement of environment awareness drive. 8. Awareness campaign on AIDS, Women Empowerment, Human Rights etc.