

Annual Quality Assurance Report (AQAR) 2016-17



Submitted to NAAC on 18.11.2017

**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 2016-17

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	dhscomcol@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. MHC0GN 18879)																															
	OR																															
	NAAC Executive Committee No. & Date:	EC/32/066 Dated: May 03, 2004																														
1.4.	Website address:	www.dhscommercecollege.edu.in																														
	Web-link of the AQAR:	www.dhscommercecollege.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	2016-17																														

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
AQAR 2015-16 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	Co-education ☒	Men ☐	Women ☐	(eg. AICTE, BCI, MCI, PCI, NCI)
	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
DST Star Scheme	N.A.	UGC-CE
UGC-Special Assistance Programme	N.A.	DST-FIST
UGC-Innovative PG programmes	N.A.	Any other (Specify)
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:	<table border="1"> <tr> <td>No.</td> <td>11</td> <td>Faculty</td> <td>1</td> </tr> <tr> <td>Non- Teaching Staff</td> <td>-</td> <td>Alumni</td> <td>-</td> </tr> <tr> <td>Students</td> <td>-</td> <td>Others</td> <td>9</td> </tr> </table>	No.	11	Faculty	1	Non- Teaching Staff	-	Alumni	-	Students	-	Others	9
No.	11	Faculty	1										
Non- Teaching Staff	-	Alumni	-										
Students	-	Others	9										
2.12. Has IQAC received any funding from UGC during the year?	<table border="1"> <tr> <td>Yes</td> <td>☐</td> <td>No</td> <td>☒</td> </tr> </table>	Yes	☐	No	☒								
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.	10												
International	-												
National	6												
State	1												
Institution Level	3												
(ii) Themes	Financial Education, GST and Career Counselling												

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
Recruitment	Recruitment of permanent faculty in Statistics and Hindi and non teaching staff on college pay to fill up vacant positions
Construction	Construction of top floor extended part of the building completed and blocks installed in the floor
Purchase & Repairs	Purchase and repairs of computers and equipments
	Purchase of books, journals and softwares

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	2	-	-	-
UG	5	-	-	-
PG Diploma	1	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	2	-	2	-
Others	1	-	-	-
Total	11	-	-	-
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	8
Trimester	2
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:

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1. Total No. of permanent faculty:

Total	Asst. Professors	Associate Professors	Professors	Others
24	14	10	-	-

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

11

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
2	2	-	-	-	-	-	-	2	2

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

2

-

13

2.5. Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	-	6	9
Presented papers	2	7	-
Resource Persons	-	3	5

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

Different types of teaching-learning programmes such as workshops, seminars, talks, industrial tour, project work, publication in college magazine, youth festivals etc. are organized in the college and students are emboldened to participate in the same. The institution also encourages extensive use of ICT in rendering teaching & learning process.

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):

- In-semester examinations answer scripts are shown to the students after evaluation and marks are displayed in the College notice board
- In-semester examinations scripts and records of students marks are maintained by respective departments.
- Faculty adopt various methods of evaluating students by actively involving them in viva-voce, seminars, group discussions, paper presentation, etc.

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.	287	-	33.80	31.71	23.69	89.19

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

- By taking initiative in monitoring regular holding of classes.
- By collecting and preparing reports on students feedback.
- It encourages teachers to use latest teaching - learning aids.
- It 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	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange Programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	10
Others(1 week workshop)	1

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	3	-	7
Technical Staff	1	-	-	-

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	1	4	1
Non-Peer Review Journals	-	-	1
e-Journals	-	-	-
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(Rs)	Received (Rs)
Major projects	-	-	-	-
Minor Projects				
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-		

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	-	2	1	-	-
Sponsoring agencies	-	ICAI and Central Excise; SEBI	Dharini & Sangeetam	-	-

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:

- Felicitation and Orientation Program on Career Opportunities by Department of Accountancy in association with Natun Bharali Prabhati Yuva Sangha and Library on 30.06.2017
- 'International Yoga Day' celebration on 21.06.2017
- A talk program on 'NCC for Unity and Discipline', Speaker: Colonel Commander A.S. Ghumman, 10 Assam Battalion on 20.04.2017
- Workshop on 'Financial Education' among school students at Indeswar Sarma Academy, Chaulkhowa HS, Bokel HS and Dibrugarh Bengali HS on 20march, 21 march, 22 march and 27 march respectively
- International Women's day celebration on 08.03.2017
- Workshop on Yoga on 03.03.2017
- NSS Volunteer participation in the celebration of 'Rashtriya Ekta Divas Rally' organised by Nehru Yuva Kendra on 31.10.2016
- Celebration of 'World Hand Washing Day' on 15.10.2016
- Celebrated the '70th Independence Day'
- Felicitation program to honour Mr. Nurul Huda, a freedom-fighter as part of 'Freedom Fortnight: 2016' celebration on 09.08.2016

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	16	2	Private & Public	18
Laboratories	Nil	Nil	Nil	Nil
Seminar Halls	1	Nil	Nil	1
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	6	2	UGC	8
Value of the equipment purchased during the year (Rs.)	2,25,000.00	1,03,000.00	Nil	3,28,000.00
Others	Nil	Nil	Nil	Nil

4.2. Computerization of administration and library:

- (a) Circulation partially automated
- (b) Dspace software installed

4.3. Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value(Rs)	No.	Value (Rs)
Text Books	19532	3285230.50	323	144511.00	19855.00	3429741.50
Reference Books	8113	1713625.00	225	45065.00	8338	1758690.00
e-Books	3135000+	free	-	-	3135000+	free
Journals	53	9780.00	17	558.00	70	10338.00
e-Journals	6000+	free	-	-	6000+	free
Digital Database	1	free	1	482440.00	2	482440.00
CD & Video	-	-	-	-	-	-
Others (Newspaper & Magazine)	14	26485.00	-	-	14	26485.00

4.4. Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centre's	Computer Centre's	Office	Depart -ments	Others
Existing	28	Nil	15	Nil	1	7	Nil	3
Added	25	Nil	30	Nil	Nil	1	Nil	Nil
Total	53	Nil	45	Nil	1	8	Nil	3

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

The college provides facilities for accessing computers, internet, etc to teachers, students and office staff.

4.6. Amount spent on maintenance in Rupees:

i) ICT	-
ii) Campus Infrastructure and facilities	88,99,808.00
iii) Equipments	44,806.00
iv) Others	10,16,291.00
Total :	99,60,905.00

Criterion – V

5. Student Support and Progression

5.1. Contribution of IQAC in enhancing awareness about Student Support Services

- The College website, notice board and prospectus provide detailed information about student support services.
- The College organizes orientation classes for newly admitted B.Com. 1st Semester students in order to brief about different support services available.
- Career guidance for students, scholarships, student union, student travel concession, etc. are available for students
- Students also get benefits of Support Services from NCC, NSS, ICGC etc.

5.2. Efforts made by the institution for tracking the progression

- The college keeps records of students' progression through class attendance, seminar attendance, participation in extracurricular activities etc. Respective departments of college also monitor the progress of the students and suggest way for its improvement.
- Alumni Association has been maintaining a social networking support for tracking the progression of Alumnus of the college.

5.3. (a) Total Number of students

UG	PG	Ph. D.	Others
947	-	-	457

(b) No. of students outside the state

5

(c) No. of international students

-

Men

No.	%
564	59.56

Women

No.	%
383	40.44

	General	SC	ST	OBC	Physically Challenged	Total
This Year (2016-17)	411	71	97	368	-	947

Demand ratio

1 : 1.48

Dropout %

2.05%

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

An Orientation Programme on 'Skill Development and Civil Service Examinations' organised by ICGC on 11.02.2017

Number of students beneficiaries

100

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:

- Felicitation and Orientation Program on Career Opportunities by Department of Accountancy in association with Natun Bharali Prabhati Yuva Sangha and Library on 30.06.2017
- A talk on “Avenues and Opportunities for the Students of Commerce” organised by Dhaarini on 30.03.2017
- Interactive counselling for SC/ST organised by ICGC on 17.03.2017
- Interactive session on 'Appearing In Personal Interviews' organised by Department of English as on 16.02.2017
- Career counselling Seminar on CMA(ICAI) organised by ICGC on 10.01.2017
- Interactive program on Career Prospects after graduation organised by Equal Opportunity Center on 10.09.2016

Number of students benefitted

600

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:

- Celebration of ‘International Women’s Day’ by Dhaarini on 08.03.2017
- Sensitization and awareness Raising Workshop for students on “Prevent and redress of Eve-Teasing, Harassment, Molestation and Violence Against and Moral Policing of Women” organised by Dhaarini on 04.03.2017
- Workshop on Women Empowerment organised by Dhaarini on 07.01.2017

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	3	16000.00
Financial support from government	16	86400.00
Financial support from other sources	5	11300.00
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:

15

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 and hence curriculum is developed by the University. Teachers of the college are engaged by the University in the Curriculum Design and Development from time to time. Many faculty members of this college are active members of university appointed examination committee to set question papers and evaluate answers scripts.

6.3.2. Teaching and Learning:

- Our faculty members are highly qualified and committed
- Teaching and learning process between students and faculty goes beyond the classrooms.
- The library is well-equipped with large nos. of textbooks, journals, computers with browsing facility for both students and faculties.
- The end semester examinations of each semesters are held as per the Dibrugarh University academic calendar for colleges.

6.3.3. Examination and Evaluation:

Examinations and evaluation are conducted by the affiliating university. Our college is identified by the Dibrugarh University as one of the examination evaluation zones and as such teachers are engaged in the evaluation processes. The institution goes through continuous evaluation of students in sessional exams and internal assessment marks are awarded to the students based on their performance.

6.3.4. Research and Development:

The college encourages the faculty members for research and development works with financial assistance from various funding and sponsoring agencies. The college supports teachers to present their research papers in various national and international forums and also encourages them to organize seminars, workshops, talks sponsored by agencies such as UGC, SEBI, NGOs etc. Necessary leave is granted to attend the Seminars/Conferences both at the national and international level. The college publishes an annual peer reviewed research journal in commerce and allied subjects titled 'Utkarsh' to uplift the area of research prospects in the region.

6.3.5. Library, ICT and physical infrastructure / instrumentation:

- More than 28000 text books, reference, journals etc
- Equipped with internet facility including ICT-OPAC
- CCTV cameras have been installed in most of the classrooms
- 18 class rooms having seating capacity of more than 1600 students
- 6 classrooms are assembled with projectors and wi-fi facilities
- Addition to the infrastructure have been made by constructing annexed three storied block
- 50 No. of computers installed, of which 8 are meant for digital library section.

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. The college offers full support for infrastructural requirements especially electricity, water supply, car parking and routine maintenance of the same.

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. regulations through which suitable candidates are selected and accordingly the proposal is placed to the Governing Body for approval. After the approval of the Governing Body the proposal is sent to the Director of Higher Education for necessary action.

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 of students are given according to the rules and guidelines as prescribed by the Govt. of India, Govt. of Assam and other authorized bodies. Before the start of every academic session, an admission committee is constituted from the members of teaching staffs and the principal, who supervises the whole process for a smooth completion of the admission. Students are selected strictly on merit basis and accordingly admitted in due process of time.

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 Maternity leave, Paternity leave Faculty Development Program (under UGC scheme)
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 drinking water facility, students union, excursion tour, etc.

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?

Teachers 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.

- Replacement of old bulbs by LED bulbs.
- Construction of three storied new blocks.
- Orientation classes for newly admitted B.Com. 1st Semester students
- Students also get benefits of Support Services from NCC, NSS, ICGC etc.
- Appointment of 2 permanent teachers, contractual teachers and non-teaching staffs.
- The college organized number of seminars, workshops, talk programs, poetry recitation program, quiz competition, etc. without affecting normal classes.

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 womens hostel completed at Khalihamari.
- Completion of construction of 2nd floor of the extended part of the building.
- Purchase of Furniture
- Purchase of computers, equipments, books and journals.
- Financial assistance provided to poor and needy students
- Publication of 3rd issue of peer reviewed research journal 'Utkarsh' and the newsletter 'The Radiance'
- Organised seminars, workshop, talk programs, poetry recitation program, quiz competition, etc.
- Celebrated International Yoga Day, 157th Ravindra Janma-jayantee, International Womens Day, Republic Day, Shilpi Divas, Rashtriya Ekta Divas, Quit India Movement Day

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

1. Community Works by NSS and NCC
2. Examination System

7.4. Contribution to environmental awareness / protection:

- Plantation initiative has been carried out in the Banipur land
- Swachh Bharat Abhijan by NSS

7.5. Whether environmental audit was conducted?

Yes ☐

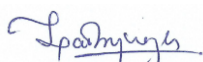
No ☒

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

-

8. Plans of institution for next year (2017-18):

- Recruitment of permanent faculty in Accountancy, Management, English, Economics, Commerce and Statistics and non teaching staff to fill up vacant positions.
- Plan to complete construction of 3 storied annex blocks
- Introduction of new class room with ITC facility and establishment of digital classroom.
- To organise UGC sponsored national seminars on 'Entrepreneurship' and 'Jyotiprasad Agarwalla'
- Construction of 1st floor of the Womens' Hostel located at Khalihamari
- Introduction of PG classes
- Development of Banipur land
- Extension of parking facilities
- To form parent teacher association



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Annexure –I

Major findings of the Student's Feedback Report: 2017

1. Total 105 students took participation in the feedback fill-up procedure of the college.
2. 25 % students' states that their course is not completed in time during the years of education in the college.
3. 22 % students are not satisfied with the pattern of course curriculum set by the University for Undergraduate Level Course.
4. 83 % students view that ICT is either not used or partially used in regular teaching mode.
5. 88 % students view that their classes are held regularly in teaching days.
6. 83 % student opines that teaching plan of the various departments is regularly displayed in the notice board of the college.
7. 65 % students think that adequate numbers of course books are available in the college library.
8. In terms of infrastructure, students view that classrooms are good but they are not fully satisfied with the amenities available in the classrooms or in the campus.
9. Majority of the students opine that college is significantly responsive towards their problems and issues.
10. 87 % students assume that office staffs are concerned and prompt about addressing their problems.
11. With respect to display of academic and non academic events and notices in the notice board, 87 % of the students are satisfied with that.
12. Majority of the students' rate that they are satisfied with the student – teachers' relationship in the college.
13. 92 % students view that the college administration teachers are supportive towards their achievements.
14. Significant numbers of students are satisfied with the academic atmosphere of the college.
15. 90 % students recommend others to pursue higher studies from the college.

(Note: Details of Students Feedback Report is available in the College website)

Annexure -II
Comprehensive Academic Calendar 2016 - 2017
(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 2016 TO DECEMBER 2016)
(As recommended by the Executive Council in its Meeting held on 29.12.2015)

Date(s)	Events/ Activities
1 st January, 2016	1. Commencement of the Even Semester Classes 2. Notification of Class Routine (College & Departmental), Course Plans etc. in the Notice Boards
20 th - 31 st January, 2016	College Week (any seven days)
22 nd January, 2016 (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
10 th -15 th February, 2016	Declaration of the results of the Odd Semester B.A./ B.Sc./ B.Com. Programmes
10 th Feb - 25 th February, 2016	1 st Sessional Examination of the 2 nd , 4 th and 6 th Semester of the B.A./B.Sc./B.Com. Programmes (any four days)
25 th – 29 th February, 2016	Counseling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (any one day)
29 th February, 2016 (Monday)	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
24 th March, 2016 (Thursday)	Last date for Form fill-up of the B.A./ B.Sc./ B.Com. End Semester Examinations at the colleges
1 st – 8 th April, 2016	2 nd Sessional Examinations of the B.A./B.Sc./B.Com. Programmes (any four days)
4 th April, 2016 (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
20 th April, 2016 (Wednesday)	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
2 nd – 31 st May 2016	End Semester Examinations of the BA/ B.Sc./ B.Com. Programmes
9 th May, 2016 (Monday)	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
5 th - 31 st May, 2016	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
11 th May -30 th May, 2016	Admission Notice and Completion of the Admission Process in the BA/B.Sc./B.Com 1 st Semester Classes

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1 st June, 2016 (Wednesday)	1. Commencement of the Odd Semester Classes of the BA/B.Sc./ B.Com. Programmes 2. Notification of Class Routine in the Colleges. 3. Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges.
1 st - 30 th June, 2016	Admission to the BA/B.Sc./B.Com 3 rd & 5 th Semester Classes
10 th June, 2016 (Friday)	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, 2016	Mid Semester Vacation for the teaching staff of the colleges
10 th - 16 th July, 2016	Declaration of the B.A./ B.Sc./B.Com. Even Semester Examination results
1 st August, 2016 (Monday)	Re-commencement of the 1 st , 3 rd & 5 th Semester Classes of the BA/ B.Sc./ B.Com Programmes
8 th - 13 th August, 2016	1 st Sessional Examination of the BA/ B.Sc./ B.Com programmes (any four days)
16 th - 25 th August, 2016	Students' Union Election in the Degree Colleges (Any one day)
20 th August, 2016 (Saturday)	Last date for notification of 1 st Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
16 th - 23 rd August, 2016	Counseling for the BA/B.Sc./B.Com 1 st Semester Students and Mid Semester Feedback Assessment (any one day)
19 th August, 2016 (Friday)	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, 2016	Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion etc.
28 th September, 2016 (Wednesday)	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
1 st - 10 th October, 2016	2 nd Sessional Examination of the BA/B.Sc./B.Com Programmes (any four days)
5 th October, 2016 (Wednesday)	1. Last date for notification of 2 nd 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, 2016	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
5 th November, 2016 (Saturday)	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., 2016	Evaluation of End Semester Answer scripts of the B.A./ B.Sc./ B.Com. Programmes at the Zones
1 st - 31 st December, 2016	Semester End vacation for the teaching staff of the Colleges conducting BA/ B.Sc./ B.Com Programmes

(B.C. Borah)
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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 Best Practice: Examination System

b) Objectives: The objectives of the practice are -

- The fundamental goal of this system is to follow and implement appropriate mechanism to conduct internal and external examinations in the college.
- To make an impression in the minds of students about its relevance.
- To provide an environment to the students similar to final exams.

c) The Context: Examinations system is one of the core components of any academic institutions. It is always essential that the system should be transparent and clear in its approach.

d) The Practice: The College follows university guidelines to conduct internal and final examination for different academic programs. At the beginning of the academic session, an examination committee has been formed under supervision of the Principal of the college. Adequate care is taken so that every committee consists of a senior and a junior faculty member of the college. This committee is entrusted with the task of conducting all examinations during an academic session. For conducting internal examinations, college sets full examination procedures such as setting of question papers, dates for conducting exams, invigilators duty list, sitting arrangements of students, log book maintenance, answer sheets examinations and maintenance of records etc., as are followed in final examination system. Departments also fully maintain records for necessary examination needs. The marks scored by students in different exams are regularly displaced in the notice board. The evaluated copies are shown to students

for their clarity and understanding. If any discrepancies are noticed they are immediately rectified. Evaluated copies are later on stored in examination room for future reference and university needs. To maintain uniformity in the internal examination copies, the college in assistance with the college cooperative society provides copies to the students at a nominal price of Rs 5 per copy.

- e) **Evidence of Success:** The present system of conducting examination has created a positive atmosphere for preparing students in their end semester examinations. As the marks scored by the students in internal examinations are proportionately added with the marks scored in the final exams, it is necessary on the part of students to consider it seriously. Such intention on part of the college has helped to create an atmosphere where it has been noticed that regularity of students attending classes and internal examinations is very high. Moreover, if students fail to appear in internal exams for valid reasons, the examination committee in association with the respective department allow him/her to appear in the special exams scheduled at convenient time with new question paper. The examined copies are shown to the students and the marks are displayed in the college notice board.
- f) **Problems Encountered and Resources Required:** Despite best efforts, problems are bound to occur. One of the main problems for examination committee is to maintain the evaluated copies for long duration at least for three years till a batch completes its course for future reference and university needs. This needs an ample space to keep copies in good forms. Thus there is a need of a space where these evaluated scripts could be kept for long durations without getting damaged from insects, rodents or from moisture.
