



# **YEARLY STATUS REPORT - 2020-2021**

## **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 I/C**

- Does the institution function from its own campus?

**Yes**

- Phone no./Alternate phone no.

**03753224348**

- Mobile no

**8638451907**

- Registered e-mail

**dhemajicommercecollege@gmail.com**

- Alternate e-mail

**dhemajicommercecollege@rediffmail.com**

- Address

**Rup Nagar**

- City/Town

**Dhemaji**

- State/UT

**Assam**

- Pin Code

**787057**

#### **2.Institutional status**

- Affiliated /Constituent

**Affiliated**

- Type of Institution

**Co-education**

- Location

**Semi-Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Dibrugarh University**
- Name of the IQAC Coordinator **Dr. Rewati Buragohain, Mrs. Biju Borah Dutta**
- Phone No. **7002924576**
- Alternate phone No. **9508668130**
- Mobile **7002366242**
- IQAC e-mail address **dhemajicommercecollege@gmail.com**
- Alternate Email address **dhemajicommercecollege@rediffmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

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

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

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://dhemajicommercecollege.edu.in/academic-calendar/>

### **5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 2</b>	<b>B</b>	<b>2.15</b>	<b>2018</b>	<b>02/11/2018</b>	<b>01/11/2023</b>

**6. Date of Establishment of IQAC**

**11/07/2005**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Institutional</b>	<b>Infrastructure grants to colleges</b>	<b>RUSA</b>	<b>2020</b>	<b>82.00 Lakhs</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year** **04**

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

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

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

- If yes, mention the amount **Rupees One lakh**

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

Distribution of food and cloth at Old age home(Jesthakunja), Dhemaji  
Student Research project Language and Literature awareness programme  
in schools Students achievements in sports All Assam prize Money  
Quiz Competition

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

Plan of Action	Achievements/Outcomes
Special classed for the academically poor students	Academic achievement of the students who attended the special classes have comprehensively developed
Coaching in games and sports (gymnasium and football)	Our students have bagged a number of prizes/appreciation in Inter college and Inter University competitions
Awareness programme on girls health and sanitation	After successful conduct of the awareness programme on girls health and sanitation absence from regular classes have decreased. Regular health check up of students have guided the girl students in taking proper care and nutrition.
Research projects with students	Workshops on the fundamentals of Research for the students have been organised. The Research Committee approves the proposals and grants funds for small research which are carried out along with students, the teacher being the Principal investigator. projects

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

- Name of the statutory body

Name	Date of meeting(s)
Dhemaji Commerce College Governing Body	08/03/2022

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>DHEMAJI COMMERCE COLLEGE</b>
• Name of the Head of the institution	<b>DEVA KUMAR CHUTIA</b>
• Designation	<b>Principal I/C</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03753224348</b>
• Mobile no	<b>8638451907</b>
• Registered e-mail	<b>dhemajicommercecollege@gmail.com</b>
• Alternate e-mail	<b>dhemajicommercecollege@rediffmail.com</b>
• Address	<b>Rup Nagar</b>
• City/Town	<b>Dhemaji</b>
• State/UT	<b>Assam</b>
• Pin Code	<b>787057</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Semi-Urban</b>
• Financial Status	<b>UGC 2f and 12(B)</b>
• Name of the Affiliating University	<b>Dibrugarh University</b>
• Name of the IQAC Coordinator	<b>Dr. Rewati Buragohain, Mrs. Biju Borah Dutta</b>

• Phone No.	7002924576				
• Alternate phone No.	9508668130				
• Mobile	7002366242				
• IQAC e-mail address	dhemajicommercecollege@gmail.com				
• Alternate Email address	dhemajicommercecollege@rediffmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://dhemajicommercecollege.edu.in/aqar/">http://dhemajicommercecollege.edu.in/aqar/</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://dhemajicommercecollege.edu.in/academic-calendar/">https://dhemajicommercecollege.edu.in/academic-calendar/</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.15	2018	02/11/2018	01/11/2023
<b>6.Date of Establishment of IQAC</b>			11/07/2005		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional	Infrastructure grants to colleges	RUSA	2020	82.00 Lakhs	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			04		
• Were the minutes of IQAC meeting(s)			Yes		

and compliance to the decisions have been uploaded on the institutional website?		
<ul style="list-style-type: none"><li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li></ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"><li>• If yes, mention the amount</li></ul>	Rupees One lakh	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Distribution of food and cloth at Old age home(Jesthakunja), Dhemaji Student Research project Language and Literature awareness programme in schools Students achievements in sports All Assam prize Money Quiz Competition		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes				
Special classed for the academically poor students	Academic achievement of the students who attended the special classes have comprehensively developed				
Coaching in games and sports (gymnasium and football)	Our students have begged a number of prizes/appreciation in Inter college and Inter University competitions				
Awareness programme on girls health and sanitation	After successful conduct of the awareness programme on girls health and sanitation absence from regular classes hade decreased. Regular health check up of students have guided the girl students in taking proper care and nutrition.				
Research projects with students	Workshops on the fundamentals of Research for the students have been organised. The Research Committee approves the proposals and grants funds for small research which are carried out along with students, the teacher being the Principal investigator. projects				
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <tr> <th>Name</th><th>Date of meeting(s)</th></tr> <tr> <td>Dhemaji Commerce College Governing Body</td><td>08/03/2022</td></tr> </table>		Name	Date of meeting(s)	Dhemaji Commerce College Governing Body	08/03/2022
Name	Date of meeting(s)				
Dhemaji Commerce College Governing Body	08/03/2022				
<b>14. Whether institutional data submitted to AISHE</b>					



Year	Date of Submission
2020-2021	23/02/2022

**15.Multidisciplinary / interdisciplinary****16.Academic bank of credits (ABC):****17.Skill development:****18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):****20.Distance education/online education:****Extended Profile****1.Programme**

1.1	406
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1	950
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	400
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	148
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	35
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	38
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	28
Total number of Classrooms and Seminar halls	
4.2	1,47,03,551.00
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	70
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

As the college is affiliated to Dibrugarh University the curriculum is prepared by the parent university and accordingly the college goes through the academic calendar received from the affiliating university. The academic activities including curriculum delivery and implementation throughout the session are carried out in accordance to the academic calendar. The Disciplinary and Code of Conduct Monitoring Committee along with other committees also hold awareness programme regarding different rules and regulations. Academic committee of the college prepares the master routine for all the honours and generic courses. Accordingly the departments provide the students with details of the teaching plan. All teachers maintain 'Teachers Diary' mentioning their regular activities. Different teaching methods like traditional method, power-point projections, group discussion etc. are used for the effective delivery of the curriculum. Student seminars and sessional tests are also held from time to time for periodic and continuous review of the achievement of the students. Field trips and projects are also carried out by departments of Education, History, Assamese, Political Science etc. for effective implementation of the prescribed curriculum. Interactive sessions are held with students and sometimes also with parents to discuss the problem areas of the students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://dhemajicommercecollege.edu.in/academic-calendar/">https://dhemajicommercecollege.edu.in/academic-calendar/</a>

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

The college has initiated continuous internal evaluation in a regular basis as per the guideline of its affiliating university. Just after the admission process ends an inaugural session for creating awareness regarding different aspects of the

college, courses and programme along with other facilities as well as code of conduct and other rules and regulations. Internal assessment are done on the basis of sessional examinations, seminar, group discussion on program specific. Two sessional examinations are held in each semester of B.A and BCom. program as Internal examination which marks are considered as a part of internal marks and are sent to the university. Internal sessional examination answer sheets are assessed by the concerned subject teachers and are shown to the students for further clarification of mistakes. In addition to these, class test are also taken by the subject teachers to evaluate students' performance.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://dhemajicommercecollege.edu.in/academic-calendar/">https://dhemajicommercecollege.edu.in/academic-calendar/</a>

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

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

## **1.2 - Academic Flexibility**

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

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented****2 (B.A and B.Com)**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****0**

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****186**

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum****A number of U.G courses offered in Dhemaaji Commerce College address human values, Professional ethics, Gender, Environment and**

Sustainability directly or indirectly. All the U.G. students are compulsorily taught a paper on Environmental Studies. Women issues, women related courses/topics are incorporated in the curriculum. Most of the UG courses in Arts have the components related to gender studies, gender sensitization and participation. A list of few similar courses are there in the BA programme of Political Science, Sociology, History, Education, Philosophy etc.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

4

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

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

98

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**D. Any 1 of the above**

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

**1.4.2 - Feedback process of the Institution may be classified as follows**

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://dhemajicommercecollege.edu.in/StudentSatisfactorySurvey.pdf">https://dhemajicommercecollege.edu.in/StudentSatisfactorySurvey.pdf</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

**950**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

793

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## **2.2 - Catering to Student Diversity**

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

The institution adopts the following mechanism.

### **Slow Learners:**

- 1. Remedial classes:** Remedial classes during vacation and after normal class hours are arranged for academically weaker students.
- 2. Mentors guide:** Mentor teacher guide students by providing extra books and notes. Their performance is closely monitored.
- 3. Peer Teaching:** Teachers employ Peer Teaching. Advanced learners are clubbed with the slow learners in Group Discussions, Seminars and Projects.
- 4. Faculty counseling:** Online classes and counseling over phone are done

### **Advanced learners:**

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



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

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

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

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

**6. Personality development:** Workshops on Communicative and Interview skills are organized.

**7. Coaching:** Short-term coaching's for Competitive examinations are organized by Career Guidance Cell.

File Description	Documents
Paste link for additional information	<a href="https://profilelogin.admissione.online/DocumentFrame.aspx?scode=dcomcl&amp;doctype=DOWNLOAD#">https://profilelogin.admissione.online/DocumentFrame.aspx?scode=dcomcl&amp;doctype=DOWNLOAD#</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
950	34

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

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

**Experiential learning:** Learners are assigned micro projects based on field study. Advanced learners from selective departments are

taken to industries / factories and other public sectors financial enterprises.

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

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

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

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

**Role-play:** Teachers adopt the role-play method, especially in English communication classes with a view to improving their communication skills.

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

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

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

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

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

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

The following ICT tools are used:

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

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

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

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

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

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

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

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

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

34

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

34

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

04

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

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

#### 2.4.3.1 - Total experience of full-time teachers

958

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

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

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

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

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

Student who are not able to appear in test/s on medical ground need to appear later as per norms. The answer scripts are

evaluated by respective teachers and marks are displayed in the Notice Board.

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

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

In Seminars / Group Discussions instant feedback is provided.

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

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

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

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

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

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

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

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

In Seminars / Group Discussions instant feedback is provided.

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

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

## 2.6 - Student Performance and Learning Outcomes

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

Dhemaji Commerce College is an affiliated institute of Dibrugarh University. It follows the course and curriculum prescribed by the University. The Programme Objectives, Programme Outcomes of the different programmes (BA, BCom, Vocational courses, and IGNOU programmes) are clearly stated in the University website and the affiliated colleges and students can download the same. The college publishes its annual Prospectus wherein the Programme Objectives, Subject wise Syllabus and Programmes Outcomes are mentioned. The entire Prospectus is uploaded to the college website. Each department is provided with a hard copy of the Programme and Course Outcome for ready reference. Changes/modifications in the syllabus are at one apprised to the faculty and the faculty in return inform the same to the students. The Students are apprised of the Programme and Course Outcome in the Orientation Programme organised at the beginning of every academic session. The Programme Outcomes and the Course Outcomes are discussed in the departmental meeting and in the academic committee meetings.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://dhemajicommercecollege.edu.in/">https://dhemajicommercecollege.edu.in/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

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

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

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

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

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

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



File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

159

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://dhemajicommercecollege.edu.in/annual-report/">https://dhemajicommercecollege.edu.in/annual-report/</a>

### 2.7 - Student Satisfaction Survey

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

<https://dhemajicommercecollege.edu.in/student-satisfactory-survey/>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

00

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

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

#### 3.1.2.1 - Number of teachers recognized as research guides

00

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

00

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">N/A</a>

### 3.2 - Innovation Ecosystem

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

**Dhemaji Commerce College takes many initiatives for the enhancement of education and innovation:**

1. Digital Classrooms and employment of ICT in classrooms settings.
2. College publishes many magazines every year via its publication cell: a) College magazine published annually by the Student Union, b) biannual newsletter 'Mirror' published by the college, c) 'Subas' (Assamese Department), d) 'Anwesan' (Philosophy department), e) 'Prabahini' (Women's cell), f) Departmental Wall Magazines.
3. College week is held in the college annually; a variety of events are organized, including debating and symposium, quiz, and other sports and cultural events.
4. The college is involved in celebrating a variety of culturally and historically significant events, like Mahapurush Sankardev Tithi, Women's Day, Bhupen Hazarika Tithi, Rabha Divas, Human Rights Day etc.
5. The college holds Fuel Conservation Day. Every fourth Saturday, students and teachers are encouraged to not avail personal cars and bikes on their commute to the college.
6. Tree plantations are done widely whenever cultural events are held as part of college's Green Initiative. College celebrates World Environment Day to increase awareness about the state of the environment and our role in it.
7. A 'message of the day' board - where a thought-provoking message is written for students to ponder upon.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">Nil</a>

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

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

00

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

00

File Description	Documents
URL to the research page on HEI website	<a href="#">N/A</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

03

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

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

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

08

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

The college is sensitive towards the community and it carries out activities to sensitize students for holistic development of the students.

The institution is sensitive towards the elderly people of the society. To show our responsibility towards the elders and the aged, the college organizes programmes along with students in the Old Age homes. The students are involved in the programme so that they develop a sense of responsibility towards their parents.

To make the students aware of the political rights and their responsibility towards the nation, the institution organizes Voters Awareness Programme along with NGO's and District Election Office.

The Women Cell and Gender Sensitization Cell of the college organizes programme on Women's Health and Sanitization, It organizes programme with the girl students and women of the community. The college also organizes programmes in the neighbouring schools with a view to help the school students in teaching-learning.

The college also regularly organizes programmes as part of the Swachh Bharat Abhiyan along in the neighboring community to instill the spirit of cleanliness.

The institution observe important days like World Environment Day, World Iodine Day, Human Rights Day, International Women's Day, World Cancer Day, etc.

File Description	Documents
Paste link for additional information	<a href="#">No file uploaded</a>
Upload any additional information	<a href="#">View File</a>

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

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

00

File Description	Documents
Any additional information	<a href="#">No File Uploaded</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">No File Uploaded</a>

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

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

10

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in

**collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

**1735**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### **3.5 - Collaboration**

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

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

**00**

File Description	Documents
e-copies of related Document	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

**00**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

Apart from the administrative and auditorium building, the college has three triple storied buildings and one old Assam type building. Among the three storied buildings one is for Arts, one is for Commerce and the other is for smart classroom. The Arts building consists of six departments- Assamese, English, Philosophy, Sociology, Political Science and Economics with classroom facilities, departmental library and departmental room for faculty members. Whiteboard facilities have been given for all classrooms. The department of Education and History exists in the old Assam type building. The commerce building is also well equipped with white boards and LCD projectors. The college has thirteen classrooms with LCD Projectors. Presently the college has a total of twenty eight spacious classrooms with proper light, fan and CCTV are also installed in all the classrooms for proper monitoring.

The college has a well-equipped Psychological laboratory with different Manual and Electrical Apparatus for practical work of the Education department. Students and faculties of the department fully utilize the laboratory.

The college has a computer center and a computer lab, offering certificates and diploma programmes. All the official works, library works and admission works are computerised.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://dhemajicommercecollege.edu.in/geo-tagged-photo/">https://dhemajicommercecollege.edu.in/geo-tagged-photo/</a>

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

The college has adequate facilities for cultural activities, sports and games, gymnasium and yoga. The college has an auditorium with an area of 490m<sup>2</sup> (approximate) and a seating capacity of 600. This is fully and regularly utilized by the students for annual college week, freshman social programme and any other culture-related activities.

In the annual college week the college has been utilizing the college auditorium and the Dhemaaji District Sports Association Stadium for some indoor and outdoor games- which is situated at a walkable distance from the college. The college also has a mini gymkhana in the college with many modern physical facilities. Auditorium and gymkhana was established in the year 2004. The user rate of cultural and, games and sports are 15% and 20% respectively.

The college has no separate yoga centre but students practice yoga in the college auditorium. Every year on 21st June International Yoga day is observed by the students and teachers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://dhemajicommercecollege.edu.in/geo-tagged-photo/">https://dhemajicommercecollege.edu.in/geo-tagged-photo/</a>

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

13

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

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

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

10745213

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The college has a well equipped automated library with using the integrated library management system(ILMS). The ILMS software soul 1.0 developed by INFLIBNET was installed in the college libraray in the year 2006. Now, the software is upgraded to 3.0. The functions of the college library is partially automated with automated issue -return of books by using bar codescanner, online public access catalogue ( OPAC), searching e-journals, e- books, Ph.D thesis through N-list, Shodhganga, etc. of INFLIBNET..

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="#">N/A</a>
<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>B. Any 3 of the above</b>
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
<b>11,27,910 lakhs</b>	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>
<b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
<b>Students -60 Teachers 12</b>	

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

Free Wi-Fi facility was installed on 30-05-2017 within the college campus which can be accessed by teachers and students. A large number 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 and one digital classroom. The college makes agreement with the agencies / suppliers of the IT tools. As per the agreement/s, the concerned agencies update/repair/replace the tools from time to time.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">N/A</a>

#### 4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

30

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

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

The college has a well- equipped psychological laboratory with Manual and Electrical Apparatus.

The library of the college has been maintained as per the policies formulated by the Library Advisory Committee under the supervision of Principal. The issue and return of books are maintained through the SOUL software. The library has sufficient reading space for students and teachers. The library also has a book bank facility.

The Computercentre and the Vocational centres are equipped with all facilities for teaching-learning.

The College has adequate facilities of sports and games, gymnasium and yoga. The college has an auditorium with area of size 490m<sup>2</sup> (approximate) and a seating capacity of 600 which is fully and regularly utilized by the students for annual college week and any other culture related activities.

In the Annual College Week, the college has been utilizing the college auditorium and the Dhemaji District Sports Association Stadium for some outdoor and indoor games, which is situated at a walkable distance from the college.

The college also has a mini gymkhana in the college with adequate

facilities.

The college has twenty eight spacious classrooms with proper light, fan. CCTV cameras are also installed in all the classrooms for proper monitoring.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.dhemajicommercecollege.edu.in/geo-tagged-photo/">https://www.dhemajicommercecollege.edu.in/geo-tagged-photo/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

900

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>B. 3 of the above</b>
File Description	Documents
Link to Institutional website	<b>Nil</b>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>00</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>00</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>A. All of the above</b>

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

17

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

09



File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

00

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

### 5.3 - Student Participation and Activities

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

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

15

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

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

There is an active Students body known as the Dhemaaji Commerce College Students Union. The Students Union is constituted in a democratic way through election as per instructions of the Lyndoh Committee. The President and the General Secretary of the Union represent different committees and cells of the college. They are an active member of the IQAC, College Development Committee, Anti Ragging Committee, Eco Club. Their advice is taken as students' opinion and is taken into consideration while framing policies for the overall development of the institution

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

00

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

#### 5.4 - Alumni Engagement

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

There is an active Alumni Association in the college. Individual members of the association contributes in different support services of the institution. In the last year prominent alumni of the college has contributed in the form of Prize money in the All Assam Prize Money Quiz Competition. Alumni of the college extend help in organising extension activities organised by the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

#### GOVERNANCE, LEADERSHIP AND MANAGEMENT

##### 6.1 - Institutional Vision and Leadership

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

The institution is situated in a rural and tribal area with a large number of students belongs to lower categories and economically as well as educationally backward groups. Imparting quality education to the rural masses is the primary need which is a challenging task. Therefore, the mission statement incorporates the need of providing higher education in the vicinity of these deprived people. On the other hand, there is a mass migration of talented youths to other parts of the country. Being an institution for higher education, especially in commerce and Arts, people of this area look up to this college for leadership in various areas of concern. One of the missions of the college is to make all round development of the coming generation. The institution aim is to make them educated with proper scientific and knowledge based education. Our vision and mission statement addresses these issues. The Governing Body of the college see and monitor all the major activities and observe the implementations the decisions of Governing Body to reflect and fulfill the vision and mission objectives of the college.

File Description	Documents
Paste link for additional information	<a href="https://dhemajicommercecollege.edu.in/">https://dhemajicommercecollege.edu.in/</a>
Upload any additional information	No File Uploaded

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

Director of Higher Education is the top authority of the all colleges of the state. But within the institution top management of the college is the Governing Body followed by the Principal. To decentralize the powers and functions of the institute the Principal form various committees subject to approval of the GB. The plans for quality improvement are designed by the principal in consultation with different committees. The committees implement their decisions adopted in the meetings with due permission of the Principal. Apart from the committees, Coordinator of IQAC, head of the departments and different faculty members are also invited by the principal, as per needed, for discussions in designing quality policies or implementing any proposed activity. Academic improvement policies are implemented through the Academic Committee and the heads of the different departments. Some policies like improvement of office services are implemented

through the Principal. Major policies for maintaining quality are approved and monitored by the Governing Body of the institution. Two members from the teaching staff and one member from the non-teaching staff are nominated as GB member for the tenure of one year.

File Description	Documents
Paste link for additional information	<a href="https://dhemajicommercecollege.edu.in/organogram-of-the-college/">https://dhemajicommercecollege.edu.in/organogram-of-the-college/</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

There are perspective/strategic plan of the college. The main objectives are as below-

1. Improvement of instrumental tools for quality education.
2. Improvement of the whole academic building to three storied building.
3. Making the library fully digitalized mode.
4. Improvement of the resource mobilization policies.
5. Improvement of the self financed vocational centre including intake capacity.
6. Improvement of the e-governance system in all the areas.
7. Construction of more buildings for accommodation of class room and other academic purposes.
8. Construction of boys' hostel for accommodation of outsiders is a future plan of the College.
9. Construction of large sized class rooms is included in the plan.
10. Improvement of the present auditorium with modern equipments.

11. Construction of more cycle stands for students and car stands for teachers.

12. Construction of one indoor and one outdoor stadium with modern up to date facilities for practicing various games and sports and different athletic events among students.

13. One full fledged Missing Language Teaching Centre has also been planned to establish in future.

The plan of one digital class room is completed.

The principal formulates the perspective/strategic plan in consultation with faculty members.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://dhemajicommercecollege.edu.in/strategic-plan/">https://dhemajicommercecollege.edu.in/strategic-plan/</a>
Upload any additional information	No File Uploaded

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

The Governing Body (GB) is at the apex in the hierarchy of internal organizational structure. The Principal acts as the secretary to the GB. In practice, certain decisions are taken by the principal discussing in the staff meeting. Decisions related to the college as a whole are forwarded to the GB. On many important matters, the principal has discretionary powers in taking decisions and implementing them. The college authority is delegated to the departments in decisions relating to certain academic matters. The librarian executes some decisions in connection with procurement of books and other facilities, weeding of books and library maintenance etc. Relating to appointment in any post of the college. Next to the GB the Principal is the immediate authority. The administrative works, library, examinations etc. are managed by the principal. The Academic Committee looks after the academic affairs. The heads of the

Departments take active rule to conduct the departments. The Librarian conducts the various aspects of the library. The faculty members are appointed as either the convener or member of the various committees. All major decisions are taken in meetings and then implemented. Some major decisions are implemented through approval of the GB.

File Description	Documents
Paste link for additional information	<a href="https://dhemajicommercecollege.edu.in/new-page/">https://dhemajicommercecollege.edu.in/new-page/</a>
Link to Organogram of the institution webpage	<a href="https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/DCOMCL_OrganogramOfTheCollege_Organogram%20of%20the%20College%20pdf.pdf">https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/DCOMCL_OrganogramOfTheCollege_Organogram%20of%20the%20College%20pdf.pdf</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

## 6.3 - Faculty Empowerment Strategies

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

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

Many welfare measures are taken for Teaching and Non-teaching

staff -

1. Employees Welfare Fund
2. G.P.F. facility
3. NPS facility
4. Group Insurance facility
5. Health Centre
6. Network Resource Centre
7. Library facility
8. Free Internet facility
9. Pure Drinking Water Facility
10. Participating in Seminars/Conferences
11. CAS promotion facility
12. Participate in UGC FDP, ICSSR etc.
13. Research facility
14. Canteen facility
15. Sports facility
16. Computer facility
17. Free Internet
18. Day care centre

All these facilities and welfare measures are there for both the teaching and non-teaching staff. They can avail these facilities when necessary. Every teacher and employee may be member in Employees Welfare Fund. Group insurance is must for every employee of the college. Every teacher and office employee can avail other facilities i.e. health care facility, library , internet , pure



drinking water, canteen , sports computer facility etc. Teachers have their right to attend seminars, workshop, conference etc. with due permission from Principal. They participate in research work. Taking initiative from the college for CAS promotion in time of teaching and non-teaching employees is also another important welfare measure.

File Description	Documents
Paste link for additional information	<a href="https://dhemajicommercecollege.edu.in/page-11/">https://dhemajicommercecollege.edu.in/page-11/</a>
Upload any additional information	No File Uploaded

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

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

6

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

05

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

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

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

**11**

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

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

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

The principal places the appraisal records in the management meetings for review. All promotions of teaching and non-teaching staff are based on their appraisal reports subject to approval of GB. In the last year, some of the major decisions for promotion of four faculty members and one member of non-teaching staff were taken by the Principal to come into existence.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

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

Annually an external auditor is appointed by the State Government to carry out the audit regularly. However, internal audit is also done regularly for some subsidiary funds. Some accounts are audited by Chartered Accountants as per guidelines of the funding agencies. Due to Covid-19 pandemic situation regular audit of this financial year lapsed but the internal audit has been done by the C.A. completed.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

during the year (not covered in Criterion III)

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

82.45213

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

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

The college has approached State Govt. and other funding agencies for procuring funds. Last year, State Govt. has released Rs fifty lakhs for digital class room and digital library. The amount was utilized under supervision of Development Committee of the college. as per guidelines. The utilization and progress has been annually reviewed by the institution itself. The college has appreciated for its efforts and the grants are continued. RUSA has already sanctioned an amount of Rs. 2.0 Cr. and Rs.1.0 Cr. has been released by RUSA. The amount is utilized by the college in given schemes. Apart from the State Govt., grants, the college has also approached the Missing Autonomous Council (MAC) for Rs. 50 lakhs. The college has its own sources but limited. The college has 15 bighas own land which is used for resource mobilization. A small amount of money comes from production of rice to the college fund. Auction of damaged materials is also another source which contributed a small amount of fund to the college.

File Description	Documents
Paste link for additional information	<a href="#">Nil</a>
Upload any additional information	No File Uploaded

#### 6.5 - Internal Quality Assurance System

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

The college has established an Internal Quality Assurance Cell on 11-07-2005. The college strives to achieve level of quality. In the last year the policy of the college was to achieve quality in its academic front by increasing enrollment which yields very good results. But drop out is one of the major problems in this area. IQAC of the college took active role in the process of increasing enrollment. The next policy is to improve the teaching-learning process. The IQAC discuss with the Principal to recommend the types and numbers of teaching aids needed. The IQAC in fact has served as the guiding rails for every quality improvement policy of the institution. Many of the quality initiatives have originated from the cell and advised to implement the policies through concerned committees. ICT facility is introduced in majority of the class rooms for improvement of the teaching-learning process with the initiative of IQAC. The conference halls are also developed and digitalized with virtual mode by the direction of IQAC.

File Description	Documents
Paste link for additional information	<a href="https://dhemajicommercecollege.edu.in/about-iqac/">https://dhemajicommercecollege.edu.in/about-iqac/</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The online admission process is available now with the initiation of IQAC. The IQAC initiated to introduce ICT facilities in the class rooms. A few class rooms are enabled with ICT. Black board is no longer used. White boards are used in some of the class rooms. Seminars, Workshops etc. are regularly organized for the teaching staff to improve their teaching-learning. Faculty members are inspired to join seminars, conference, workshops etc. to improve their quality. They also organize seminars for the students in departmental basis. Faculty members are inspired to involve in research works. A research centre has been established for this purpose. Research mentality of students is improved through participating in research works. Regular internal Examinations are conducted to evaluate the learning outcomes of the students.

Teachers work hard to teach the students in proper manner and to complete the syllabus in time. Students acquire appropriate knowledge by following guidance of teachers and by completing whole syllabus using proper teaching techniques.

Feedback is obtained from students to improve the teaching-learning scenario.

File Description	Documents
Paste link for additional information	<a href="https://dhemajicommercecollege.edu.in/academic-council-meetings/">https://dhemajicommercecollege.edu.in/academic-council-meetings/</a>
Upload any additional information	No File Uploaded

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

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://dhemajicommercecollege.edu.in/iqac-meeting/">https://dhemajicommercecollege.edu.in/iqac-meeting/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

**The institution has an active Gender Sensitization Cell which**

works for the girl students overall physical and psychological well being. The cell looks after the safety and security of the females students by receiving complaints against all forms of harassment in the campus. The Cell meets every fortnight in normal situation and in case of emergency it meets instantly to resolve a harassment case.

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

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

File Description	Documents
Annual gender sensitization action plan	<p><u>Sl No Strategic Goal Target Action Plan</u></p> <p><u>1 Health and Hygiene Students and neighboring School Students *Interactive Sessions with invited doctors and counselors on Teenage Health and Personal for a healthy life. *Interactive sessions with invited doctors on Cancer, Awareness.</u></p> <p><u>2 Women right and Gender equity Women on neighboring villages Awareness programme and campaign on women rights, self dependence and gender equity.</u></p> <p><u>3 Gender based violence Students Training of girls on self-defence</u></p> <p><u>4 Entrepreneurship opportunities Students and staff Training on arts and crafts</u></p>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u>(a) Safety and security: CC Camera is installed in the entire campus and in all the classrooms. CCTV is also introduced in the Girls hostel.</u></p> <p><u>(b) Common Rooms: Separate Common rooms are provided for boys and girls. Vending machine and incinerator is provided in the Girls Common Room. Newspaper and magazines are provided in the Common rooms. Recreational items are also available in the Common rooms.</u></p> <p><u>(c) Day Care Centre: Day care centre is provided with all facilities.</u></p> <p><u>(d) Health Centre: A Health Care Centre with basic first aid facilities, bed and emergency medicines are stored. Doctors visit the centres and when required.</u></p> <p><u>(e) Facilities for Divyagyan students: Wheel chair, Tricycle and Auxilliary Crutch and Walkers are arranged for the disabled students. Ramps are also provided in the washrooms for the physically challenged students.</u></p>
7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy	D. Any 1 of the above



**Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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

**Solid waste management:**

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

**Liquid waste management:**

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

**E-waste management:**

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

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>
<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	
	<b>D. Any 1 of the above</b>
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>	
<b>1.Restricted entry of automobiles</b> <b>2.Use of bicycles/ Battery-powered vehicles</b> <b>3.Pedestrian-friendly pathways</b> <b>4.Ban on use of plastic</b> <b>5.Landscaping</b>	<b>B. Any 3 of the above</b>
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<b>No File Uploaded</b>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and</b>	<b>E. None of the above</b>

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

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

The institution is committed to provide an inclusive environment to imbibe the spirit of tolerance and harmony towards cultural, regional, linguistic, communal socio-economic diversities. Import and days are being observed to materialize these ideals. NSS students participate in the march past and other activities organised by the district administration. Gandhi Jayanti is celebrated to teach the relevance of Gandhian idealism. International Yoga Day is observed to aware students the importance of Yoga for mental and physical well-being. Students participate in the celebration of Teachers Day. Awareness meetings are organised to spread the message of equality of men and women and role of women in promoting a balanced society in Women's Day. The NSS and Eco Club organise Environment Day. Tree plantation and environment awareness are being organized. The culture of the state is wonderfully depicted in the songs of Bishnu Rabha and Jyoti Prasad Agarwalla. Competitions on the songs of Jyoti Prasad Agarwalla and Bishnu Rabha are organised among students. Mother Tongue Day is observed to aware the importance of mother tongue and are advised for wide use of their mother tongue. Voters Day and Constitution Day are also observed to imbibe the spirit of nationalism and follow the constitutional obligations.

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

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

The institution is committed to sensitize students and employees to the constitutional values, rights, duties and responsibilities of citizens. Voters Day is celebrated to aware student the responsibility of voters in a democratic country like India. Constitution Day is also observed to commemorate the sacrifices of the founders of the Constitution. Students and Teachers take pledge to abide by the ideals of the constitution. International Human Rights Day is observed to aware students and employees our responsibilities to our fellow being. Road Safety week is also observed at the initiation of the NSS Unit. Procession are being taken out to aware all on road safety. Students in bikes are restricted from entering the college campus without helmets.

Fourth Saturday of every month is observed as Fuel Conservation Day. College Week is celebrated at the initiation of the Students Union wherein activities leading to preservation of culture and heritage, quiz and debate concerning the state are organized. Students Union election is held to elect student leaders. This democratic process teaches students their responsibilities in the forming the students Union in a democratic set up. All these programmes/ celebrations help students in inculcating the values and obligations enshrined in our constitution.

File Description	Documents
<p>Details of activities that inculcate values; necessary to render students in to responsible citizens</p>	<p><u>Dhemaji Commerce College celebrates various state, national and international commemorative days, events and festivals in its attempt at conferring ethical and value-based learning as well as inculcate the spirit and essence of these important days to its students. 15th August, Independence Day: Dhemaji Commerce College, students and teachers alike, celebrate Independence Day with enthusiasm and pride as well as pay their respects to all the freedom fighters and martyrs who fought for the country's independence. The country's tricolor is hoisted early morning, by the principal with everyone singing the national anthem. 26th January, Republic Day: Dhemaji Commerce College celebrates Republic Day with enthusiasm and pride, in order to commemorate India becoming a republic and to honor the constitution, which is the bedrock of our country. The principal hoists the tricolor early morning, with everyone present singing the national anthem. 21st June, International Yoga Day: The college holds International Yoga Day on 21st June in order to encourage Yoga practice and good physical health in the community. 08th March, International Women's Day: International Women's Day is celebrated by the Women's Cell and IQAC of the college to encourage equal opportunity for women, and to create awareness amongst all for the elevation of women in our society. An extempore speech competition and wall magazine was held amongst students. Along with this, sanitary napkins were distributed free of cost amongst girl students. 21st February, International Mother Tongue Day: International Mother Tongue Day was observed by the Assamese Department on 21st February, 2021. The event is held in order to encourage</u></p>

	<p><u>students of the college to pay more attention towards their mother tongues, as well as inspire them to think creatively about the many languages that the country as well as the world has to offer.</u></p>
Any other relevant information	<p><u>Events organised by Dhemaaji Commerce College, 2021 Sl. No Date Event Place</u></p> <p><u>Organiser Remarks 1 14-08-2020 &amp; 15-08-2020 International webinar on Teaching and Learning of English in Higher Educational Education in India: Challenges and Strategies Webex Department of English, Dhemaaji Commerce College in collaboration with International Society for Education Leadership (ISEL), Library and Information Science, Professional Association (LISPA), Assam. Resource Persons: Professor R.R. Al-Khanji, University of Jordan Professor M.M Sharma, Former Professor, Tezpur Central University Dr. Neha Joshi, K.S. Vishwavidyalya, Gujrat Z.B Smith, Teacher Trainer. USA 2 19-08-2020 National Education Policy, 2020 and the Proposed Transformation of Higher Education: Issues and Challenges Zoom IQAC, Dhemaaji Commerce College in collaboration with Dhemaaji-Dhakuakhana Zonal Committee, ACTA Resource Person: Dr. Anupam Dutta, Academic Secretary, ACTA. 3 23-08-2020 "Ekabinkha Shatkar Pratham Duta Dashakar Axomiya Upanyasar Gati-Prakriti" Zoom Department of Assamese in collaboration with IQAC, DCC Resource Persons: Dr. Ambeswar Gogoi, Assistant Professor, Department of Assamese, Cotton University 4 24-08-2020 National Webinar on "Impact of Covid-10 Pandemic on Adolescent Mental Health and Ways to Overcome" Zoom Philosophy and Education in collaboration with IQAC Resource Persons: Dr. Pranjal Buragohain, Assistant Professor, Department of Education, Dibrugarh University 5 29-08-2020 National Seminar on "Covid-19</u></p>

Pandemic: Role and Responsibility of Women" Zoom Women's Cell and IQAC, Dhema  
ji Commerce College, Dhema  
ji Resource  
Persons: Dr. Madhusmita Goswami, Head and  
Associate Professor, Chandraprabha  
Saikiani Centre for Women's Studies,  
Tezpur University 6 05-11-2020 Death  
Anniversary of Bhupen Hazarika Dhema  
ji Commerce College Women's Cell On-the-spot  
Poem writing competition 7 04-02-2021  
Workshop on Assamese Subject as Vocation  
Dhema  
ji Commerce College Department of  
Assamese, Dhema  
ji Commerce College  
Resource Persons: Dr. Ambeswar Gogoi,  
Assistant Professor, Department of  
Assamese, Cotton University 8 08-03-2021  
International Women's Day Dhema  
ji Commerce  
College Gender Sensitization Cell and  
Women's Cell in collaboration with IQAC,  
Dhema  
ji Commerce College Speaker: Mrs.  
Sewali Setia, Assistant Professor,  
Department of English, Dhema  
ji Commerce  
College; Speech competition amongst  
students; Biannual journal 'Prabahini'  
inaugurated by Mr. Devakumar Chutia,  
Principal I/C, Dhema  
ji Commerce College 9  
19-03-2021 Awareness among voters between  
the age group 18-22 years Dhema  
ji Commerce  
College, Auditorium District Election  
Office, Dhema  
ji Resource Persons: Mr.  
Kailash Sarmah, Associate Professor,  
Department of Banking, Dhema  
ji Commerce  
College Mr. Rupjyoti Sonowal, Election  
Office, Dhema  
ji 10 06-04-2021 Food and  
Cloth Distribution Programme Jyestha Kunja  
(an old age home, Dhema  
ji) Gender  
Sensitization Cell and Women's Cell,  
Dhema  
ji Commerce College 11 08-04-2021  
Assamese Literature Raichapori High School  
IQAC, Dhema  
ji Commerce College Resource  
Persons: Dr. Rewati Buragohain, Associate  
Professor, Department of Assamese, Dhema  
ji  
Commerce College Mrs Biju Borah Dutta,  
Associate Professor, Department of  
Assamese, Dhema  
ji Commerce College 12  
08-04-2021 English Literature Ronga Nodi



High School IQAC, Dhemaaji Commerce College  
Resource Persons: Dr. Ataur Rahman,  
Associate Professor, Department of  
English, Dhemaaji Commerce College  
Mrs. Sewali Setia, Assistant Professor,  
Department of English, Dhemaaji Commerce  
College  
Mrs. Devajani Chelleng, Assistant  
Professor, Department of English, Dhemaaji  
Commerce College  
13 09-04-2021 Assamese  
Literature Ronga Nodi High School IQAC,  
Dhemaaji Commerce College Resource Persons:  
Dr. Rewati Buragohain, Associate  
Professor, Department of Assamese, Dhemaaji  
Commerce College  
Mrs Biju Borah Dutta,  
Associate Professor, Department of  
Assamese, Dhemaaji Commerce College  
14  
17-06-2021 Birth Anniversary of Roopkonwar  
Jyotiprasad Agarwala Google Meet Sahitya  
Chara, Department of Assamese, Dhemaaji  
Commerce College Resource Persons: Mrs.  
Hirimpa Saikia, Assistant Professor,  
Department of Assamese, Jogananda Deva  
Satradhikar Goswami College, Bokakhat  
15  
20-06-2021 Rabha Divas Google Meet Sahitya  
Chara, Department of Assamese, Dhemaaji  
Commerce College Resource Persons: Dr.  
Renu Borah, Assistant Professor,  
Department of Assamese, Purbanchal  
College, Silapathar  
16 08-09-2021  
Sankardeva Tithi Dhemaaji Commerce College  
Sahitya Chara, Department of Assamese,  
Dhemaaji Commerce College Essay Competition  
on "Natyakar Sankardeva" amongst students  
17 25-10-2021 World Iodine Week Dhemaaji  
Commerce College IQAC. Dhemaaji Commerce  
College Resource Persons: Dr. Nalin  
Kalita, Medical Officer, Dhemaaji and  
collaborating health workers  
18 05-11-2021  
Bhupen Hazarika Death Anniversary Dhemaaji  
Commerce College Women's Cell, Dhemaaji  
Commerce College Essay Competition on  
"Treatment of ethnic vocabularies of North-  
East region in the songs of Bhupen  
Hazarika" amongst students  
19 08-11-2021  
Vaccination drive on Japanese Encephalitis  
Dhemaaji Commerce College District Health

[Service, Dhemaji 20 19-11-2021 All Assam Inter-Institution Prize Money Quiz Competition Dhemaji Commerce College Department of English in collaboration with IQAC, Dhemaji Commerce College 14 institutions from Assam took part in the event 21 29-11-2021 Death Anniversary of Gyanpeeth Awardee Mamoni Raisom Goswami Dhemaji Commerce College Sahitya Chara, Department of Assamese, Dhemaji Commerce College Speaker: Dr. Rewati Buragohain, Associate Professor Department of Assamese, Dhemaji Commerce college Mrs. Mousumi Phukan, Assistant Professor, Department of Assamese, Dhemaji Commerce College 22 03-12-2021 Membership Drive Dhemaji Commerce College NSS, Dhemaji Commerce College 23 08-12-2021 & 09-12-2021 Workshop on "Enhancing Learning: Tools for the Digital Classroom" Dhemaji Commerce College IQAC, Dhemaji Commerce College Resource Persons: Rakesh Kalita, Official of Pushpa Engineering 24 11-12-2021 Talk on "Confidence Building and Personality Development" Dhemaji Commerce College Council for Teacher Education, CTEF, Dhemaji District in collaboration with IQAC, Dhemaji Commerce College Resource Persons: Mr. Diganta Kakati, Associate Professor, Department of English, Gogamukh College Dr. Lekhan Gogoi, Assistant Professor, Department of Education, Moridhal College; Extempore Speech Competition among students 25 27-12-2021 Workshop on 'Girls' Health and Sanitation' Dhemaji Commerce College Gender Sensitization Cell and IQAC, Dhemaji Commerce College Resource Persons: Rashmi Doley, Counsellor, Dhemaji Civil Hospital](#)

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website**

**B. Any 3 of the above**

**There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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

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

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

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

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

International Mother Tongue Day is held in order to encourage students to pay more attention towards the mother tongues, as well

as inspire them to think creatively about the languages that the country has.

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

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### 1. Title: Awareness programme on Women Empowerment

**Objectives:** (a) To create awareness among the girl students and women of the community and safeguarding the rights of women (b) Check discrimination against women

**Context:** Women empowerment is prime importance and to give her the place she deserves.

**Practice:** The College has an active Women Cell and Gender Sensitization Cell which works for gender equity and empowering women. These cells work on awareness on constitutional and womens legal rights.. Awareness / workshops on domestic violence, importance of education, health /sanitation, superstitious are organized.

No such problems have been encountered in organising these programmes.

### 2.Title: Teacher's Diary

**Objectives:** (a) To keep a record of the daily progress of class, assignments, tests, seminars etc. of teachers (b) To enable the teachers to keep a record of activities the teacher is involved.

**Context:** In the absence of a Daily Teacher's Diary teachers find it difficult to keep records of their class, assignments, tests and other teaching-learning activities.

**Practice:** A Diary is prepared by the Academic Committee of the college. Teachers maintain the daily diary. The HOD countersigned the diary and submits the same every Saturday afternoon to the Principal.

File Description	Documents
Best practices in the Institutional website	<a href="https://dhemajicommercecollege.edu.in/best-practice/">https://dhemajicommercecollege.edu.in/best-practice/</a>
Any other relevant information	<a href="#">NIL</a>

### 7.3 - Institutional Distinctiveness

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

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

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

### 7.3.2 - Plan of action for the next academic year

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

1. The NEP would be implemented in the next academic session. IQAC aspires that the college is best prepared for the challenges of the NEP. A task force for implementation of the NEP has been constituted as per the guidelines of the Director of Higher Education, Assam to plan for its proper implementation. The focus of the college would be to step up efforts for effective implementation.
2. The NEP declares that "wherever possible, the medium of instruction until at least Grade 5, but preferably till Grade 8 and beyond, will be the home language/ mother tongue/ local language/ regional language for both public and private schools". The Government is working for recruitment of teachers who can teach the tribal languages in the primary level. Therefore, the college proposes for introduction of six month Certificate course in Mishing language as a major portion of the population comprised of the Mishing tribe. Students after completing the prescribed course shall be eligible to teach Mishing language in the primary level.
3. MOU shall be established with institutions for sharing teaching-learning ideas, faculty exchange, student exchange and collaborative research.
4. Some short term skilled courses shall also be introduced as self-financing courses. These sources shall be merged with the existing vocational courses.