

Annual Quality Assurance Report (AQAR) 2015-16



Submitted to NAAC on 31.10.2017

**Internal Quality Assurance Cell (IQAC)
D.H.S.K. COMMERCE COLLEGE
K.C. Gogoi Path
Dibrugarh, Assam**

The Annual Quality Assurance Report (AQAR)

of DHSK Commerce College, for 2015-16

Part – A

1. Details of the Institution:

1.1.	Name of the Institution	D.H.S.K. COMMERCE COLLEGE																														
1.2.	Address Line 1	K.C. GOGOI PATH																														
	Address Line 2	DIBRUGARH																														
	City/Town	DIBRUGARH																														
	State	ASSAM																														
	Pin Code	786001																														
	Institution e-mail address	dhskcomcol@gmail.com																														
	Contact Nos.	0373-2321653																														
	Name of the Head of the Institution:	Dr. Khanindra Misra Bhagawati																														
	Mobile:	9435908628																														
	Name of the IQAC Co-ordinator:	Dr. T.P. Upadhyaya																														
	Mobile:	94353941205																														
	IQAC e-mail address:	iqacdhscomcol@gmail.com																														
1.3.	NAAC Track ID (For ex. MHCOGN 18879) OR																															
	NAAC Executive Committee No. & Date:	EC/32/066 Dated: May 03, 2004																														
1.4.	Website address:	www.dhskcommercecollege.edu.in																														
	Web-link of the AQAR:	www.dhskcommercecollege.edu.in/aqar.aspx																														
1.5.	Accreditation Details																															
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Sl. No.</th> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity Period</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1st Cycle</td> <td>B</td> <td></td> <td>2004</td> <td>2009</td> </tr> <tr> <td>2</td> <td>2nd Cycle</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>3rd Cycle</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>4th Cycle</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period	1	1 st Cycle	B		2004	2009	2	2 nd Cycle					3	3 rd Cycle					4	4 th Cycle					
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1	1 st Cycle	B		2004	2009																											
2	2 nd Cycle																															
3	3 rd Cycle																															
4	4 th Cycle																															
1.6.	Date of Establishment of IQAC: DD/MM/YYYY	01.01.2005																														

1.7. AQAR for the year

2015-16

1.8. Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC:

AQAR 2011-12 uploaded and submitted on 31.10.2017
 AQAR 2012-13 uploaded and submitted on 31.10.2017
 AQAR 2013-14 uploaded and submitted on 31.10.2017
 AQAR 2014-15 uploaded and submitted on 31.10.2017

1.9. Institutional Status:

University	State ☐	Central ☐	Deemed ☐	Private ☐
Affiliated College	Yes ☒		No ☐	
Constituent College	Yes ☐		No ☒	
Autonomous college of UGC	Yes ☐		No ☒	
Regulatory Agency approved Institution	Yes ☐		No ☒	
Type of Institution	(eg. AICTE, BCI, MCI, PCI, NCI)			
Co-education	☒	Men ☐	Women ☐	
Urban	☒	Rural ☐	Tribal ☐	
Financial Status	Grant-in-aid ☒	UGC 2(f) ☒	UGC 12B ☒	
Grant-in-aid + Self Financing	☐	Totally Self-financing ☐		

1.10. Type of Faculty/Programme

Arts ☐	Science ☐	Commerce ☒	Law ☐
PEI (Phys Edu) ☐	TEI (Edu) ☐	Engineering ☐	Health Science ☐
Management ☐	Others (Specify)		

1.11. Name of the Affiliating University (*for the Colleges*)

Dibrugarh University

1.12. Special status conferred by Central/State Government- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt./ University	N.A.	
University with Potential for Excellence	N.A.	UGC-CPE N.A.
DST Star Scheme	N.A.	UGC-CE N.A.
UGC-Special Assistance Programme	N.A.	DST-FIST N.A.
UGC-Innovative PG programmes	N.A.	Any other (Specify) N.A.
UGC-COP Programmes	N.A.	

2. IQAC Composition and Activities:

2.1. No. of Teachers:	8
2.2. No. of Administrative/Technical staff:	1
2.3. No. of students:	1
2.4. No. of Management representative:	1
2.5. No. of Alumni:	1
2.6. No. of any other stakeholder and community representatives:	2
2.7. No. of Employers/ Industrialists:	-
2.8. No. of other External Experts:	-
2.9. Total No. of members:	14
2.10. No. of IQAC meetings held:	1

2.11. No. of meetings with various stakeholders: No. Faculty

Non- Teaching Staff Students Alumni Others

2.12. Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

2.13. Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14. Significant Activities and contributions made by IQAC:

The IQAC motivates, stimulates and ensures quality enhancement in teaching-learning and research.

2.15. Plan of Action by IQAC/Outcome:

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

Plan of Action	Achievements
Completion of 1 st phase of Girls Hostel	Construction of 1 st phase of girls hostel completed
Construction	Construction of extended part of the building completed
Purchase of Furniture	Furniture purchased for college and girls hostel

Purchase of computers and equipments	Computers and equipments purchased
Financial assistance	Financial assistance provided to poor students
Purchase of additional book and journals	Additional books and journals purchased
Appointment of additional teachers in college post	Appointment of teaching and non-teaching staff on college pay to fill up vacant positions
Research journal	Publication of 2 nd issue of research journal "Utkarsh" Publication of 2 nd issue of the newsletter "The Radiance"
Formation of GS CASH	The college formally formed a gender sensitisation committee against sexual harassment(GS CASH)
National Workshop	A National Workshop on "Financial Planning for Empowering Women" was organised
Yoga Day	The 2 nd International Yoga Day was celebrated on 21.06.2016

2.16. Whether the AQAR was placed in statutory body

Yes ☒

No ☐

Management ☒

Syndicate ☐

Any other body ☐

Provide the details of the action taken:

The AQAR 2015-16 was placed in the Governing Body meeting and it has been approved

Part - B

Criterion – I

1. Curricular Aspects

1.1. Details about Academic Programmes:

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	No. of value added /Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	1	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	2	-	2	-
Others	3	-	3	1
Total	6	-	5	1
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2. (i) Flexibility of the Curriculum: CBCS/ Core/ Elective option/ Open options: Core

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	–
Annual	1

1.3. Feedback from stakeholders*(On all aspects):

Alumni ☐ Parents ☐ Employers ☐ Students ☒

Mode of feedback: Online ☐ Manual ☒ Co-operating schools ☐
(for PEI)

1.4. Whether there is any revision / update of regulation or syllabi, if yes, mention their salient aspects:

Change in class time schedule: 50 minutes class from 45 minutes class.

1.5. Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1. Total No. of permanent faculty:

Total	Asst. Professors	Associate Professors	Professors	Others
23	12	11	-	-

2.2. No. of permanent faculty with Ph.D.

8

2.3. No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	3	-	-	-	-	-	-	1	3

2.4. No. of Guest and Visiting faculty and Temporary faculty:

10

-

-

2.5. Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	-	16	-
Presented papers	1	5	-
Resource Persons	-	3	2

2.6. Innovative processes adopted by the institution in Teaching and Learning:

Students of this college are encouraged to participate in various types of teaching-learning programmes such as workshops, seminars, talks, industrial tour, project work, publication in college magazine, youth festivals, inter-college competition, etc.

2.7. Total No. of actual teaching days during this academic year

180

2.8. Examination / Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy and online Multiple Choice Questions):

- Evaluated answer scripts of in-semester examinations are shown to the students.
- Display of marks of in-semester examinations in the College notice board.
- Maintenance of in-semester examinations scripts and records of students marks by respective departments.

2.9. No. of faculty members involved in curriculum restructuring / Revision/ Syllabus development as member of Board of Study/ Faculty/Curriculum Development workshop:

1

1

1

2.10. Average percentage of attendance of students:

80 %

2.11. Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division(%)				
		Distinction %	I %	II %	III %	Pass %
B.Com. Final	201	1	30.85	38.81	12.44	83.08

2.12. How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

▪ IQAC takes initiative in monitoring regular holding of classes. ▪ IQAC collects and prepare reports on students feedback ▪ IQAC encourages teachers to use latest teaching learning aids. ▪ IQAC advises the departments to organise remedial classes to the needy students.

2.13. Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	1
Faculty exchange Programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	1
Others(1 week workshop)	5

2.14. Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	4	-	7
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1. Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution:

Teachers are encouraged to take up research projects and FIP.

3.2. Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3. Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4. Details on research publications

	International	National	Others
Peer Review Journals	6	2	-
Non-Peer Review Journals	-	-	-
e-Journals	2	-	-
Conference proceedings	-	1	-

3.5. Details on Impact factor of publications:

Range

Average

h-index

Nos. in SCOPUS

3.6. Research funds sanctioned and received from various funding agencies, industry and other organizations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2011-13	UGC	1,40,000.00	35,000.00
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	1,40,000.00	35,000.00

3.7. No. of books published:

i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.

3.8. No. of University Departments receiving funds from:

UGC-SAP UGC-SAP DST-FIST
DPE DBT Scheme/funds

3.9. For colleges:

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10. Revenue generated through consultancy:

3.11. No. of conferences organized by the institution:

Level	International	National	State	University	College
Number	-	1	-	-	-
Sponsoring agencies	-	UGC	-	-	-

3.12. No. of faculty served as experts, chairpersons or resource persons:

3.13. No. of collaborations:

International National Any other

3.14. No. of linkages created during this year:

3.15. Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16. No. of patents received this year:

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17. No. of research awards / recognitions received by faculty and research fellows of the Institute in the year:

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18. No. of faculty from the Institution who are Ph. D. Guides and students registered under them:

3.19. No. of Ph.D. awarded by faculty from the Institution:

3.20. No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones):

JRF SRF Project Fellows Any other

3.21. No. of students Participated in NSS events:

University level State level
National level International level

3.22. No. of students participated in NCC events:

University level State level
National level International level

3.23. No. of Awards won in NSS:

University level State level
National level International level

3.24. No. of Awards won in NCC:

University level State level
National level International level

3.25. No. of Extension activities organized:

University forum College forum
NCC NSS Any other

3.26. Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility:

- Formation of GS CASH on 29.09.2015
- Participation of a group of 30 students in 'Alcheringa' organized by IITG
- Workshop on 'Management of Study Center' organized by KKHSOU
- Celebration of 67th Republic Day at college campus
- A program on 'Start-up India Campaign' organized by NCC
- Workshops on Financial Education programme organised

Criterion – IV

4. Infrastructure and Learning Resources

4.1. Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	0.81 acres	Nil	Private & Public	0.81 acres
Class rooms	14	Nil	Nil	14
Laboratories	Nil	Nil	Nil	Nil
Seminar Halls	1	Nil	Nil	1
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	5	1	UGC	6
Value of the equipment purchased during the year (Rs.)	Nil	2,25,0000.00	Nil	2,25,0000.00
Others	Nil	Nil	Nil	Nil

4.2. Computerization of administration and library:

(a) Circulation fully automated
(b) Dspace software installed
(c) Digital library partially operated

4.3. Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value(Rs)	No.	Value (Rs)
Text Books	19394	30,93,342.50	138	1,91,888.00	19532	32,85,230.50
Reference Books	8094	17,04,990.00	19	8,635.00	8113	17,13,625.00
e-Books	-	-	-	-	-	-
Journals	53	9,780.00	-	-	-	-
e-Journals	-	84,231.00	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (Newspaper & Magazine)	-	-	-	5,765.00	-	-

4.4. Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centre's	Computer Centre's	Office	Depart -ments	Others
Existing	24	Nil	10	Nil	1	7	Nil	3
Added	4	Nil	5	Nil	Nil	Nil	Nil	Nil
Total	28	Nil	15	Nil	1	7	Nil	3

4.5. Computer, Internet access, training to teachers and students and any other programme for technology up-gradation (Networking, e-Governance etc.):

Yes, the college provides training to teachers, students as well as office staff on computers, internet.
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4.6. Amount spent on maintenance in Rupees :

i)	ICT	-
ii)	Campus Infrastructure and facilities	1,55,72,219.00
iii)	Equipments	59,735.00
iv)	Others	9,46,142.00
	Total :	1,65,78,096.00

Criterion – V**5. Student Support and Progression****5.1. Contribution of IQAC in enhancing awareness about Student Support Services**

- The College prospectus provides detailed information about student support services.
- The College organizes orientation class for newly admitted students in order to brief about different support services available for them
- The College administration, department heads, teachers and office staff also gives information regarding different services which are available in the college.

5.2. Efforts made by the institution for tracking the progression

The college keeps tracks of students' progression by being in touch with them through Alumni Association. Alumni Association is maintaining a social networking support for Alumnus of the college.

5.3. (a) Total Number of students

UG	PG	Ph. D.	Others
824	-	-	-

(b) No. of students outside the state

5

(c) No. of international students

-

Men	No.	%
	457	55.46

Women	No.	%
	367	44.54

	General	SC	ST	OBC	Physically Challenged	Total
Last Year (2014-15)	322	63	85	263	-	733
Year (2015-16)	359	59	89	318	-	824

Demand ratio

1:4

Dropout %

3.53%

5.4. Details of student support mechanism for coaching for competitive examinations (If any):

The ICGC of the college in collaboration with Kaziranga University, Jorhat, arranged a special program for the final sem students on 24/02/16. The focus was on the job prospects in today's world.

Number of students beneficiaries

All B.Com 6th semester students**5.5. Number of students qualified in these examinations:**

NET		SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

5.6. Details of student counselling and career guidance:

- A career counselling program for the 6th semester students was conducted on 21/04/15 where resource persons were invited from Pune Institute of Bussiness Management.
- A seminar on Career on Company Secretary was held on 17/08/15 in collaboration with Institute of Company Secretary Guwahati Chapter.

Number of students benefitted

All students

5.7. Details of campus placement:

On campus		Off Campus	
Number of organizations visited	Number of students participated	Number of organizations visited	Number of students participated
-	-	-	-

5.8. Details of gender sensitization programmes:

- GSCASH was established on 29.09.15. Immediately on that day a question-answer session with the students was held with the chief resource person Dr. M. Purkayastha.
- The Women Cell of the college organized a workshop on Art and Craft for the Women on 8th March, 2016.

5.9. Students Activities:

5.9.1. Number of students participated in Sports, Games and other events:

State/ University level

National level

International level

No. of students participated in cultural events:

State/ University level

National level

International level

5.9.2. Number of medals /awards won by students in Sports, Games and other events:

Sports: State/ University level

National level

International level

Cultural: State/ University level

National level

International level

5.10. Scholarships and Financial Support:

Heads	Number of students	Amount(Rs.)
Financial support from institution	6	15,000.00
Financial support from government	47	1,92,655.00
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11. Student organized / initiatives:

Fairs:	State/University level	-	National level	-	International level	-
Exhibition:	State/University Level	-	National level	-	International level	-

5.12. No. of social initiatives undertaken by the students:

Nil

5.13. Major grievances of students (if any) redressed:

Nil

Criterion – VI

6. Governance, Leadership and Management

6.1. State the Vision and Mission of the institution:

Vision:

- Making commerce education accessible to all sections of the society.
- Teach, guide and motivate the students by providing quality education.
- Inculcate the spirit of co-operation and healthy competition amongst the students.
- Mould the students towards creativity and excellence with dedication, devotion and discipline.
- Ensure physical, mental and moral growth and development of the students.
- Assist in character building by cultivating human and ethical values in the students.
- Synthesise the traditional and modern teaching tools for capacity building through all round development of the students.
- Facilitate, encourage and spread education for women empowerment.

Mission:

- “The mission of the D.H.S.K. Commerce College is to promote learning by both students and faculty to achieve excellence in education”

6.2. Does the Institution has a management Information System :

No

6.3. Quality improvement strategies adopted by the institution for each of the following:

6.3.1. Curriculum Development:

The college is affiliated to Dibrugarh University. Therefore curriculum is developed by the University. Some teachers of the college are engaged by the University in the Curriculum Design and Development.

6.3.2. Teaching and Learning:

The College provides quality education in various speciality courses in Commerce. The University prepares academic calendar at the beginning of each academic year and accordingly various departments of the College prepares teaching plans. The College conducts in-semester examinations, viva-voce, project works, etc. for the continuous evaluation of the students. Students are encouraged to participate in workshops, seminar, quiz competition and group discussion in order to improve their performances in internal assessment.

6.3.3. Examination and Evaluation:

University Examinations (End Semester Examinations) are conducted as per rules and guidelines provided by the Dibrugarh University (the affiliating university). The evaluation is carried out by teachers as per direction of the University. The college is identified by the University as one of the Examination Evaluation Zones and as such teachers are engaged in the Evaluation process. Two In-Semester Sessional examinations are conducted by the College. Internal assessment marks are awarded to the students based on their performance in their sessional examinations, group discussion, seminar, class attendance and viva voce.

6.3.4. Research and Development:

The college encourages the faculty for research and development works with financial assistance from various funding and sponsoring agencies engaged for the purpose of higher education and research. The college also encourages the faculty to organise seminars / workshops, talks sponsored by UGC, NGOs, SEBI, etc.

6.3.5. Library, ICT and physical infrastructure / instrumentation:

Library: The college library has more than 26000 books and journals and is equipped with internet facility including ICT-OPAC

Physical infrastructure: The College was established long back with a three storied academic cum administrative buildings. Subsequently some addition to the infrastructure have been made in order to facilitate teaching and learning in a more efficient manner for meeting the ever growing demands and expectation of the students. The college has started both horizontal and vertical expansion of the existing building with the financial aid received from the Govt. of Assam.

6.3.6. Human Resource Management:

The college grants leaves to the faculty members for participation in the refresher/ orientation programs, workshops, seminars etc for improving their knowledge base and professional skills.

6.3.7. Faculty and Staff recruitment:

For the purpose of recruitment a selection committee is formed as per the guidelines of UGC and state govt. which selects suitable candidate and the proposal is placed in the Governing Body. After the approval of the Governing Body the proposal is sent to the Director of Higher Education for appointment

6.3.8. Industry Interaction / Collaboration:

In the college campus industry interaction takes place in collaboration with industry, academic institutions. Expert from industry academic institute are periodically called to deliver special lecture and hold workshops on up-to-date market conditions, company offered job and internship.

6.3.9 Admission of Students:

Admissions are on the merit basis, maintaining reservation quota. Admission process done by an admission committee . For transparency college displays the names of selected candidates with marks in the notice board

6.4. Welfare schemes for

Teaching and Non teaching	Group Savings Linked Insurance, Group Insurance Scheme, Child care leave, D.K.C.C.E.W. Society for providing loans at low rate of interest, One time financial help for retired persons
Students	Low College fees, Fee concession to needy and meritorious students, Career counselling, Scholarship from Central and State Govt, Scholarship from private Institutions, availability of pure drinking water, students union, excursion tour

- 6.5. Total corpus fund generated Nil
- 6.6. Whether annual financial audit has been done Yes √ No
- 6.7. Whether Academic and Administrative Audit (AAA) has been done?

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

- 6.8. Does the University / Autonomous College declares results within 30 days?
- For UG Programmes Yes No √
- For PG Programmes Yes No

- 6.9. What efforts are made by the University/ Autonomous College for Examination Reforms?
- Not applicable for colleges

- 6.10. What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?
- The faculty are authorized to assess students through internal assessment system to the extent of 20 % marks in each paper

- 6.11. Activities and support from the Alumni Association:

Alumni association organizes meetings where ideas for overall development of the college is discussed and are subsequently conveyed to College administration for implemented.

- 6.12. Activities and support from the Parent – Teacher Association:

Regular meetings are held with the parents for giving and taking feedbacks regarding performance of the wards. Various issues are discussed with the parents for the overall development of the environment and the organization as a whole.

- 6.13. Development programmes for support staff:

-

- 6.14. Initiatives taken by the institution to make the campus eco-friendly:

- The college campus is made plastic free.
 - Plantation and beautification of the campus

Criterion – VII

7. Innovations and Best Practice

- 7.1. Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Village Adoption Programme by NSS

- 7.2. Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year :

- ✓ Construction of ground floor of girls hostel completed
- ✓ Construction of extended part of the building completed
- ✓ Furniture purchased
- ✓ Computers and equipments purchased
- ✓ Financial assistance provided to poor and needy students
- ✓ Additional books and journals purchased
- ✓ Appointment of teaching and non-teaching staff on college pay to fill up vacant positions
- ✓ Publication of 2nd issue of research journal “Utkarsh”
- ✓ Publication of 2nd issue of the newsletter “The Radiance”

- 7.3. Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals):

1. Community Works by NSS
2. Information and Career Guidance Cell

- 7.4. Contribution to environmental awareness / protection:

Plantation initiative has been carried out in the college campus

- 7.5. Whether environmental audit was conducted?

Yes

☐

No

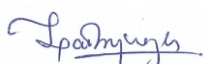
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- 7.6. Any other relevant information the institution wishes to add. (for example SWOT Analysis):

-

8. Plans of institution for next year (2016-17):

- Recruitment of permanent faculty in Statistics and Hindi and non teaching staff on college pay to fill up vacant positions
- Publication of next issue of research journal 'Utkarsh';
- Construction of top floor of annex building blocks and new class room
- Installation of blocks in the ground floor
- To organising a national Workshop on Financial Planning



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Annexure –I
(Details of Students Feedback Report is available in the college website)

Main Findings of the student's feedback report (2016):

1. 88 % of the student respondents state that the course was very much manageable.
2. 61 % of the student respondents state that the course was challenging.
3. 73 % of the student state that the syllabus in all subjects was completed in time.
4. 70% respondents highlights that adequate numbers of the text books are available in the college library.
5. 84% respondents highlights that proper idea on the course was given at the beginning of the session.
6. 62% student highlights that subject-wise teaching plan is not displayed in the college notice board.
7. 78 % respondents state that internal assessment helps to improve their academic scores.
8. 47 % respondents state that modification is required in the internal evaluation system.
9. 66 % student finds the evaluation in the internal assessment system to be fair enough.
10. 38% student highlights that the percentage of marks in the internal assessment should be 20 % and 26 % student state that it should be 30 %.
11. 70 % state that the project work was fully discussed in the college.
12. 48 % respondents highlights that the project supervisors were extremely helpful.
13. 49 % respondents state that the project work in speciality courses helped in practical application of theoretical knowledge.
14. 85% student highlights that the assignments were returned to them.
15. 76 % respondents state that assignments were returned with helpful comments.
16. 83 % respondents state that they are better informed and skilled at the end of the course.
17. The classroom infrastructure was found good.
18. The availability and quality of books in library is good.
19. Computer facility is average.
20. Internet facility is very poor.
21. Drinking water facility was found quite well.
22. Overall cleanliness is up to the mark.
23. Canteen facility in the college is good.
24. Boys common room and other facilities are ranked lowest in the scale.
25. 74 % - 78 % of the students are highly satisfied with the support of the office and library staffs.
26. 92% of the respondents state that they get all information about academic and non-academic events in college notice board.
27. 66% respondents highlights that they are satisfied with the fees structure of the college.
28. 55 % students state that the academic schedule was always followed strictly.
29. 72% respondents state that their expectation from the college was partially satisfied.
30. 75% respondents stated that the extracurricular activities were encouraging.
31. 75% students state that they get satisfactory academic atmosphere in the college.
32. 62% student state that they will recommend this college to any student interested in pursuing higher studies in commerce.
33. 99% respondents state that they will keep in touch after leaving the college.

Annexure -II
Comprehensive Academic Calendar 2015 - 2016
(Recommended by the Academic Planning Committee, Dibrugarh University)



An Institution Of Value Based Quality Education

ACADEMIC CALENDAR FOR THE GENERAL DEGREE COLLEGES
DIBRUGARH UNIVERSITY
(FROM JANUARY 2015 TO DECEMBER 2015)

Date(s)	Events/ Activities
1 st – 15 th January, 2015	Semester End Vacation (continues from 16 th December, 2014)
17 th January, 2015 (Saturday)	1. Commencement of the Even Semester Classes 2. Notification of Class Routine (College & Departmental), Course Plans etc. in the Notice Boards
23 rd January, 2015 (Friday)	Last date for Submission of Evaluated Answer Scripts of the End Semester Examinations of the B.A./ B.Sc./ B.Com programmes with relevant documents by the Zonal Officers to the University
18 th -25 th February, 2015	Declaration of the results of the Odd Semester B.A./ B.Sc./ B.Com. Programmes
20 th Feb - 5 th March, 2015	1 st Sessional Examination of the 2 nd & 4 th and 6 th Semester of the B.A./B.Sc./B.Com. Programmes
14 th – 24 th March, 2015	Counseling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (any one day)
20 th March, 2015 (Friday)	Last date for notification of 1 st Sessional Examination Marks of the 2 nd , 4 th and 6 th Semester BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
6 th – 11 th April, 2015	2 nd Sessional Examinations of the B.A./B.Sc./B.Com. Programmes
10 th April, 2015 (Friday)	Last date for Form fill-up of the B.A./ B.Sc./ B.Com. End Semester Examinations at the colleges
20 th April, 2015 (Monday)	Last date for submission of filled in Examination Forms of the B.A./ B.Sc./ B.Com. End Semester Examinations (2 nd , 4 th & 6 th Semester) by the colleges at the University
30 th April, 2015 (Thursday)	1. Last date for submission of Assignment by the students of BA/ B.Sc./ B.Com Programmes (if any) 2. Completion of the even semester classes of the BA/ B.Sc./ B.Com. Programmes 3. Last date for notification of 2 nd Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
11 th May -6 th June, 2015	Admission Notice and Completion of the Admission Process in the BA/B.Sc./B.Com 1 st Semester Classes
11 th May- 9 th June 2015	End Semester Examinations of the BA/ B.Sc./ B.Com. Programmes
14 th May, 2015 (Thursday)	Last date for submission of Internal Assessment marks of the 2 nd , 4 th & 6 th Semester Students of the BA/ B.Sc./ B.Com Programmes to the University
22 nd May- 20 th June, 2015	Evaluation of Answer Scripts of the B.A./ B.Sc./ B.Com. End Semester Examinations (2 nd , 4 th & 6 th Semester) at the Zones
1 st - 30 th June, 2015	Admission to the BA/B.Sc./B.Com 3 rd & 5 th Semester Classes



An Institution Of Value Based Quality Education

15 th – 30 th June, 2015	1. Commencement of the 1st Semester Classes of the BA/B.Sc./ B.Com. Programmes 2. Commencement of the 3rd and 5th Semester Classes of the BA/B.Sc./ B.Com. Programmes 3. Notification of Class Routine in the Colleges. 4. Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges.
20 th June, 2015 (Saturday)	Last date for Submission of Evaluated Scripts of the End Semester Examinations of the BA/ B.Sc./ B.Com Programmes with relevant documents by the Zonal Officers to the University
1 st - 31 st July, 2015	Mid Semester Vacation for the teaching staff of the colleges
15 th -22 nd July, 2015	Declaration of the B.A./ B.Sc./B.Com. Even Semester Examination results.
1 st August, 2015 (Saturday)	Re-commencement of the 1 st , 3 rd & 5 th Semester Classes of the BA/ B.Sc./ B.Com Programmes
11 th -14 th August, 2015	Students' Union Election in the Degree Colleges (Any one day)
17 th - 25 th August, 2015	1 st Sessional Examination of BA/ B.Sc./ B.Com programmes
29 th August, 2015 (Saturday)	Last date for notification of 1 st Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
22 nd – 29 th August, 2015	Counseling for the BA/B.Sc./B.Com 1 st Semester Students and Mid Semester Feedback Assessment (any one day)
25 th August, 2015 (Tuesday)	Last date for submission of Filled in Registration Forms of the BA/ B.Sc./ B.Com 1 st Semester Students by the Colleges at the University
1 st - 10 th September, 2015	Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion etc.
1 st – 10 th October, 2015	2 nd Sessional Examination of the BA/B.Sc./B.Com Programmes
1 st October, 2015 (Thursday)	1. Last Date for Assignment Submission by the students (if any) of the BA/B.Sc./B.Com Programmes in the Semester System 2. Last date for Form Fill up of the B.A./ B.Sc./ B.Com End Semester Examinations
17 th October, 2015 (Saturday)	1. Last date for notification of 2nd Sessional (BA/ B.Sc./ B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Boards 2. Last date for Submission of the filled in Examination Forms of the BA/ B.Sc./ B.Com End Semester Examinations by the Colleges at the University 3. Completion of the Odd Semester Classes of the B.A./ B.Sc./B.Com Programmes
1 st – 30 th November, 2015	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
5 th November, 2015 (Thursday)	Last date for submission of Internal Assessment marks of the Students of the BA/ B.Sc./ B.Com Programmes to the University
12 th Nov.- 10 th Dec., 2015	Evaluation of End Semester Answer scripts of the B.A./ B.Sc./ B.Com. Programmes at the Zones
1 st -31 st December, 2015	Semester End vacation for the teaching staff of the Colleges conducting BA/ B.Sc./ B.Com Programmes

(B.C. Borah)
Deputy Registrar (Academic)
Dibrugarh University

Annexure - III

Best Practices

BEST PRACTICE - I

a) **Title of the Best Practice :** National Service Scheme (NSS)

b) **Objectives:** The main objectives of this practice are -

- To understand the community in which they work.
- To understand themselves in relation to their community.
- To identify the needs and problems of the community and involve them in problem solving.
- To develop among themselves a sense of social and civic responsibility.
- To utilize their knowledge in finding practical solutions to individuals and community problems.
- To acquire leadership qualities and democratic attitude.
- To develop competence required for group-living and sharing of responsibilities.
- To gain skills in mobilizing community participation.

c) **The Context:** Our NSS Unit had started its activities in the beginning of the academic session with the full support of our NSS volunteers under the leadership of Programme Officer. After looking into the students' community as a whole we found that many is very interested to involve themselves with some activities that eventually make them happy during their stay in the college and studentship. But in many cases they do not get any platform to do this, but NSS unit of this align the motto of the NSS "NOT ME BUT YOU" and the spirit of the students to do, learn and involve with activities. In this reporting year NSS Unit of the college started new future agenda for the college going youths by involving themselves as NSS Volunteers who do not have access to and control over their resources and escorting NSS Volunteers how to work with rural community people, generating awareness about the bed effect of Drug-Addicted, Alcoholism and prevention of AIDS, Malaria, Diarrhoea as epidemic, not to make panic during disasters like earthquake, flood etc. The Unit are also implemented the regular activities and adopted and prepared new activities like special camps in rural areas to develop education among rural poor youth.

d) **Evidence of Success:** As a NSS Programme Officer I found that the education itself has practical importance in human society. To enjoy a life to-day no man can ignore practical exposure. Even one cannot imagine living a life without practical education. Theoretical knowledge is imperfect to create interest in knowing how the things we believe have been created, how they reach our mind, under what process it is transferred to our real life and the like. The field study help us in all these respects and mere class-room education, conventional examination cannot give oneself perfect knowledge of society as a humanity perspectives. After

field study one can learn for becoming self-reliant instead of queuing for job in Govt. Departments etc. Field study creates promoter, pioneer, entrepreneur and these may again make an addition to the national economy too. In this respect NSS activity i.e. regular as well as special is a practical knowledge among the students community through field study that brings new idea for new creativity and innovation and ultimately the higher standard of living which is a measure of developed economy.

e) Problems Encountered: Our NSS activities though it has immense potentialities but is has some problems also which always have to be faced –

- Separate time table i.e. a new NSS calendar should be required for smooth functioning of the NSS activities.
- Sufficient human resource is needed to operate various activities because it is beyond class room activities.
- Sufficient fund should be provided to implement any NSS activities. Because, generally NSS activities is an extension programme which the unit can perform either inside the college campus or outside the campus.

BEST PRACTICE - II

a) Title of the Practice: Information and Career Guidance Cell

b) Objectives: The main objectives of this practice are as follows

- To equip students with basic skills to face interviews and other selection mechanisms.
- To provide information on various professional and other courses
- To carry out campus recruitment drives for the college students.
- Conducting short term coaching courses on different competitive exams.

c) The Context: The information and career guidance cell was formed with a view to improve the employability of the students. The practice requires dedicated pursuance of the various agencies/institutions which would aid in developing career path for the students. The Cell has actively tried to develop contacts and organise several programmes every year for the benefit of the students of our college. Some of the challenging issues that had to be addressed in implementing this programme are-

- The faculty in charge has to offer considerable time in these activities. Considering the fact that in the semester system there is a very tight schedule for completion of courses, conducting examinations and one's own research activities, it proves to be very demanding for the faculty in charge.
- The same goes for the students; as attendance in regular semester classes is compulsory there is not much time to accommodate such career related talks, classes and training.

d) The Practice: We have listed below some of the activities undertaken by the Cell to give a glimpse of the Practice.

- A program on ‘Modular Employable skills under the ministry of Labour and Employment’ organised on 11.06.2016 which was attended by 51 students
- A ‘Talk program on Motivation and Analytical Skills’ on 16.06.2016 and was attended by 100 students
- A program on ‘World class Certifications on CSR and Sustainability’ by CASI Global, New York on 21.05.2016 and was attended by 120 students

e) Evidence of Success:

- Students acquired firsthand knowledge about CSR and Sustainability & Placement support
- Students learned soft skills, I.T., Travel & tourism Management
- Students have the idea for hard working skills improving mindsets and enhancing personality

f) Problems Encountered:

- Lack of sufficient financial resources for smooth functioning of the Cell.
- Non availability of Resource Persons locally
