



Yearly Status Report - 2019-2020

Part A

Data of the Institution

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.	03753224369
Mobile no.	9957416480
Registered Email	dhemajicommercecollege@gmail.com
Alternate Email	dhemajicommercecollege@rediffmail.com
Address	PO- Aradhal, Railway Station Road, Ward No-06
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://www.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. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <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> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	B	2.15	2018	02-Nov-2018	01-Nov-2023
Cycle	Grade	CGPA	Year of Accrediation	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"> <thead> <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> </thead> <tbody> <tr> <td>Personal counselling and</td> <td>28-Nov-2019</td> <td>280</td> </tr> </tbody> </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	Personal counselling and	28-Nov-2019	280					
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Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries																	
Personal counselling and	28-Nov-2019	280																	

Mentoringing	1	
How to face interview	02-Dec-2020 1	145
Essay competition	05-Nov-2019 1	25
One day workshop on Research Methodology	16-Nov-2019 1	34
Remedial Coaching	11-Nov-2019 1	111
Yoga	20-Dec-2019 1	240

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

No Files Uploaded !!!

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
Dhemaji Commerce College	Infrastructure Grant for Girls Common Room	State Government	2019 90	100000

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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)

- Online Admission
- Help and Assistance to the needy people during Covid19 pandemic.
- Formation of Whataap Groups for various Academic purposes by the departments.
- Online Classes.
- Students Feedback

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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
Students' Feedback	Student's Feedback collected.
Organization of Talk, seminar and workshop etc.	Differrent Talks, workshops and Seminars on Career, Women Empowerment, Environment etc. were organised.
Cleanliness Drive	Campus cleaning was undertaken
Online Class	Teachers have taken online classes in different plateforms like Google Meet, Zoom etc.
Online Admission	Most of the students have admitted online.
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?

No

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

29-Dec-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

? Whatsapp Groups for staff and students. ? SOUL Software in Library ? SMS service to various stakeholders. ? Online payment of Teaching and Nonteaching staff. ? Website for better handling of academic and administrative activities.

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

At the beginning of every academic session, the college follows the academic calendar received from the affiliating university, i.e. Dibrugarh University. The academic activities including curriculum delivery and implementation throughout the session are carried out in accordance to the academic calendar. Orientation programme is conducted by the college administration every year to make newly admitted students aware of the mechanism of curriculum transaction/delivery and implementation. Academic committee of the college prepares the master routine for all the courses and distributes it to the different departments of the college. Different departments conduct meeting for the allotment of the classes based on the routine prepared by the routine committee and also for distribution of the syllabus among the teachers. Based on the allotted teaching topic and contents in the syllabus distribution, teachers prepare their "teaching plan" in accordance to the number of classes allotted for each topic in the prescribed syllabus by the affiliating university. Different teaching methods like traditional chalk and talk method, power-point projections, group discussion etc. are used for the effective delivery of the curriculum. Tutorial and remedial classes are also conducted for the students. Student seminars and sessional tests are also held from time to time for periodic and continuous review of the achievement of the students. Interactive sessions are held with students and sometimes also with parents to discuss the problem areas of the students. Student satisfactory survey through distribution and collection of Student Feedback Form is conducted by the IQAC regarding teaching and learning and effective curriculum delivery and implementation.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	0	0

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	Assamese	20/06/2019
BA	English	20/06/2019
BA	Economics	20/06/2019
BA	Education	20/06/2019
BA	History	20/06/2019
BA	Philosophy	20/06/2019
BA	Pol.Science	20/06/2019
BA	Sociology	20/06/2019

BCom	Commerce	20/06/2020
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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 under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	Nil	0
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
Feedback for the overall development of the institution is received from the students with the help of through distributing and collecting of Student Feedback Form. It consists of a set of structured questionnaire framed and approved by the IQAC along with the Feedback Committee of the college on various aspects of the college including library, office, canteen, laboratory, administration and entire teaching learning system. The questionnaire is distributed among the final semester students by the IQAC. They submit their filled in feedback form in the 'feedback receiving boxes' available in the college campus. The submitted feedback is then analysed by the IQAC along with the Feedback Committee and forwarded to the Head of the institution and different departments of the college.

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
BA	UG Major/Honours	600	550	444
BCom	UG	600	397	354

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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
2019	798	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	30	0	11	0	0
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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 Department were responsible for maintaining the records of their students in matters of academic, psychological and socio economic background. 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 full-time 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 get a full-time 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, monitoring the attendance and academic progress and providing 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 socio-economic 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 field works and excursions carried on by different departments also provides scope for the students and the faculty members for making stronger personal bonds as good period of time is spent together during travelling and even overnight stays in outstation places. Variety of co curricular and extracurricular activities in different departments like (freshmen social, farewell functions, publication of departmental wall magazines, Annual College Week and different activities of student Union, etc.) a faculty gets to know about the personal traits of the students and also opportunity to act as their informal mentors. The institution is also conscious that the faculty ought to know about the adolescent problems and ways and means for their solutions. Therefore, it was decided to hold a faculty development programme on management of adolescent's psychological problems and their solutions to equip the mentors with skills by professional counsellors from time to time.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
798	38	1 : 21

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	0	4	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
No Data Entered/Not Applicable !!!			
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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-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	1st Sem	18/12/2019	13/03/2020
BA	BA	2nd Sem	30/11/2020	Nill
BA	BA	3rd Sem	11/12/2019	13/03/2020
BA	BA	4th Sem	31/12/2020	Nill
BA	BA	5th Sem	12/12/2019	13/05/2020
BA	BA	6th SEm	21/10/2020	18/12/2020
BCom	BCOM	1st Sem	18/12/2019	13/03/2020
BCom	BCOM	2nd Sem	30/11/2020	Nill
BCom	BCOM	3rd Sem	11/12/2019	13/03/2020
BCom	BCOM	4th Sem	31/12/2020	Nill
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation is done in a three-fold way: by conducting two sessional tests, evaluating assigned Projects/ Home Assignments/ Group Discussion/ Seminars and assessing attendance. Two sessional tests are conducted as per the Academic Calendar for students of all the semesters. Question papers of 40 marks are set on the completed Units. After examining the copies, students are allowed to go through them so that they can know their strength and weakness. Secured marks are recorded in Register for allotting the final Internal Assessment Marks. 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/ departments also hold group discussion and seminars presentation on given topics. Home assignments by concerned teachers. Attendance of the students is another criterion on Continuous Internal Evaluation. Students securing attendance between 65 and 75 are made non collegiate and those

securing attendance below 65 are disqualified from attending examination. 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. It is also distributed among all teaching non-teaching 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 the sessional Tests and External examinations conducted by the University. It also displays the other events like Freshmen Social, College Week, College Election, semester vocation, date of commencement of classes, date of examination form fill u , Excursion trip etc. The institution tries to adhere all activities as per the Academic Calendar except for occasions and situation beyond its control.

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. It is also distributed among all teaching non-teaching 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 the sessional Tests and External examinations conducted by the University. It also displays the other events like Freshmen Social, College Week, College Election, semester vocation, date of commencement of classes, date of examination form fill u , Excursion trip etc. The institution tries to adhere all activities as per the Academic Calendar except for occasions and situation beyond its control.

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 examination	Number of students passed in final year examination	Pass Percentage
Nill	BA	Bachelor of Arts (Honours)	118	62	52.5
Nill	BCom	Bachelor of Commerce (Honours)	82	57	69.5
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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)

<https://drive.google.com/file/d/1lHAASlV39rGfJlqHgRYSD8i3Av8q4-q1/view?usp=sharing>

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
Nil	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
NIL	Nil	Nil	Nil	Nil	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
Nil	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 any)
Nil	Nil	0	Nil
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
------------	-----------------------

Assamese	1
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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
NIL	NA	NA	Nil	0	NA	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
No Data Entered/Not Applicable !!!						
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	5	15	10	7
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 Programme	NSS	10	40
Swachh Bharat	NSS	12	50
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	Nil
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
Distribution of food item to	Teacher Unit	1	30	0

the poor and needy people				
Awareness programme AIDS control	IQAC in collaboration with Theatre glance of North Lakhimpur	1	26	190
Covit-19 sentinal monitoring project	Women cell in colaboration with Pratisruti cancer and palliative trust and Assam police in Kamrup District	1	4	0
Covid -19 Sentinal project at Dhemaji District	Women cell in collaboration with Pratishruti cancer and palliative trust	1	6	0
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	Nill	Nill	Nill
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
NIL	Nill	Nill	Nill	Nill	Nill
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	Nill	Nill	Nill
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
1.48	1.33

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Newly Added
View File	

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 partially)	Version	Year of automation
SOUL	Partially	1.0	2006

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	17322	2546728	0	0	17322	2546728
Reference Books	3025	1163427	0	0	3025	1163427
Journals	10	16900	1	1800	11	18700
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
0	0	0	Null
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	65	1	0	0	1	6	9	55	0
Added	2	0	0	0	0	1	0	0	0
Total	67	1	0	0	1	7	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
0	Nil

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
11	7.15	1.42	1.4

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 college is striving towards to all round development of the students which is one of the core issues of quality upliftment of the HEIs. For the enhancement of real quality development of Dhemaji Commerce College has adequate infrastructure and physical facilities for teaching learning. Apart from the administrative and auditorium building the college has mainly two blocks- one for arts and other for the commerce streams. The arts building comprises of six departments viz- Assamese, English, Philosophy, Political science, Sociology and Economics with classroom facilities and departmental room for faculty members. other two arts departments History and education has been accommodated with the old Assam type building with full classroom facilities apart from the space for faculty members. The commerce block is a three storied building with well furnished facilities. all classrooms are well equipped with white board facilities. Presently the college has 13 (thirteen) classrooms with LCD projectors. two rooms are well fitted with podium, modern sound system which are used for the classroom purpose- one of which is need as conference purpose also. The college has one computer centre and one vocational education centre with full modern facilities of teaching learning. The department of Education of the college has fully fledged Edu laboratory which is fully utilized by the students as well as the faculties. 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 institution has adequate facilities for cultural activities, games and sports, gymnasium, yoga etc. The college has auditorium with a seat capacity of 600 Nos which is fully utilizes for different cultural activities. Annual college week is a regular event which includes cultural events, sports events and other co-curricular activities. Most of the cultural and such related activities are carried out in this auditorium. The college has been utilizing the Dhemaji District Sports association stadium for some outdoor and indoor events which is situated a walk able distance from the college. The college has also a mini gymkhana in the college with most of the modern physical facilities. the college also used the auditorium for yoga purpose. The students are provided most of the basic facilities to practice in the District stadium.

<https://www.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 Govt. of Assam	605	2623050
Financial Support from Other Sources			
a) National	0	Nill	Nill
b)International	0	Nill	Nill
No file uploaded.			

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
Remedial Coaching	11/11/2019	111	Concerned departments of the institution
Yoga	20/12/2019	240	NSS Unit of the college
Personal counselling and Mentoring	28/11/2019	280	Individual departments
How to face interview	02/12/2019	145	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
2019	0	0	0	0	0
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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
7	6	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus
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Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	78	BA	Pol. Science, Sociology, History, Education, Philosophy, History, English, Economics and Assamese	Dibrugarh University, Gauhati University, IGNOU, KKHSOU, B.Ed colleges, Rajib Gandhi University	MA, BBA, B.Ed
2019	54	BCOM	Accountancy, Banking and Management	Dibrugarh University, Gauhati University, IGNOU, KKHSOU, B.Ed colleges, Rajib Gandhi University	MCom, BBA, CA
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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	60
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Quiz, Debate, Art and painting	Institution	116
Song, Dance, One Act Play, Recitation	Institution	240
Power lifting, Arm wrestling, Body building	Institution	188
Football, Cricket, Badminton, Volley ball	Institution	283
Athletics	Institution	256
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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
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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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 the students. every year students Union elections is held for various portfolios like President, Vice President, General Secretary, Asstt. General Secretary, Magazine Secretary, Cultural Secretary, Games Secretary. BY 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. 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 moist 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?

No

5.4.2 – No. of enrolled Alumni:

266

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

The committtee hold at least three meeting annually. The committee organized a cleanliness drive in the college and the neighbouring areas.

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)

Decentralization of power and functions and participation in the management system of the teachers and employees is most important for an institution. The teachers and students in this institution are engaged and participate in the process of decentralization of the management system. i) Representative of Students in the Committees and Cells of the college: A students' body namely Students' Union is the authenticated powerful body of the students of the college which is formed every year by a democratic process. 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 activities

and functions of the college. They manipulate all the power and functions of the Union Body. To execute their power and functions they always discuss with the college authority and officer in-charge of every portfolios. The President/General Secretary of the Students' Union is nominated to some powerful committees such as Project Monitoring Unit (PMU), IQAC etc. of the college. They participate to look after the development activities and to take major decisions of the college. Their views and opinions are responded while taking major decisions ii) Teacher representative in the Committees, Cells and Governing Body of the college: There is a Teachers' Unit in the college.

Teachers' Unit is the most active body of the college relating to any development activity of the college. For decentralization of the powers and functions, the college authority constitutes a number of cells and committees in which each of the teachers is a member of at least one committee. As per provisions of the College Management Rules two members from the teaching staff are selected for the College Governing Body (GB) 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. The annual meeting of the Alumni Association and Guardians' Association is conducted at least once in a year. The college management discusses with them various issues of the institution. Their opinion is reviewed and considered in the policy framing of the institution.

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

No

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	Students admission is the main issue of an institution. An admission committee is formed to select candidates for admission into different courses in the college. At first the committee publishes an advertisement in the popular dailies of the state and institution's website for admission into various courses. After scrutinizing the application forms, the committee selects students on the basis of merit and reserved category wise. Students are permitted to take admission after verification of their documents. The entire admission process is conducted in online mode.
Teaching and Learning	Industry collaboration is another important factor for an institution. But there is no any remarkable industry in the nearby area and even in the district. However, placement interviews are not organized in the college campus as the institution is only offering undergraduate programmes of B. A. and B.Com. But students are interfaced with the limited small industries locally

available in the area or within the state. 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 etc.

Examination and Evaluation

Teachers and students intake is most important for development of an institution and human resource management. Apart from the normal teaching-learning activities, teachers are used in many developmental works i.e. curriculum development, evaluation and in other cells and committees constituted for all round development of the institution. For this purpose various types of seminars and workshops are organized. Students are not only prepared for future development of the society but are also moulded as future job seekers. Teachers train the students on skills and tips as to how to face an interview. Different workshops are also organized to train students for appearing the written examinations and facing interviews by the Career and Guidance Cell. Most of the passed out students could engage in jobs in all sectors and are placed in different parts of the country.

Research and Development

There is a central library with about 25,000 Nos. valuable books and journals. Among the books a major part consists of text and reference books. The journals are related to Economics and Commerce, Political science, Sociology, Finance etc. 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. Book Bank facility is also there in the central library. Free Wi-Fi facility is installed within the college campus which can be accessed by teachers and students. A large nos. of ICT enabled classrooms are there in the college. Among 28 classrooms 13 classrooms are ICT enabled with LCD projector. CCTV camera is 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, Common Room for

boys and girls and one multi-gym. Xerox facility is also available in the college at a nominal rate.

Library, ICT and Physical Infrastructure / Instrumentation

Research is an integral part of higher education. 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 in the institution. Students are involved in Report Writing of survey works and Projects based on actual data collected through field study under the supervision of selected teachers who have experience in research related 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.

Human Resource Management

Dibrugarh University is the ultimate authority to conduct the final examinations. 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.

Industry Interaction / Collaboration

Among the various methods teachers use meaningful and illustrative methods in the teaching-learning 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 at the end of the 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 teaching-learning process.

Admission of Students

The CBCS system in B.A. and B.COM. Programs are running smoothly in the institution. The Academic Committee of the college has cordially welcomed the introduction of the CBCS system in the graduate programs. It was started in the year 2018. The old semester system is also running in the 5th Semester class. The CBCS system is more flexible, systematic and the syllabus of every course is also up-to-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 extra-curricular activities also.

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

E-governance area	Details
Student Admission and Support	Both online and offline process of admission is in vogue in the college. Online form fill-up for admission started from the last session. For admission of the new students into 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 within a stipulated period.
Examination	Examination is the main work of the evaluation system of the college. The University conducts the final examinations after end of the semester. The University gives notifications for the candidates to form fill up for appearing in the examination. After form fill up the University notify for Examination dates. Students can sit in

Examination 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. The whole process takes two to three months.

Planning and Development

: Planning and development is the also the most important aspect of an institution. The College has a Planning and Development Committee. The Committee looks after 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 is striving 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 with PFMS.

Administration

Administration is the heart of the college. The administration is run through a chain system. Directorate of Higher Education (DHE), Assam Govt. is the supreme authority of the institution. At the institutional level the Governing Body holds supreme power. The Principal is the head of the college. All the communications between DHE and the College are done through e-mail and bulk SMS system. UGC and DHE orders and letters are given through e-mails and all replies to the DHE by the college are given through online mode. Student notices are given through bulk SMS and in the notice board. An annual report is also prepared which is submitted to the University in due time. AISHE report is prepared in time and submitted through online in its portal. Registration and Examination form fill up system of University is processed through online mode. 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 in online mode.

Finance and Accounts

Finance and accounts is another

important factor. An Annual Budget is prepared at the beginning of the financial year. The Annual Budget of the college is submitted to the DHE in online mode. All the sanctioned amounts to the college from the various agencies are received through online. The payments of teachers and employees are also made through online. Sanctions from the UGC and State Government are deposited through online in the College accounts. Accounts are maintained through online. All payments to vendors and suppliers are made through cheque and electronic 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	Nil	Nil	Nil	0
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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)
2019	One day workshop on Research M ethodology	00	16/11/2019	16/11/2019	34	Nil
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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
FDP	1	29/06/2020	03/07/2020	6
Short Term Course	3	14/06/2020	15/06/2020	2
FDP	2	12/05/2020	18/05/2020	7
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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
<p>There is Welfare fund for the teachers in the college. GPF, group insurance facilities are also available for the teachers and employees of the college. Regular pension scheme for majority of the teachers are available and NPS scheme is available for newly appointed teachers. Various types of leave facilities are also available in different situation for the teaching staff.</p>	<p>Like the teachers same facilities like employees welfare fund, GPF, group insurance, pure drinking water etc. are available for the non teaching staff. Regular pension scheme and NPS scheme are also available for the employees.</p>	<p>Students also availed some facilities in the last year. One gymnasium hall with proper equipments is provided to them to practice for fitness. The Teachers Unit has provided two water coolers in the college campus for the students. The Girls' Hostel is modernized with running water facility and hygienic toilet. Health check up camp is arranged from time to time in the campus. Auditorium and conference hall for students are well equipped. Remedial classes are taken for all type of students when necessary.</p>

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 every year. In the last year Mr. Anil Kr. Saikia was appointed by the GB as internal auditor. 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 is appointed. **External Auditor:** After the end of the every financial year an External auditor is appointed by the Govt. Mr. Padma Borgohain, Ex-Govt. auditor was appointed as External auditor of the college in the last session. He audited the whole amount transacted in the session 2019-20. No major anomalies were detected 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 State Govt.)	5103216	Admission and other fees
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6.4.3 – Total corpus fund generated

107186

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	Nill	Yes	GB
Administrative	No	Nill	Yes	GB

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

i) Every year a parent-teacher meet is held in the college campus. The Parent-Teacher Association of the college gives many suggestions in critical situations of the college and the members of the committee maintain a good relationship with the college, particularly with the teachers. They frequently visit the college. ii) On request of the Parent-Teacher Association, the parents and teachers donated many books to the college and departmental libraries. iii) Some of the parents donated construction materials to the college. The parent-Teacher Association communicates this matter.

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

i) Seminars and workshops are organized for the development of the skills of teachers and employees. The college organized a workshop on CBCS course to develop the knowledge about CBCS course. They are inspired to join the National Seminars, Workshops, Conferences organized in other institutions. ii) There are many welfare schemes for teachers and employees. Welfare schemes are availed by the teachers and employees as far as possible. GPF and group insurance etc. are available for both the teachers and employees. Medical allowance, House rent, Compensatory allowance etc. are availed by both the teachers and employees. Various types of leaves are also availed by the teachers and employees when the situations arise. ii) Regular promotions of the teachers and employees are continued by the authority of the college. Promotions are done regularly on seniority and qualifying basis. Necessary steps are taken by the authority to promote the teachers and employees in due time.

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. iv) Infrastructural facilities are improved.

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 Research Methodology	16/11/2019	16/11/2019	16/11/2019	34

2019	Essay competition	05/11/2019	05/11/2019	05/11/2019	25
2020	How to face Interview	02/12/2020	02/12/2020	02/12/2020	145
2019	Personal Counselling and Mentoring	28/11/2019	28/11/2019	28/11/2019	280
2019	Remedial Coaching	11/11/2019	11/11/2019	11/11/2019	111
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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 on women health hygiene (Organised by Women cell)	13/08/2019	13/08/2019	54	12
Seminar on domestic violence act (Organised by Women Cell)	20/02/2020	20/02/2020	98	34
Self defense workshop for girls (Organized by NSS)	24/12/2019	24/12/2019	198	47

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 power requirement of the college is per day 98 KW. The college has been taking all possible steps to conserve environment and energy. Frequent awareness programmes are organized by the college on different issues of environment and energy conservation. The college has a proposal to install solar lighting system in the college campus.

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of	Number of	Date	Duration	Name of	Issues	Number of
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	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community			initiative	addressed	participating students and staff
2019	1	1	14/08/2019	1	Cleanliness Drive	Environment and Swachata	53
2019	1	1	14/09/2019	1	Plantation	Environment Consciousness	65
2020	1	1	05/02/2020	1	Yoga Camp	Health Awareness	79
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)
Nil	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day celebrated	21/06/2020	21/06/2020	110
Teachers Day	05/09/2019	05/09/2019	450
World Environment Day	05/06/2020	05/06/2020	96
Yoga	20/12/2019	20/12/2019	240
Gandhi Jayanti	02/10/2019	20/10/2019	253
No file uploaded.			

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

1.No Use of plastic in and around college campus. 2.No fuel Day has been observed in every last Saturday of the month. 3.The college campus has been declared as no horn zone. 4.Regular Campus Cleaning by the Students in every Saturday. 5.Awareness Programme on Environment and Wild Life.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice-1 Title of the Practice: No Fuel Day Objectives of the practice:
 1. To encourage the students and staff for saving fuel and environment. 2. To motivate the students community to save fuel. 3. For creating a pollution free zone in the college campus. 1. Context: Environment pollution is the greatest challenge to mankind in the present day world. Degradation of nature and natural resources creates great havoc today. Deforestation, global warming affects the human society from different front. Along with this decrease of the sources of natural resources including oil is another one great crisis to us. Improper and unjust use of fuel like petrol etc. is by the users of car bike etc. is the main adding cause for the degradation of our environment making the whole eco system a polluted one. Today, the atmosphere of cities and towns are very much polluted due the unnecessary use of different types of vehicles. It

has been observed that many a time most of the students come to college by bikes, Scotty making a noisy and polluted environment by burning fuels uselessly. So for imbining a sense of environment conscious this initiative has been taken in the college. 2. The Practice: This practice has been in the college since 2019. This initiative is mainly planned and monitored by the Eco Club of the college. Under this practice every last Saturday of each month has been observed as No Fuel Day. On this day no Car, Bikes. Scotty etc. are not permitted in the college campus. Teachers, employees and students of the are made alert before the day. 3. Problems anticipated in the implementation of the scheme: No such problem has been anticipated in the implementation of this scheme. Responses of the teachers, employees and students have been very positive. Best Practice-2 Title of the Practice Cleanliness Drive by the Students Objectives of the Practice • To maintain cleanliness within and outside the classrooms, campus and outside the campus. • To create awareness among the students regarding the maintenance of a clean environment. • To aware the students regarding the importance of the new and innovative practices launched by the GOI like Swachha Bharat. 1. The Context IQAC proposed a cleanliness drive in different phases like campus cleanliness and beyond campus as a part of the best practice of the college and also to create awareness among students. As the campus of the college is limited and due to the overcrowding of the campus it has been felt necessity to maintain a regular cleanliness drive. The college has also adopted the best practices to aware the students regarding the importance of the new and innovative practices launched by the GOI i.e., Swaccha Bharat. The practice is done under the concept of "Think Globally Act Locally". 2. The Practice The practice Continuous Cleanliness drives throughout the year are carried out in and outside the campus as a best practice of the institution. The students and teachers of the college have made it a practice to make cleanliness a regular life practice .To meet this objective in outside the college campus, the the Eco Club and NSS has organised many programmes in adjacent areas of the college. At the initial stage students of different departments started cleaning their classrooms, and adjacent verandas. The department cleaning is done weekly, mostly on Saturdays after the classes are over. The Student's Union of the college also take an important role in continuing the programme.

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 along with Arts education since its inception. Along with this the Centre for Vocational Education has a pioneering role in providing vocational education in various trade like Diploma in Electronics and Electricity. Most of the pass out students are able to employ in different jobs and engaged in diverse field from this center. Some of them are self-employed in different services. As such in creating employment by this centre of Vocational Education 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. Maintenance of academic standard for quality education. Use of ICT in teaching and enhancement of ICT enabled class-rooms. Introduction of more vocational courses for generating self-employment. Maintenance of cleanliness of the college campus. Arrangement of popular talk on special issues like Environment, mental health, human rights, women empowerment etc.