

SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

DHEMAJI COMMERCE COLLEGE

**P.O-ARADHAL DIST-DHEMAJI ASSAM PIN-787057
787057**

dhemajicommercecollege.edu.in

SSR SUBMITTED DATE: 23-01-2018

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Dhemaji Commerce College, a premier institution of Higher Education with Commerce and Arts faculty was established in 1982 under the noble initiative and painstaking efforts of some leading and enlightened citizens and general public of Dhemaji. Initially it was started with the commerce stream only, and subsequently the Arts Stream was started in 1989. The college is affiliated to Dibrugarh University and registered under section 2 (f) and 12 (B) of UGC Act, 1956.

The College was taken over under deficit grants in Aid system by the Govt. of Assam in 25th March, 1998 and again it was brought under the system of provincialisation by the Govt. of Assam in 2005.

The College is located rural tribal area of Dhemaji district in the eastern most corner of Assam. It is situated in the border of Assam and Arunachal and is surrounded by villages of tribal and backward communities. Ever since its inception the college has been engaged in imparting quality education. The college has now emerged as a full-fledged two faculty education institution with undergraduate departments. Besides this, the college has a centre for vocational studies and a centre for computer education with diploma and certificate courses. Recently the college has introduced various programmes under IGNOU. The college is striving to upgrade the quality education and is making every effort to maintain a good academic standard and carrying out extension activities as a part of its institutional social responsibility towards the society.

Vision

Dhemaji Commerce College envisages to become a premier institute of higher education committed to impart value based quality education to the younger generation by inculcating qualities of competence, confidence and excellence for the all-round development of the society.

Mission

Mission

- ?To create a healthy, convenient academic environment to promote quality education to the rural poor students.
- ?To mould intellectually competent professionally skilled, morally upright socially responsive citizen for well being of the society.
- ?To promote innovations and best practices through a healthy educational environment among the new generation to mould the spirit of self dependence.
- ?To promote the spirit of scientific temperament.
- ? To promote gender equality.
- ?To make higher education a part of the social environment for the all round development of the society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strengths:

- i) A dedicated and sincere young service minded brigade of teachers.
- ii) A healthy legacy of good academic standard and academic discipline.
- iii) Low cost of education.
- iv) A eco friendly campus and is free from the din and bustle of the city which helps to maintain an academic environment.
- v) Central Library and Departmental Library with good collection of books.
- vi) A large pool of Alumni well placed in various fields.
- vii) A robust environment for extension activities.
- viii) Healthy and disciplined examination and evaluation system.

Institutional Weakness

- i) Shortage of teachers in certain departments in proportion to the number of students.
- ii) The simultaneous running of the +2 stage of education as per the direction of the state government.
- iii) Non availability of own playground.
- iv) Procedural delay in the filling up of the vacant post.
- v) Scarcity of Boys' Hostel and Limited seats in the Girls Hostel.
- vi) Non-availability of own sources of revenue generation.
- vii) Non availability of sufficient land in the main campus and insufficient infrastructure for new and emerging courses.
- viii) Absence of Post Graduate courses in regular mode.
- ix) Disadvantaged social and economic background of the students.
- x) Irregularity of power supply.
- xi) Shortage of Technical Staff.

Institutional Opportunity

- i) Premier Institution of higher learning with good credential in an economically underdeveloped region inhabited mostly by the underprivileged section of the society.
- ii) The college can contribute immensely towards the dynamics of social transformation and growth.
- iii) Scope for opening PG Classes in all departments due to demand from the students.
- iv) Scope for initiating income generated activities.
- v) Scope for rural entrepreneurship development depending on local resources.
- vi) The scope for the development of the college involving the Alumni and other stakeholders for the further improvement of the college.

Institutional Challenge

- i) Difficulty in maintaining international standard of the curriculum.
- ii) Growing tendency of the brilliant students to go to large cities for higher studies.
- iii) Growing tendency of the affluent section of the society to prefer the private educational institution
- iv) To increase interaction and establish collaboration with industry.
- v) Grooming research culture.
- vi) To formulate a formal consultancy policy.
- vii) Developing language proficiency.
- viii) To cope with the increasing trends of e-learning.
- ix) Expansion of infrastructure and ICT facilities to support new and emerging courses.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college follows an academic calendar in conformity with the one provided by Dibrugarh University. The

Academic Committee of the college maintains a strong mechanism to look after all the matters related to teaching learning and evaluation. All departments have their own routines. Support for implementation of the curriculum is provided through regular workshops. Some teachers of the college have been serving as members in some academic bodies of Dibrugarh University and contributing to the process of development and delivery of curriculum. Apart from the regular undergraduate courses in Arts and Commerce, the college has been running Master Degree and Undergraduate in several subjects under IGNOU. It follows the academic curricula of its affiliating university i.e., Dibrugarh University. Its present curriculum includes eight Arts Majors (Assamese, Economics, English, Education, History, Political Science Philosophy and Sociology) and Speciality in Commerce. Present strength of full time teachers of the college is 37. The strength of non teaching staff is 13. Temporary and parttime faculties are also engaged from time to time.

Teaching-learning and Evaluation

The college publishes its prospectus regularly. The prospectus contains the vision, mission and objectives of the college, rules and regulations, subjects offered, names of faculty members, fee structure, and other related information of the college. The website is regularly updated and it carries much major information required by the students and other stakeholders including the dates of admission to various courses. Admission is given purely on merit basis and on reservation basis as per government rules. Various methods are adopted for teaching-learning processes which include class-room interactive method, seminars, group discussion, home assignment, field work etc. In-semester assessments are done as per the guidelines of the university and sessional examinations are also held. Remedial teachings are also done to upgrade the slow learners.

Research, Innovations and Extension

The college tries to develop a research culture among the faculty members and students of the college. It has formed a research committee to promote research activities. Presently four members of the teaching faculties completed PhD degree and nineteen members of the faculty have obtained M.Phil degree. Three members from teaching staff have completed Minor Research Project and four members have submitted proposals of MRP to UGC for approval. The faculty members have published many research articles in various journals and books. The college has published a multi-lingual research journal '**Swarnagiri**'. The commerce forum of the college has also published one journal called '**Banijya Kosh**'. Both the journals provide ample scope of writing to the faculty members as well as the students. The college has been rendered different extension services in the locality by which the rural people of the area have been benefited a lot. Though the college has not any formal consultancy service yet most of the members from of the teaching faculty have offered consultancy services by way of invited speaker, special guest, inaugurator of various functions held in some institutions of the locality. Some of the faculty members from the commerce stream have offered free consultancy service in tax calculation also. The college also conduct various extension activities through various cells and committees like NSS, Eco Club, Extension and Welfare Committee, Women Cell, Teachers' Unit etc.

Infrastructure and Learning Resources

The present infrastructural facilities of the college comprises over 27 spacious classes, a women hostel with a capacity of 66 seats, a central library with 17 (Seventeen Thousand) plus text and reference books and journals with 50,000+e books (INFLIBNET), one Auditorium, a canteen and separate common rooms for boys and girls. A mini-gym is also attached with the Boys' Common Room. The college has a separate departmental

building with separate rooms for the faculty members for departmental works including discussions etc. Each department of the college has maintained separate departmental libraries. The Boys and Girls Common Room is provided with recreational facilities. The College has established a Network Resource Centre attached with the Computer Centre to provide the basic computer and internet facilities for the students. The college has been using the playground and sports facilities of District Stadium with an agreement with the District Sports Association which is located towards the south of the college at a walkable distance of 300 meter only.

Student Support and Progression

The college has convenient and adequate machinery for support and progression of the students. Some of the committees as well as cells are directly associated with the progression of the students. Utmost care has been taken for all round development of the students along with academic development. Almost 80% students of the institution are from the Schedule Tribes, Schedule Castes and Other Backward Classes who receive scholarships. Several meritorious and poor students are given free admission into the institution and those who pass with outstanding results are felicitated every year. There are several committees and cells like Career Guidance Cell, Grievance Redressal Cell, Anti-ragging Cell, Women Cell, Extension and welfare committee, NSS, Eco Club which are established for students' support and help.

Governance, Leadership and Management

The Governing Body is the top management and decision making body. The decisions of the Governing Body are executed by the Principal, who is the head of the institution. For smooth functioning of various activities of the college the authority constitutes various committees among the staff of the college. All the teaching and non-teaching staff of the college actively co-operate in the working and functioning of such committees of the college. The monetary and budgetary aspects are looked after by the Governing Body. There is a functional Internal Quality Assurance Cell in the college which deals with the matters of quality improvement of the college.

Institutional Values and Best Practices

The institution has implemented several best practices which include extension services such as exemption of fees for some students who are meritorious but economically weak, health and hygiene awareness camps in the remote villages, environmental awareness camp periodic cleanliness drive under Green Dhemaji Initiative of Eco Club, College Week etc. Internet facility to the students, computerization of the library and Book Bank facility are also some other best practices which help the students a lot in the academic sides.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Dhemaji Commerce College
Address	P.O-Aradhal Dist-Dhemaji Assam Pin-787057
City	Dhemaji
State	Assam
Pin	787057
Website	dhemajicommercecollege.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Pradip Borah	03753-224369	9957638120	0-0	dhemajicommercecollege@gmail.com
IQAC Coordinator	Rajumoni Bhuyan	-	8011371653	-	rajumonib@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	11-08-1982

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Assam	Dibrugarh University	View Document

Details of UGC recognition

Under Section	Date
2f of UGC	10-09-1998
12B of UGC	04-04-2000

Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
--	----

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence (CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	P.O-Aradhal Dist-Dhemaji Assam Pin-787057	Rural	5.07	3506.33

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Assamese	36	HS	Assamese	90	55
UG	BA,English	36	HS	English	90	5
UG	BA,Economics	36	HS	English + Assamese	90	27
UG	BA,Education	36	HS	English + Assamese	90	53
UG	BA,History	36	HS	English + Assamese	90	43
UG	BA,Philosophy	36	HS	English + Assamese	90	60
UG	BA,Political Science	36	HS	English + Assamese	90	51
UG	BA,Sociology	36	HS	English + Assamese	90	54
UG	BCom,Commerce	36	HS	English + Assamese	120	79
UG	BCom,Commerce	36	HS	English + Assamese	120	70
UG	BCom,Commerce	36	HS	English + Assamese	120	108
UG	BCom,Commerce	36	HS	English + Assamese	90	2
UG	BCom,Commerce	36	HS	English + Assamese	90	71
UG	BA,Arts	36	HS	English + Assamese	90	88

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				25				13			
Recruited	0	0	0	0	19	6	0	25	7	4	0	11
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	6	1	0	7
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				13
Recruited	12	0	0	12
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	2	0	0	0	0	4
M.Phil.	0	0	0	6	2	0	2	4	0	14
PG	0	0	0	10	2	0	6	0	0	18

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	4	0	0	4

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	0	1	0	1

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Diploma	Male	68	0	0	0	68
	Female	21	0	0	0	21
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	473	0	0	0	473
	Female	289	4	0	0	293
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	14	10	14	17
	Female	9	8	10	12
	Others	0	237	0	330
ST	Male	281	202	325	97
	Female	173	141	94	0
	Others	0	127	0	144
OBC	Male	145	9	137	91
	Female	971	8	93	0
	Others	0	0	0	20
General	Male	16	0	0	11
	Female	9	0	33	0
	Others	0	0	21	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1618	742	727	722

3. Extended Profile

3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 433

Number of self-financed Programmes offered by college

Response : 2

Number of new programmes introduced in the college during the last five years

Response : 5

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
744	742	727	722	730

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
372	371	364	361	365

Number of outgoing / final year students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
226	243	204	208	252

Total number of outgoing / final year students

Response : 189

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
43	43	43	39	39

Number of full time teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
37	37	37	38	38

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
38	38	38	38	38

Total experience of full-time teachers**Response : 869****Number of teachers recognized as guides during the last five years****Response : 1****Number of full time teachers worked in the institution during the last 5 years****Response : 37****3.4 Institution****Total number of classrooms and seminar halls****Response : 27****Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
84.4	105.5	92.2	106.6	56.5

Number of computers

Response : 50

Unit cost of education including the salary component(INR in Lakhs)

Response : 0.78

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 0.08

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Being an affiliated institution, the college has been following the syllabi prepared by Dibrugarh University which develops and updates the curricula/ syllabi from time to time. It also provides detailed instructions on how to implement them appropriately.

The institution aims at imparting knowledge through quality education in various disciplines to make the students competent and responsible to cope with the challenges of modern globalized world and contribute towards upliftment of the society. The broad objectives of the institution are:

- 1.To provide for instruction in the humanities, commerce, education and other professional subjects and in other spheres of learning and knowledge of a standard and thoroughness required of a course of the highest standing.
- 2.To provide opportunities for the younger generation on the latest technologies so as to become self-dependent and seek employment.
- 3.To help the students acquire the right attitude, knowledge, understanding and competence which they will need in the interaction with social and physical environment.
- 4.To organise and to undertake extramural teaching and extension services.
- 5.To provide facilities so as to develop desirable qualities for full fledged development of personality.
- 6.To develop literacy and scientific outlook among the people.
- 7.To provide opportunities for youths to involve themselves in national and social development through the educational institution and outside them
- 8.To built social competence.
- 9.To foster national feelings and to motivate the younger generation for international understanding and peaceful co-operation.
- 10.To create social responsibility for eradication of harassing problems of the society.

The mission of the institution has been clearly stated in the Prospectus of the college being regularly published since 2000. Besides, they are also exposed through co-curricular/ extension activities of NSS, Extension and Welfare committee and through other activities pertaining to the corporate life of the college.

The institution develops and deploys certain action plans for effective implementation of the curriculum, such as academic planning for each semester, inter-department and intra-department meetings, rational distribution of courses among the teachers, periodic review of the course coverage, educational tours, excursions etc.

The affiliating university from time to time provides guidelines on how to implement a particular syllabus, evaluate and award marks. The elected members of the faculty participate in the undergraduate

Board of Studies and Academic Council and apprise the teachers about the changes in the policies and plans. Teachers also participate in workshops organised by the University whenever a new syllabus is introduced. The college provides necessary support in the forms Teachers Diary to maintain the records of the classes taken, text books for department library, laptops/desktops to most of the departments and financial assistance for organising Seminars/Talks/ Field study and other activities of the department.

When the parent university convenes any meeting to revise and update the curricula, the college deputed experienced faculty members to exchange their views in the formulation of new curriculum and syllabus.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 3

1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	0	0	1

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 155.08

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
35	7	8	3	5

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 22.17

1.2.1.1 How many new courses are introduced within the last five years

Response: 96

File Description	Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 0

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 9.62

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
63	49	52	94	94

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

The institution makes efforts to integrate the cross cutting issues such as Gender, Environment Education, Human Rights, Social Evils, Socio-Political issues into the curriculum by organizing various Seminars, awareness programmes, Talks / Workshops programmes. The Women Cell of the college is regularly organizing programmes and extension activities on International Women's Day, Women Health and Hygiene with the women of the localities as well as the girls students of the college. At the undergraduate level, Environmental Studies is a compulsory subject in all streams and students are made aware of environment problems through classroom teaching as well as practical sight-seeing. Environmental trips are organized in each academic session either to the local village or local towns to make a micro-level study of the environment. The Eco Club of the college organises World Environment Day with the students and teachers. It publishes leaflets etc. on burning issues on environment. Through its 'Green Dhemaji Initiative' (GDI); a programme of the institution, it undertakes distribution of leaflets on environment hazards, talks on safe drinking water, precautions during and after flood, plantation of saplings and various other issues. The college has taken initiatives for the introduction of ICT through the computer centre cum UGC Network Centre. The issues relating to Human Rights are thoroughly discussed in the Department of Political Science and marginally covered by some other Departments, Similarly, the literature departments such as English and Assamese deal with the various aspects of gender issues as feminism and women's writings are significant components in the syllabi of those subjects. The Department of Economics, Political Science, Education and Philosophy also focus on the question of women empowerment either as part of or in reference to the syllabus.

Course	Student participation	Gender of Student	Organiser	
Environmental Science/H.S / B.A. and B.Com Environment trips and project work	All students	All students	Class by regular faculty, Green Initiative(GDI), Eco Club	
Human Values and Social evils	All students	All students	All teaching department	
ICT	Students who opt	All students	Computer Centre cum UGC Centre	
Human Rights	Students who study Political Science as Compulsory and elective courses	All students	Political Science department	
Gender issues as feminism and women's writings	All students	All students	Department of English and Assa	
Women empowerment	Students studying Economics, Political Science and Sociology	All students	Economics, Political Education departments	Scien
Women health and hygiene, Womens Rights	Women of the locality and Girl students	Local Women and Girl students	Women Cell /NSS	

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years**Response:** 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships**Response:** 7.8

1.3.3.1 Number of students undertaking field projects or internships

Response: 58

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System**1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** D. Any 1 of the above

File Description	Document
Any additional information	View Document

1.4.2 Feedback processes of the institution may be classified as follows:**A. Feedback collected, analysed and action taken and feedback available on website****B. Feedback collected, analysed and action has been taken**

C. Feedback collected and analysed**D. Feedback collected****Response:** C. Feedback collected and analysed

File Description	Document
Any additional information	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.44

2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	3	4	2	3

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 81.44

2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
744	742	727	722	730

2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
900	900	900	900	900

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
372	371	364	361	365

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Academic calibers of the students are tested at the beginning of the academic session by most of the departments through a written test before admitting them to respective major courses. Unit test are regularly taken for periodical assessment of the students offering major courses and core subjects in addition to the two sessional exams held by the college. The advanced and slow learners are identified by the concerned faculty, based on their performance in unit test, and final examination Accordingly, subject wise, paper wise strategies are adopted in order to enable them to cope with the programme of their choice. Academically poor students are taken extra care by arranging special remedial classes during off periods. There is also provision for tutorial classes to the needy students.

2.2.2 Student - Full time teacher ratio

Response: 20.11

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.13

2.2.3.1 Number of differently abled students on rolls

Response: 1

File Description	Document
Institutional data in prescribed format	View Document

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

Response:

Teaching mostly comprises in the lecture method. But, to make learning student centric, adequate focus is given on the specific requirements of the students. The lecture method is supplemented by interactive method, collaborative method and encouragement to students for independent learning. After the completion of the discussion on a particular topic, questions from that topic are also thoroughly discussed in the classroom. Tips and suggestions are provided to students on how to solve examination questions. Sometimes, written solutions are provided to students considering the difficulty and importance of the problems. The question-answer method creates interests of the students towards the classroom teaching. From the current academic session steps are also taken to develop some classrooms by providing ICT facilities. All the departments have been provided one computer to make effective use of technology. The teachers are motivated by the IQAC to make power-point presentation and use other audio-visual techniques in class room teaching to create interests and enthusiasm of the students. Some departments also conduct intra departmental seminars, discussions on subject related issues where students present papers and teachers offer comments on the papers. However, due to the invisible pressure of completing the syllabus within the stipulated time frame, frequent and regular holding of such intradepartmental seminars have not been possible in each semester and in each department. Moreover, some departments also conduct survey and study tours to supplement theoretical learning.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 54.05

2.3.2.1 Number of teachers using ICT

Response: 20

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 43.76

2.3.3.1 Number of mentors

Response: 17

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The college authority has always been encouraging the teaching faculty to adopt innovative practices. It also encourages the teachers to keep themselves abreast of the latest developments in their respective fields. They are encouraged to use computers, Internet and library resources to enrich their teaching. From time to time the college faculty adopts approaches/ methods such as seminars, conferences and special lectures. The faculty members are encouraged to participate in national/ international level seminars. The faculty members who attend such seminars/ conferences share their experiences with students and faculty with latest information. In conformity with the change of curriculum introduced by the Dibrugarh University for Semester System at UG level, a great deal of innovations has been adopted by the faculty during last five years. Unitization of text contents, preparation of lesson plan, holding of unit and sessional tests, displaying of marks obtained by students in these tests on the departmental notice board, holding of class seminars, group discussions and home assignments/projects are some of them. Since group discussion/seminar, home assignment, sessional tests are the integral part of the prescribed curriculum and as they are supposed to be performed within the specified time-frame, therefore, the faculties have to adopt innovative measures for doing them smoothly. In order to make the class room situations enjoyable, computer assisted presentations are also adopted by the faculty. We visualize, in the immediate future, a smooth transition to digital learning without sacrificing the strengths of the conventional class room.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 98.42

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 5.38

2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	3	1	1	1

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience of full time teachers in number of years

Response: 23.49

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The Dibrugarh University initiated “Internal Assessment” from the academic session 2006-07. Semester system has been introduced from the session 2011-12. As part of the same, 20% of the total marks of the papers are to be awarded by the college by conducting various internal assessment tools like seminar presentation, group discussion etc. The evaluation of the End-Semester examination has been conducted in several zones. For its effective implementation the College conduct regular unit tests, terminal examinations Group Discussion and students are to submit home assignments and present seminar papers. Emphasis is laid on regular attendance also. The college has left no stone unturned to effectively implement the evaluation reforms introduced by the university. In accordance with the guidelines of the university, the college Academic Committee keeps vigilant eyes on implementation of evaluation reforms of the university. The institution is very strict about the monitoring of the academic performance and co-curricular activities undertaken by the students. On its own, the college has initiated assessment through the sessional examination, Group Discussion, Seminar Paper Presentation, Home Assignment, Field Work and Project Report Etc. The College hold annual guardian meeting and inform all the academic measures to the guardians.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The achievement of students is measured mainly through the internal assessments and the external examinations are centrally conducted by the university. The internal assessment process has positively impacted the system by involving the students in some activities that help them to acquire certain skills. For example, paper presentation in departmental seminar has been made compulsory and all the students prepare their papers with the help of the teachers and present the same on the departmental seminar. Group discussion has been introduced to make education a group affairs and it has helped the students to develop

interpersonal communication as well. The decentralization of the evaluation process has made it more efficient and time bounded. Moreover the process of spot evaluation by teachers in the evaluation zones has expedited the process of evaluation and declaration of results.

The prescribed syllabus of UG level has streamlined the distribution of marks in Internal Assessment to the areas that are to be taken into account. According to that allocation, out of 20 marks each of the two sessional tests is assigned weightage of 5 marks and 10 marks in total, regular attendance 5 marks and weightage of 5 marks for independent learning and communication skills like paper presentation in seminars, home assignment etc. Thus, by lessening the scope of subjectivity, transparency in assessing students' overall development is assured. Besides, in the system of internal assessment, all the faculty members of a department are collectively involved in the Semester System. The present system has made considerable improvement for ensuring transparency in assessing Internal Assessment for the overall development of students in behavioural aspects, independent learning, communication skills etc. This practice has been followed since the inception of Semester System by the University.

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

Response:

Grievances relating to examination are of two types – one regarding the internal examinations held by the college and the other regarding the external examination controlled by the University. In case of the first category of grievances, the college has empowered the Academic Committee to deal with such grievances. Here the main grievance is the inability of some students in appearing in the sessional examinations generally on health grounds. The Academic Committee, after considering the genuineness of the cases, provides second chance to the candidates on humanitarian ground. During the last five years, there has been no grievance regarding the marks obtained in the internal examinations. If students show dissatisfaction with the marks obtained they are pointed out their mistakes by showing them the answers scripts.

In case of the second category of grievances, which are relating to the affiliating university, it has been observed that students encounter multiple problems like the non issuance of the admit cards, errors of names in the admit cards, non-issuance of Admit Cards in time, discrepancy in the declaration of results, and, above all, underserved results and marks in the final examinations. The office of the college mostly deals with those grievances and help the students to get a remedy as earliest as possible. The college office makes all necessary communications with the university regarding all these grievances. When students get less marks in the university examinations than their expectations, they can avail the provision of rechecking of the answer scripts within one month after the declaration of results. The college office supplies the necessary application forms for re-examinations and the college office also assists the students in the filling up of the forms, and sometimes, the forms are forwarded to the Controller of Examinations for prompt necessary action. As soon as the college receives any response from the university, it is immediately communicated to the students. Sometimes, the college deputed some teachers or staff to expedite the process of re-evaluation. The entire mechanism is developed to provide maximum relief and minimum harassment to the students.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE**Response:**

The college is affiliated to Dibrugarh University, Assam. The University provides an Academic Calendar for its affiliated colleges. Adhering to this, the college also prepares a separate academic calendar indicating all activities and programmes of the college including examination-related matters. The college always follows the principle of Continuous Internal Evaluation. For the betterment of the students' quality, it holds continuous internal evaluation like unit test, sessional test, group discussion, seminar presentation etc., which adheres to the academic calendar of the college as well as its affiliating university.

2.6 Student Performance and Learning Outcomes**2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students****Response:**

Programme outcomes, programme specific outcomes and course outcomes for all programmes offered by the Institution are normally displayed in the college notice board. The collection of data on students' performance and learning outcomes is accomplished by the academic committee as well as by the office of the college. The analysis of the same is done by the Academic Committee, and the Principal of the college. On the basis of the analysis of the data, the Academic Committee makes necessary planning to overcome the barriers of learning.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution**Response:**

The college has certain well-established mechanisms to monitor and ensure the achievement of learning outcomes. The Academic Committee, the IQAC, the Governing Body of the college constantly monitors the achievement of learning outcomes. The Governing Body, after the declaration of the result of the Final Examinations, reviews the achievements of the students and discusses the feedback given by the Principal in that meeting. The collection of data on students' performance and learning outcomes is accomplished by the academic committee as well as by the office of the college. The analysis of the same is done by the Academic Committee, and the Principal of the college. On the basis of the analysis of the data, the Academic Committee makes necessary planning to overcome the barriers of learning.

2.6.3 Average pass percentage of Students**Response:** 65.78

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

Response: 148

2.6.3.2 Total number of final year students who appeared for the examination

Response: 225

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:**

File Description	Document
Database of all currently enrolled students	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0.27

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 2

File Description

Document

List of research projects and funding details

[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The college has been trying to disseminate various knowledge to the students in various ways. Effective teaching learning methods including the use of ICT has been introduced to make the disseminating process more fruitful and effective. Group discussion, unit test, seminar presentation, field survey are properly carried out so that the students can easily gather the knowledge. Students are also encouraged to discuss different subject related problems with the concerned teachers. There is a compulsory paper on environmental studies which is based on field survey on environment. Through this students are made aware about different environmental issues. Thus the college has been trying to transfer knowledge to the students.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
List of Awardees and Award details	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.11

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	1	2

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 1.23

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	6	18	4	17

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The College is committed to promote institute-neighborhood-community network. It has been organizing various community oriented extension programs like holding women empowerment program, blood testing camp, teaching in rural schools. Members of the neighborhood are regularly invited to the college on various occasions to maintain a strong attachment with the college. The teaching environment is designed to engage the students in community oriented activities in order to ensure good citizenship. Besides, the district of Dhemaji is highly flood-pronged which affect the socio-economic condition of the people of the district. The college tries to help the people during the time of flood by donating materials etc. Teachers Unit, NSS, Women Cell, Welfare and Extension Cell, Eco Club, Commerce Forum of the college conduct various community related works for the development of the society. Students actively participate such programmes and they become conscious regarding various social issues.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 28

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	6	4	6	5

File Description**Document**

Number of extension and outreach programs conducted with industry, community etc for the last five years

[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 74.19

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
630	675	710	335	374

File Description**Document**

Average percentage of students participating in extension activities with Govt. or NGO etc.

[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 1

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	1

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college has good physical as well as infrastructural facilities to support the teaching learning process of the college. The college has a master plan through which infrastructures are growing accordingly. The college has adequate classrooms with sufficient furniture to take the classes of both Arts & Commerce stream as well as vocational and computer theory classes. The class rooms of the college are spacious with proper lightning and ventilation. The college has 25 classrooms and 2 (two) seminar halls. Out of these 6 classrooms and 2 seminar halls are well equipped with ICT facilities. The college has a laboratory for the department of Education and a computer centre with 30 (Thirty) P.C. The college is well equipped with separate departmental chamber with internet connectivity and separate common rooms for both girls and boys. The central library of the college has provides ample support to the students and teaching faculties in their studies as well as research through its various services like supplying number of text and reference books, journals, on line public access catalogue (OPAC) reprography, Internet access, book bank facility etc. The library has a reading room with about 100 (one hundred) seating capacity.

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

Response:

The college has been trying to provide adequate facilities to the students in different fields like games and sports, culture etc. besides academic supports. Though the college has no playground of its own, yet through an MOU (Memorandum of understanding) with “Dhemaji District Sports Association” it has been using the Dhemaji Stadium which is at a walkable distance (about 300 meters only) from the college. The students of the college use the stadium field to play football, cricket, track and field events etc. and badminton, table tennis etc at the indoor stadium. Students can also use the Gymkhana of Dhemaji Stadium. The college has another one MOU with Dhemaji Tennis Club to use their two synthetic tennis court which are at Dhemaji Stadium complex. Interested students can also learn tennis there. Apart from these the college has a well equipped Mini Gymkhana, a volleyball court, badminton court and table tennis practice hall within the college campus.

The college has an auditorium with about 1000 seating capacity where the students can perform different cultural activities. The stage of the auditorium is well decorated and having maximum facilities for performing drama, dance, music, folk culture etc. The college has musical instruments like Harmonium, Guitar, Tabala, Drum etc. of its own.

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc**Response:** 29.63**4.1.3.1 Number of classrooms and seminar halls with ICT facilities****Response:** 8

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**Response:** 41.16**4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
24.40	34.78	52.87	41.35	27.01

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

Computerized data entry was started in our college library in 2003 with the CDS/ISIS software developed by UNESCO. But the real Integrated Library Management System (ILMS) was introduced in our college library in 2006 after purchase the SOUL Version-1 software from INFLIBNET (an autonomous body of UGC). After the completion of data entry process, from the academic session 2007-08 computerized

charging and discharging of books started. For this circulation system the library uses Bar-code printer and scanner. Library services like circulation, fine calculation, defaulter list preparation, OPAC (on line public access catalogue) etc. are functioning in our college library. In 2010 SOUL version-1 is upgraded to version -2.0.

Name of the ILMS software = SOUL developed by INFLIBNET.

Nature of automation = full

Version = 2.0

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The major collection of the college library are text books and reference books. The college has been trying to maximise its holdings as well as uses of its holdings. Besides the text and subject reference books the library enriched its collection with some rare and important books. Some important books of the library are –

1. The cultural Heritage of India - 7 Vols.
2. World Great Classics - 49 Vols.
3. Maxx Muller Sacred Book of the East - 50 Vols.
4. The story of Civilization - 11 Vols.
5. India's contribution to world thought and culture
6. Encyclopedia Britannica - 33 vols.
7. Encyclopedia of Knowledge - 20 Vols.
8. International Encyclopedia of Careers and Vocational Guidance - 5 Vols.
9. Encyclopedia of Business and Industry - 11 Vols.
10. Two different sets of Biswakush (Assamese language)
11. Collections of writings on North East India.
12. Collections of writings on Women

13. Collections of books of reputed Indian writers and composite volumes of reputed

Assamese writers. etc.

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above**B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 3.95**4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
5.65	4.74	1.96	4.34	3.06

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 33.29

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 260

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has been trying to provide sufficient IT facilities to its students, teaching faculties and office staff. Some class rooms are renovated with ICT facilities. Two seminar halls are well equipped with ICT facilities. The college has also introduced internet connectivity with Wi-Fi facilities. Students and faculty members of the college can use IT facilities to search Internet. There are both online and Wi-Fi internet facilities in the college library. Yet the college has been facing some problems like frequent power failure, weak internet connectivity etc. in connection with IT facilities.

The college updates its existing IT facilities time to time when required. Initially the college started Internet connectivity through BSNL Broad band connection. In January 2013 our college got 16 (sixteen) Internet connectivity from BSNL under NME-ICT project. In the same year for better Internet signal the college purchased 4 (four) WIMAX CPE and got Internet through Wimax connection. But, due to inability of BSNL to provide Broad Band connectivity to our college region, the above connections are now functionless. Hence the college took the Internet connectivity from Reliance Jio. Router, Repeater, D-Link Wi-Fi device, JioFi etc. are used for Wi-Fi and Internet connectivity in the college.

4.3.2 Student - Computer ratio**Response:** 14.88

File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: >=50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 49.95

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
48.15	43.29	45.27	37.84	37.90

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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.

Response:

The Principal of the college meets periodically with the entire staff of the college and discuss with them on physical and academic requirements of the college. In addition, any staff of the college can meet the principal and share his ideas with him regarding any college matter. The IQAC of the college also chalks out in its meeting about physical and academic requirements of the college and suggest the authority for its up gradation. The college has a Planning and Development Committee which plans various aspects of infrastructure and effecting teaching learning facilities. The college has also formed different committees to look after different activities of the college. These committees identify the requirements in their respected fields and place it to the principal as well as Planning and Development Committee .The Principal discusses the matter with the Planning And Development Committee and with the prior approval of Governing Body of the college try to solve the requirements. Some of the committees of the college are –

1. IQAC
2. Planning and Development Committee
3. Academic Committee
4. Extension & Welfare Committee
5. Publication Cell
6. Alumni Association
7. Career Guidance Cell
8. Sports Development Committee
9. Grievance Redressal Gender Sensitisation and Anti Ragging Committee
11. Parent Teacher Coordination Committee
12. IT Committee
13. Hostel Management Committee

14. Women Cell
15. NSS
16. Equal Opportunity Centre
17. Day Care Centre
18. Disciplinary Committee
19. Gender Sensitization and Complaint Committee Against Sexual Harassment
20. Library Development Committee
21. Students Election Committee
20. Eco Club.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 43.92

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
624	346	212	306	128

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.85

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	5	3	10	13

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

- 3.Soft skill development
- 4.Remedial coaching
- 5.Language lab
- 6.Bridge courses
- 7.Yoga and meditation
- 8.Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 23.65

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
189	232	114	112	222

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 11.52

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
96	62	70	94	100

File Description	Document
Details of the students benefitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 11.92

5.2.1.1 Number of outgoing students placed year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
14	12	31	23	56

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 72.12

5.2.2.1 Number of outgoing students progressing to higher education

Response: 163

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 54.71

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
09	38	25	23	43

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
20	49	52	43	87

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 54

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
19	14	14	4	3

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The college has a Students' Union. Every year the body is formed by general election by the students. There is a written constitution of the union body through which the elected body functions. The Students Union conducts annual sports, cultural and literary programmes as well as other festivals like Swaraswati Puja, Teachers' day etc. Besides this, the Union body also organizes programmes like freshmen social, etc. Students of the college participate in various competitions like Youth Festival, games and sports competitions, debate, quiz, music and cultural competitions through the students union. The students union also plays the role of a bridge between the students and the authority. It conveys different needs and grievances of the students to the authority. The authority implements anti-ragging measures and similar activities through the students union. There is a Students Union Fund developed with the help of the contribution from students at the time of admission. The students union performs their activities with this fund.

There are some committees in the college where student representatives have their place. These are -

1. Election Committee
2. Grievances Redressal, Gender Sensitisation and Anti-Ragging Committee
3. Disciplinary Committee
4. Eco Club
5. Extension and Welfare Committee
6. Sports Development Committee etc.

The student community by representing in these committees take active part in different matters relating to college development

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year**Response:** 28.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
30	29	31	28	26

File Description**Document**

Number of sports and cultural activities / competitions organised per year

[View Document](#)**5.4 Alumni Engagement****5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years****Response:**

The college maintains a good and cordial relationship with its alumni and the former faculties. The college has an Alumni Association but it is yet to be registered. It holds annual meeting with its members and faculties and staff of the college. Many important decisions are taken on the basis of the advice and suggestion of the Alumni for the development of the college. On important events and occasions, the college invites its alumni and former colleagues and views are shared with them. Opinion and views of the alumni are always shared with alumni. Many of the alumni has contributed in different ways to the college. Some of the Alumni has donated some materials to the college like-Books, Fan, College Gate etc. during the last five years.

5.4.2 Alumni contribution during the last five years
<1 Lakh**1 Lakh - 3 Lakhs****3 Lakhs - 4 Lakhs****4 Lakhs - 5 Lakhs****Response:** <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 7

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

ØVision:

Dhemaji Commerce College envisages to become a premier institute of higher education committed to impart value based quality education to the younger generation by inculcating qualities of competence, confidence and excellence for the all-round development of the society.

ØMission:

? To create a healthy, convenient academic environment to promote quality education to the rural poor students.

? To mould intellectually competent professionally skilled, morally upright socially responsive citizen for well being of the society.

? To promote innovations and best practices through a healthy educational environment among the new generation to mould the spirit of self dependence.

? To promote the spirit of scientific temperament.

? To promote gender equality.

? To make higher education a part of the social environment for the all round development.

The institution is situated in a rural and tribal area with a large number of students belongs to SC, ST, and OBC 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. The youths seldom return for jobs to their native area. This results in dearth of talented youths who can extend services to this rural area. Moreover, talented young men and women with a financially poor background lag behind in availing quality education. We are aware that maximum number of youths moves out for education in science, commerce and Arts. Moreover, 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. The most prominent one being the eroding of cultural foundation of the youths in the wake of the ills of globalization, one of the missions of the college is to make all round development of the new generation. In the absence of

proper scientific education in the area, superstitions like witch hunting, child marriage, etc. seem to make their way into some populations. The place is very rich in biodiversity and is endowed with natural beauty. Reckless developmental activities will result in demoralism of uniqueness of the area in the long run. Our vision and mission statement addresses these issues.

The Governing Body is at the top of the administration of the college and it is the highest decision making body of the college. Different issues are discussed through the Principal of the college who is the chief executive of the college. Views of teachers, non-teaching staff and students are also placed in BG by the Principal. Teachers and non-teaching staff have also played a significant role in decision making process of the college directly by their representatives in the GB and they placed different issues concerning all round development of the college.

6.1.2 The institution practices decentralization and participative management

Response:

The top management in the college is the Governing Body followed by the Principal. To decentralize the powers and functions of the institute the Principal forms various committees and approves by the GB. The plans for quality improvement are designed by the principal in consultation with different committees like Academic Committee, Planning and Development Committee, Purchasing Committee, Construction Committee, Welfare and Extension Committee, Hostel Management Committee, Library Advisory Committee etc. The committees implement their decisions adopted in the meetings with due permission of the Principal. As for example, the Library Advisory Committee purchases books to the Library after taking decision in the meeting which is a part of decentralisation policy of the college. The extension activities and career guidance activities are implemented through concerned committees after taking decision in the meetings. Such as the planning and development committee look at the various developmental and construction works of the college. Examination committee is formed for smooth conducting of the every examination time by time. The Principal who acts as an Officer in-charge normally appoints the subordinate officers to conduct the examination fair and smoothly. For a better working environment all the members of the centre committee of examination do their duties with full confidence and sincerely. Apart from the committees, Coordinators of IQAC 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 two years. Since the college is under the provincialised system of Assam Government, it also formulates and monitors the policies for quality maintenance. Thus the decentralization system is implemented in the institution through various means.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The Institution has a perspective plan for development to achieve its vision and mission by imparting timeless core values to the learners and to mould the institution into a centre of academic excellence.

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

1. Improvement of quality education.
2. Making the campus Wi-Fi enabled.
3. Improvement of the whole academic building to three storied building.
4. Making the library full digitalized system.
5. Improvement of the resource mobilization policies.
6. Improvement of the self financed vocational centre including intake capacity.
7. Improvement of the e-governance system in all the areas.
8. Construction of more buildings for accommodation of class room and other academic purposes.
9. Construction of boys hostel for accommodation of outsiders is the plan of the College.
10. Construction of large sized class rooms is included in the plan.
11. Renovation and improvement of the present auditorium.
12. Construction of more cycle stands for students and car stand.
13. 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.

The principal formulates the perspective/strategic plan in consultation with faculty members, Planning and Development Committee or discussion in the staff meeting. Viewpoints and opinions from different quarters of the institution need final approval of the Governing Body for their incorporation into the institutional perspective/strategic plan.

One example of an activity successfully implemented is the construction of the Building of Centre for Vocational Education. The plan of improvement of the Building of Centre for Vocational Education was placed in the strategic plan. The college approached to Missing Autonomous Council (MAC) with an estimate of Rs. 50.00 lacs for development of the Building of the Centre. MAC initially granted Rs. 10.00 lacs to construct the Building of the centre. The construction is going on.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

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 relating to the college as a whole are forwarded to the apex body. On many important matters, the principal has discretionary powers in taking decisions and implementing them. The Principal observes different academic matters and discuss with HoDs of different departments.. The librarian executes some decisions in connection with procurement of books and other facilities, weeding of books and library maintenance etc. The final say in any matter rests with the principal having accountability to the Governing Body as well as the state government. The Governing Body(GB) is at the apex in the hierarchy of the organizational structure is given below. Next to the GB the Principal is the immediate authority. The office of administration, vice-principal, library are under the principal. The academic side of the college is conduct by the vice-principal. The faculty members are under the vice principal. The Librarian conduct the different aspects of the library. The faculty members are appointed as either convener or member of various committees .

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: E. Any 1 of the above

File Description	Document
Any additional information	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

There are various Bodies, Cells and Committees in the college for implementation of various programmes in connection with the development of the college. These Bodies, Cells and Committee have its own power and functions . They work in their field of area concerned. The college has Academic Committee, Planning and Development Committee, Purchasing Committee, Extension and Welfare Committee, Career Guidance Cell, Library Advisory Committee, Women Cell, Eco Club, Grievance Redressal and Anti-ragging Committee, Hostel Committee, Research Committee etc. All the Bodies, Cells and Committees perform their activities in their concerned field after discussion in meeting. Proposal has been adopted in the meeting and implemented within a specific period of time. An example of an activity successfully implemented by the Career Guidance Cell of the college is explained below.

Activity successfully implemented by the Career Guidance Cell of the college:

The college has successfully conducted a workshop on career opportunity programme on Competitive Examinations like Banks, Railways and BBA, MBA Courses By the Career Guidance Cell of the college. On the basis of the minutes and photographic evidence, it has been noted that about 150 students were present in the programme conducted on 29-10-2015. The Resource persons were Mr. Gurjit Singh (M. Tech.), Centre Manager, IMS, Dibrugarh, Ex-Asst. Professor of NIT, Jalandhar and Mr. Swapna Dutta, (B. Tech.) Faculty Member, IMS. Mr. Rajumoni Bhuyan, Coordinator, IQAC initiated the workshop and other members of IQAC and Career Guidance Cell coordinated him.

It is an encouraging event that the college has regularly conducted such programmes and it is an example among these.

6.3 Faculty Empowerment Strategies

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

Response:

Many welfare measures for teaching and non-teaching staff are used in the institution , such as-

1. Employees Welfare Fund
2. G.P.F. facilities.
3. Group Insurance
4. Health Centre
5. Network Resource Centre
6. Library facility
7. Wi-Fi facility
8. Pure Drinking Facility
9. Attending Seminars, Workshops, Conferences etc.
10. Promotional facilities
11. Faculty Improvement Programme of UGC, ICSSR etc.
12. Research facility
13. Canteen facility

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Any additional information	View Document
Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	2	0	1	3

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 27.85

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	13	13	7	11

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff**Response:**

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. In the last five years, some of the major decisions for promotion of the faculty members were taken by the Principal to come into existence. There is also provision to communicate the same to the students.

Format for the performance appraisal report

PERFORMANCE APPRAISAL REPORT

For :

Period:

1.Name :

2.Department :

3.Educational Qualification :

4.Other Qualification

1.Ph. D/M. Phil. :

2.Refresher course/ Orientation course/ :

Summer institution :

1.Publication :

2.Contribution to Educational Renovation :

1.Date of approval :

2.Date of selection by state selection board :

3.Date of confirmation :

1.Character of conduct :

2.Relation with

1.Principal :

2.Fellow colleagues :

3.Office staff :

4.Others :

1.Regularity & Punctuality in attending college as

well as classes.

:

1. Response to the request of the principal/Secretary

in respect of integrity development of college & in

the conduct of college and University examinations.

:

Performance of duties:

1. Total Nos of lectures delivered during

the year

(I) H.S:

(II) Degree Pass:

(III) Degree Major.....

(b) Performance of students on the particular subject: Major & pass

(Very good/Good/Average/Below average)

:

1. Whether fit for shouldering higher responsibility

:

2. Other remarks if any

:

3. Over all remarks

:

Signature of recording officer

Integrity Slip:

Nothing has come to my Knowledge which cast reflection on his integrity of

Principal

Dhemaji Commerce

College

Dhemaji

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college strictly follows the financial rules laid down by Government and the funding agencies. 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 takes the help of Chartered Accountants if and when required. The Governing Body as well as the 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. There were no major audit objections in last five years. Minor audit objections are settled through the suggestion of the GB.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III)

Response: 4.54

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.76	0	3.78	0	0

File Description

Document

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

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

The college has approached UGC and other funding sources available for procuring funds apart from the regular sources. In the last four years, UGC has sanctioned an amount of rupees *forty lacs for development of infrastructure and class rooms, and the said amount was properly utilized* under strict supervision of Development and Construction Committee of the college. The institution successfully utilized the sanctioned amount as per the guidelines of UGC, and the utilization and progress has been annually reviewed by the institution itself. The college was appreciated for its efforts and the grants are continued. Apart from the normal development grants from the UGC, the college applies some eligible schemes. The college also approached the Missing Autonomous Council (MAC) to develop class rooms amounting Rs. 50 Lacs.. Utilization of all the UGC amount already sanctioned is completed and submitted to the UGC, NERO. The college approached different individuals having ability to sponsor for scholarships to

meritorious and financially weak students in the college. Besides these, the college has its limited sources. 15 bighas of land purchased by the college at Dhemaji for resource mobilization purpose.

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

Response:

The college has established an Internal Quality Assurance Cell on **11-07-2005**. The college strives to achieve level of quality. In the last five years the policy of the college was to achieve quality in its academic front by increasing enrollment which yields very good results. The IQAC took active role in the process of increasing enrollment. The next policy is to improve the teaching-learning process. The IQAC discusses with the Principal to recommend the types and numbers of teaching aids needed. The IQAC took initiative to open PG courses in distance mode. Already Under Graduate and PG courses in some subjects are started in distance mode under IGNOU. National Seminars and Workshops are organized under the supervision of IQAC in the college. Many awareness programmes are proposed and implemented under the guidance of IQAC. 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. Recently ICT facility is introduced in some of the class rooms for improvement of the teaching-learning process with the initiatives of IQAC.

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

Response:

The IQAC implemented various quality improvement programmes for the teaching staff, non-teaching staff and for the students in the last five years.

These are –

Seminar: National Seminar on Human Rights in Indian Socio-Economic and Political Context.

Seminar : National Seminar on Decentralised Planning and Rural Development with special reference to NE.

Seminar : National Seminar on Urbanisation in NE India: Trend and Pattern.

Workshop: Workshop on Research Writing in Social Sciences.

Workshop: Workshop on Teaching-Learning and Evaluation in Semester System.

Seminar: Issues, concerns and Challenges of Higher Education in the North-East India.

Seminar: National Seminar on Contribution of Mamoni Roysom Goswami towards Assamese Novel.

Seminar: Status of Women in Society and Role in Economy with special reference to NE India .

Workshop: Computer Skill Development Programme.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 10.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	14	9	7	10

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
- 2.Academic Administrative Audit (AAA) and initiation of follow up action
- 3.Participation in NIRF
- 4.ISO Certification
- 5.NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Post accreditation initiatives identified by NAAC as Areas of Concern

? Classrooms, students, common rooms, auditorium, and staff rooms for faculties and administration, both are poorly lit.

- Sufficient lights have been provided in the classrooms, student's common rooms, Auditorium, Arts Building and Administrative Block. A 30 K.W sound less generator has been installed in the college campus at a cost of Rs.3,50,000/-. A 3 phased transformer under the CMPS scheme of the state Government has also been installed in the college premises. Hence, sufficient lights in the entire campus could now be provided even in the cloudy days.

?The college has insufficient number of classrooms for use of students studying major courses in Arts and Commerce faculties.

ØThe scarcity of classrooms has been met with the construction of separate building for the Arts and Commerce stream.

?The College is a co-educational institution but it attracts low proportion of girl student (boys : girls ratio = 0.70:0.30) to various programmes offered by it.

Ø The proportion of female students to male students has increased over the years. As per the academic session 2015-16 the ratio of Male students to Female students was 1.15:1

?The College has a poor intake of students in several of the major and pass courses, and poor pass out rates in Assamese, English, History, Economics and Philosophy.

Ø Poor intake of students in major courses in subjects like History, English and Economics has been an area of concern in the whole of the state. Despite all initiatives, students' enrolment in major courses in History, English and Economics is not satisfactory. The institution has identified the causes for poor enrolment in these subjects.

The reason for poor enrolment in English (Major) could be, more than 90% students enrolled in this college come from Assamese medium schools. These students generally face difficulty in learning English as major.

History is not a compulsory subject in the secondary level. Therefore they lack interest to study History as Major at the undergraduate level.

Regarding Economics, which involves Mathematical/Statistical concepts, students enrolled in Arts are found poor in Mathematical concepts and ignore Economics or are disqualified at the entry level test.

- *The College has a high rate of its students who either opt out or drop-out or fail in University Examinations.*

Ø The drop-out rate of the college has reduced to a great extent with the inception of the semester system.

Ø There has been a steady progress in the final results of the college in both the faculties viz. Commerce & Arts specially with the introduction of the semester system.

?During 2003-04, the college has 146 teaching days and other 106 days were spent in conducting Unit tests and University examinations when majority of the classes at the UG level were not held.

Ø The Academic Calendar to the College, prepared as per the Academic calendar of the Dibrugarh University has stressed on more teaching days. Since the introduction of the semester system at the undergraduate level, the odd semesters (1st, 3rd & 5th) and even semester (2nd, 4th & 6th) examination are held simultaneously. The H.S. level classes are conducted smoothly even during the examination days.

?The College is unable to get sanction of new teaching posts from the Government of Assam.

Ø The college is unable to get sanction of new teaching posts as the govt. of Assam has not created new teaching posts to any of the provincialised colleges in Assam. However, this institution has submitted proposal for new post/s to the govt. several years back.

?There is a general reluctance among the faculty members to pursue studies for research qualifications and publish research articles. Out of 36 permanent teachers in the college, only one teacher has acquired the Ph. D. degree.

- **14 (Fourteen) nos. of faculties have obtained M. Phil. degree in the last eight years and 4 faculties have completed Ph. D. degrees and another 4 faculties are working in the their Ph. D. programme.**

?The faculty members of the college have not taken desired initiatives to develop research plans of local relevance. There is no minor research project of the UGC in any of the 12 departments.

Ø In the last few years the faculties of the college have successfully completed four UGC's Minor Research Project. Some proposals of Minor Research Projects are awaited for UGC's approval and one Major Research Project has been undergoing. A large number of faculties have published research paper in several print and e-journals and in seminar proceedings.

- *The college has also not taken any initiative to offer consultation services of local relevance to the local community.*

ØThe faculties of the college have extended service to the community in the form of Tax Consultancy.

?Computer facility is lacking in the academic departments and administrative office.

ØThe institution has provided Laptops to most of the departments. The college has sufficient numbers of computers and printers for its official works. The institution is planning to computerize all official records of the college.

?The College students generally admit that they do not put enough efforts in their studies that will bring them good results in University examinations.

ØThe students are motivated to work hard in their studies so as to bring good results. Frequent Parent-Teacher meets are organized where parents are made aware to make their wards sincere in their studies.

?The College is not doing enough to mitigate the problems of weak students by way of offering remedial courses in order to arrest the high rate of drop-out from college and failings in University examinations.

ØTo mitigate the problems of the weak students, the college has started regular remedial courses. The institution has also received financial assistance from the UGC towards remedial courses and has judiciously utilized the assistance.

Post accreditation initiatives by the institution based on the

Recommendations by NAAC

?Keeping in view the rapid expansion of knowledge and use of modern methods of teaching-learning system, the college should review its objectives and goals and make strategic plans of imparting need-based education to larger number of eligible students in its command area.

ØThe institution is keen to make strategic plans of imparting need-based education to the eligible students in its command area. In its vision submitted to NAAC it has identified a number of vocational courses and programmes to be implemented phase wise. But due to several unavoidable circumstances the institution could not fully achieve the target. However, the institution has a Centre for Vocational Education which offers certificate and diploma courses in Radio/TV (Electronic) and Household Electrical Appliances Repairing, Air Conditioning and Refrigeration Repairing and Clock and Watch (Electronic) Repairing. The college has introduced diploma course in Fishery Products and Marketing under UGC-COC programme.

?In view of the premier position of the college in the Dhemaji town and its neighbouring area, for commerce education in particular, the college should initiate new courses to meet the needs and aspirations of the local community and its students, and also offer innovative academic and semi-academic programmes keeping in view the socio-economic characteristic of the area. The Peer Team views that the Commerce departments of the college should introduce suitable short term and/or long term courses in Rural Development, Business Administration, Resource Management and E-Commerce on a priority basis.

ØThe institution has started the IGNOU courses and submitted proposals to the Directorate of Distance Education, Dibrugarh University for M.A and M.Com. Course under distance mode.

*?In order to increase the proficiency and expression ability of students, the English department may offer a compulsory certificate course in **Spoken English** to all pass and major courses in Arts and Commerce faculties.*

ØRealizing the importance of Spoken English, the Department of English of the college is offering free Spoken English class to the interested students of the undergraduate level with a view to make students proficient in spoken English.

?The College should provide teachers for teaching environmental studies, which is compulsory for students in all the programmes at the UG level. This can be done by utilizing the services of the faculty members who are presently un-utilized due to very poor intake of students in their subjects.

ØEnvironmental Studies which is a compulsory paper at the undergraduate level is taught by teachers of Mathematics and Statistics who are presently under utilized due to low intake in the subject.

?The College should provide new classrooms to meet the requirements of all the programmes being offered at the UG level.

ØThe shortage of classroom has now been fulfilled with the construction of a three storey building for the Department of Commerce and a new two storey building for the Arts stream.

?Teaching-learning system should provide be reviewed in order to bring down the drop-out rate and ensuring their higher success rate in University examinations.

ØThe faculty has taken all initiative to make teaching-learning more learner-centric and participatory. This has improved students performance in examinations.

?Different departments may expand their academic activities by organizing seminars and debates at regular intervals, and offering relevant vocational courses to all the regular students with a view to enhancing the practical utility of their knowledge.

ØDepartmental Seminars/ Group Discussions are regularly organized as part of the internal assessment of the students in the semester system. In addition to the departmental Seminars, the Departments of Economics, Political Science, Assamese and Sociology have organized National level Seminars with financial support of the UGC.

?Personal advisory system i.e., to place a few students under the guidance of a teacher may help improve the drop-out rates and failure in examinations.

ØIndividual teachers keep in constant touch with the students, provide guidance to the students.

?The college may examine the possibility of introducing computers in administration and academic programmes.

ØThe institution has provided Laptops/Desktops to all the Departments. Computer has been in use in administrative works of the college.

Two classrooms, one in Arts and the other in Commerce have been provided with LCD projectors and White board/Screen. Teachers and students make use of these in class presentations and seminars.

?The college should encourage its faculty to undertake research and consultation activities that will help in developing creative environment in the departments and would benefit teachers and students alike. Teachers should take the benefit of UGC sponsored minor research projects. For this purpose the college may constitute a research committee consisting of enthusiastic faculty members in order to usher a research culture in the college.

ØTo encourage its faculties in research and to usher a research culture in the college, a Research Committee has been constituted. This committee looks into/ examines teachers' research proposals (Minor and Major Research Project) prior to submission to the sanctioned authority. In addition, it also helps the faculties in the publication of research articles.

?The self-appraisal method and student's feedback mechanism should be formalized and their analysis should be done in formal and effective manner by reporting to the G.B.

Students' feedback system prevalent in the college needs to be widened and made more effective.

Ø Feedback mechanism has been a regular practice of the college. Feedback from students (without disclosing students name) on individual teachers teaching performance is obtained by fellow teachers for appraisal and improvement on their teaching. Feedback from students is also obtained on overall infrastructural facilities, library, and administrative staff and functioning of different committees/cells of the institution.

?The management may take steps for all teaching and non-teaching staff of the college to become computer-literate.

ØAlmost all the teachers know the use of computer and use it in teaching-learning. Till date, not all the non-teaching staff of the college knows the use of computer. Free computer skill development programme was also organized for teaching and non-teaching staff for this purpose.

?The college should provide Internet and photocopying facilities to students and faculty members at reasonable costs.

ØFree internet facility is provided to students. The college has 3 (Three) Xerox machines and Photocopying facility at a nominal cost is provided to students in the college.

?The college should make a durable arrangement of a playground with proper sports facilities for its students so that they can perform better in zonal, regional and national competitions.

ØThe college till date could not manage a playground of its own. However, it has made an MOU with the District Sports Association for use of the Dhemaji Outdoor and Indoor stadium, Gymnasium and Lawn Tennis court for our students. Also, the college has facilities for Badminton, Volley Ball, Carom, Chess and Table Tennis are available in the institution. The college has mini Gym hall attached with the Boys' Common Room.

?The peer team observed the enthusiastic participation of parents, guardians and alumni for the development of the college. The Principal should take initiative to call meetings of parents, guardians and alumni at regular intervals and involve the local people in the development process of the college. The local people are well aware of the problems encountered by the college in a disadvantaged location, and can suggest realistic and practical solutions.

ØThe institution has an active Alumni Association which meets in the college campus at least three times annually. There is also an active Parent Teacher Association in the college. It, too, meets twice a year to discuss and chalk out plans for development of the institution. The local communities are also very supportive towards this institution. The college, too, is responsive towards the needs of the local communities. It extends help and support during flood. Free admission is offered to needy and meritorious students of the locality.

?Finally, the college should have a holistic approach of development in order to achieve the desired growth of its academic, co-curricular and extra-curricular activities that will have strong bearings on the development of the student community and, through them, of the Dhemaji district.

ØThe college is trying to develop a holistic approach of development in order to achieve the

desired growth of its academic, co-curricular and extra-curricular activities for the all round development of the students as well as the community as a whole.

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 7

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	1	1	1

File Description	Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

(a) Safety and security

Adequate safety and security is maintained in the college campus. The college has an active Gender Sensitization and Anti Ragging Committee. It keeps a strict vigil on the girl students that they do not face harassment in any form. If injustice and harassment is faced by any student; and reports received, immediate action is taken. There is separate toilet for girls and separate room for lactating mother.

(b) Counselling

The Women Cell of the college organize counseling on women's health and hygiene, women's right, domestic violence, social evils, dowry, safety and precautions to be maintained while travelling in public transport etc.

(c) Common room

There is spacious Common Room for girls where Women's Magazines, indoor games like chess, carom,

ludo etc. are available. There is also looking glass and attached toilet and drinking water.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 100

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 7.2

7.1.3.2 Total annual power requirement (in KWH)

Response: 7.2

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 100

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 7.2

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 7.2

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

Waste management steps including:

Solid waste management

- i. Sufficient numbers of Litter bins are placed all over the campus and in every classroom. Big size iron dustbins are supplied in the college premises by the Dhemaji Town Committee for deposition of waste within the campus and the same are collected by the Municipal authorities for disposal.
- ii. Food and vegetable waste in the Girls Hostel is deposited in bins which are carried by the Municipality
- iii. The campus is made polythene free by implementing strict guidelines. Students, teachers and non-teaching staff of the college are advised to use eco-friendly bags by the Eco Club of the college. NSS volunteers have taken keen interest to keep the campus plastic free.

Liquid waste management

- i. The college has arranged for drainage of toilet waste through PVC pipes and deposited in covered pit. Liquid food waste in the Girls Hostel too, is drained through PVC pipes and deposited in covered pit. Every week all the drains are cleaned.

E-waste management

- i. The quantum of e-waste generated in the college is minimum. However, the little e-waste, which is generated in the college campus, is isolated and stored in a place away from the common source of the personal contact.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Water harvesting is a global mission to harvest natural water to reduce the scarcity of underground freshwater. However, the locality of Dhemaji Commerce College does not suffer from water scarcity till date. There is a small river called Aradhal which flows within the college campus and it stores water throughout the year. Of course the water of this river cannot be used in other purpose but it makes the adjacent land fertile for plantation.

Dhemaji receives sufficient rainfall during the rainy season and so the institution planned to store water which could be used in winter season when it receives very little rainfall. Therefore from the current year the college has set up an open tank for harvesting sufficient quantity of water in reservoir. The reservoir is connected with PVC pipes with stop valves. The stored water is connected to the flower gardens for watering saplings. It is also supplied in the Girls Hostel to be used for purpose of cleaning rooms, cleaning toilets and washing clothes.

7.1.7 Green Practices

- Students, staff using

- a) **Bicycles**
- b) **Public Transport**
- c) **Pedestrian friendly roads**
 - **Plastic-free campus**
 - **Paperless office**
 - **Green landscaping with trees and plants**

Response:**Students, Staff using**

- (a) **Bicycle**

Most of the students (boys and girls) are from rural areas, they have no other communication except for the bicycles. There are three big bicycle stands exclusively for the students. However the teaching and non-teaching staff rarely come in bicycles.

- (b) **Public Transport**

As regard to public transport; auto rickshaw, e-rickshaw and rickshaw are available in the towns. A number of teachers and non teaching staff use these means of communication.

- (c) **Pedestrian Friendly Roads**

Roads in the towns are not pedestrian friendly. No footpaths are made till date in the Station Road which links to college from town. However, concrete roads are build around the college campus. No bikes and bicycles are allowed to ply inside the campus.

Plastic free campus

The campus is made polythene free by implementing strict guidelines. Students, teachers and non-teaching staff are warned not to bring any form of plastic bags in college and are advised to use eco-friendly bags by the Eco Club of the college. Eatables in sealed plastic bags are deposited in bins which are supplied to the municipality for disposal. NSS volunteers have taken keen interest to keep the campus plastic free.

Paperless office

The institution in spite of its best effort has not been able to turn its office into 'paperless office' as most of the official correspondence from the state government and other agencies are done in paper. Efforts are being going on to computerize the admission process, students records, scholarships, examination and other records.

Green landscaping with trees and plants

The college having a lush green campus with many indigenous plants and tree species is maintaining carbon neutrality. There are a number of indigenous trees in the campus which provides sufficient cooling and gives fruits and amount of fresh air rich in oxygen. Plantation of more than thirty native fruit yielding trees like Coconut, Hilikha, Olive fruit, Amla, Kordoi, Mango and Jack fruit. About fifty Debbaru, Arjun,

Hunaru, Betel nut, Amora, Rain tree, Erica pum, Tokou, Neem and other mature timber yielding trees.
Ornamental flower plantation (Tubs and garden)

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.34

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.27	0.30	0.42	0.36	0.18

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 14

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	2	1	4	3

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 14

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	2	1	4	3

File Description	Document
Details of initiatives taken to engage with local community during the last five years	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal / Officials and support staff

Response: Yes

7.1.13 Display of core values in the institution and on its website

Response: Yes

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 11

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The college organizes different national festivals and birth or death anniversaries of great Indian personalities as per the direction of UGC and Government of Assam as its regular programme. The

Independence Day, Republic Day, Gandhi Jayanti etc. are regular festivals that the college observes. Birth and death anniversaries of Swami Vivekananda, Netaji, Jawaharlal Nehru, Srimanta Sankardeva, Bhupen Hazarika etc are regularly observed in college. Special talks and other related programmes like essay writing etc. are other activities organised in connection with these programmes. The institute follows the guideline of UGC and Govt. of Assam and it observes other such programmes as directed by the UGC and Govt. of Assam from time to time.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions.

Apart from the government audit every year, the institution conducts its own audits of all accounts by internal auditor. Details of all the accounts are transparent.

The Academic Committee of the Institution looks after all the academic affairs headed by the Principal. Complete transparency is maintained in the admission process.

The administrative matters are affairs of the college Governing Body where representatives of the Teachers and Non teaching staff can voice their views, grievances etc.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practices I:

1. Title of the Practice: “Financial assistance to Needy Students.

2. Objectives of the practice:

1. To offer free admission to poor but meritorious students.
2. To offer financial assistance to poor but meritorious students for purchase of books and college uniform.
3. To waive the examination fees for the poor and meritorious students.
4. To offer help to the poor and meritorious students in getting admission to institute of higher learning after graduation.

- 5.To offer financial assistance to poor but meritorious students to participate in sports, cultural programmes and educational tours.

1.Context:

It was felt by the college fraternity that there are students who could not manage to pursue higher education despite good academic career due to financial hardship. The college is very sensitive to this issue and therefore, it has undertaken a scheme to offer a helping hand to the poor but meritorious students to complete higher education in this college. Students willing to pursue studies in this college and who have scored more than 60% marks in the last examination can apply for assistance under this scheme. Students may apply for free admission or financial assistance for purchase of books and college uniform, waive of examination fees or assistance for participation in games and sports, cultural programmes at the District/State/ National level at any time during the academic session.

1. The Practice:

This scheme has been in practice in the college since 2000. The student need to apply to the Head of the Institution in the Application format for the purpose and signed by the Parents / Guardian of the student. Financial assistance is also offered for pursuing higher studies after completing the course. Such assistance shall be offered to students who get admission for higher studies.

This scheme is maintained by the Extension and Welfare Committee of the college. A separate S/B account has been maintained in the Assam Co-operative Apex Bank, Dhemaji Branch.

The fund for this scheme is accumulated in the following ways:

1. An amount of Rs. 20/ is collected from every student at the time of admission.
2. An amount of Rs. 350/ is collected annually from every teacher working in the sanctioned posts.
3. An amount of Rs. 100/ is collected annually from all the non-teaching staff working in the sanctioned posts.
4. Voluntary contribution from any stakeholders of the college.

Problems anticipated in the implementation of the scheme:

Till now no problem has been encountered in the implementation of this scheme. Problems might evolve if a large number of students apply for assistance under this scheme in one academic session. In such a case, selection criteria will be based on students marks in the last examination.

Best practice II:

1. Title of the Practice: “Blood Group Test and Blood Donation”

2. Objectives of the practice:

1. To test the blood group of students in the beginning of every academic session.
2. To keep records of students blood group in college and provide a certificate to the students.
3. To aware students about the benefits of donating blood and precautions to be taken after blood

donation.

- 4.To encourage students to donate blood with a sense of responsibility and greater humanitarian values.

1.Context:

Despite medical and technological advances, blood cannot certainly be made. The only way of getting hold of it is via blood donation from people who give blood. Because the need of blood is constant, so is the need for donations. Every day, all the hospitals and clinics in our area need blood and blood components to treat patients, since most surgical interventions and a great number of medical procedures require blood transfusions. Transfusions of blood and blood components have become an essential part of healthcare today. Often we hear about death of patients due to unavailability of blood in time. With such a motive behind this institution has planned testing of blood group of its students and staff by certified clinical laboratory and in presence of pathologists. Students and teachers are made aware about the need and importance of blood donation and encouraged to donate blood whoever is in need of it.

1.The Practice:

This practice has been in the college since 2003. The Extension and Welfare Committee of the college organise this practice. At the beginning of every academic session the Committee organise camp with the First Semester students of B.A., B.Com and H.S. 1st year Arts and Commerce with the aid of pathologist and doctors sponsored by the Office of the Joint Director of Health Services, Dhemaji. Necessary equipments are supplied by the college. Students are provided a certificate mentioning the blood group for future use. The Committee maintain a record of the students.

Just before the start of the camp a meeting is organised wherein the invited doctors address students about the benefits of blood donation and its importance. Students were also allowed to make queries regarding blood donation.

In the academic session 2015 two hundred and thirty two students blood group were tested. In the academic session 2016 one hundred and eighty nine students blood group were tested.

1.Problems anticipated in the implementation of the scheme:

No such problem has been anticipated in the implementation of this scheme. Responses of the students have been very positive.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The institute clearly expresses its aims and objectives as enshrined in its mission and vision. As the institute is situated in a backward remote floodprone tribal area, it feels necessity to work for the development of

the poor people. In its mission, it upholds to create a healthy, convenient academic environment to promote quality education to the rural poor students and to promote innovations and best practices through a healthy educational environment among the new generation to mould the spirit of self dependence. Accordingly with a view to fulfill its aim to do something to the poor people of the district, the college has established a Center for Vocational Education in 2003. Since its inception the institute has offered commendable services as most of the students who have completed their education were engaged in government as well non government jobs. Some of them also open their own ventures. So the commendable service as provided by the Centre for Vocational Education can be cited as a distinctive performance of the institute.

NAAC

5. CONCLUSION

Additional Information :

Dhemaji Commerce College is the premier and first college of Commerce education in the district of Dhemaji. Most of students graduated from the commerce stream have been engaged in different part of the state. Many of commerce graduates have been able to open their own business ventures in the district. Along with the commerce stream Arts graduates are also been engaged in various fields and contributing to the society.

Centre for vocational Education of the college has also been playing significant role in making students fit for getting a job as well as making them self dependent.

Most of teaching faculties have been serving the local community in various ways besides normal academic duties through their various social and extension works.

Concluding Remarks :

The college being situated in a rural, remote and floodprone region of Assam has been facing numerous problems since its inception. Frequent power failure, weak internet service, frequent flood of mighty Brahmaputra and Jiajhal etc. are common problem for the college. Most of the students are coming from poor economic background which create another problem in fulfilling the aims of the students. Yet, the college is rendering its relentless services towards the all-round development of the students as well as the community as a whole.