Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**D. H. S. K. COMMERCE COLLEGE**
Name of the head of the Institution	**Dr. Khanindra Misra Bhagawati**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0373-2321653**
Mobile no.	**9435908628**
Registered Email	**dhskcomcol@gmail.com**
Alternate Email	**kmbcommerce@gmail.com**
Address	**KC Gogoi Path, PO- Dibrugarh, District - Dibrugarh**
City/Town	**Dibrugarh**
State/UT	**Assam**
Pincode	**786001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Tanka Prasad Upadhyaya**
Phone no/Alternate Phone no.	**03732321837**
Mobile no.	**9435908628**
Registered Email	**dhskcomcol@gmail.com**
Alternate Email	**iqacdhskcomcol@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.dhskcommercecollege.edu.in/webportal/aqar

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.dhskcommercecollege.edu.in/webportal/ac

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**72.25**	**2004**	**03-May-2004**	**02-May-2009**
2	**B**	**2.48**	**2018**	**26-Sep-2018**	**25-Sep-2023**

6. Date of Establishment of IQAC

01-Jan-2005

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

National level Workshop on Bangla Banan Bidhi in association with Bengali department	01-Jul-2019 5	96
Knowledge Sharing Programme on Effective Classroom management in association with IBS Business School	23-Aug-2019 1	31
Free Eye Check up camp in association with Commerce Department	05-Nov-2019 1	120
Awareness Programme on career opportunities for ten plus two students	18-Nov-2019 1	83
Educational Excursion Tour to Gangtok, Sikkim	04-Jan-2020 8	55
Students seminar on Job Guaranteed Courses	21-Jan-2020 1	65
Career Counselling session for final semester students	23-Jan-2020 1	60
International Mother Language Day in association with Bengali Department	21-Feb-2020 1	70
A talk on career Counselling by Indrapal Singh, Sri Sukhmani Institute of Management (SSIM) Delhi	26-Feb-2020 1	43
Webinar for students on Soft Skill and Personality in association with Equal opportunity Cell, Resource Person Prof. P Bezborah, Dibrugarh University	15-Jun-2020 1	50
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
DHSK Commerce College	Girls Hostel grant	DHE, Govt of Assam	2019 1	100000
DHSK Commerce College	Students Excursion grant	DHE, Govt of Assam	2019 365	100000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Organised 5 days National level Workshop on Bangla Banan Bidhi in association with Bengali department on 15 july, 2019 with 96 participants

Organised a 'Knowledge Sharing Programme on Effective Classroom management' in association with IBS Business School kolkata on 23/8/2019 where 31 teachers participated

Organised a Free Eye Check up camp in association with Commerce Department at Nirmali gaon, Dibrugarh on 5th November, 2019

Organised an awareness programme on Career opportunities in Commerce after 10+2 for the Senior Secondary Students in association with KL University, Andhra Pradesh on 18th November with 83 participants

Organised a Webinar on Unleasing the Potential in Post Pandemic Environment in association with ICGC on 16th June, 2020

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Introduction of CBCS	Introduction of Choice Based Credit System (CBCS) in Undergradual level of Dibrugarh University during this session
PG Class in Commerce	Introduction of Post Graduate Program

	in Commerce (M.Com. Regular Course) of Dibrugarh university in the College campus
National Workshop	National level Workshop on Bangla Banan Bidhi in association with Bengali department with 96 participants on 1-5 July, 2019
Seminars / Training programme	(a) Knowledge Sharing Programme on Effective Classroom management in association with IBS Business School on 23rd August, 2019 with 31 participants, (b) Seminar on Job Guaranteed Courses to Build Career conducted in association with North East ICA Eduskills (RP- Mr Rakesh Ram,Sr FSM)
Field Trip/ Excursion Tour	(a) Educational Excursion Tour to Gangtok, Sikkim on 4-11 January, 2020, (b) Field Trip to DICC by International Business speciality studenrs
Various activities and celebrations	Celebration of 73rd Independence Day, International Mother Language Day, Distribution of food and cloth materials to poor people in Dibrugarh town area, Free Eye Check up camp, Educational Excursion Tour to Gangtok, Sikkim, Field Trip to DICC by International Business speciality students
Career Counselling for Students	Awareness Programe on Career opportunities in Commerce after 10+2 for the Senior Secondary Students in association with KL University, Andhra Pradesh,
Webinars	(a) Webinar on Soft Skill and Personality in association with Equal opportunity Cell (RP- Prof. P Bezborah), (b) Webinar on Unleasing the Potential in Post Pandemic Environmemnt in association with ICGC
Social work/ Off campus acivities	(a) Free Eye Check up camp in association with Commerce Department, (b) Distribution of food and cloth materials to poor people in Dibrugarh town area
Workshop	National level Workshop on Bangla Banan Bidhi in association with Bengali department
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body, DHSK Commerce College	07-Jan-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	22-Jun-2020
17. Does the Institution have Management Information System ?	No

<div align="center">Part B</div>

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

On the basis of the mutually divided curriculum portion, at the session beginning, the teachers follow the chalked out departments teaching plans, keeping sufficient revision time for learners after course completion. Remedial and tutorial classes are slotted in the class routine for slow learners and eager students and accordingly remedial classes are undertaken. At the start of the new academic session 1st Semester classes, orientation programmes are organized where students are acquainted with their semester courses as well as College and University regulations. Syllabi, reading lists and question banks are supplied to the students by the respective teachers and department. The departments maintain class log books/ diaries to keep track of course progression. The Department Heads discuss about the progress of the course with the Department faculty regularly. Students are asked if they are getting suitable books/other study materials related to the topics taught in class. Teachers help students by supplying necessary books from the departmental library and e-resources as and when necessary. In order to test the curriculum delivery and its impact on the students two in-semester written tests are taken in every semester. After evaluation the answer scripts of the students are returned to them so that they can realize their individual strength and weakness and can prepare themselves better for the future exams. The answer scripts and the scores of the students are preserved in the department for onward transmission to the University if and when sought for. Various ICT based curriculum delivery tools are being used by the teachers, particularly since March 2020. Faculty overcome challenges posed by corona pandemic by engaging students by online teaching with the help of online teaching mode such as Zoom meeting, Google classroom etc.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene	Skill Development

			urship		
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MCom	M.Com. in Finance	01/07/2019
MCom	M.Com. in Marketing	01/07/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	B.Com. Honours	01/07/2019
MCom	M.Com in Finance	01/07/2019
MCom	M.Com in marketing	01/07/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	19	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nill	Nill
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	B.Com. in Accounting & Finance	105
BCom	B.Com. in Marketing	93
BCom	B.Com. in Banking & Insurance	20
BCom	B.Com. in HRM	36
BCom	B.Com. in International Business	19
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nill
Alumni	Yes

Parents	Yes

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

Feedback Obtained
DHSK Commerce College keeps the system of collecting structured feedback from different stakeholders. Feedback is collected from the students, teachers and parents. Separate set of questions are asked to each stakeholders through printed/ online feedback Questionnaire. After the feedback Questionnaires are collected, responses of the respondents are classified and tabulated. Simple statistical tools are used to analyze and interpret the findings from the feedback questionnaires submitted by the respondents. Graphic representation of the findings are arranged in order to provide with an easily understandable and immediate impression of the totality of facts. The findings of the feedback collection, analysis and interpretation process is intimated to different authority centers associated with the administration, management and development of the institution. Such authorities include the Governing Body, the Principal, the IQAC, the Teachers Unit, the Librarian etc. On the basis of the response from the students, parents and teachers, various corrective and developmental initiatives are undertaken from time to time. Following are some of the activities that have been undertaken by the authority during the session in order to improve the experience of the stakeholders. 1. Introduction of Post Graduate course in Commerce with specialization in Finance and Marketing 2. Ensuring completion of course in time though online mode during Corona pandemic. 3.. Provision for Tutorial and remedial classes by respective department. 4. organised different seminars /workshop/ talk programmes/ Career Counselling programmes etc for students and teachers, 5. organised field trips and educational trips for students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	B.Com. Honours	1195	1500	1195
MCom	M.Com in Finance and M. Com in Marketing	20	35	20
		View File		

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1195	20	22	1	14

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
36	30	36	7	7	10

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The College has a Mentor Mentee Cell which provides an efficient mentoring system by which a group of students are assigned to a teacher at the commencement of the program. The Mentors meet their students and guide them with their studies and extracurricular activities. They also provide advice relating to selection of major, career guidance, academic and personal problems. The mentors act as guides to the students during their study period and preparation projects. The mentoring system ensures that the students adapt to the dynamic learning environment and lead their ways into highly successful careers. The institute has an integrated mentoring system where the faculty acts as a link between the students and the institution and perform the following functions: (a) Mentors are assigned to observe and guide students all through their study period (b) Mentors coordinate with the parents regarding the progress of the students. (c) Mentors also keep track of the mentees' performance in various exams by continuous interaction with them (d) Mentors communicate with fellow faculty and promote mentees at the time of difficulty / opportunity to help them develop further in their areas of interest. Students mentoring system has given the following benefits: (i) Improves the students' confidence and challenges them by setting higher goals, taking risks and ultimately guiding them to achieve higher levels. (ii) Helps in students recognition and encouragement. (iii) Psychosocial support at the time of need. (iv) Regular advice on balancing of academic and professional responsibilities. (v) Mentors act as role models and facilitate leadership by developing the interpersonal skills and helping students thrive in competitive environments. (vi) Students get access to a support system (Mentors) during the crucial stages of their academic development. (vii) Students get an insider's perspective on navigating their career in the right channel. (viii) The mentees also get a direct access to some resources from their mentors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
403	36	1:11

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
26	24	2	3	12

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. KM Bhagawati	Principal	Best Blood Donor of Dibrugarh
2019	Dr. Ipsita Bhattacharyya	Assistant Professor	UGC Travel Grant
2020	Dr. Bidisha Mahanta	Assistant Professor	Best Short Story Writer

| 2019 | Keshabananda Haloi | Assistant Professor | State NSS Award |

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	BCOM in	2019-2020	15/10/2020	14/12/2020
BCom	BCOM in	2019-2020	15/10/2020	14/12/2020
BCom	BCOM in	2019-2020	15/10/2020	14/12/2020
BCom	BCOM in	2019-2020	15/10/2020	14/12/2020
BCom	BCOM in	2019-2020	15/10/2020	14/12/2020
BCom	BCOM General	2019-2020	15/10/2020	14/12/2020

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

To maintain the continuous evaluation of the students per semester, an Examination Committee is formed by the authority every year. The Examination Committee looks into various evaluation factors and approach and accordingly confirmed in the meeting. Recommendations from the faculties are duly considered, discussed and incorporated (on the basis of feasibility) in concluding the policy framework. The respective department maintains the internal assessment database and accordingly the final statements of the students are handed over to the examination committee for further process. Over the period of time the departments have started evaluating student's attendance twice in a semester. The performance of a student in attendance is reported in College notice board, indicating the student to maintain regularity in the class attendance. On marking the Internal Assessment of a student, a significant aggregate of attendance is carried over to the final marks of a student. Moreover, the departments conduct seminar, group discussion and viva-voce in order to assess the performance of student in semester system. The internal examination is evaluated in the following modes: a) Theoretical examination: question setting and evaluation is conducted by departmental teachers. b) Seminar presentation/ assignment: On syllabus oriented topics, selected by teachers, students prepare slides by their own and deliver seminar in multimedia smart room of our college. Assignments are submitted to respective teachers. c) viva-voce: taken by faculties of respective department

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar for the B.Com programme in the present semester system is administered by the Dibrugarh University and is published for each academic session. The academic calendar issued by the affiliating university forms the basis for designing College academic calendar. The College conducts all examination as per Dibrugarh University schedule with well equipped infrastructure. The examination conduction is effectively monitored as per the guidelines are given by the university. The College has taken following measures to ensure the effective implementation of the evaluation reforms introduced by the University. The College has an examination committee for

smooth conduct of the in semester and end semester examinations. The Examination Committee meets periodically to discuss all the examination related matters. The institute ensures an effective implementation of in semester examinations by displaying their results at the earliest. The students can see their evaluation and discuss the same with concerned faculty. The assessment of viva, seminar presentation, group discussion, home assignment, project work is carried out by the faculty in consultation with head of the subject concerned. The marks are entered through university mark sheet, are authenticated by the head of the Institute, and displayed on notice boards to maintain transparency. All the teachers are provided with Teachers Diary to record their day to day College activities in systematic way

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.dhskcommercecollege.edu.in/webportal/CourseOutcome

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BCOM	BCom	B.Com. General	67	40	59.70
BCOM	BCom	B.Com. in Accounting & Finance	104	94	90.38
BCOM	BCom	B.Com. in Marketing	94	76	80.85
BCOM	BCom	B.Com. in International Business	20	15	75.00
BCOM	BCom	B.Com. in Banking & Insurance	20	15	75.00
BCOM	BCom	B.Com. in HRM	43	40	93.02
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.dhskcommercecollege.edu.in/webportal/Feedback

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	Not available	0	0

Any Other (Specify)	0	Not available	0	0
International Projects	0	Not available	0	0
Students Research Projects (Other than compulsory by the University)	0	Not available	0	0
Projects sponsored by the University	0	Not available	0	0
Industry sponsored Projects	0	Not available	0	0
Interdiscipli nary Projects	0	Not available	0	0
Minor Projects	0	Not available	0	0
Major Projects	0	Not available	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
National Level Workshop on 'Intellectual Property Right'	IQAC	22/06/2019
National Level Workshop on Bangla Banan Bidhi in association with Bengali department	IQAC and Department of Bengali	01/07/2019
Faculty Knowledge Sharing Programme on Effective Classroom management in association with IBS Business School	IQAC and ICFAI Business School, Kolkata	23/08/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	Not	Nill	0	0	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Not applicable	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Economics	1	Nill
National	Economics	1	Nill
National	Hindi	1	Nill
National	Commerce	1	Nill
[View File](#)			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	1
Economics	3
Statistics	2
Accountancy	1
[View File](#)	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	2019	0	NA	Nill
NA	NA	NA	2020	0	NA	Nill
[View File](#)						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nill	Nill	Nill	2019	Nill	Nill	Nill
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	49	1	Nill
Presented papers	Nill	4	Nill	Nill
Resource persons	Nill	Nill	Nill	Nill

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Campus Cleaning Activity	NSS DHSK Commerce College	2	19
Orientation Programme for newly enrolled NSS volunteers	NSS DHSK Commerce College	9	88
Start up India Programme	NSS DHSK Commerce College	2	73
NSS Day celebration	NSS DHSK Commerce College	8	77
Cloth donating and Food distribution program among street beggars of Dibrugarh town	NSS DHSK Commerce College	4	27
National Voters Service Portal awareness program	NSS DHSK Commerce College	2	39
Street play on awareness of HIV / AIDS	NSS DHSK Commerce College	12	50
Observation of World AIDS Day, 2019	NSS DHSK Commerce College	11	150
Kargil Vijay Diwas – Salute to our Heros	NCC DHSK Commerce College	1	75
Cleanliness Drive on SWACHHATA HI SEWA	NCC DHSK Commerce College	1	101

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS	Assam State NSS Award 2018-19	Assam State NSS Cell and Directorate of Sports and Youth Welfare Assam	101

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat	NSS DHSK Commerce College	Campus Cleaning Activity	2	19
Voters Awareness Programme	NSS DHSK Commerce College	National Voters Service Portal awareness program	2	39
Aids Awareness	NSS DHSK Commerce College	Street play on awareness of HIV / AIDS	12	50
Aids Awareness	NSS DHSK Commerce College	Observation of World AIDS Day, 2019	11	150
Voters Awareness Programme	NSS DHSK Commerce College	Celebration of National Voter's day, 2020	3	88
Awareness program on Covid19	NSS DHSK Commerce College	Awareness program on Covid-19	14	Nill
Swachh Bharat	NCC DHSK Commerce College	Cleanliness Drive on SWACHHATA HI SEWA	1	101
Swachh Bharat	NCC DHSK Commerce College	Campus Cleanliness Drive	1	10
Swachh Bharat	NCC DHSK Commerce College	Swacchta Pakhwada.	1	10
Awareness program on Covid19	NCC DHSK Commerce College	Covid-19 Training for NCC Cadets	1	29
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nill	Nill	0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Univerity of Science and Technology Meghalaya (USTM)	24/10/2019	To establish close linkage between USTM and DHSK Commerce College to collaborate different students activities including such as sports, seminars, workshops etc.	3

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5182621	5182621

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	Existing
Laboratories	Nill
Class rooms	Newly Added
Campus Area	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing

Video Centre	Nill
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Others	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL 2.0	Partially	2.12	2020
DSPACE	Partially	DSPACE	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20631	5548954	Nill	Nill	20631	5548954
Reference Books	8608	Nill	10	1550	8618	1550
e-Books	313500	Nill	Nill	Nill	313500	Nill
Journals	12	16158	3	10742	15	26900
e-Journals	6000	5900	Nill	Nill	6000	5900
Digital Database	22038	Nill	100	Nill	22138	Nill
CD & Video	46	Nill	12	Nill	58	Nill
Others(specify)	12	22421	Nill	Nill	12	22421
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Jecob Konwar	YouTube learning materials	Google You tube	10/11/2020
Dr. Ajit Goswami	YouTube learning materials	Google You tube	15/06/2020
Dr. Kasturi Saikia	YouTube learning materials	Google You tube	29/05/2020

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	55	1	55	2	1	8	20	2	0
Added	0	0	0	0	0	0	0	0	0
Total	55	1	55	2	1	8	20	2	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	**NIL**

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
1228057.18	1228057.18	5566094.85	5566094.85

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

DHSK Commerce College tries for best allocation and utilization of the available financial and academic resources for maintenance and conservation of various facilities by organizing regular meetings of different committees constituted for this purpose and using the grants received by the college from different agencies as per the guidelines, requirements and in the interest of the institution as a whole. Library: At the time of purchase of books, the requirement of books is obtained from the concerned departments and Heads of department are involved in the process of selection of books and finding out its requirements. The finalized list of the required books is duly approved by the Librarian and Principal. In the beginning of each academic session, students are directed to register themselves in library to use INFLIBNET and to avail different benefits of using library resources. The Library has special guest room facility for guest and physically challenged students. IQAC collects feedback from students and their continuous response helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in their respective examinations. The proper account of visitors (students and staff) on daily basis is maintained. Other issues such as weeding out of old titles, schedule of issue, return of books etc are resolved by the library committee. Sports: Regarding the maintenance of indoor Badminton/ Basket Ball court / TT Courts /Gym on the college sports in charge of respective member of students union. During the session 2019 2020, College team has participated in inter college

sports organized by the Dibrugarh University. Computers: Presently, a Computer Centre is functioning with 19 students who have enrolled in Diploma in Computer Application Course. College funds are used to maintain computers in the college. Computer maintenance is done regularly and non repairable systems are disposed off. Classrooms: The College has a construction committee for maintenance and upkeep of infrastructure. At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other. The College development fund is utilized for maintenance and minor repairing of furniture and other electrical equipment. With the help of the two full time sweepers cleanliness of class rooms is maintained. They are well equipped with modern tools of cleaning such as mops, gloves and vacuum cleaner. A complaint register is maintained in the office in which students as well as faculty can register their problems which are resolved within a set time frame. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms. There are technicians, masons, plumbers, carpenters deputed by the management on regular basis to ensure the maintenance of classrooms and related infrastructure.

http://www.dhskcommercecollege.edu.in/webportal/Infrastructure

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Sashanka Dhar Rajkhowa Award, A.K. Sarmah Memorial Award, K.P. Sahu Memorial Award	3	4000
Financial Support from Other Sources			
a) National	Arunachal Pradesh State Stipend Scheme, Ishan Uday Special Scholarship, Post Matric Scholarship to OBC students, Free admission scheme for BPL student	354	5438230
b)International	Nil	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Covid-19 Training for NCC Cadets	22/04/2020	29	Ministry of Ayush, IGOT-Health, Govt. of India and NCC, DHSK Commerce College

Webinar: The cadet Programme	31/05/2020	30	Directorate General of NCC, Ministry of Home Defence
Webinar for students on Soft Skill and Personality in association with Equal opportunity Cell	15/06/2020	50	Equal Opportunity Cell, DHSK Commerce College
International Day of Yoga	21/06/2020	30	10th Assam BN, NCC, Dibrugarh
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Awareness Programe on Career op portunities in Commerce after 102 for the Senior Secon dary Student s in association with KL University, Andhra Pradesh	2	83	2	2
2020	Seminar on Job Guaranteed Courses to Build Career conducted in association with North East ICA Eduskills	2	65	2	2
2020	Career Guidance Programme in association with ICGC	2	86	2	2
2020	A talk on career	1	43	1	1

| 2019 | Career Counselling session for final semester students conducted by Mr Rupam Saikia, Kajiranga University, Assam. | 1 | 25 | 1 | 1 |

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	Nill	Nill	HDFCBANK K OTALLIFEINSU RANCE SBI AGVB DMB, BA RASSOCIATION BAJAJFIN	12	12

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	43	DHSK Commerce College	Department of Accountancy, Banking & Insurance, Marketing, HRM and Inte rnational Business	Dibrugarh University,D HSK Commerce College PG Department	M.Com., MBA

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)	
Items	Number of students selected/ qualifying
NET	1
Any Other	2

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual College Week Festival	College Level	1000
Inter College Chess Championship	University Level	150

No file uploaded.

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Gold	National	1	Nill	Nill	Rebajyoti Handique
2020	Gold	National	1	Nill	Nill	Rebajyoti Handique
2019	Gold	National	1	Nill	Nill	Tahir Hussain
2019	Gold	International	1	Nill	Nill	Tahir Hussain
2019	Gold	National	1	Nill	Nill	Suhil Dasgupta
2020	Bronze	National	1	Nill	Nill	Suhil Dasgupta
2020	Silver	National	1	Nill	Nill	Suhil Dasgupta
2020	Bronze	National	1	Nill	Nill	Tahir Hussain
2019	Bronze	National	1	Nill	Nill	Sarbartha Gupta
2019	Gold	National	1	Nill	Nill	Sarbartha Gupta

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

DHSK Commerce College has a well functional Students' Union Body representing the students of the college. It plays a leading role in augmentation of various academic, extracurricular, sports, culture and administrative activities for the benefit and welfare of students community. The Union organized a successful oath taking ceremony for various elected student representative of various portfolios on 15th October, 2019. The college administration along with the student's Union body have actively solved many problems of the student's like admission, availability of resources etc. Various committees like IQAC, Grievance Redressal Cell Committee, Anti Ragging Committee, Internal Complaints Committee etc. have students' nominees along with faculty members for smooth functioning of the College. Students unions representation have participated in the following activities during 2019 2020: 1. Celebration of Dr. Bhupen Hazarika Death Anniversary on 5th November, 2019. 2. Celebration of Silpi divas on 17th January, 2020. 3. Celebration of Netaji Birthday on 23rd January, 2020. 4. Organized a cloth distribution programme along with NSS unit on 2nd October, 2019. 5. Collection money for helping cancer patient Rishab Dutta with the help of Dharini 6. Organized an online dancing, drawing, singing and essay writing competition during Lockdown. 7. Organized a webinar with the help of Department of Economics in collaboration with All Assam Librarian association 8. Organized a online awareness programme on fights against corona on 4th May, 2020. 9. Celebrated World environmental day on 5th June, 2020. 10. Celebrate World Yoga day on 21st June, 2020 11. Organised a online awareness campaign for saving Dihing Patakai 12. Organised a 10 days workshop from 1/02/20 to 10/02/20 for students who participated in Youth Festival.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

3588

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

28800

5.4.4 – Meetings/activities organized by Alumni Association :

No Alumni meeting held during this year

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization Practice in the College: The College follows a system of providing operational autonomy to various functionaries in order to ensure a decentralized management system. 1. Decentralization and participative management at Administrative Level: Principal is the secretary of the Governing Body and chairperson of the IQAC. The Principal in consultation with the faculty nominates different committees for planning and implementation of various academic, administrative and other policies. All academic and administrative policies are based on the unanimous decision of the governing body, the IQAC and the teachers unit. Sufficient autonomy is provided to

departments in allocation of classes, organizing workshops, seminars, participation in faculty development programmes, granting of duty leaves etc. Financial freedom is being provided to the Principal through the Governing Body. Each department is provided with finance to meet immediate departmental needs such as purchase of books, bookshelves, printing and stationery materials etc. The Principal organises meetings with HOD's to discuss various academic, co curricular and extracurricular activities. The various events such as Annual College Week celebrations, Fresher's Social, Saraswati Puja, Alumni Association meetings, Independence day, Republic Day celebration etc, are held with the involvement of HODs, faculty and students. Suggestions of Heads of the departments are perceived well by the authority. 2. Decentralization and participative management at HOD and Faculty level: Faculty members are given representation in various committees/cells nominated by the Teachers unit, in the Governing body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. The Heads of Departments are authorized to distribute work plan load of the department to faculty in such a way to exhibit their talent and skill. Consequently, they get job satisfaction and feel motivated to perform even better. Again by following this type of decentralized leadership model, each and every department of the institute is being able to get the much needed autonomy and flexibility. Other active units of the college such as NCC, NSS, ICGC, IQAC, Women Cell, EOC, library etc. has operational autonomy under the guidance of senior faculty members since it involves students from various departments. Every department hold departmental meetings, where internal issues within the department are discussed. Thus delegation of authority in a decentralized way does not develop only one individual but facilitates the development of the organization as a whole. The College encourages the culture of participative management at the different levels of the organization and the governing body, principal Teachers Unit, Students Union Body and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admissions, examinations, disciplines, grievance redrassal, support services, finance etc. Functional level: Faculties share knowledge among themselves, students and staff members while working for a committee. Teachers are involved in research activities and have published papers Operational level: The Principal interacts with government and external agencies where faculty members maintain interactions with the other departments and the affiliating university where Students and office

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

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	DHSK Commerce College follows the admission rules framed by the Dibrugarh University and State Government. The admission process of 2019 2020 was conducted through online mode and students had to be physically present during the counselling. For 2019 2020, the entire admission and registration process is completed through online. Admission of students commenced in May 2019 for 2019 2020 after declaration of results of 10 plus 2 examinations by

	different boards and the first merit list was prepared on 1st week of June, 2019 according to the merit index online. The online admission process has ensured a transparent process and students have been admitted on the basis of merit and governments reservation quota norms.
Industry Interaction / Collaboration	(a) Educational Excursion Tour to Gangtok, Sikkim was undertaken on 4-11 January 2020 with 55 students, (b) Field Trip to DICC organised by International Business speciality students on 13th Feb 2020 (c) Few faculty members have collaborated with national and international eminent academicians and researchers and published research papers in the current year
Examination and Evaluation	Universitys End - semester examinations are conducted by the affiliating university. The College conducts In - semester examinations for internal assessment and evaluation of students as per the Dibrugarh University guidelines. Class tests,students seminars, viva-voce, interactive sessions, talk programmes by external experts, practical examinations, debates etc are conducted by respective departments to evaluate the students. The Examination Committee is formed in every academic session for the smooth conduct of different examinations.
Curriculum Development	The affiliating university i.e. Dibrugarh University designs and develop curriculum. The Principal and Faculty members interact with the university and provide their views related to curriculum development at the time of designing new curriculum.
Teaching and Learning	Regular theoretical and practical classes are taken by teachers in classical chalk - talk system as well as ICT tools are used by all teachers. During Corona pandemic and lock down period, teachers engaged classes through various online platforms such as Zoom, Google Classroom etc. College organize Guardians' meeting and Students' feedback is taken yearly. Remedial classes are taken for the slow learners. Special lecture are organized by department from time to time. Field tours organized by NSS for economic

	survey of villages. Excursion tours are organised every year to different parts of India
Research and Development	(a) IQAC have organised a National workshop on Intellectual Bangla Bidhan Bidhi on 1 - 5 July, 2019 by inviting resource person from DU and nearby colleges (b) Information about Seminars and Workshops are provided to Teachers and they are encouraged to participate in them. They are also encouraged for publications. (c) Teachers are advised to arrange National level seminars, workshops and conferences etc.
Library, ICT and Physical Infrastructure / Instrumentation	(a) College encourages the use of ICT based techniques of study by all teachers and for encouraging this, College has provided Laptops and sesktop computers have been allotted to all departments from the College fund. (b) NLIST / INFLIBNET service have been purchased for browsing of publications. (c) College Library has been computerized and Digital Space (DSpace) and equipped with e-books, journals for students, Faculties as well as administrative staffs. (d) Online applications process is conducted and students' records are maintained in softwares.
Human Resource Management	(a) Teachers of the College are encouraged to participate in Refresher Courses, Orientation programmes, training, workshops and other faculty development programmes. (b) Various sub committees set up in the College and members are nominated from faculty, office staff and students union to optimize academic and administrative activities (c) Students are encouraged to participate in seminars, special lectures, field tours, quiz, debate etc to increase their skill and experience. (d) College organized number of workshops/ Webinars/ Talk programmes to enrich students and staff during the academic year 2019 2020

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

E-governace area	Details
Planning and Development	College provides Internet access to all departments in the college through Wi- Fi system b) Library automation is under process
Administration	a) College uploads all Circulars and notices in the college website and

	communicated to different departments and students through email from the office of the Principal and IQAC b) The College administrative office is fully computerized c)The College website is updated on regular basis
Finance and Accounts	Salary of faculty members and staff is transferred directly to their bank accounts. Salary bills are submitted to the Dibrugarh treasury office through software. Students scholarships are directly credited to the concerned beneficiaries bank account.
Student Admission and Support	(a) Applications from students are invited for admission into different courses through the online admission portal (b) Merit list is prepared and uploaded in the college web portal by the Admission Committee (c) Admission and Counselling is scheduled based on the merit list of candidates (d) contact numbers and emails of all members of Anti Ragging Committee, disciplinary and Internal Complaints Committee have been uploaded to the college website and students can communicate to the members through email
Examination	All types of examination related works such as form fill up and fees collection from students are done through online system. The End semester examinations of 2020 under Dibrugarh University were held through online and offline mode due to covid19 pandemic.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr. TP Upadhyaya	NAAC Sponsored Workshop on Student participation in Quality Assurance in Higher Education organised by Margherita College	Margherita College	500

2020	Dr Jecob Konwar	NAAC Sponsored Workshop on Student participation in Quality Assurance in Higher Education organised by Margherita College	Margherita College	500

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NIL	NA	Nill	Nill	Nill	Nill
2020	NIL	NA	Nill	Nill	Nill	Nill

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Five Day National Level workshop on Bangla Banan Bidhi organised by iqac, dhsk commerce college in association with Nikhil Bharat Banga Sahitya Sanmelan	2	01/07/2019	05/07/2019	5
Two weeks FDP on managing online classes and co creating moocs:2.0 organised by Ramanujan College, Delhi University and	2	18/05/2020	03/06/2020	15

sponsored by MHRD.				
One Week Online National Level Faculty Development Programme (FDP) on Contemporary Issues in Business Studies, organised by Deptt. of Commerce, Dibrugarh University.	2	01/06/2020	07/06/2020	7
Seven Day FDP on Preparation of Self Learning Materials for University and College Learners organised by Dibrugarh University.	3	12/05/2020	18/05/2020	7
Induction / Orientation Programme for " Faculty in universities / Colleges / institutes of Higher education" Organised by Teaching Learning Centre, Ramanujan College, University of Delhi	2	04/06/2020	01/07/2020	28
Swayam ARPIT online Course, equivalent to a Refresher Course of 14 days duration conducted as per UGC guidelines, organized by UGC - HRDC, University of	2	05/10/2020	20/10/2020	14

Kerela, Kerela.				
3rd Summer School in Behavioural Finance (in Online mode) organized by Indian Institute of Information Technology, Allahabad (Prayagraj), Uttar Pradesh-211015.	2	15/06/2020	19/06/2020	5
One Week Faculty development programme on Behavioral Re modelling and Use of ICT tools for Classroom Delivery of Teachers organised by EICT academy IIT Guwahati in association with DHSK College, Dibrugarh	2	01/07/2020	06/07/2020	6
One Week Faculty International E-Workshop on "Contemporary Critical Trends in Literature" organized by Department of English, Pondicherry University.	1	22/06/2020	28/06/2020	7
Seven Day FDP on Preparation of Self Learning Materials for University and College Learners organised by Dibrugarh University.	1	12/05/2020	18/05/2020	7

| 6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment): |||||

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	3	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
About 15 Welfare schemes are available such as Govt Provident Fund, GSLI, Group Insurance Scheme, National Pension Scheme, Earned Leave,Casual Leave, Child Care Leave, Maternity and Paternity leave, Gratuity, DKCCEW Society Fund, Free WiFi, Ward quota in admission, Day Care Center, Canteen, Leave Encasement Benefit etc.	About 15 Welfare schemes are available such as Govt Provident Fund, GSLI, Group Insurance Scheme, National Pension Scheme, Earned Leave,Casual Leave, Child Care Leave, Maternity and Paternity leave, Gratuity, DKCCEW Society Fund, Free WiFi, Ward quota in admission, Day Care Center, Canteen, Leave Encasement Benefit etc.	About 6 Welfare schemes are available for students such as Free admission, Free WiFi, Insurance, Book Bank facility, Scholarship, Excursion etc

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

DHSK Commerce College conducts internal financial audits on a regular basis in order to evaluate the adequacy of internal control systems and proper utilization of financial resources. Thus, an audit includes examining, evidence supporting the amounts and disclosures in the financial statements. An audit also includes an assessment of the accounting principles used by the college in spending both internal and external financial resources available with the college during a given period of time. Moreover significant estimates made by the college management as well as an evaluation of the overall financial statement includes under audit. Methodology of audit in our institution consists of appointing of auditor with due permission from the President of the Governing Body and then checking of all bank and cash transactions, scrutiny of ledger, analysis of stock register, cash book, advance register, scrutiny of all other documents relating to purchase of various assets and expenditure made by the college during the period of audit. In the institution, Internal Audit of financial matters is carried out by the Audit Officer of Local Accounts, Government of Assam. In this regard, accounts section of the College provides all necessary books of accounts and information as required for the purpose of audit. After the completion of audit a detailed report is prepared by the auditor with all necessary suggestions and objections if any with direction to take necessary correction. Then the report is placed in the meeting of the Governing Body for approval and acceptance. The Members after discussion and consideration on the audited statements and report provide suggestion in this regard for future improvement.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose

Funds received from Director of ASTEC for College Eco Club, Contribution from Alumni	33800	College ECO club, Alumni Association
No file uploaded.		

6.4.3 – Total corpus fund generated

33800

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

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

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

a) Regular parent Teachers meeting were organised at department levels. b) Faculty members maintain attendance record of students. If any student shows poor attendance, then parents are informed about the same by faculty members and Principal and subsequently meetings are arranged by the college authority with the parents. c) In almost all cases, parents provide essential support and care to ensure proper attendance of their ward.

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

a) The College provides residential quarters for support staff in College campus and in girls hostel b) Creche facility is provided to children of College staff c) College building and infrastructure facilities are being provided for the use of wards of support staff after college hours d) Financial assistance is provided to economically poor staff and their family members at the time of death or emergency by collecting from teachers and non teaching staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

a) Construction of a new multipurpose multi storied building at college campus with the provisions of auditorium, video conferencing hall, class rooms, toilet blocks etc. b) Renovation of existing classrooms under ground floor by fitting tiles and new window panels c) Renovation of College Library by extension of library area to accommodate more books and reading area. d) Purchase of text books and reference books for library and department e) Setting up of a computer lab in the College with 50 computers f) Construction of new Gym in the ground floor g) Improvement of College's Banipur Land by constructing new boundary wall and earth filling h) Construction of first floor of College Girls hostel to accommodate more number of students i) Number of environment friendly initiatives organised by NSS by ensuring participation of maximum students

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	National level Workshop on Bangla Banan Bidhi in association with Bengali department	01/07/2019	01/07/2019	05/07/2019	96
2019	Faculty Knowledge Sharing Programme on Effective Classroom management in association with IBS Business School	23/08/2019	23/08/2019	23/08/2019	31
2019	Awareness Programe on Career op portunities in Commerce after 102 for the Senior Secon dary Student s in association with KL University, Andhra Pradesh	18/11/2019	18/11/2019	18/11/2019	81
2020	Seminar on Job Guaranteed Courses to Build Career conducted in association with North East ICA Eduskills (RP- Mr Rakesh Ram,Sr FSM)	21/01/2020	21/01/2020	21/01/2020	65
2020	Internatio nal Mother Language Day in association with Bengali	21/02/2020	21/02/2020	21/02/2020	70

	Department				
2020	A talk on career Counselling by Indrapal Singh, Sri Sukhmani Institute of Management (SSIM) Delhi	26/02/2020	26/02/2020	26/02/2020	43
2020	Webinar for students on Soft Skill and Personality in association with Equal opportunity Cell, Resource Person Prof. P Bezborah, Dibrugarh University	15/06/2020	15/06/2020	15/06/2020	50
2020	Webinar on Unleasing the Potential in Post Pandemic Environmemnt in association with ICGC	16/06/2020	16/06/2020	16/06/2020	68
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Essay writing Competition organised by Dharitri, Womens cell DHSK Commerce College	27/02/2020	27/02/2020	7	3
Competition on poetry writing	25/02/2020	25/02/2020	10	4

organised by Dharitri, Womens cell DHSK Commerce College							
Jeetkuneto Martial Self Defense Training	03/03/2020	21/03/2020		8		1	

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The College take efforts for making students aware about environmental issues in and around the locality. The College also annually observes the World Environment Day every year. Recently, college has taken initiatives to replace general bulbs with LED bulbs for energy conservation and reduce thereby the operating cost. Initiatives has been taken for installation of solar panels in the college campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Physical facilities	Yes	1
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	1	21/03/2020	1	Awarness programme on Corona Virus	1	20
2019	1	1	01/12/2019	1	World Aids Day Observation	1	98
2019	1	1	02/10/2019	1	Food Distribution and cloth Donating programme	1	30
2019	1	1	05/11/2019	1	Free Eye Check	1	120

2019	1	1	07/09/2019	1	up camp	1	77
					Programme on Startup India		
2019	1	1	18/03/2020	1	Hand Washing Programme	1	30
2019	1	1	31/10/2019	1	Street Play on Awareness on HIV AIDS organised by ASACS	1	62
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code Of Conduct of D.H.S.K commerce College	01/07/2019	The college is affiliated to Dibrugarh University and as such, it is liable to follow all the rules and regulations framed by the affiliating university and the Government of Assam in discharging duties. So, the code and professional ethics for Principal, Teachers, non teaching staff and Governing Body are governed by relevant Act, and Provisions of State Govt. issued from time to time. Moreover, the UGC recommended code of ethics is equally applicable for the teachers and Principals drawing UGCs' scale of pay. The code of conduct for students is framed by the college in consideration of the need of the college and this Code shall apply to all kinds of conduct of students that occurs on the Institute premises including in University sponsored activities, functions hosted by other recognized student

organizations and any off campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation. Our institute believes in promoting a safe and efficient climate by enforcing behavioral standards and all students uphold academic integrity, respect all persons and their rights and property and safety of others.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Mother Language Day	21/02/2020	21/02/2020	71
National Voters Day	25/01/2020	25/01/2020	97
Awareness Programme on National Voters Service Portal	14/10/2019	14/10/2019	39
Quiz Competition on Indian constitution	27/01/2020	27/01/2020	29
Celebration of Gandhi Jayanti	02/10/2019	02/10/2019	31
Celebration of NSS Day	24/09/2019	24/09/2019	83
Blood Donation Awareness Programme	08/08/2019	08/08/2019	88
Campus Cleaning Activity	14/08/2019	14/08/2019	19
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. College has installed energy saver LED bulbs / tube lights place of normal/incandescent bulbs for energy conservation 2. College has declared the campus as "plastic free" zone 3. The college campus has been declared as a 'Tobacco Free Campus' notifying any violation as punishable offence and tobacco smoking, chewing of pan masalas and gutka is prohibited in the college campus. Health hazards caused by tobacco smoking are repeatedly highlighted especially by the NSS unit through different events and awareness programmes 4. Fossil fuels are not used in the campus as well as hostel. Instead, LPG (if needed, electricity too) are being used in the campus including the canteen as well as the hostel for Carbon neutrality) 5. Electronic/ digital modes are being used for the transfer/conveying of information / circulation/ notices etc. to minimize use of paper for energy Conservation/Carbon neutrality) 6. Burning of different wastes materials have been banned in the college campus for carbon

neutrality 7. To keep the environment green, plantation drives are being performed from time to time in the college campus/ Banipur campus of the college and the hostel. 8. The College also celebrates 'World Environment Day' every year by inviting personalities working exclusively in that field to encourage the students. 9. The subject 'Environmental Studies' is being taught as a compulsory subject in the institution for all the undergraduate students. 10. College has an active 'Eco Club' with an aim of creating awareness regarding the relevant issues among the college fraternity .

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

(1) Title of the best practice: National Service Scheme (NSS) (a) Objective: The NSS is a part of our academic, social and personal life as it is the third dimension of education. It lets the students to actively contribute their services for the cause of community and the nation, thus helping to develop their personality, service and attain the traits of a leader of the nation. As such, the NSS is the great platform, where the student youth of the nation may get to involve with real life social activities, and thereby become responsible citizen of our country. (b) The Context: The College 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 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 blood donation, hygiene and prevention of various disease like Cancer, AIDS, Malaria, Diarrhea 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. NSS volunteers conducted a wide range of activities like cleanliness programme, special camp, surveys, observance of important days and awareness campaign. (c) Evidence of Success: It has been observed that the education itself has practical importance in human society. To enjoy a life today 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 helps us in all these respects and mere classroom education, conventional examination cannot give oneself perfect knowledge of society as 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. The ex - NSS volunteers of our College remain in touch with the NSS unit of the College. (d) Problems encountered and resources required: One of the major problems of the NSS is that the goals and objectives of the NSS are numerous and College as well as people has high expectations of the NSS volunteers. The NSS volunteers are supposed to understand the community around, identify its needs and find solutions for them, acquire skills for mobilizing

community participation, acquire leadership qualities and democratic attitude and come forward to tackle the situations created by emergencies or natural disasters. Thus there is a whole list of tasks which are supposed to be done by the NSS volunteers and their mission is truly daunting. At the same time, NSS volunteers do not have all resources at their disposal. They themselves are young boys and girls at colleges and until they get their degrees they have at their disposal a time of three years or so. During this relatively short period of time and within the framework of rules and regulations they have to try hard to realize the numerous goals and objective set before them. Further from the viewpoint of the organizers, volunteers or NSS officials at the College level, there is another very serious problem is that of finance. There is always a shortage of resources and one may be pleasantly surprised if the budget of an institution in a particular year is comfortable if not surplus. (2) Title of the best Practice: Information and Career Guidance Cell (ICGC) (a) Objectives: The basic objectives of this practice are (i) To provide information on various professional and other courses that can be pursued after their graduation. (ii) Conducting short term coaching courses on different competitive exams. (iii) To carry out campus recruitment drives for the college students. (iv)To prepare and equip students with basic skills to face interviews and other selection mechanisms. (b)The Context: The ICGC of our college has actively tried to develop contacts and organize several programmes every year for the benefit of the students of our college. The ICGC has been instrumental in organizing different activities in the college for the benefits of the students' fraternity i.e. Career Counselling, Different Scholarship Tests, various talk programmes related to career guidance as well as financial awareness etc. (c) The Practice: We have listed below some of the activities undertaken by the Cell to give a glimpse of the Practice: on 18th November 2019, an Awareness Program on Career opportunities in Commerce after 102 for the Senior Secondary Students was conducted by Meghali Gogoi Borboruah, K L University, Andhra Pradesh. On 21st January 2020, a seminar on Job Guaranteed courses , on 23rd January 2020, Career Counselling session for final semester students was conducted by Mr Rupam Saikia, Kariranga University, Assam., on 26th Feb, 2020, a talk programme on career Counselling by Indrapal Singh, Sri Sukhmani Institute of Management (SSIM) Delhi and on 16th June 2020, a webinar on the topic "Unleashing the Potentials in Post Pandemic Environment was organized. (d) Evidence of Success: In past few years the ICGC Cell has organized various activities in association with agencies. A considerable number of students graduating from the college have successfully performed in competitive Examinations and have gone to pursue higher studies in Management and many students have also opted for professional courses like Chartered Accountants, Cost Management Accountants and Company Secretary. We often come across recent graduates from the college working in different banks and other public sector organizations. Students who got jobs includes Anup Gupta, Piyali Das, Bishal Hembrom (HDFC Bank), Rupam Dey (Kotak Insurance), Sana Khan, Dhrubajyoti Saha (SBI), Sachin Kumar Sarma (Bajaj finance), Umasmita Pao (UCO Bank) etc. (e) Problems Encountered: It would be helpful to have a steady flow of funds for running the activities of the Cell. Considerable time has to be spent in contacting Resource Persons and arranging the programmes. Some students are not so keen on attending programmes that are outside their Course Syllabus.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.dhskcommercecollege.edu.in/webportal/InstitutionalBestPractices

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

DHSK Commerce College has been continuously thriving to offer quality higher education in commerce and management. The mission and vision statement also incorporates the commitment of the college in teaching - learning, guiding and motivating the students by providing quality education. The performance of the institution is reflected in the results of the B.Com course taught here in both regular (Students intake 823, 949, 986, 1108 and 1195 in last five years respectively) as well as in PG program and the distance mode. Making commerce education accessible to all sections of the society is the first and foremost vision, priority as well thrust of the institution. The success rate in the end semester (regular mode) and annual final/end semester (distance mode) results of the institution in the result lists of the concerned university(s), no doubt, highlight the achievement of this first full fledged college imparting commerce education in the north east. In the final semester B.Com.(Regular) examinations under Dibrugarh University, the institution has been showing encouraging success rate in the last five as well as in the earlier years. The success rate of the final year students were 84, 89, 97, 87 and 99 in 2016, 2017, 2018, 2019 and 2020 respectively. It would be worth mentioning that the success rate of the institution has been comparatively better than the affiliating university and some neighboring colleges. Besides, securing distinctions and ranks in different speciality subjects, every year by some of its students also highlights the academic attainment of the institution. The coeducational institution imparts commerce education in both morning (with specialization in Accounting Finance and Marketing) and Day shift (Both general course and Specialization in Accounting and Finance, Banking and Insurance, Marketing, Human Resource Management and International Business) to make available commerce education in its best form which can be offered by to the best of its capacity in the context of its infrastructure as well as different other facilities. With effect from 2019 2020 academic session, the college has started Post Graduate Programme in Commerce of Dibrugarh University on Regular basis with 20 intake capacity. The college also proudly announces the implementation of Choice Based Credit System (CBCS) programme at Undergraduate level with effect from the current academic year. Presently College is running with more than 1200 students and with 36 teachers, of which 13 have Ph. D. degrees and 9 have M.Phil degrees. The College is operating distance education study centers under Dibrugarh universities and KKHSU to make commerce education more accessible to those who can't afford regular education mode for one or other reasons. The in charge of these study centres with the supports from the coordinators, office staff as well as the teachers concerned have been trying its best to help these learners both male and female of different age, profession, cast, religion etc. to enlighten their lives through spreading higher education.

Provide the weblink of the institution
http://www.dhskcommercecollege.edu.in/webportal/InstitutionalDistinctiveness

8.Future Plans of Actions for Next Academic Year

a) Proposal for construction of a new multipurpose multistoried building at college campus with the provisions of auditorium, video conferencing hall, class rooms, toilet blocks etc. b) Proposal for renovation of existing classrooms under ground floor by fitting tiles and new window panels c) Proposal for renovation of College Library by extension of library area to accommodate more books and reading area. d) To purchase more text books and reference books for library and department e) Proposal for setting up of a computer lab in the College with 50 computers f) Construction of new Gym in the ground floor g) Improvement of College's Banipur Land by constructing new boundary wall and earth filling h) Construction of first floor of College Girls hostel to accommodate more number of students i) To maintenance of clean and green Campus with plastic free zone by

ECO, NCC club and NSS j) To publish peer reviewed research Journal 'Utkarsh' with ISSN number k) To collect and review feedback and suggestions from faculty members, students, alumni and parents and to take actions accordingly l) To improve Wi-Fi connectivity throughout the College campus. m) To organize national level and college level seminars/ webinars/ talk programme for teachers and students with the help of different departments n) To publish a research book on Jyotiprasad Agarwalla with ISBN number o) To preparing for 3rd Cycle of NAAC's assessment and accreditation p) To encouraging teachers to complete their doctoral degrees and to continue research activities through quality publications and research projects q) To construct rain water harvesting system in the college campus r) To encourage various activities such as Yoga, physical exercise, meditation etc related to development of mental and physical fitness of students, faculty and staff s) To increase the number of environment friendly initiatives by NSS, NCC, Women Cell etc. and ensuring participation of maximum students in such initiatives t) To encourage students to engage themselves in online classes organized by teachers from home during corona pandemic.