



YEARLY STATUS REPORT - 2021-2022

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 its own campus?		Yes
• Phone no./Alternate phone no.		03732321653
• Mobile No:		9435908628
• Registered e-mail		dhskcomcol@gmail.com
• Alternate e-mail		kmbcommerce@gmail.com
• Address		K.C. Gogoi Path, P.O. Dibrugarh, District - Dibrugarh
• City/Town		Dibrugarh
• State/UT		Assam
• Pin Code		786001
2.Institutional status		
• Affiliated / Constitution Colleges		Affiliated College
• Type of Institution		Co-education
• Location		Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Dibrugarh University				
• Name of the IQAC Coordinator	Dr. Tanka Prasad Upadhyaya				
• Phone No.	03732321837				
• Alternate phone No.	9435908628				
• Mobile	9435391205				
• IQAC e-mail address	iqacdhscomcol@gmail.com				
• Alternate e-mail address	dhscomcol@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?	No				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.dhskcommercecollege.edu.in/webportal/ac				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	72.25	2004	03/05/2004	02/05/2009
Cycle 2	B	2.48	2018	26/09/2018	25/09/2023
6.Date of Establishment of IQAC			01/01/2005		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	5	
Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
If yes, mention the amount		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Organised an International Workshop on 'Fundamentals of Film-making' in association with ACTA Dibrugarh Zone on 04/05/2022		
Organised two Days National Workshop on Descriptive Data Analysis using open source software in association with Deptt of Mathematics and Statistics on 25-26 April, 2022		
Organised an Interactive Session on Mental Health, Gender Issues and Stress Management in association with ICC on 10/06/2022		
organized International Virtual Workshop Entrepreneurship in hospitality industry: An Achiever's Journey in association with Deptt of Commerce and P.G Deptt on 21/03/2022		
Organised International Talk program on 'How to build a career in Advertising and Marketing' in association with Deptt. of Economics and INBU on 29/05/2022		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Construction of multipurpose multi-storied building at college campus with the provisions of auditorium, video conferencing hall, class rooms, toilet blocks etc.	Construction going on
To organize international level workshops & lecture series, webinars/seminars and college level seminars/ webinars/ talk programme for teachers and students with the help of different departments	Organised
To publish peer reviewed research Journal 'Utkarsh' and edited book ' The Intellect'with ISSN & IBSN number	Published
To collect and review feedback and suggestions from faculty members, students, alumni and parents and to take actions accordingly	Feedback collected, analysed and actions taken accordingly
To conduct academic and administrative audit of the college	Done
To increase the number of environment friendly initiatives by NSS, NCC, Women Cell etc. and ensuring participation of maximum students in such initiatives	initiatevs organized
To conduct green audit of the college, Banipur campus and hostel	Done
13.Whether the AQAR was placed before statutory body?	Yes
Name of the statutory body	

Name	Date of meeting(s)
Governing Body of DHSK Commerce College	18/06/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	29/12/2022

15. Multidisciplinary / interdisciplinary

Though our college is a single stream college, still the college try introduce and organise various lectures and seminars which are of multidisciplinary in nature. We have environmental studies in degree courses which is itself a multidisciplinary course taught by different teachers. Again, one multidisciplinary course is introduced in the non-honours where commerce students have to learn Indian polity, Indian economy, History, Tribal studies etc. our institution has signed MOU with University of Science and Technology, Meghalaya regarding sharing knowledge and transdisciplinary work. An MOU was signed with Sibasagar Commerce College regarding faculty exchange. The institution was working with Kaziranga University in organising an international conference of interdisciplinary nature.

16. Academic bank of credits (ABC):

Our institution is affiliated to Dibrugarh University. Very recently University has taken initiatives on creating Academic Bank of Credit. Phase wise our students will get one academic bank credit account where their credits are stored digitally and they can access it from anywhere.

17. Skill development:

Apart from the skill enhancing courses introduced in the syllabi, we have other add on courses. To enhance the skill of the students different add on courses are introduced in the institution.

Some of them are

1. PGDCA
2. Course on Indian Stock Market
3. Soft Skill courses like Spoken English
4. Course on film appreciation

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
The institution offers three language courses viz Assamese, Hindi and Bengali at undergraduate level. One add on course on film appreciation has been introduced in 2021. Apart from that programmes like one week National Children Theatre Workshop and Assamese poetry recitation workshop, national workshop on multilingual learning etc are organised in the institution during the year.
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
The institution has focus on outcome based education. In the syllabus of each course the aim, objectives and outcomes of the course is clearly mentioned. After completion of B.Com course, it is expected that the students must have the practical knowledge of auditing, income tax calculation, GST calculation etc. The outcome of B.Com course is to make student capable of taking up entrepreneurship by inculcating number of innovative idea. The institution has four number of add on and certificate courses on communicative ability, stock market hospitality industry and computer application which help the students to apply the knowledge in practical lives.
20.Distance education/online education:
In the issue of digital inclusion, the issues and challenges faced by the institution is limited accessibility of digital platform. To become a part of online teaching and accessibility one must need at least an android mobile phone or laptop with good connectivity. However limited number of students have that access and hence participation in online mode is always less than that in offline traditional mode. Moreover, the technical issues like poor connectivity, no connectivity etc sometimes create problems. In case of open and distance learning, although we have two centres the enrolment is relatively less.

Extended Profile

1.Programme

1.1

94

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

File Description	Documents
Data Template	View File

2.Student

2.1 **1399**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **783**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 **404**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **24**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **26**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	94
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1399
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	783
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	404
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	24
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	26
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	23
Total number of Classrooms and Seminar halls	
4.2	11345675
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	86
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

In the beginning of the new academic session, induction programmes are organized for newly enrolled students to acquaint them with their semester courses, CBCS systems as well as College and University regulations. Students are supplied with syllabi, reading materials and question banks by the respective teachers and department. Question papers are stored digitally for easy access of the students. The departments maintain the following records to keep track of students and their progression.

1. Teachers diaries

2. Register

3. Departmental Library

4. Students profile

All the Department Heads discuss about the progress of the course with the Department faculty regularly in the Departmental Committee Meetings. Teachers help students by supplying necessary. In order to test the curriculum delivery and its impact on the student's two in-semester written tests are taken in every semester. After evaluation the answer scripts the performance are discussed. Faculties use innovative techniques like academic quiz, group discussion, micro teaching etc for better understanding and making the teaching attractive. To introduce the students with basic research, project work is given as a part of their internal assessment. Various ICT based tools and online modes are being used by the teachers in curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://static.mycc.in/uploads/2300/website_builder_files/1685171321_academic-calendar-2023-from-jan-to-dec.pdf

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

Being the affiliated college of Dibrugarh University the institution has to follow academic calendar prepared by Dibrugarh University. The institution strictly adheres to the academic calendar published by the university in every session. Accordingly the new classes commenced and two sessional examinations are held. College also follows academic calendar to complete the course curriculum and to organise events like students' union election, college week etc. Part of Internal assessments like viva, group discussion or presentations are prepared following academic calendar and thereby students get them prepared for the end semester examinations. However we have prepared one academic calendar of our own by strictly following the academic calendar of affiliating university i.e. Dibrugarh University

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://static.mycc.in/uploads/2300/website_builder_files/1685171321_academic-calendar-2023-from-jan-to-dec.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

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

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

30

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

30

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Within the limited opportunities available in the prescribed syllabi of the affiliating University, i.e. Dibrugarh University, the College strives to integrate the afore-mentioned cross cutting issues as part of its co-curricular activities.

1. Gender: A number of women and girls inclusive events have been undertaken such as poster displays, gender champions, poetry and essay competition, awareness programme on Legal Rights of Women, health camps, martial/self defence course etc by the Internal Complaints Committee, Women's Cell and the college N.S.S. unit.

1. Environment and Sustainability: The N.S.S. unit of the College has been organising a variety of programmes not only in the college campus but in public places of the city and nearby villages to create sensitise the students as well as the citizens of the importance of environmental sustainability. Bicycle rally, plastic collection drive, plantation drive etc are done as a part of environmental sensitivity.

3. Human Values and Professional Ethics: Various cells of the college, N.S.S. N.C.C. wing of the College has also been instrumental in boosting patriotic sentiments and values of discipline, punctuality, valour and courage among the students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

2

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships**995**

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.dhskcommercecollege.edu.in/webportal/Feedback

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile**

2.1.1 - Enrolment Number Number of students admitted during the year**2.1.1.1 - Number of sanctioned seats during the year****1399**

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year****783**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution has a well organised mechanism of curriculum delivery for both advance and slow learners. The remedial classes are held regularly to tackle the issue of subject enrichment for slow learners. Academic counselling are also done at personal level to increase the understanding level of the students. The various departments of the institution also arrange special classes for the students by inviting guest faculties from different colleges and universities.

File Description	Documents
Link for additional Information	http://www.dhskcommercecollege.edu.in/webportal/ac
Upload any additional information	View File

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

Number of Students	Number of Teachers
1399	37

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

To improve the learning experience the following methods are used

- 1. Participative Method like presentation by students, participating in academic quiz etc.**
- 2. Experiential learning like field survey, Educational tour etc.**
- 3. Group discussion is used as problem solving method.**

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.dhskcommercecollege.edu.in/webportal/E-Content

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

The teachers use various ICT enable tools for effective teaching learning. The various ICT tools used by the teachers are mentions below

- 1. Power point presentation**
- 2. Online delivery through google meet or zoom**
- 3. Google Classroom**
- 4. Facebook and Whatsapp group**

5. Video conferencing

6. Online access to study material

7. U tube videos

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.dhskcommercecollege.edu.in/webportal/E-Content

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

2.3.3.1 - Number of mentors

37

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

24

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

15

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

375

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The institution has a mechanism of continuous and comprehensive evaluation of the students. Two sessional examinations are conducted during the session as per the academic calender of affiliating universiy. The examinations are conducted centrally and in a transparent manner. Notice are circulated for question paper settings and submission of same in the stipulated date.Two assitant officer in charge of examination are appointed and they conduct all the examinations during the year. List of invigilation duties are hanged in the notice board and accordingly invigilation duties are done. After the examination,copies are evaluated on

time and marks are released in the noticeboard. Students have to appear in the viva, group discussion or to submit assignments as per the decisions of departmental management committee. The process of internal evaluation is continuous and comprehensive for the whole session.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.dhskcommercecollege.edu.in/webportal/ExaminationEvaluationSystem

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

The college has a very strong and quick method to deal with internal examination related grievances. Students can directly go to the department concern if they have any doubt regarding their scores. Such issues are addressed immediately. Moreover the students can reappear in the examination if they are not satisfied with their scores or if they want to improve their scores. Such reexaminations are transparently arranged by the department itself immediately after receiving the applications. Department also take care of the absentee students. They are given a chance to appear in the re examination if applications for genuine cause of absence in the examination are received.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.dhskcommercecollege.edu.in/webportal/GrievanceRedressalCell

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The teachers and students are aware of all the programmes offered in the college as it is mentioned in the college website under the heading "Academics". The course outcomes are also notified under the same heading. Students are also personally informed about the course outcomes in the orientation programmes conducted by the institution. The mentors also play an important role here by guiding their respective mentees in this regard.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.dhskcommercecollege.edu.in/webportal/CourseOutcome
Upload COs for all courses (exemplars from Glossary)	View File

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

Remedial Class

At the end of lecture/discussion of any topic by the teachers in the class, if slow learner does not get the concept, the teacher takes the extra classes for those students in order to make the concept understand.

Online doubt clearance class

To clear the concept the teacher arrange online doubt clearance classes sometimes. It helps the eager students a lot. Moreover, sometimes, the students may also find it difficult to attend physical classes for doubt clarification for various reasons of their own. This provision of online class helps them a lot.

Keeping in contact with students through Alumni Group

Every year, passed out students are required to fill out a form to get their name registered in alumni association. A meeting of alumni association is held from time to time to share their views and ideas for betterment of the institution.

Collection of feedback from Alumni

A structured feedback has been developed by the college to provide it to the passed out students. In this feedback form, passed students make a few certain recommendations to improve the programme and course outcome meant for the learners. These forms are preserved by the college for the future.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.dhskcommercecollege.edu.in/webportal/CourseOutcome

2.6.3 - Pass percentage of Students during the year

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

281

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	http://www.dhskcommercecollege.edu.in/webportal/Student'sAchievement

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

NIL

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NIL

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

38

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

12

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

19

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

DHSK Commerce College organizes a number of extension activities to promote institute-neighborhood community in order to sensitize the students towards community needs. Our students actively participate in social service activities leading to their overall progress. The college runs effectively National Service Scheme and National Cadet Corps Units through which we undertake various extension activities in the neighbourhood community. In the year 2021-22, tree plantation drive, plastic waste collection drive and provision of bamboo bin outside the college gate are done as part of environmental awareness. Cloth donation to needy people, blood donation, health awareness camp are done in order to sensitise students about the human values and social responsibilities. After the blood donation awareness programme, the students of our

institution voluntarily donate blood to the needy people on a regular basis. Apart from that gender sensitisation programme and programmes related to mental health are also carried out where number of students get counseled their different problems. Career awareness programmes are conducted in nearby schools to make the students aware about the career path at the tender age.

File Description	Documents
Paste link for additional information	http://www.dhskcommercecollege.edu.in/webportal/NSS
Upload any additional information	View File

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

15

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

705

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

DHSK Commerce College encompasses a well maintained green campus spread over 0.81 acres of land ensuring adequate availability and optimal utilization of physical infrastructure for teaching learning activities.

Total built up area of the College presently in use: 4558.42 (Sq.mts)

Total Instructional area in use (carpet area) : 4329.80 (Sq.mts)

Total Administrative area (carpet area): 228.62 (Sq.mts)

Classrooms: The College has 18 number of well-furnished, well ventilated classrooms with projectors for conducting classes of which 10 numbers of ICT Class rooms where the provision of multimedia learning, Laptops, Wi-Fi connectivity and internet access is available.

Seminar Hall: The College has a multipurpose seminar hall with 150 capacity and an auditorium hall with 700 seating capacity used for conducting seminars / workshops etc. The students are promoted for active involvement in paper presentations, group discussions, etc.

Computer Lab: The College has a computer lab with 50 nos. of computers which is utilized for conducting practical classes as per the requirements of the curriculum. Labs have sufficient licensed software with a well-furnished computerized administrative

office

Wi-Fi: The entire campus is Wi-Fi enabled for the students and staff. Internet facility is available in whole campus including labs, classrooms, library and offices of all Departments.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.dhskcommercecollege.edu.in/webportal/Infrastructure

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

Sports Facilities: The College has produced a number of players in the district, university, state and national level of sports. The College provides facilities for indoor games as well as outdoor games in its own campus such as Basketball, Kho - Kho, Cricket and Badminton. Some of the indoor games available in the College campus are - Carom board, Table-tennis, Chess, Gymnasium etc.

Cultural Programmes: To organize cultural activities in the college, there is a Cultural Committee which coordinates in organizing various cultural programs. College organizes annual college week with weeklong function included music, recitation, dance, extempore speech, Quiz, debate, fancy dress, modeling, poster making, essay writing, slogan writing etc. and the function came to an end by distributing prizes among the participants on the last day of the week.

Gymnasium: There is a Gymnasium centre with instruments such as Treadmill, Gym cycle, Leg press machine, Leg Extension Machine, Olympic weight rack, Incline Bench, Decline Bench, Flat Bench, Olympic Size Bar, Cast Iron Weight Plate, Rubber plate, Normal Bar of different sizes, Curl bar, Dumbbell rubber etc.

Yoga: The College also organises International Yoga day every year. It provides facilities for yoga participants in yoga workshops.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.dhskcommercecollege.edu.in/webportal/Infrastructure

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.dhskcommercecollege.edu.in/webportal/Infrastructure
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

189.29

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The College Library of DHSK Commerce College is one of the main learning resource integral to the teaching learning process. The library is managed by the Librarian and his team along with the Library Committee with about 30000 books. At the beginning of each academic session, students are motivated to register themselves in the library system to use INFLIBNET, e-resources 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. The library is subscribed with N-LIST (National Library and Information Services Infrastructure for Scholarly Content) which enables the users to access more than 300000 e-journals/books and e-books through a login username and password.

Facilities available :

- Photo copy facility
- Digital question papers of previous years
- News paper including 'Employment News' and various magazines such as Completion Success Review, India Today, etc.
- Reference books
- Digital Library (<http://dhscommerce.digitallibrary.co.in>)

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.dhscommercecollege.edu.in/webportal/Library

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

IT Facilities: The newly established Computer lab with 50 computers is well-equipped with branded PC's adequately supported by 32 Mbps leased lines for internet connectivity. It is also equipped with a wide range of licensed system software and application software.. Computer lab is well connected to the

internet to help students and faculty to carry out their academic and other work. One teacher is available to support students and faculty in their queries. The IT infrastructure and resources are updated and upgraded continuously as per the requirements and changing technology

Wi-Fi facility: Internet access is provided to all departments in the college through Wifi system. Institution has adequate and latest IT infrastructure. The IT infrastructure and resources are updated and upgraded continuously as per the requirements and changing technology. The entire Institute is Wi-Fi enabled with necessary firewalls. All departments are also provided with individual system (Laptop and Desktop) with internet facility.

Details of systems with configuration

Description

Quantity

Windows 10 Home Single Language, Processor - Intel (R) Core (T.M.) I3 - 9100 CPU @3.60GHZ, RAM -8.00 GB (7.82 Usable), System Type - 64 - bit opening system, X64 based processor at Computer lab

50

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

115

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

26.9

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The College organises regular meetings of various committees formed for this purpose and uses the grants received from various agencies as per the guidelines, requirements, and in the interest of the institution as a whole in order to best allocate and fully utilise the available financial, academic, and E-resources for maintenance and conservation of various facilities.

Classrooms: The College has a construction committee for infrastructure repair and upkeep. HoDs submit to the Principal their departmental requests for things like classroom furnishings. The College Development Fund is used to maintain and make minor repairs to electrical and other items. The classrooms are kept clean with the assistance of two full-time sweepers. Modern cleaning gear like mops, gloves, and vacuum cleaners are readily available for them. Students and staff can record complaints that are resolved within a predetermined time period in the office's

complaint register, which is kept up to date.

The judicious use of electricity in classrooms raises students' awareness of cleanliness and inspires them to practise energy saving. The administration regularly deputises technicians, masons, plumbers, and carpenters to ensure the upkeep of classrooms and related infrastructure.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

157

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

6

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	http://www.dhskcommercecollege.edu.in/webportal/Activities
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

522

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

522

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

18

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

20

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

5

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

8

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

DHSK Commerce College has an active body of student's community known as 'DHSK Commerce College Students Union.' It has been playing an important role in promoting social, cultural, ethical and intellectual development of the student as well as promoting harmony and the spirit of common brotherhood amongst all the students. The student Union Body is consisting of 12 members having different portfolios to deal with different areas of activities with the support of the Principal and faculty members as chief advisors and advisors. The students union in association with the various departments of the college, NSS, NCC and other Cells organize various activities such as annual College Week Festival, athletics, literary & other cultural activities and also takes part in activities organized by other colleges and universities. Annual College week celebration is one of prime platforms for students to participate in different sports cum cultural activities. The whole College week is planned and organized by student union body in consultation with the faculty advisers and accordingly the events and functions are carried out. Interested students of the college regularly participate in various Inter-colleges and inter - university events. The students' union of the college publishes 'Vanijya Darpan', the annual college journal under the guidance of a team of supervisory-members of the college. The student member of IQAC Committee provides active support and cooperation in various activities of IQAC.

File Description	Documents
Paste link for additional information	http://www.dhskcommercecollege.edu.in/webportal/NSS
Upload any additional information	View File

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

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

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The DHSK Commerce College Alumni Association (DHSKCCAA) has been formed in the year 2002. Considering the role to be played by the alumni association, the association regularly creates a database of pass out students and tries to keep in touch with them. The DHSK Commerce College Alumni Association uses various social networking sites, emails and contact numbers to maintain association with them. Functions of the association are regulated and functionalized with the help of an executive body. Till date, a total of 4047 students have been registered with the association since its inception. The association has a bank balance of Rs. 3,14,934.78 as on 20/11/2021. The Association is significantly involved in the different activities organized by the college from time to time. Alumnus of the college provides all kind of necessary support and assistance to the college as and when required by the college. The Association maintains its books of account and gets it audited by qualified auditor(s) from time to time. The Association is maintaining a link between Alumni and the authorities of the College

File Description	Documents
Paste link for additional information	http://www.dhskcommercecollege.edu.in/webportal/Alumni
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs

(INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the DHSK Commerce College is to upgrade itself into a centre of excellence in commerce education and to build future business leaders and entrepreneurs in the globalized business environment for the development and welfare of all concerned. 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 of students 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 DHSK Commerce College is to promote learning both by students and faculty to achieve excellence in education." The Vision, Mission and Objectives are communicated to the stakeholders through the prospectus, website and notice board. The quality policies are framed in consultation with the faculties, Governing Body, Heads, staff, alumnies and various committees.

File Description	Documents
Paste link for additional information	http://www.dhskcommercecollege.edu.in/webportal/VisionandMission
Upload any additional information	View File

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

Effective leadership is visible in various institutional practices can be observed as follows

- **Governing Body:** The College governance is decentralised and participative and as an apex decisionmaking body, it has a Governing Body to nominate different committees for planning and implementation of academic, administrative policies where academic and administrative policies are based on the decisions of Governing body.
- **Decentralised and Participatory governance at Administrative Level:** The IQAC look after the matter of internal quality. The Governing body appoints one coordinator and two assistant coordinators to assist in the smooth running of the cell. Different cells work in coordination with IQAC. The RUSA Coordinator looks after the matter related to the utilisation of fund. NCC and NSS Officer stake the responsibility of NCC and NSS.
- **Decentralisation at Department Level:** Each department is provided with finance to meet immediate departmental needs such as purchase of books, bookshelves, printing and stationery materials etc. The HOD's are authorized to distribute work plan load of the department to faculty in such a way to exhibit their talent and skill.
- **Decentralisation and participation at Committee Level:** 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.

File Description	Documents
Paste link for additional information	http://www.dhskcommercecollege.edu.in/webportal/Administration
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

DHSK Commerce College has been continuously improving its infrastructure, academic, administration and other aspects during the last couple of years. The college encourages the faculty members for research works. Along with the central library of the college, each department has been equipped with departmental library. During the last five years six teachers have earned doctorate degree. The institute also publishes a peer-reviewed research journal viz., UTKARSH annually. We offer two year full time M.Com. Course (CBCS) under Dibrugarh University. Also we are expecting to introduce another undergraduate course in the upcoming years. As a part of academic collaborations, our college has signed a few MoU's with different Institutions / Universities. The College alumni association is also running smoothly. A few plans to be started shortly are as follows:

- To start two add on courses with effect from 2022-23 academic session under Dibrugarh University,
- To develop the College playground at 2nd campus Banipur
- To construct boys' hostel at Banipur Campus
- To construct staff quarters at Banipur Campus
- To make optimum use of finance under RUSA 2.0 project, one multi storey building with the provisions of auditorium, video conferencing hall, class rooms, toilet blocks etc have already started.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.dhskcommercecollege.edu.in/webportal/StrategicPlan
Upload any additional information	No File Uploaded

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

DHSK Commerce College was established in 1960 in Dibrugarh, Assam. The college is affiliated with Dibrugarh University. The Organizational Structure of the College consists of the Management, Governing body, the Principal, Vice - Principal, the

teaching staff, the non-teaching staff, Library staff and the students. Governing Body of DHSK Commerce College: The College has a Governing Body which is the main decision making body of the Institution. The GB meets regularly and discusses the agenda prepared by the Principal. It appraises the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. All new suggestions and proposals are discussed and accordingly decisions are taken. Main functions of Governing Body include approval of the decisions of the different committees, appointment related matters, scrutinizing and approving the budgetary proposals.

IQAC: The College has Internal Quality Assurance Cell to work towards realizing the goals of quality enhancement and sustenance.

Women Cell: The college provides a platform to discuss the issues concerning women, their welfare and advancement, through a women's cell which organises seminars/talk programmes periodically.

Students Union: Student Union meetings are held regularly to address the student related issues.

File Description	Documents
Paste link for additional information	http://www.dhskcommercecollege.edu.in/webportal/Administration
Link to Organogram of the Institution webpage	http://www.dhskcommercecollege.edu.in/webportal/Administration
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

- Provision of canteen, library, drinking water, washing facilities, housing facilities (only for chowkidars) etc.
- Welfare facilities for the teachers' include departmental room with adequate seating provisions and stationery grants.
- Welfare facilities available for staff include the benefits of GIS Policy.
- Staffs are eligible for availing Casual Leave and Earn leave facility
- Provision of Maternity leave, Paternity Leave and Child Care Leave.
- Support the faculty members for pursuing their higher studies .Their leave of absence is treated as official-on-duty.
- The institution has a security guard.
- College has one Co-operative thrift society with a loan facility at low rate of interest.
- All the departments, main offices and library are equipped with the facilities of laptop, desktop and internet.
- Free Wi-Fi facility is also available in certain areas of the institute like classroom, departmental rooms, office and library etc.
- Staffs enjoy the benefits of gratuity after the superannuation of service as per the State Government rules.
- Facilities of OPS and NPS.
- In the event of death of an employee, while in service his/her dependent will be considered for employment on compassionate grounds, subject to eligibility of the individual concerned and the availability of the vacant post.

File Description	Documents
Paste link for additional information	http://www.dhskcommercecollege.edu.in/webportal/Infrastructure
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

31

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

30

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

In DHSK Commerce College, the head of the institution evaluates each teacher's performance based on a number of factors that help to increase a teacher's effectiveness, including the performance of their individual students in examinations, regularity in class

attendance, students' feedback reports on teachers and office staff, an interactive teaching style, holding tutorial classes, assisting and carrying out students' research projects, and participation in academic activities. The management evaluates both teaching and non-teaching staff performance, and promotions, annual raises, career development, etc. are granted in accordance.

The College adheres to the UGC's regulations and guidelines for evaluating instructors, and as a result, a performance-based appraisal system combining several criteria to assess teachers' effectiveness and academic accountability is in place. As a result, each teacher is required to submit an annual performance report in the UGC-required format, officially provided by the HOD. In this regard, specific instructions have been issued and must be meticulously followed. As it is a self-evaluation of his or her work, the faculty member's reporting must be factual, accurate, and, whenever required, backed up by evidence. The HOD has a responsibility to review the system .

File Description	Documents
Paste link for additional information	https://static.mycc.in/uploads/2300/website_builder_files/1652098026_635-2020-21.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The institution has a system in place for both internal and external financial audits. The college regularly performs internal financial audits to assess the effectiveness of internal control mechanisms and the efficient use of financial resources. As a result, an audit entails looking at the documentation that backs up the figures and disclosures in the financial statements. An evaluation of the accounting standards applied by the college in using the internal and external financial resources available to the institution over a specific time period is also included in an audit. Additionally, the audit covers key estimations made by the college administration as well as a review of the entire financial statement. Our institution's method of auditing involves selecting an auditor with approval from the president of the governing body. The Audit Officer of Local Accounts of the Government of Assam

conducts an internal audit of the institution's financial matters. In this regard, the college's accounts department offers all relevant books of accounts and data needed for the purpose of an audit.

After the audit is finished, the auditor creates a thorough report and objections, along with instructions to make the necessary corrections. The report is then brought up for discussion and approval in the Governing Body meeting. The members offer suggestions in this respect for potential future improvement following discussion and assessment of the audited statements and report.

File Description	Documents
Paste link for additional information	https://static.mycc.in/uploads/2300/website_builder_files/1647945448_assam-non-government-college-management-rules-up-to-date-complete-set-1-19.pdf
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The State government and RUSA are the two main funding sources for the college; however, in some cases throughout the past few years, the institutions have generated additional funds from other sources for various objectives. Adequate accounting processes have

been followed to ensure the correct use of the monies and resources received from authorised and unapproved entities and people. Additionally, the proper procedure is followed when a committee needs to be formed and consent is requested for using funds. In addition, competent government auditors have regularly performed proper audits and account verification.

Utilization of Resources: For efficient use of financial resources and proper mobilization of funds, the college has the following Committees.

1. Governing Body of DHSK Commerce College, Dibrugarh
2. Purchase Committee
3. Construction Committee
4. IQAC Committee
5. Library Committee
6. Various associated bodies

A financial audit conducted at the conclusion of each fiscal year ensures that these monies are used as intended. Grants received from PG Course, B.Com. Morning Shift, and other sources are used to launch courses, and pay the lecturers. Student fees are thoroughly audited and used for the wages of non-permanent faculty and staff, the development of the institution, and the payment of temporary teachers.

File Description	Documents
Paste link for additional information	https://static.myccl.in/uploads/2300/website_builder_files/1647945448_assam-non-government-college-management-rules-up-to-date-complete-set-1-19.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

In accordance with the directives issued by NAAC, the College established its IQAC on 1st January, 2005. It collects, maintains and analyses documents and document evidences directly or through the College Office and prepares the Annual Quality Assurance Report (AQAR) and submits to NAAC every year.. The IQAC is presently engaged in preparation of SSR of 3rd cycle. IQAC has

concentrated on the collection of Feedback from stakeholders and inform the concerned about its outcome for correction and improvement as a main tool of development of the Institution. IQAC have identified some best practices such as collection and analysis of Students' Feed Back, dissemination of information on various quality parameters of higher education, etc. Regular seminars, webinars, awareness programme, special lectures, workshop have been organized. The College also prepares and submit reports of AISHE and NIRF. The IQAC encourage and provide support required by all staff for their quality sustenance and quality improvement in teaching, Research & administration. The IQAC constituted different sub committees in which most of the staff members are involved in formulating and executing the decisions of IQAC. The decisions of IQAC are widely communicated to staff members through circulars from time to time.

File Description	Documents
Paste link for additional information	https://static.mycc.in/uploads/2300/website_builder_files/1687849328_iqac-meeting-and-action-taken-report-2023.pdf
Upload any additional information	View File

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

1. Academic review in beginning of the session is done by organizing orientation programme with 1st semester students. At the beginning of the new session, a new time-table is prepared, the academic calendar is prepared and circulated
2. The IQAC motivates the teachers to use the ICT. For this purpose, many HoDs has created whatsapp group and Google classrooms are individually created by faculties for students.
3. Social-media has also been utilized to establish communication with the students and peers. Study materials have been shared through social media for the students who couldn't attend their classes due to pandemic.
4. Five classrooms have smart-boards where projector are used. Teacher occasionally take their classes through smart-board, ppt presentation. Motivational lecture and guest lectures are also organized with the help of Smart-board/Projector/PPT presentation.

5. **Feedback System:** IQAC has been actively engaged in Collection, analysis, review of Feedback from Students, teachers, alumni and parents and accordingly actions are taken. Continuous up gradation of College infrastructure
6. Department organize parent – teachers meet to review the progress of students
7. Department also organize remedial classes for slow learners
8. The College has an active mentor mentee cell where students are given guidance or support both academically and mentally

File Description	Documents
Paste link for additional information	https://static.mycc.in/uploads/2300/website_builder_files/1685171321_academic-calendar-2023-from-jan-to-dec.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.dhskcommercecollege.edu.in/webportal/AllaboutIQAC
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institution has implemented a comprehensive range of measures to promote gender equity and create a more inclusive campus environment. One of the key initiatives is the annual gender sensitization action plan, which includes workshops, seminars, and celebrations on various gender-related topics. These events aim to raise awareness, challenge stereotypes, and promote a deeper understanding of gender issues among students and staff.

To ensure their safety and security, CCTV cameras have been installed at strategic locations throughout the campus. Separate common rooms provide a comfortable space for female students to relax and interact. Additionally, the Institution has set up an equal opportunity cell and a women's cell to address any gender-related concerns and provide necessary guidance and support.

Recognizing the challenges faced by women balancing their academic pursuits with childcare responsibilities, the Institution has established a day care center for young children. This facility enables female students and staff to pursue their educational and professional goals without compromising their parental responsibilities.

Moreover, the Institution has taken proactive steps to promote women's physical and mental well-being. The provision of counseling services, a sick room, and gym facilities cater specifically to the needs of women on campus.