



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	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	dhscomcol@gmail.com
Alternate Email	kmbcommerce@gmail.com
Address	KC Gogoi Path District - Dibrugarh, PO - Dibrugarh
City/Town	Dibrugarh
State/UT	Assam
Pincode	786001

<b>2. Institutional Status</b>	
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	dhscomcol@gmail.com
Alternate Email	iqacdhscomcol@gmail.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://dhscommercollege.edu.in/webportal/aqar">http://dhscommercollege.edu.in/webportal/aqar</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://dhscommercollege.edu.in/webportal/ac">http://dhscommercollege.edu.in/webportal/ac</a>

<b>5. Accrediation Details</b>					
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

<b>6. Date of Establishment of IQAC</b>	01-Jan-2005
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<b>7. Internal Quality Assurance System</b>
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Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Training Pregame on GST for the empowerment of girls students	01-Jul-2018 01	58
Guardians' Meeting in association with Commerce department	25-Aug-2018 01	35
Talk programme on Project Preparation by Commerce department	27-Aug-2018 01	99
Art & Crafts Exhibition	05-Sep-2018 03	51
NAAC Peer team visit to DHSK Commerce College for assessment & accreditation	06-Sep-2018 02	1000
Khoj Axom, Dibrugarh Grantha Mahotsav, 2018 by NSS	03-Oct-2018 11	17
Felicitation and Interaction Program with Ms. Binita Jain, our alumni and winner of Kaun Banega Crorepati (KBC)	12-Nov-2018 01	31
Capacity building training of Women Workers group in association with Women	15-Dec-2018 02	13
Orientation on Assam Budget 2019-20 organized in association with Dibrugarh district Administration	22-Jan-2019 01	101
A talk programme on Rabindranath Tagore and contemporary Assam in association with Assamese department	29-Jan-2019 01	70
Celebration of Annul College Week festival	01-Feb-2019 07	1000
Celebration of	10-Feb-2019 01	1100
Release of College News Letter	10-Feb-2019 01	30
Celebration of International Mothers Language Day	21-Feb-2019 01	28
A pre-placement talk on	23-Feb-2019 01	70
Awareness programme on the use of EVM	02-Mar-2019 01	190

Voluntary Blood Donation Camp organized on the occasion of International Women's Day organized in association SUHRID	08-Mar-2019 01	61
Awareness programme on Organ Donation organized by Zublee Foundation & SUHRID	09-Mar-2019 01	65
Workshop for students on appearing in APSC/UPSC Preliminary Examination	15-Mar-2019 01	39
Menstrual Hygiene Day Observed in association with Women	28-May-2019 01	49
Orientation programme on CBSC for faculty members, resource person - Prof. Jiten Hazakika of Dibrugarh University	30-May-2019 01	25
World Environment Day celebration	05-Jun-2019 01	101
Orientation program for B.Com.1st semester morning shift students under CBCS system	20-Jun-2019 01	121
National Level Workshop on 'Intellectual Property Right'	22-Jun-2019 01	90
Organised Orientation Program for B.Com.1st semester of day shift students under CBCS system	27-Jun-2019 01	77
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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
ECO Club, D.H.S.K. Commerce College	National Green Corps	Assam Science Technology & Environment Council	2019 1	5000
NSS Unit, D.H.S.K. Commerce College	AIDS Control	AIDS Control Society	2019 1	4000
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	11
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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
A Voluntary Blood Donation Camp was organized on the occasion of International Womens Day organized in association SUHRID	
IQAC organised two days Orientation Program for B. Com. 1st semester students on newly introduced CBCS system of Dibrugarh University to be effective from 2019 2020 academic session	
NAAC Peer team visited D.H.S.K. Commerce College for assessment accreditation on 67 September, 2018 and awarded Grade B with 2.48 institutional CGPA	
IQAC organized a National Level Workshop on Intellectual Property Rights (IPR) on 22nd June, 2019 with resource person from North-Eastern Hill University and Dibrugarh University with more than 90 participants	
An Orientation Program on Assam Budget 2019 2020 was was organized for faculty and students in association with Dibrugarh District Administration, Government of Assam	
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<b>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</b>	
Plan of Action	Achievements/Outcomes
Various activities and Celebrations	<ul style="list-style-type: none"> <li>• Training Pregame on GST for the empowerment of girls students,</li> <li>• 72nd Independence Day Celebration,</li> <li>• Guardians Meeting in association with Commerce department,</li> <li>• A Talk programme</li> </ul>

	<p>on Project Preparation by Commerce department, • Art &amp; Crafts Exhibition by Students, • Campus cleaning programme by NSS, • NAAC Peer team visit to DHSK Commerce College for assessment &amp; accreditation, • Celebration of Gandhi Jayanti with the oath of 'ahinsha paramo dharma' • Khoj Axom, Dibrugarh Grantha Mahotsav, 2018 by NSS • Organised Electoral Literacy Club Meeting by NSS • Felicitation and Interaction Programme with Ms. Binita Jain, our alumni and winner of KBC, • Capacity building training of Women Workers group by Women's Cell, • Orientation on Assam Budget 2019-20 organized in association with Dibrugarh district Administration, • Republic Day flag Hosting Ceremony • A talk programme on Rabindranath Tagore and contemporary Assam, • Farewell Ceremony of Retired Vice-Principal, Mr. P. Rajbongshi, • Celebration of Annul College Week festival, • Celebration of 'Saraswati Puja' • A pre-placement talk on 'Gandhi Fellowship' organized in association with Information &amp; Career Guidance Cell • Celebration of International Mothers Language Day, • Awareness programme on the use of EVM - VVPAT for ensuing parliament election, • Campus Cleaning activity by NSS</p>
Recruitment	Recruitment of temporary faculty and non teaching staff on contractual pay to fill up vacant positions
Construction and Renovation	(a) Construction of top floor of the Extended Blocks (A,B &C) of the College building, (b) Repair and renovation of the college campus, (c) Improvement of covered parking facility for students and staff in the campus, (d) Renovation of canteen facility
Review of Feedback System	Collection, analysis and review of feedback system done
Purchases	Purchase of computers and Text books, journals etc for the College library
Publications	(a) Publication of 5th vol. of Research Journal 'Utkarsh', and (b) Publication of the College Newsletter 'The Radiance'
National Level Workshop	Organized a National Level workshop on Intellectual Property Rights (IPR) on 22nd June, 2019
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	06-Sep-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	03-May-2019
17. Does the Institution have Management Information System ?	No

## Part B

### 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

At the beginning of the session, the curriculum concerning the departments is discussed among the faculty members. The total curriculum is thereafter divided and allotted to the concerned teachers. On the basis of the allotted portion of the curriculum, teachers chalk out teaching plans. Teaching plans are drawn out in such a way so that sufficient time for revision can be spared, besides completing the entire volume of the course. For the slow learners and other students desirous of clearing their doubts, provision for remedial and tutorial classes are also made in the class routine. At the beginning of the session the students are made well conversant with the syllabus meant for concerned subject. Contents of syllabus are supplied to the students along with the books that can be helpful to the students for pursuing the topics to be studied. Through class room orientation programme, at the beginning of the session, students are given the basic idea of the scope of the topics they have to go through in the semester. The departments maintain class log books/ diary to keep track of the progress of the course during each semester. Discussion with the faculty members about the progress of the course is being arranged by the respective Heads of the Departments from time to time. In the class, students are asked if they are getting suitable books or other study materials to pursue the topics taught by the teachers in the class. If and when any student needs or asks for additional help, teachers help them by supplying necessary books from the departmental library. Students are also supplied with various e-resources in such cases so that they can confidently pursue their topics to be studied. 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 Tools are used by the teachers in the process of curriculum delivery.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Data not available	Data not available	02/07/2018	00	Data not available	Data not available

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Data not available	02/07/2019
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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	Data not available	01/07/2019

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

	Certificate	Diploma Course
Number of Students	0	36

### 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
Not Available	01/07/2018	0
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#### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	B.Com. in Accounting & Finance	94
BCom	B.Com. in Marketing	96
BCom	B.Com. in Banking & Insurance	23
BCom	B.Com. in HRM	35
BCom	B.Com. in International Business	20
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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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Teachers	Yes
Employers	No
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**

The College maintains the system of collecting structured feedback from various groups of stakeholders. Feedback is collected from the students, Teachers and parents. Separate set of questions are asked to each group of stakeholders through printed 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 returned by the respondents after filling it duly. Graphic representation of the findings are arranged in order to provide with an easily understandable and immediate impression of the totality of facts. The outcomes 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 steps are taken 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. Improvement of Boys' and Girls' Common Room. 2. Improvement in Canteen facility. 3. Sitting arrangements for the students outside the main building. 4. Ensuring completion of course in time. 5. Provision for Tutorial and remedial classes. 6. Purchase of Sports equipment. 7. Basket Ball and Badminton court in the campus. 8. Departmental Library facility etc.

## 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. (General Course), B.Com. in Accounting & Finance, B.Com. in Marketing, B.Com. in International Business, B.Com. in Banking & Insurance, and B.Com. in HRM	460	678	451

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### 2.2 – Catering to Student Diversity

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

Year	Number of	Number of	Number of	Number of	Number of
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	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2018	1108	0	39	0	0

## 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	Number of smart classrooms	E-resources and techniques used
39	14	5	7	7	5
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

D.H.S.K. Commerce College has a Mentor Mentee Cell which offers an efficient mentoring system through which a group of students consisting of about 30 students are assigned to a faculty member 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 get a direct access to some resources from their mentors

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1108	39	28.41

## 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	22	4	2	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. Khanindra Misra Bhagawati	Principal	Best Voluntary Blood Donor of Dibrugarh District for the financial year 2018 2019 awarded by Assam State Blood Transfusion Council
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## 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	B. Com. General	2018 2019	21/05/2019	16/07/2019
BCom	B. Com. in Accounting Finance	2018 2019	21/05/2019	16/07/2019
BCom	B. Com. in Marketing	2018 2019	21/05/2019	16/07/2019
BCom	B. Com. in Banking Insurance	2018 2019	21/05/2019	16/07/2019
BCom	B. Com. in International Business	2018 2019	21/05/2019	16/07/2019
BCom	B. Com. in Human Resource Management	2018 2019	21/05/2019	16/07/2019
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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) vivavoce: 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	40	25	62.50
BCOM	BCom	B.Com in Accounting and Finance	94	82	87.23
BCOM	BCom	B.Com. in Marketing	96	87	90.63
BCOM	BCom	B.Com. in International Business	20	5	25.00
BCOM	BCom	B.Com. in Banking & Insurance	23	19	82.61
BCOM	BCom	B.Com. in HRM	35	19	54.29

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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
Major Projects	0	Not available	0	0
Minor Projects	0	Not available	0	0
Interdisciplinary Projects	0	Not available	0	0
Industry sponsored Projects	0	Not available	0	0
Students Research Projects (Other than compulsory by the University)	0	Not available	0	0
Total	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 Rights	IQAC	22/06/2019

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
SANDHAN 2018	DR. KM BHAGAWATI	NS CLASSES	24/03/2018	Award given for working relentlessly for upliftment of education

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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
Not available	Not available	Not available	Not available	Not available	02/07/2018

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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	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
Data not available	0

#### 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)
International	Accounting and Finance	3	4.47
International	Statistics	1	0
National	Management	1	0
National	Banking	1	0

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#### 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
management	1
Hindi	2
Commerce	2
Accouyntancy	1
Statistics	1
Assamese	1
English	2
Banking	1
Bengali	1

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#### 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
Not available	Not available	Not available	2018	0	Not available	0
Not available	Not available	Not available	2019	0	Not available	0

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

Title of the	Name of	Title of journal	Year of	h-index	Number of	Institutional
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Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
Not available	Not available	Not available	2018	0	0	Not available
Not available	Not available	Not available	2019	0	0	Not available
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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	0	25	4	0
Presented papers	2	5	1	0
Resource persons	0	2	2	0
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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 programme	NSS Unit, DHSK Commerce College	2	26
Gandhi Jayanti Celebration	NSS Unit, DHSK Commerce College	5	6
Dibrugarh Grantha Mahotsav	NSS Unit, DHSK Commerce College and Khoj Axom	1	16
Campus cleanliness Drive	NCC Unit, DHSK Commerce College	2	15
NCC Day celebration on 2nd Dec 2018	NCC Unit, DHSK Commerce College and DHSK College	1	30
Celebration of Kargil Vijay Diwas on 26th July, 2018	NCC Unit, DHSK Commerce College and Dibru College NCC Unit	0	30
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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
Blood donation	Best Voluntary Blood Donor of Dibrugarh District	Assam State Blood Transfusion Council	1

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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 activities	Number of students participated in such activities
Electoral Literacy Programme	District Administration, Election Branch	Electoral Literacy Awareness Programme on 11th Oct, 2018	1	6
Women Empowerment	Women Cell	Capacity building training of Women Workers group on 15 16th Dec, 2018	1	13
Blood donation	NSS Unit and SUHRID	Voluntary blood donation camp on 8th March, 2019	3	61
Awareness on Organ Donation	Jublee Foundation and SUHRID	Awareness programme on Organ Donation organized by Jublee Foundation SUHRID on 9th March, 2019	15	102
NSS	NSS Unit	NSS volunteers Village Survey Programme on 14th March, 2019	1	53

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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
Not available	0	Not available	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
Not	Not	Not	01/07/2019	01/07/2019	0



available	available	available			
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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
0	01/07/2019	0	0
<a href="#">View File</a>			

## 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
6860000	6597000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
<a href="#">View File</a>	

### 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 partially)	Version	Year of automation
SOUL 2.0	Partially	2.008	2014
DSPACE	Partially	DSPACE	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20630	3613430	1	495	20631	3613925
Reference Books	8543	1925883	65	9145	8608	1935028
e-Books	3135000	0	0	0	3135000	0
e-Journals	6000	5900	0	0	6000	5900
Digital Database	21857	0	181	0	22038	0
CD & Video	36	0	10	0	46	0

Others (specify)	13	22421	0	0	13	22421
Text Books	0	0	315	144810	315	144810
<a href="#">View File</a>						

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
0	0	0	01/07/2019
<a href="#">View File</a>			

#### 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	50	2	1	8	20	0	0
Added	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>55</b>	<b>1</b>	<b>50</b>	<b>2</b>	<b>1</b>	<b>8</b>	<b>20</b>	<b>0</b>	<b>0</b>

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

2 MBPS/ GBPS
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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
e contents	<a href="http://www.dhskcommercecollege.edu.in/webportal/E-Content">http://www.dhskcommercecollege.edu.in/webportal/E-Content</a>

#### 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 incurred on maintenance of physical facilities
712189	712189	7113309.99	7113309.99

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)

The college makes all possible efforts in the best allocation and utilization of the available financial resources for maintenance and conservation of different facilities by holding regular meetings of different committees constituted for this purpose and using the grants received by the college from different sources as per the guidelines, requirements and in the interest of the students. Library: At the time of purchase of books, the requirement of books is obtained from the concerned departments and HoDs 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 motivated 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 201819 college team has participated in inter college sports organized by the Dibrugarh University. Computers: Presently, a Computer Centre is functioning with 36 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 nonrepairable 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	Award 1	3	3900
Financial Support from Other Sources			
a) National	Award 2	184	100000
b) International	Nil	0	0

[View File](#)

#### 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 implementation	Number of students enrolled	Agencies involved
Remedial coaching	01/08/2018	27	Banking Department
Language lab	14/08/2018	103	All Literature departments

[View File](#)

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 passed in the comp. exam	Number of students placed
2018	Financial Awareness Programme and Career opportunities in Financial Market	53	53	6	5
2019	A pre placement talk for Gandhi Fellowship programme	74	74	8	5

[View File](#)

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
46	46	6

**5.2 – Student Progression**

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Not available	0	0	Not available	0	0

[View File](#)

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	52	DHSK Commerce College	Accountancy, Marketing, Banking, HRM and International Business	Dibrugarh University	M.Com. (Regular Distance)
2019	2	DHSK Commerce College	Banking	DHSK Commerce College PG	M.Com.

				Department	
2018	2	DHSK Commerce College	Accountancy	ICAI	Chartered Accountant
2018	2	DHSK Commerce College	Accountancy	ICSI	Company Secretary
2018	4	DHSK Commerce College	Accountancy, Marketing, Banking, HRM and Internat ional Business	ITI of Duliajan, Jorhat, Tezpur & tinsukia	ITI
2018	7	DHSK Commerce College	Accountancy, Marketing, Banking, HRM, Interna tional Business & General Course	RKB Law College & DHSK Law College, Dibrugarh	LLB
2018	8	DHSK Commerce College	Accountancy, Marketing, Banking, HRM, Interna tional Business & General Course	Online Coaching, EIILM kolkata, AMITY University, AIM Guwahati, CMS DU and PIBM	MBA
2018	1	DHSK Commerce College	Marketing	MICE Jagun	PGDCA
2018	1	DHSK Commerce College	general Course	PIBM	PGDM
2018	1	DHSK Commerce College	Banking	Siliguri	B.ED.
2018	1	DHSK Commerce College	Accountancy	CMA	CMA
2018	1	DHSK Commerce College	Marketing	OIL Duliajan	GNM Nursing
<a href="#">View File</a>					

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
Any Other	5

[View File](#)

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

Activity	Level	Number of Participants
56th Annual College Week Festival held during 19 February, 2019	Intra College Level	1001

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**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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	3rd position at All Assam Inter District Wushu Championship, 2018	National	1	0	3	Rebajyoti Handique
2018	Winner of 2nd All Assam Ranking Badminton Tournament	National	1	0	15077973	Tarit Ranjan Das
2019	First Runners Up at Enfete – an Inter College Meet (Kho-Kho)	National	1	0	4	Sabita Chetry
2019	First Runners Up in Enfete – an Inter College Meet (Kho-kho)	National	1	0	5	Sapna Sherpa
2019	Third position in Inter College Boxing Competition (Men & Women)	National	1	0	6	Mr. Ankit Kumar Mahato
2019	2nd	National	1	0	7	Triakha

	position in Xiworong, the annual techno-cultural fest of RGIPT, 2019					Sonowal
2019	Winner of 6th All Assam Kickboxing Championship 2019	National	1	0	8	Rebajyoti Handique

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

The College has a well functional Students' Union Body representing the students of the college, which 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 different portfolios on 30th September, 2018. The student's Union body along with the college administration has actively solved many problems of the student's like admission, availability of resources etc. Various committees like IQAC, Grievance Redressal Cell Committee, AntiRagging Committee, Internal Complaints Committee etc. have students' nominees along with faculty members for smooth running of the different tasks. Student Council representation of students have participated in the following activities during 2018-19 1) Training Pregame on GST (1st July, 2018), 2) 72nd Independence Day Celebration (15 Aug, 2018), 3) Art Crafts Exhibition (5th Sept, 2018), 4) Campus cleaning programme by NSS (1st Sept, 2018), 5) Students Union Election (30th Sept, 2018), 6) Celebration of Gandhi Jayanti, 7) Felicitation Interaction Programme with Ms. Binita Jain, our alumni and winner of KBC (11th November, 2018), 8) Students participated in the DU Inter College Youth festival, held at Sarupather College (21-24 January, 2019), 9) Orientation on Assam Budget 2019-20 organized in association with Dibrugarh district Administration (22nd January, 2019), 10) Republic Day flag Hosting Ceremony, 11) A talk programme on Rabindranath Tagore and contemporary Assam (28.1.2019), 12) Celebration of Annual College Week festival (19 Feb, 2019), 13) Celebration of 'Saraswati Puja' (10.2.2019), 14) NSS volunteers village survey programme (14th March, 2019), 15) Workshop for students on appearing in APSC/UPSC Preliminary Examination (15.3.2019), 16) Menstrual Hygiene Day Observed in association with Women's Cell (28.5.2019), 17) World Environment Day celebration (5.6.2019), 18) Orientation program for B.Com.1st semester (20.6.2019-27.6.2019), The students Union took initiative and have been successfully participating in various programs like tree plantation, cleaning of college premises, Swachh Bharat Abhiyan, Blood Donation camp etc. The students union also organizes annual college week festival where in many team and individual events are conducted and the winners are given mementos and trophies in the closing ceremony of the College Week Festival. Breakfast and lunch for staff and students were also provided. The NAAC Peer team has visited our College on 6th September, 2018, where our students showcased the culture tradition of Assamese society along with the patriotic dance in the cultural evening. Thus, the college student's union body has been establishing their active participation along with the college management for enhancing the name

and fame of the institution.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

288

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

29700

5.4.4 – Meetings/activities organized by Alumni Association :

One (01) Executive Body meeting of Alumni Association held on 23/08/2018.

### 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 has a system of providing operational autonomy to various functionaries in order to ensure a decentralized management system. 1. At Principal 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 all departments in allocation of classes, organising workshops, seminars, participation in faculty development programmes, granting of duty leaves etc. Institution provides financial freedom 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. 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 units of the college like 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. Participative management: The institution encourages



the culture of participative management at the different levels such as  
**Strategic level:** The governing body, principal Teachers Unit and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, 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 staff extend cooperation.

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

Yes

## 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
Examination and Evaluation	University end semester examinations are conducted by the affiliating university. The College conducts in semester examinations for internal assessment of students according to the university guidelines. Class tests, student seminars, vivavoce, interactive sessions, practical examinations, debates etc are conducted by respective departments to evaluate the students. The Examination have been formed by the authority for the smooth conduct of different examinations.
Research and Development	a) IQAC have organised a national workshop on Intellectual Property Right on 22nd June, 2019 by inviting resource person from NEHU and DU b) Teachers are encouraged to undertake research projects. c) Information about Seminars and Workshops are provided to Teachers and they are encouraged to participate in them. They are also encouraged for publications. d) Teachers are advised to arrange National level seminars, workshops and conferences etc.
Library, ICT and Physical Infrastructure / Instrumentation	a) The college has encouraged the use of ICT based techniques of study by all teachers departments. Laptops and 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 ebooks, journals for students, Faculties as well as administrative staffs. d) Online applications process is conducted and students' records are maintained in

	software basis
Human Resource Management	<p>a) Faculty members are encouraged to participate in Refresher Course, Orientation programmes, trainings, workshops and faculty development programmes. b) Different subcommittees exists 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. Details can be found in the the college website d) College organized 1 national workshop on IPR and many special lectures to enrich students and staff in the academic year 20182019.</p>
Industry Interaction / Collaboration	<p>a) Students organised field study in different institutions to undertake their project report paper Basics of Academic Project Preparation (PRWK XXIV) b) Faculty members have collaborated with national and international eminent academicians and researchers and published research papers in the current year</p>
Admission of Students	<p>The College follows the admission rules framed by the Affiliating University and State Government. The admission process of 20182019 was partly online and students had to be physically present during the counselling. For 201920, the entire admission and registration process is completed through online. Admission of students commenced in May 2019 for 201920 after declaration of results of 102 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.</p>
Curriculum Development	<p>The affiliating university designs and develop curriculum decided. Principal and Faculty members interact with the university and provide their views related to curriculum development at the time of designing new curriculum.</p>
Teaching and Learning	<p>Regular theoretical and practical classes are taken by classical chalk talk system as well as ICT tools are</p>

used by many teachers. 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

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

E-governance area	Details
Planning and Development	a) Internet access is provided to all departments in the college through Wifi system b) Complete library automation is under process
Administration	a) Circulars and notices are uploaded in the college website and communicated to different departments through email from the office of the Principal and IQAC b) The College office is fully computerized
Finance and Accounts	b) Salary of faculty members and staff is transferred directly to the bank account. Salary bills are submitted to the treasury through software c) Students scholarships are directly credited to the concerned beneficiaries bank account.
Student Admission and Support	(a) Applications 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) 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	Examination related works such as form fill up and fees collection from students are done through online system

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

2018	Data not available	Data not available	Data not available	0
2018	Data not available	Data not available	Data not available	0
<a href="#">View File</a>				

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)
2018	Not available	Not available	01/07/2019	02/07/2019	0	0
<a href="#">View File</a>						

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
Refresher Course on Economics Commerce at HRDC, Gauhati University	2	08/11/2018	28/11/2018	21
FDP on Behavioural Remodelling Use of ICT for Classroom delivery of Teachers-Electronics and ICT Academy, IITG Guwahati	5	10/12/2018	16/12/2018	7
25th Orientation Programme organized by HRDC, Mizoram University	1	20/11/2019	17/12/2019	28
119th Orientation Programme at HRDC, Gauhati University	1	14/02/2019	13/03/2019	28
STC on Research Methodology at	1	14/03/2019	20/03/2019	6

HRDC, Gauhati University				
MOOCs econtent Development and Open Educational Resources	1	11/03/2019	16/03/2019	6
Winter Film Appreciation Course at FTII	1	07/12/2018	22/12/2018	16
Faculty Development Program on Communication for Educators at IIT, BHU	1	15/07/2019	19/07/2019	5
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	2	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
18 (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, TV, Laptop and Computer, Free WiFi, Ward quota in admission, Day Care Center, Canteen, drinking water facility, Leave Encasement Benefit etc.	18 (Group Insurance Scheme, National Pension Scheme, Earned Leave, Casual Leave, Child Care Leave, Maternity and Paternity leave, Gratuity, DKCCEW, TV, Computer, Free WiFi, Ward quota in admission, Day Care Center, Canteen, drinking water facility, housing facility for choukidar, Leave encashment benefits, GSLI etc.	6 (Free admission, WiFi, Insurance, Book Bank, 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)

The 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 to Utkarsh, Grant received from Assam Aids Control Society, Contribution from Alumni	46700	Eco club, Subscription for publication of Research Papers, AIDS awareness, Alumni Contribution
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

46700
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## 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				
Administrative				

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

a) New committee of Parent and Teachers formed and a meeting organised on 25th August, 2018 and interactions of teachers with parents held during the meetings of different where departments come up with new suggestions related to the overall development of the students 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. In almost all cases, parents provide essential support and care to ensure proper attendance of their ward. c) Representation of parents met the NAAC Peer team and appraised them about the quality and functioning of the College.

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

a) Sri Subrata Roy (Senior Assistant) had attended a Short Term Course on Professional Development of Non Academic Staff on Basic Computer Skill, Finance Office Management organised by HRDC, Gauhati University on 20th 23rd February, 2019 b) Sri Raju Baruah (Junior Assistant) attended a Short Term Cours on Professional Development of Non Academic Staff on Basic Computer Skill, Finance

Office Management organised by HRDC, Gauhati University on 20th 23rd February, 2019 c) Sri Amrit Saikia (Junior Assistant) attended a Workshop/ Training Programme for User Institutions of UGC Canara Bank Scholarship Payment Portal organised by UGC on 17th June 21st June 2019 at Mata Sundri College for Women, New Delhi

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

a) Introduction of Post Graduate Program in Commerce w.e.f. 2019-20 academic session b) implementation of Choice Based Credit System (CBCS) of Dibrugarh University w.e.f. 2019-20 academic session c) Construction of additional classrooms with ICT facilities d) increasing the intake capacity of undergraduate students e) Maintenance of clean, green Campus and plastic free zone by ECO club and NSS f) Installation of sanitary napkin vending machine in Girls Common Room g) Organize a national level workshop on IPR and national level workshop on Bangla Banan Bidhi h) Organize educational tour for students i) students in participation in inter college youth festival organized by Dibrugarh University held in Sarupathat College j) Number of environment friendly initiatives organised by NSS by ensuring participation of maximum students k) Renovation of College library along with student's reading room l) Installation more CCTV cameras for overall security of the college.

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	Awareness programme on the use of EVM - VVPAT for ensuing parliament election	02/03/2019	02/03/2019	02/03/2019	190
2019	Voluntary Blood Donation Camp organized on the occasion of International Womens Day organized in association SUHRID	08/03/2019	08/03/2019	08/03/2019	61
2019	Awareness programme on Organ Donation organized by Zublee	09/03/2019	09/03/2019	09/03/2019	65

	Foundation SUHRID				
2019	Village survey programme by NSS	14/03/2019	14/03/2019	18/03/2019	53
2019	Workshop for students on appearing in APSC/UPSC Preliminary Examination	15/03/2019	15/03/2019	15/03/2019	39
2019	Menstrual Hygiene Day Observed in association with Women's Cell	28/05/2019	28/05/2019	28/05/2019	49
2019	Orientation programme on CBSC for faculty members, resource person Prof. Jiten Hazakika of Dibrugarh University	30/05/2019	30/05/2019	30/05/2019	25
2019	World Environment Day celebration	05/06/2019	05/06/2019	05/06/2019	101
2019	Conducted Orientation program for B.Com.1st semester morning shift students under CBCS system	20/06/2019	20/06/2019	20/06/2019	121
2018	Training Pregame on GST for the empowerment of girls students	01/07/2018	01/07/2018	01/07/2018	58
2018	Art Crafts Exhibition	05/09/2018	05/09/2018	07/09/2018	50
2018	NAAC Peer team visit to DHSK	06/09/2018	06/09/2018	07/09/2018	1100



	Commerce College for assessment accreditation				
2018	Felicitation and Interaction Programme with Ms. Binita Jain, our alumni and winner of KBC	12/11/2018	12/11/2018	12/11/2018	31
2018	Capacity building training of Women Workers group in association with Women's Cell	15/12/2018	15/12/2018	16/12/2018	13
2019	Orientation on Assam Budget 201920 organized in association with Dibrugarh district Administration	22/01/2019	22/01/2019	22/01/2019	100
2019	A talk programme on Rabindranath Tagore and contemporary Assam	29/01/2019	29/01/2019	29/01/2019	70
2019	Celebration of Annul College Week festival	01/02/2019	01/02/2019	07/02/2019	1000
2019	A preplacement talk on 'Gandhi Fellowship' organized in association with Information Career Guidance Cell	23/02/2019	23/02/2019	23/02/2019	70
2019	Celebration	21/02/2019	21/02/2019	21/02/2019	28

## 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
Capacity Building Training of Women Workers Group	15/12/2018	16/12/2018	14	2
Menstrual Hygiene Day observation	28/05/2019	28/05/2019	22	27

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

Proposal for installation of solar panels in the college is under consideration

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	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
2018	1	1	01/07/2018	1	Workshop on GST organised by Dhaarini ICAI	Attempt was made to familiarise participants with the Goods and Services Tax	58
2018	1	1	01/09/2018	1	Campus cleaning programme	Students of NSS were	28

						involved in cleaning the college campus as well as the nearby locality	
2018	1	1	03/10/2018	11	Grantha Mahotsov	The NSS students of the college acted as volunteers in a book fair organised by Khoj Axom, an NGO	17
2018	1	1	11/10/2018	1	Electoral literacy club meeting	NSS students had undergone Electors Verification Training Programme at the DC office and a meeting the club was held.	6
2018	1	1	15/12/2018	2	capacity building training of women workers group by Dhaarini SEWA	Trained the women workers to make them aware of rights especially for women well as child rights	13
2019	1	1	08/03/2019	1	Voluntary blood donation camp on the occasion of Intern	3 medical officers from Assam Medical College and	61

					ational Women's Day by NSS SUHRID	Hospital and In charge, Blood Bank, Korobi Hazarika collaborated with the college in this blood donation drive along with Blood Doners Forum	
2019	1	1	09/03/2019	1	Awareness programme on Organ donation and its importance by Zublee foundation and SUHRID	Develop sensitivit y towards organ donation and its importance	102
2019	1	1	14/03/2019	5	village survey programme by NSS volunteers	To raise awareness regarding various issues like hygiene, effect of epidemic and diseases	53
2019	1	1	14/03/2019	5	NSS special camping programme at Mancota High School	A 5 days Workshop organised wherein each day dealt in different matters like dustbin making, wall painting, cultural programme	53

						classroom teaching, debating etc.	
2019	1	1	15/03/2019	1	One day workshop on "Appearing in APSC/UPSC prelims" by Equal Opportunity Cell	workshop on how to prepare for appearing in APSC, UPSC other competitive examinations	30
2019	1	1	28/05/2019	1	Menstrual Hygiene day	Awareness towards Menstrual hygiene through an Art Competition organised by DHAARINI	49
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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	06/08/2018	DHSK commerce 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
Observation of Gandhi Jayanti	02/10/2018	02/10/2018	50
Celebration of Saraswati Puja	10/02/2019	10/02/2019	1000
Celebration of International Yoga Day	21/06/2019	21/06/2019	55
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. For energy conservation, energy saver LED bulbs/tubes are being installed instead of normal/incandescent bulbs 2. Staffs as well as students are encouraged for switching off the electric bulbs/fans, electrical equipments as well as unplugging electronic/electrical instruments while they are not in use.(Energy conservation) 3. The campus has been declared "plastic free" zone 4. The college campus has been declared as a 'Tobacco Free Campus' notifying any violation as punishable offence under Section 5, 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 5. 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 .(Carbon neutrality) 6. Electronic methods are being used for the transfer/conveying of information / circulation/ notices etc. to minimize use of paper.(Energy Conservation/Carbon neutrality) 7. Burning of different wastes have been banned for carbon neutrality 8. 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. 9. Every year, 'World Environment Day' is being

observed inviting personalities working exclusively in that field to encourage the students. 10. The subject 'Environmental Studies' is being taught as a compulsory subject in the institution for all the undergraduate students. 11. An 'Eco Club' with an aim of creating awareness regarding the relevant issues among the college fraternity is in existence in the institution.

## 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 part of our academic, social and personal life as it is the third dimension of education. It allows the students to actively contribute their services for the cause of community and the nation, thus helping them develop their personality. Service and attain the traits of a leader of the nation. As such, the NSS is the right platform, where the student youth of the nation may get to involve with real life social activities, and thereby become responsible citizen of India. (b) The Context: The 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, Diarrhoea as epidemic, not to make panic during disasters like earthquake, flood etc. The Unit are also implemented the regular activities and adopted and prepared new activities like special camps in rural areas to develop education among rural poor youth. 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 help us in all these respects and mere classroom education, conventional examination cannot give oneself perfect knowledge of society as a humanity perspectives. After field study one can learn for becoming self reliant instead of queuing for job in Govt. Departments etc. Field study creates promoter, pioneer, entrepreneur and these may again make an addition to the national economy too. In this respect NSS activity i.e. regular as well as special is a practical knowledge among the students community through field study that brings new idea for new creativity and innovation and ultimately the higher standard of living which is a measure of developed economy. 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 have 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 mobilising 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 realise the numerous goals and objective set before them. Further from the viewpoint of the organisers, 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 organise 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.

Career Counseling program for final semester students.

Conducted a Scholarship test with NS Classes for Coaching Financial Awareness Programme

Career opportunities in Financial Market

A pre placement talk for Gandhi Fellowship programme (201921)

Career Enhancement Programs and Global Professional Courses

(d) Evidence of Success: In past five years the Cell has organized various functions in association with agencies like Army, Air force, Employment and Craftsmen Training, Govt. Of Assam, Indian Institute of Entrepreneurship, Guwahati, etc. to enhance the skill and capabilities of students and to be employable in the job market. 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.

(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

The college continues to thrive in providing quality education in Commerce. The vision statement also incorporates the commitment of the college in teaching, 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 733, 823, 949, 986 and 1108 in last five years respectively) as well as the distance mode. As 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 students were 83, 84, 89, 97 and 87 in 2015, 2016, 2017, 2018 and 2019 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. In addition, the institution is running different distance education study centres under various universities to make commerce education 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. It would be noteworthy that Krishna Kanta Handique State Open University and the Directorate of Open and Distance Learning of Dibrugarh University Study Centres have been functioning in the institution since 2008 and 2013. With effect from 2019, our college has started Post Graduate Programme in Commerce of Dibrugarh University on Regular basis with 20 intake capacity. The college also proudly announce the implementation of Choice Based Credit System (CBCS) programme at Undergraduate level with effect from the current academic year. Presently the the is running with more than 1200 students and with 39 teachers, of which 14 have Ph. D. degrees and 9 M.Phil degrees.

Provide the weblink of the institution

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

## 8.Future Plans of Actions for Next Academic Year

a) The College is going to introduce Post Graduate Program in Commerce (M.Com. Regular Course) w.e.f. 2019 2020 academic session in the College campus b) The College will introduce of Choice Based Credit System (CBCS) of Dibrugarh University w.e.f. 2019 2020 academic session c) The College is planning to Install college automation software d) Proposal for increasing the intake capacity of undergraduate students e) To make functional more classrooms with ICT facilities f) To purchase of books for library and department g) To maintenance of clean and green Campus with plastic free zone by ECO club and NSS h) To publish peer reviewed research Journal 'Utkarsh' with ISSN number i) To review feedback and suggestions from faculty members, students, alumni and parents and to take actions accordingly j) To install more CCTV cameras for overall security of the college. k) To improve of WiFi connectivity throughout the College campus. m) To install sanitary napkin vending machine in Girls Common Room n) To organize national level workshop / seminar for teachers and students o) To organize educational tour for students p) To help students in participation in inter college youth festival q) To organize Inter College Chess championship in the

College r) To preparing for 3rd Cycle of NAAC's assessment and accreditation s) To encouraging faculty members to complete their doctoral degrees and to continue research activities through quality publications and research projects t) To construct rain water harvesting system in the college campus u) To encourage activities such as Yoga, physical exercise, meditation etc related to development of mental and physical fitness of students, faculty and staff v) To increase the number of environment friendly initiatives by NSS, NCC, Women Cell etc. and ensuring participation of maximum students in such initiatives