



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>D. H. S. K. COMMERCE COLLEGE</b>
• Name of the Head of the institution	<b>Dr. Khanindra Misra Bhagawati</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03732321653</b>
• Mobile No:	<b>9435908628</b>
• Registered e-mail	<b>dhskcomcol@gmail.com</b>
• Alternate e-mail	<b>kmbcommerce@gmail.com</b>
• Address	<b>K.C. Gogoi Path, P.O. Dibrugarh, District - Dibrugarh</b>
• City/Town	<b>Dibrugarh</b>
• State/UT	<b>Assam</b>
• Pin Code	<b>786001</b>
<b>2.Institutional status</b>	
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>UGC 2f and 12(B)</b>

• Name of the Affiliating University	<b>Dibrugarh University</b>
• Name of the IQAC Coordinator	<b>Dr. Tanka Prasad Upadhyaya</b>
• Phone No.	<b>03732321837</b>
• Alternate phone No.	<b>9435908628</b>
• Mobile	<b>9435391205</b>
• IQAC e-mail address	<b>iqacdhscomcol@gmail.com</b>
• Alternate e-mail address	<b>dhscomcol@gmail.com</b>
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://www.dhskcommercecollege.edu.in/webportal/aqar">http://www.dhskcommercecollege.edu.in/webportal/aqar</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.dhskcommercecollege.edu.in/webportal/ac">http://www.dhskcommercecollege.edu.in/webportal/ac</a>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>72.25</b>	<b>2004</b>	<b>03/05/2004</b>	<b>02/05/2009</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.48</b>	<b>2018</b>	<b>26/09/2018</b>	<b>25/09/2023</b>

**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
<b>ECO Club, DHSK Commerce College</b>	<b>National Green Corps</b>	<b>Assam Science &amp; Technology Environment Council</b>	<b>2021</b>	<b>5000</b>
<b>DHSK Commerce College</b>	<b>Upgradation to MDC</b>	<b>RUSA, ASSAM</b>	<b>2020</b>	<b>16000000</b>

**8.Whether composition of IQAC as per latest****Yes**

<b>NAAC guidelines</b>		
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>	<b>1</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<a href="http://www.dhskcommercecollege.edu.in/webportal/AllaboutIQAC">http://www.dhskcommercecollege.edu.in/webportal/AllaboutIQAC</a>	Renovation of existing classroom and new window panels and renovation extension of library area to accommodate with purchase more text books and department	
	Setting up of a computer lab in	
	Construction of new Gym in the g	
	Improvement of College's Banipur wall and earth filling	
	Publication a research book on J number	
<b>12.Plan of action chalked out by the IQAC in Quality Enhancement and the outcome achieved</b>		

Plan of Action	
Construction of a new multipurpose multi storied building at college campus with the provisions of auditorium, video conferencing hall, class rooms, toilet blocks etc.	
Renovation of existing classrooms under ground floor by fitting tiles and new window panels	
Renovation of College Library by extension of library area to accommodate more books and reading area	
Purchase more text books and reference books for library and department	
Setting up of a computer lab in the College with 50 computers	
Construction of new Gym in the ground floor in the College campus	
Improvement of College's Banipur Land by constructing new boundary wall and earth filling	
Construction of first floor of College Girls hostel to accommodate more number of students	
To publish a research book on Jyotiprasad Agarwalla with ISBN number	
To increase the number of environment friendly initiatives by NSS, NCC, Women Cell etc. and ensuring participation of maximum students in such initiatives	

	To encourage various activities such as Yoga, physical exercise meditation etc related to development of mental and physical fitness of students, faculty and staff	
	To publish a peer reviewed research journal Utkarsh with ISSN number	
	<b>13. Whether the AQAR was placed before statutory body?</b>	
	<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
	Name	
	Governing Body of DHSK Commerce College	
	<b>14. Whether institutional data submitted to A</b>	
	Year	
	2020-21	

## Extended Profile

### 1. Programme

1.1

96

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1

1325

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2

722

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3

399

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1

24

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2

26

Number of Sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	<b>96</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	<b>1325</b>
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	<b>722</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>399</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1	<b>24</b>
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	26
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	20
Total number of Classrooms and Seminar halls	
4.2	101.42
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

The College follows the syllabi of Dibrugarh University and accordingly teaching plans are being prepared on the basis of the equally divided curriculum portion, keeping sufficient revision time for learners. Remedial classes are taken for slow learners. In the beginning of academic session orientation programmes are organized where students are acquainted with their semester courses and College/University regulations. The Department Heads discuss about the progress of the course with the faculty. Students are asked if they are getting suitable books/other study materials related to the topics taught in class. Teachers help students by supplying necessary books from the departmental library and e-resources as and when necessary. In order to test the curriculum delivery and its impact on the student's two in-semester written tests are taken in every semester. After evaluation the answer scripts, copies are returned to students so that they can realize their individual strength and weakness and can prepare themselves better for the future exams. Various ICT based curriculum delivery



tools and online modes were used by the teachers during lockdowns and Covid - 19 pandemics. Faculties overcame the challenges posed by corona pandemic by engaging in online teaching mode such as Zoom meeting, Google classroom etc.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/ac">http://www.dhskcommercecollege.edu.in/webportal/ac</a>

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

As the College is affiliated to Dibrugarh University, the institution follows curriculum prescribed by the University. For effective implementation of curriculum, teachers refer to reference books, online resources and journals from library along with online references. Teachers have been putting their constant efforts in improving teaching learning process by organizing and participating in seminar, webinars, conferences, online talk programmes and guest lecturers for students. Innovative teaching methods such as audio- visual teaching aids and Power Point Presentations were used during lectures. Together with these methods, field visits, Industry visits, projects preparation, home assignments, class assignments, debates, quiz, surprise class tests etc. are used for effective curriculum implementation. Remedial classes are also conducted for weak students. Academic calendar is prepared by Dibrugarh University and accordingly IQAC committee in collaboration with the various departments prepares its teaching plans and programmes for the current academic session. The subject and work allotment was distributed by the principal in consultation with the vice - principal and heads of the department as per qualification, experience and expertise. Teachers prepare semester - wise teaching plans for their respective subjects/ courses and maintain a diary for the same.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/ac">http://www.dhskcommercecollege.edu.in/webportal/ac</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

28

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

28

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

**Cross Cutting Issues:**The course curriculum of B.Com has been imbued with cross-cutting issues like environmental awareness and knowledge, gender issues and human values. The students are well aware about the environmental issues as they have to study one ability enhancement course on Environmental Studies in their B.Com curriculum. This course also addresses the environmental aspects of social issues and the grave situation of environmental pollution.

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
2. **Environment and Sustainability:**College has been organising a variety of programmes in the college and outside to create

sensitise the students as well as the citizens of the importance of environmental sustainability. Tree plantation (World Plantation Day and World Environment Day), Swachhata Abhiyaan (Cleanliness Drive), Cycle Rally etc have been regular part of the activities.

3. Human Values and Professional Ethics: Some of the activities undertaken by the College to make the students aware and sensitive towards ethical and humanitarian values are Cloth Donation, National Unity Day, National Voters' Day, Essay Competition (Azadi ka Amrit Mahotsav) etc.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

5

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

### 1.3.3 - Number of students undertaking project work/field work/ internships

342

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="http://www.dhskcommercecollege.edu.in/webportal/Feedback">http://www.dhskcommercecollege.edu.in/webportal/Feedback</a>

## 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**

1400

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

722

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**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

Regular theoretical and practical classes are taken by teachers in classical chalk - talk system as well as ICT tools are used by all teachers. During Corona pandemic and lock down period, teachers engaged classes through various online platforms such as Zoom, Google Classroom etc. College organizes Guardians' meeting and Students' feedback is taken yearly. Remedial classes are taken for the slow learners and for those who want extra learnings. Special lecture are organized by some department from time to time as per the students requirement in online and offline mode. Field tours organized by college for the benefits of students.

File Description	Documents
Link for additional Information	<a href="http://www.dhskcommercecollege.edu.in/webportal/AcademicSupport">http://www.dhskcommercecollege.edu.in/webportal/AcademicSupport</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1325	36

File Description	Documents
Any additional information	<a href="#">View File</a>

**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

In order to enhance teaching - learning experiences, faculty members adopt many teaching methods such as traditional lecture method, interactive method, project preparation, field visits, computer-assisted method, experiment method etc. Teaching and learning activities are made effective by these practices.

1. **Project methods:** The project work classes are conducted for the final year students to provide student an opportunities of freedom of thoughts and free exchange of different views. As per the requirement of syllabi.
2. **Interactive methods:** Teachers make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, discussion and questions and answers on current affairs, etc.
3. **ICT Enabled Teaching:** ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Language Lab, Smart Class rooms, etc. The institution adopts modern pedagogy to enhance teaching-learning process.
4. **Student Seminars:** The Student seminars are organized where in the papers are presented by students on contemporary topics to enrich their learning experience.
5. **Group Learning Method:** Group Learning method is now being adopted through whatsapp group. Student share their notes and study material through this method. Whatsapp group are made by an student or by the contract teacher. They share the information to each other.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/Infrastructure">http://www.dhskcommercecollege.edu.in/webportal/Infrastructure</a>

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

The following tools are used by the teachers for effective teaching - learning process:

1. Overhead Projectors: 7 projectors are available in different classrooms/labs for ICT enabled class
2. Desktop and Laptops: Arrangement of desktop and laptops are done at class rooms, computer Lab and faculty cabins all over the campus.
3. Printers: Printer are installed at Labs, Library, IQAC Office, administrative office, examination office, PG department and other places.
4. Photocopier machines -. There are four Photostat machines available in campus for the use of students and office
5. Scanners- Multifunction printers are available.
6. Seminar Rooms- Three seminar halls are equipped with all digital facilities.
7. Smart Board- One smart board is installed in the campus.
8. Auditorium- It is digitally equipped with mike, projector, cameras and computer system.
9. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom
10. Digital Library resources (DEL NET, MYLOFT etc)

Use of ICT by Teachers include Power Point presentations, Online quiz for students, Video Conferencing, Online competitions onechnical events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://www.dhskcommercecollege.edu.in/webportal/Infrastructure">http://www.dhskcommercecollege.edu.in/webportal/Infrastructure</a>

### 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

36

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

294

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

There is an Examination Committee in the College to look into all the examination related matters, evaluation process, students grievances etc. Recommendations from the faculties, students feedback and university guidelines are duly considered, discussed and incorporated in concluding the policy framework of examination related matters. The respective department maintains database of the internal assessment and accordingly the final statements of the students are handed over to the examination committee for further process. 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, aggregate of attendance is carried over to the final marks of student. The internal examination is evaluated in the following modes:

1. Theoretical examination: Question setting and evaluation is

conducted by departmental teachers,

2. Seminar presentation/assignment: Seminar presentation and home assignment are assigned to the students on curriculum/syllabus oriented topics. Teachers help in selecting topics of Seminar presentation/assignment where students prepare their own slides and deliver seminar in multimedia smart room. Assignments are submitted to respective teachers and marks are awarded.
3. Viva-voce: Viva- voce are being undertaken for students department for speciality subjects.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/ExaminationEvaluationSystem">http://www.dhskcommercecollege.edu.in/webportal/ExaminationEvaluationSystem</a>

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

The examination committee conducts internal examinations in a systematic manner on specific dates. After the exams are conducted, the teachers are given the answer scripts for the purpose of evaluation and they are given a maximum period of 7 days to evaluate the answer scripts. During the period of 2020-21, internal exams were held online through Google classroom app where Google forms were used to set the paper and students received their marks as and when they submitted the forms.

Presently, the evaluation system has two components, Continuous Internal Evaluation (CIE) and the End Semester Examination (ESE). The examination committee conducts the internal examinations in a systematic manner on specific dates. After the exams are conducted, the teachers are given the answer scripts for the purpose of evaluation and they are given a maximum period of 10 days to evaluate the answer scripts. The teachers show the answer scripts to the students and case of any grievances, they are dealt with it immediately. During the period of 2020-21, internal exams were held online through Google classroom app where Google forms were used to set the paper and students received their marks as and when they submitted the forms.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/ExaminationEvaluationSystem">http://www.dhskcommercecollege.edu.in/webportal/ExaminationEvaluationSystem</a>

## 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 from time to time. The mentors also play an important role here by guiding their respective mentees in this regard.

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

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

1. Remedial Class: At the end of lecture of any topic if weaker student does not get the concept, the teacher takes the extra classes for those students. Then there is interaction with the students to know that they get the concept in a meaningful way so that taking these classes serves the interest of the weaker students.
2. Online doubt clearance class: Teacher take online classes to clear their doubt because it is also difficult for the teacher to make the concept clear to all students by taking physical classes during the allotted class time.
3. Keeping in contact with students through Alumni Group: Every year, passed out students are required to fill out a form to get their name entered in the alumni register. The members express their valuable views for the course of action to be

followed in order to strengthen the relationship between institution and students in near future during the meeting. In this way, our institution is in a position to keep in touch with the students through alumni group by collecting structured feedback.. The contents of filled out feedback forms are evaluated to follow up action to be taken in the coming days.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/CourseOutcome">http://www.dhskcommercecollege.edu.in/webportal/CourseOutcome</a>

### 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

398

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://www.dhskcommercecollege.edu.in/webportal/Student'sAchievement">http://www.dhskcommercecollege.edu.in/webportal/Student'sAchievement</a>

### 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)

1.657

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

### 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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">NA</a>

### 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

9

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

The college has undertaken the following extension activities in the neighbourhood



1. Tree plantation program:A tree plantation drive was organised Banipur campus on 02/10/2020
2. National Unity Day:College observed National Unity Day virtually on 31st October, 2020
3. National Voter's Day:On 25th January, 2021 National Voters day was celebrated with 30 students
4. A cleanliness drive and Cycle Rally:A cleanliness drive was organised at DTP dyke in association on 26th January, 2021
5. Celebration of Closing Ceremony programme of Road safety Month on 17th February, 2021
6. Covid-19 Vaccination camp:13 NSS volunteers assisted the health workers at the Covid-19 vaccination from 5th March-10th March, 2021.
7. Awareness Program on Legal Rights of Women on the 13th March, 2021.
8. Celebration of "Azadi ka Amrut Mahotsav":The College celebrated Azadi ka Amrut Mahotsav on 18th March, 2021
9. Celebration of World Plantation Day on 21st March, 2021.
10. Celebration of World Environment Day:An online quiz competition was held among the students on 5th June, 2021.
11. Awareness Program on Tobacco burden and Cancer Control on 9th June, 2021
12. International Yoga Day celebration on the occasion of 7th International Yoga Day on 21st June, 2021.

File Description	Documents
Paste link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/NSS">http://www.dhskcommercecollege.edu.in/webportal/NSS</a>
Upload any additional information	<a href="#">View File</a>

### 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

1



File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

10

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

10

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

2

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

## 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.

College has 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.

1. **Classrooms:** The College has a number of well-furnished, well ventilated classrooms with projectors for conducting classes with seating capacity of more than 1500 students. The

College has ICT classrooms where the provision of multimedia learning, Wi-Fi connectivity and internet access is available.

2. Auditorium / Seminar Hall: The College has a multipurpose seminar hall, an auditorium hall to be used for conducting national seminars / workshops at the college.
3. Computer Lab: The College has a computer lab which is utilized for conducting practical classes as per the requirements of the curriculum. Labs are also utilized for technology learning & training as a part of teaching contents beyond the syllabus.
4. Wi-Fi Campus: The entire campus is Wi-Fi enabled with internet facilities to the students and staff.
5. Girls Hostel: The Girls Hostel of the College is located at Khalihamari, Dibrugarh at a distance of about 1.00 K.M. from the College. Construction work of 1st floor the hostel is going on.
6. Photocopy Facility: Photocopy facility is available for students at a nominal rate in our College Library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/Infrastructure">http://www.dhskcommercecollege.edu.in/webportal/Infrastructure</a>

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

The College has adequate facilities for cultural activities, sports, games (indoor, outdoor) and gymnasium. The college runs its annual sports competition in its own institution. Cultural, gymnasium facilities are also available in the college. Students also participate in Inter -College youth festivals organized at different colleges under Dibrugarh University

1. Sports facilities: College encourages sports activities. A number of players have played district, university, state and even national level games. It provides indoor games as well as outdoor games. Some of the outdoor games are - Kho - Kho, Cricket, and Badminton. Some of the indoor games available in college are - Carrom board, Table-tennis, Chess , Gymnasium etc.
2. Facilities for Cultural Events: To organize cultural

activities in the college, there is a Students Cultural Committee having teachers as advisers and cultural programmes are being organised under the supervision of this committee. Some important programs organised in the college are quiz, debate, fancy dress, modeling, poster making, essay writing, slogan writing etc. College student plays music by them

3. **Gymnasium:** There is a separate room for Gymnasium under the sports section with number of gym instruments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/Infrastructure">http://www.dhskcommercecollege.edu.in/webportal/Infrastructure</a>

#### 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	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/Infrastructure">http://www.dhskcommercecollege.edu.in/webportal/Infrastructure</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

37.33

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

At the time of purchase of books for library, the requirement of books is obtained from the concerned departments and all 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 Library Committee in consultation with libraryan. At the beginning of each academic session, students are motivated to registe rthemselves in thelibrary system to use INFLIBNET and to avail different benefits of usinglibrary resources. The Library has special guest room facility for guest andphysically challenged students. IQAC collects feedback from students and theircontinuous 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. Additional matters such as weeding out of old titles, schedule of issue, return of booksetc are resolved by the library committee.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.dhskcommercecollege.edu.in/webportal/Library">http://www.dhskcommercecollege.edu.in/webportal/Library</a>

**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** B. Any 3 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 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)

12.80

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

#### 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

20

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/Infrastructure">http://www.dhskcommercecollege.edu.in/webportal/Infrastructure</a>

#### 4.3.2 - Number of Computers

86

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

54.34

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 strives for best allocation and fullest utilization of the available financial, academic and e - resources for maintenance by organizing regular meetings of committees constituted for this purpose and using the grants received from various agencies as per the guidelines, requirements and in the interest of the institution as a whole.

1. **Library:** At the beginning of each academic session, students are directed to register themselves in library to use INFLIBNET to avail different benefits of using library resources. The Library has special guest room facility for guest and physically challenged students. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in their respective examinations.
2. **Sports:** For maintenance of indoor sports the sports - in - charge of respective member of students union is authorised.
3. **Computers:** A Computer Centre is functioning with 28 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.
4. **Classrooms:** The College has a construction committee for maintenance and upkeep of infrastructure. The College development fund is utilized for maintenance and minor repairing of furniture and other electrical equipment.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/Infrastructure">http://www.dhskcommercecollege.edu.in/webportal/Infrastructure</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

619

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

194

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

**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	<a href="http://www.dhskcommercecollege.edu.in/webportal/home">http://www.dhskcommercecollege.edu.in/webportal/home</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**75**

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

**75**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

10

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

40

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**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**

9

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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.**

4

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

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 )

The 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. 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	<a href="http://www.dhskcommercecollege.edu.in/webportal/home">http://www.dhskcommercecollege.edu.in/webportal/home</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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 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. Total 3,694 students are 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. Alumni of the college provide 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.

File Description	Documents
Paste link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/Alumni">http://www.dhskcommercecollege.edu.in/webportal/Alumni</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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 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 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 faculty, Governing Body, Heads, staff and different committees.



File Description	Documents
Paste link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/VisionandMission">http://www.dhskcommercecollege.edu.in/webportal/VisionandMission</a>
Upload any additional information	<a href="#">View File</a>

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

- 1. Governing Body:** The college governance is very much decentralised and participative and as an apex decision making body, the college has governing body who nominates different committees for planning and implementation of academic, administrative and other policies where academic and administrative policies are based on the decisions of Governing body.
- 2. 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 cellwork 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.
- 3. 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.
- 4. 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	<a href="http://www.dhskcommercecollege.edu.in/webportal/Administration">http://www.dhskcommercecollege.edu.in/webportal/Administration</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment



## 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College is under continuous improvement with respect to 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 offers 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:

1. To develop the College playground at Banipur Campus
2. To construct boys' hostel at Banipur Campus
3. To construct staff quarters at Banipur Campus
4. To start few certificate courses / add on courses from 2022-23 academic session
5. In order 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://dhscommercecollege.edu.in/webportal/StrategicPlan">https://dhscommercecollege.edu.in/webportal/StrategicPlan</a>
Upload any additional information	<a href="#">View File</a>

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 (Dibrugarh Hanumanbux Surajmal Kanoi 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 suggestion 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 (IQAC) which works towards realization of the goals of quality enhancement and sustenance.

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

File Description	Documents
Paste link for additional information	<a href="https://dhskcommercecollege.edu.in/webportal/Administration">https://dhskcommercecollege.edu.in/webportal/Administration</a>
Link to Organogram of the Institution webpage	<a href="https://static.mycc.in/uploads/2300/website_builder_files/1652098781_622-servicerules.pdf">https://static.mycc.in/uploads/2300/website_builder_files/1652098781_622-servicerules.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for teaching and non- teaching staff as follows:

1. Canteen, library, drinking water, washing facilities, housing facilities for 4th grade employees
2. Departmental room with adequate seating provisions and stationery grants for teachers.
3. Provision of Group Life Insurance Policy for all employees.
4. 12 days Casual Leave and earned leave
5. 6 months Maternity leave and Child Care Leave to female employee and 15 days paternity leave to male employee.
6. College has one Co-operative thrift society where loans are provided at a very low interest rate
7. All the departments, main offices and library are equipped with the facilities of laptop, desktop and internet having free Wi-Fi
8. Staff, who have joined services before February, 2005 are eligible to draw pension after the superannuation as per the government rules of OPS.
9. Permanent staffs are eligible for Employees General Provident Fund Scheme as well benefit of loan against the scheme. But those members of faculty, who have joined service after February, 2005 subscribe the Contributory Provident Fund (CPF) instead of GPF.
10. A faculty member may be granted a maximum of 24 months of leave with salary for pursuing higher studies.

File Description	Documents
Paste link for additional information	<a href="https://dhscommercecollege.edu.in/webportal/WelfareMeasures">https://dhscommercecollege.edu.in/webportal/WelfareMeasures</a>
Upload any additional information	<a href="#">View File</a>

### **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	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **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**

0

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

### 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

12

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

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

Evaluation of a teachers work is done by the head of the institution on the basis of multiple parameters which help in improvement of teacher's efficiency such as examinations performance of their respective students, regularity in classroom

attendance, students feedback report on teachers . The management reviews the performance of teaching and non-teaching staff and accordingly promotion, annual increment, career advancement etc. are given.

The College follows rules and guidelines of UGC for teacher's evaluation and accordingly the UGC devised scoring system proforma titled 'Performance Based Appraisal System' incorporating multiple parameters to evaluate teachers' performance and academic accountability is in place. As such every teacher has to submit annual performance report in the appraisal format prescribed by UGC, duly forwarded by HOD. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary. It is incumbent in the part of HOD to check the entries and append comments in an unbiased manner taking into account the interest of the department.

File Description	Documents
Paste link for additional information	<a href="https://dhscommercecollege.edu.in/webportal/Administration">https://dhscommercecollege.edu.in/webportal/Administration</a>
Upload any additional information	<a href="#">View File</a>

## 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 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. Methodology of audit in our institution consists of appointing of auditor with due permission from 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. 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.

File Description	Documents
Paste link for additional information	<a href="https://dhscommercecollege.edu.in/webportal/Administration">https://dhscommercecollege.edu.in/webportal/Administration</a>
Upload any additional information	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

**Utilization of Resources:** For efficient use of financial resources and proper mobilization of funds, the college has various Committees such as Governing Body, Purchase Committee, Construction Committee, IQAC Committee, Library Committee and various associated bodies which help in the preparation, division, allocation and utilization of funds. UGC funds are deposited in a separate bank account. The utilization of these funds is ensured through financial auditing at the end of each financial year.

- Grants received for BCom Morning Shift, PG Courses and other sources are used to start the courses, setting up of new laboratories and payment to teachers. Fees received from



students are used for payment of temporary teachers, development of the college, non-grant faculty and staff salaries,

- Library services are strengthened by purchasing new books and Sports services are augmented.
- The Purchase Committee and construction committee decide the policy and procedure for purchasing any item.
- All types of purchases are made through a tender system and every transaction is duly audited.
- All the money from different sources collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through Cheques / Electronic mode.

File Description	Documents
Paste link for additional information	<a href="https://dhscommercecollege.edu.in/webportal/Administration">https://dhscommercecollege.edu.in/webportal/Administration</a>
Upload any additional information	<a href="#">View File</a>

## 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

IQAC have been concentrating on the collection of feed back from various stakeholders and inform the concerned about its outcome for correction and improvement as a main tool of development and sustenance program of the Institution and helps in preparing AISHE reports. Few quality initiatives undertaken by IQAC include:

1. Aatma Nirbhaar Bharat Awareness Programme on "Be Vocal about Local Pledge" on 22nd July, 2020
2. International Level Students' Interactive Series on "How to Prepare for 21st Century Jobs"
3. Online Talk Programme on "Roles and Responsibilities of the College Fraternity in Current Times" 2nd August, 2020
4. National Level Students' Interactive series on "Students in the Time of Covid-19 Pandemic: Sailing through to their Career Paths" on 10th August, 2020
5. National level Students' Interactive Series on "Strategies for Successful Careers with Special Focus on Competitive Exams" on 29th August, 2020
6. National seminar on "Potentials and strategies of Rural

Marketing in India" on 17th October, 2020

7. National level webinar on the "Financial Education Program"
8. Awareness Program on Stock Market on 19th May, 2021
9. International Level Students' Interactive Series on "Speaking Skills"
10. International Level Students' Interactive Series on "India's Foreign Trade"

File Description	Documents
Paste link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/AboutIQAC">http://www.dhskcommercecollege.edu.in/webportal/AboutIQAC</a>
Upload any additional information	<a href="#">View File</a>

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

The College reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals as per norms and records the incremental improvement in following ways:

1. Academic review in beginning of the session is done by organizing orientation programme with newcomer students.
2. The IQAC motivates the teachers to use the ICT, teachers give the message, notices and study material to students for which teachers have created whatsapp group and Google classrooms
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 classes due to pandemic.
4. Projectors / Smart-board / PPT presentations: Few classrooms have smart-boards where projector are used. Teacher occasionally take their classes through smart-board, ppt presentation.
5. IQAC has been actively engaged in collection, analysis, review of Feedback from Students, teachers, alumni and parents and accordingly actions are taken.
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	<a href="http://www.dhskcommercecollege.edu.in/webportal/CourseOutcome">http://www.dhskcommercecollege.edu.in/webportal/CourseOutcome</a>
Upload any additional information	<a href="#">View File</a>

**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)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://assessmentonline.naac.gov.in/public/index.php/hei/aqar_prepare/16221?part=2">https://assessmentonline.naac.gov.in/public/index.php/hei/aqar_prepare/16221?part=2</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

Every year various programmes on Gender Sensitization are planned such as workshops / seminars / Celebration of days on areas covering National Girls day, Celebration of Women's day and many other relevant topics. Moreover the college has taken various initiatives like display of banners on Prevention of Sexual Harassment, Organising Self-defence classes, and various competitions among the students regarding gender issues. Further

the college have separate common room for girls, separate reading area for girls, equal opportunity cell, women's cell that take account various issues related to gender sensitization. The college organised an Awareness Programme on Legal Rights of Women held on 13th March, 2021.

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.dhskcommercecollege.edu.in/webportal/InstitutionalBestPractices">http://www.dhskcommercecollege.edu.in/webportal/InstitutionalBestPractices</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://www.dhskcommercecollege.edu.in/webportal/InstitutionalBestPractices">http://www.dhskcommercecollege.edu.in/webportal/InstitutionalBestPractices</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

The college's NSS unit is active in putting on numerous awareness events, tree plantation programmes, hygiene management, Sachcha Abhiyan (cleanliness drive) and other activities. Students are educated about the necessity and protecting environment along with waste management and garbage disposal mechanisms in courses such as Environmental Studies. The following measures for waste management of solid waste and E-waste are being implemented on the college campus.

**Solid Waste Management:** college has separate waste disposal system for organic waste and inorganic waste. Organic waste such as food

items, paper, leaves from trees, grasses are collected separately and later on mostly used as natural manure for plants in the college campus. Inorganic waste such as plastic/ polythene are disposed off outside the college campus and the town municipality services are relied on for this purpose.

**Liquid waste management:** The College has drainage system for disposing liquid waste.

**E-waste management:** Non-working computers, monitors, ups, printers are being repaired from time to time. E-waste generated in the campus is disposed by selling them to the appropriate recycling unit.

**Waste Recycling & Reuse System:** The paper waste generated is sent for recycling. Some of the papers are used by the faculties to records notes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="http://www.dhskcommercecollege.edu.in/webportal/InstitutionalBestPractices">http://www.dhskcommercecollege.edu.in/webportal/InstitutionalBestPractices</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution:** Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

#### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above



File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College has always been at the forefront of sensitising students to the cultural, regional, linguistic communal and socioeconomic diversities of the state and the nation. It encourages the students to organise and participate in programmes organised by college, inter-college, university and other Government or non-government organization to make them sensitize towards cultural, regional, linguistic, communal and socioeconomic diversities. It initiates cultural rally during the sports week to highlight the unity in diversity. Also different cultural programmes, International language day, Republic Day, Independence Day and other programmes are being organised by the college to promote cultural activities. Moreover the college is engaged in various cleanliness drives, cloth distribution to the needy.

The College organises motivational lectures of eminent persons for all-round development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and national integration. Besides academic and cultural activities, we have built up strong infrastructures for a variety of sports activities for the physical development of the students. Thus College make efforts in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities.



File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

**Celebration of Constitution Day:** Constitution Day is celebrated on 26th November every year. The programme initiates with Preamble reading of the constitution followed by lectures on the sensitization of students on responsibility towards the constitutional values, rights, duties and responsibilities of citizens.

**Celebration of National Days:** Every year Institute celebrates Republic Day and Independence day on January 26, and August 15 respectively. The celebration is attended by students, teaching and Non-teaching Staff, Invitees, guests and any attendees. Flag hosting with National anthem and oath of national integrity followed by distribution of sweets is the regular decorum of the programme.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**A. All of the above**

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

DHSK Commerce College regularly celebrates different national and international days and events. Out of those some of the days that are been celebrated are International Day of Yoga, International Women's Day ,Independence Day Celebration, Republic Day Celebration, World Environment day , Gandhi Jayanti, Saraswati Puja, Kargil Vijay Diwas and Army Day, NCC day, National Voters' Day, Global Movie Day. Some of the snaps are given below.

Name of the Event

Date of celebration

International Day of Yoga,

21st June, 2021

International Women's Day ,

8th March, 2021

Independence Day

15 August, 2020

Republic Day Celebration

26 January, 2021

World Environment day

5th June, 2021

Gandhi Jayanti

2nd October, 2020

Saraswati Puja

16 February, 2021

Kargil Vijay Diwas

July 26, 2020

NCC Day

22nd Nov, 2020

National Voters' Day,

25 January, 2021

Global Movie Day

13 February, 2021

International Mother Language Day

21 February, 2021

World Plantation Day

21st March, 2021

World Blood Donor Day

14th June, 2021

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**(1) Title: National Service Scheme(NSS)**

**(a) Objective:** The object to develop the personality and character of the student through voluntary community service.

**(b) The Context:** NSS unit had started with the motto "NOT ME BUT YOU" and the spirit of to do, learn and involve with activities.

**(c) Evidence of Success:** It has been helping in gaining practical knowledge among the students community through social services which have brought new changes, new creativity and innovation and ultimately the higher standard of living.

**(d) Problems encountered and resources required:** Insufficient resources at their disposal.

**(2) Title: Information and Career Guidance Cell(ICGC)**

**(a) Objectives:** (i) To provide information on professional and other courses that can be pursued after their graduation, conducting coaching courses for competitive examinations, interviews/selection mechanisms.

**(b)The Context:** The ICGC has been instrumental in organizing different activities for the benefits of the students'

**(c) The Practice:** During this pandemic situation since physical classes were not held regularly, we have managed to undertake many online activities such as programme.

**(d) Evidence of Success:** A number of graduates competitive

examinations, became CA & CS, got admission higher studies, ,

(e) Problems Encountered: Lack of sufficient finance to run the cell

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The mission and vision statement also incorporates the commitment of the college in teaching - learning, guiding and motivating the students by providing quality education. The performance of the institution is reflected in the results of the B.Com course taught here in both regular (Students intake 823, 949, 986, 1108, 1195 and 1325 in last five years respectively) as well as in PG program and the distance mode. Making commerce education accessible to all sections of the society is the first and foremost vision, priority as well thrust of the institution. The success rate in the end semester (regular mode) and annual final/end semester (distance mode) results of the institution in the result lists of the concerned university(s), no doubt, highlight the achievement of this first full fledged college imparting commerce education in the north east. In the final semester B.Com.(Regular) examinations under Dibrugarh University, the institution has been showing encouraging success rate in the last five as well as in the earlier years. The success rate of the final year students were 89, 97, 87, 99 and 99 in 2017, 2018, 2019, 2020 and 2021 respectively.

## 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

The College follows the syllabi of Dibrugarh University and accordingly teaching plans are being prepared on the basis of the equally divided curriculum portion, keeping sufficient revision time for learners. Remedial classes are taken for slow learners. In the beginning of academic session orientation programmes are organized where students are acquainted with their semester courses and College/University regulations. The Department Heads discuss about the progress of the course with the faculty. Students are asked if they are getting suitable books/other study materials related to the topics taught in class. Teachers help students by supplying necessary books from the departmental library and e-resources as and when necessary. In order to test the curriculum delivery and its impact on the student's two in-semester written tests are taken in every semester. After evaluation the answer scripts, copies are returned to students so that they can realize their individual strength and weakness and can prepare themselves better for the future exams. Various ICT based curriculum delivery tools and online modes were used by the teachers during lockdowns and Covid - 19 pandemics. Faculties overcame the challenges posed by corona pandemic by engaging in online teaching mode such as Zoom meeting, Google classroom etc.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/ac">http://www.dhskcommercecollege.edu.in/webportal/ac</a>

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

As the College is affiliated to Dibrugarh University, the institution follows curriculum prescribed by the University. For effective implementation of curriculum, teachers refer to reference books, online resources and journals from library

along with online references. Teachers have been putting their constant efforts in improving teaching learning process by organizing and participating in seminar, webinars, conferences, online talk programmes and guest lecturers for students. Innovative teaching methods such as audio- visual teaching aids and Power Point Presentations were used during lectures. Together with these methods, field visits, Industry visits, projects preparation, home assignments, class assignments, debates, quiz, surprise class tests etc. are used for effective curriculum implementation. Remedial classes are also conducted for weak students. Academic calendar is prepared by Dibrugarh University and accordingly IQAC committee in collaboration with the various departments prepares its teaching plans and programmes for the current academic session. The subject and work allotment was distributed by the principal in consultation with the vice - principal and heads of the department as per qualification, experience and expertise. Teachers prepare semester - wise teaching plans for their respective subjects/ courses and maintain a diary for the same.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/ac">http://www.dhskcommercecollege.edu.in/webportal/ac</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

28

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

28

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

**Cross Cutting Issues:**The course curriculum of B.Com has been imbued with cross-cutting issues like environmental awareness and knowledge, gender issues and human values. The students are well aware about the environmental issues as they have to study one ability enhancement course on Environmental Studies in their B.Com curriculum. This course also addresses the environmental aspects of social issues and the grave situation of environmental pollution.

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
2. **Environment and Sustainability:**College has been organising a variety of programmes in the college and outside to create sensitise the students as well as the citizens of the importance of environmental sustainability. Tree plantation (World Plantation Day and World Environment Day), Swachhata Abhiyaan (Cleanliness Drive), Cycle Rally etc have been regular part of the activities.
3. **Human Values and Professional Ethics:** Some of the activities undertaken by the College to make the students aware and sensitive towards ethical and humanitarian values are Cloth Donation, National Unity Day, National Voters' Day, Essay Competition (Azadi ka Amrit Mahotsav) etc.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

5

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

### 1.3.3 - Number of students undertaking project work/field work/ internships

342

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
<b>File Description</b>	<b>Documents</b>
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://www.dhskcommercecollege.edu.in/webportal/Feedback">http://www.dhskcommercecollege.edu.in/webportal/Feedback</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
<b>1400</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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

722

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 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

Regular theoretical and practical classes are taken by teachers in classical chalk - talk system as well as ICT tools are used by all teachers. During Corona pandemic and lock down period, teachers engaged classes through various online platforms such as Zoom, Google Classroom etc. College organizes Guardians' meeting and Students' feedback is taken yearly. Remedial classes are taken for the slow learners and for those who want extra learnings. Special lecture are organized by some department from time to time as per the students requirement in online and offline mode. Field tours organized by college for the benefits of students.

File Description	Documents
Link for additional Information	<a href="http://www.dhskcommercecollege.edu.in/webportal/AcademicSupport">http://www.dhskcommercecollege.edu.in/webportal/AcademicSupport</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1325	36

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

In order to enhance teaching - learning experiences, faculty members adopt many teaching methods such as traditional lecture method, interactive method, project preparation, field visits, computer-assisted method, experiment method etc. Teaching and learning activities are made effective by these practices.

1. **Project methods:** The project work classes are conducted for the final year students to provide student an opportunities of freedom of thoughts and free exchange of different views. As per the requirement of syllabi.
2. **Interactive methods:** Teachers make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, discussion and questions and answers on current affairs, etc.
3. **ICT Enabled Teaching:** ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Language Lab, Smart Class rooms, etc. The institution adopts modern pedagogy to enhance teaching-learning process.
4. **Student Seminars:** The Student seminars are organized where in the papers are presented by students on contemporary topics to enrich their learning experience.
5. **Group Learning Method:** Group Learning method is now being adopted through whatsapp group. Student share their notes and study material through this method. Whatsapp group are made by an student or by the contract teacher. They share the information to each other.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/Infrastructure">http://www.dhskcommercecollege.edu.in/webportal/Infrastructure</a>

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

The following tools are used by the teachers for effective teaching - learning process:

1. **Overhead Projectors:** 7 projectors are available in

- different classrooms/labs for ICT enabled class
2. Desktop and Laptops: Arrangement of desktop and laptops are done at class rooms, computer Lab and faculty cabins all over the campus.
  3. Printers: Printer are installed at Labs, Library, IQAC Office, administrative office, examination office, PG department and other places.
  4. Photocopier machines -. There are four Photostat machines available in campus for the use of students and office
  5. Scanners- Multifunction printers are available.
  6. Seminar Rooms- Three seminar halls are equipped with all digital facilities.
  7. Smart Board- One smart board is installed in the campus.
  8. Auditorium- It is digitally equipped with mike, projector, cameras and computer system.
  9. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom
  10. Digital Library resources (DEL NET, MYLOFT etc)

Use of ICT by Teachers include Power Point presentations, Online quiz for students, Video Conferencing, Online competitions onechnical events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://www.dhskcommercecollege.edu.in/webportal/Infrastructure">http://www.dhskcommercecollege.edu.in/webportal/Infrastructure</a>

### 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

36



File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

294

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

There is an Examination Committee in the College to look into all the examination related matters, evaluation process, students' grievances etc. Recommendations from the faculties, students' feedback and university guidelines are duly considered, discussed and incorporated in concluding the policy framework of examination related matters. The respective department maintains a database of the internal assessment and accordingly the final statements of the students are handed over to the examination committee for further process. The performance of a student in attendance is reported in the College notice board, indicating the student to maintain regularity in the class attendance. On marking the Internal Assessment of a student, the aggregate of attendance is carried over to the final marks of the student. The internal examination is evaluated in the following modes:

1. Theoretical examination: Question setting and evaluation is conducted by departmental teachers,
2. Seminar presentation/assignment: Seminar presentation and home assignment are assigned to the students on curriculum/ syllabus oriented topics. Teachers help in selecting topics of Seminar presentation/assignment where students prepare their own slides and deliver seminar in a multimedia smart room. Assignments are submitted to respective teachers and marks are awarded.
3. Viva-voce: Viva-voce are being undertaken for students of the department for speciality subjects.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/ExaminationEvaluationSystem">http://www.dhskcommercecollege.edu.in/webportal/ExaminationEvaluationSystem</a>

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

The examination committee conducts internal examinations in a systematic manner on specific dates. After the exams are conducted, the teachers are given the answer scripts for the purpose of evaluation and they are given a maximum period of 7 days to evaluate the answer scripts. During the period of 2020-21, internal exams were held online through Google classroom app where Google forms were used to set the paper and students received their marks as and when they submitted the forms.

Presently, the evaluation system has two components, Continuous Internal Evaluation (CIE) and the End Semester Examination (ESE). The examination committee conducts the internal examinations in a systematic manner on specific dates. After the exams are conducted, the teachers are given the answer scripts for the purpose of evaluation and they are given a maximum period of 10 days to evaluate the answer scripts. The teachers show the answer scripts to the students and case of any grievances, they are dealt with it immediately. During the period of 2020-21, internal exams were held online through Google classroom app where Google forms were used to set the paper and students received their marks as and when they submitted the forms.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/ExaminationEvaluationSystem">http://www.dhskcommercecollege.edu.in/webportal/ExaminationEvaluationSystem</a>

## 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 from time to time. The mentors also play an important role here by guiding their respective mentees in this regard.

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

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

1. Remedial Class: At the end of lecture of any topic if weaker student does not get the concept, the teacher takes the extra classes for those students. Then there is interaction with the students to know that they get the concept in a meaningful way so that taking these classes serves the interest of the weaker students.
2. Online doubt clearance class: Teacher take online classes to clear their doubt because it is also difficult for the teacher to make the concept clear to all students by taking physical classes during the allotted class time.
3. Keeping in contact with students through Alumni Group: Every year, passed out students are required to fill out a form to get their name entered in the alumni register. The members express their valuable views for the course of action to be followed in order to strengthen the relationship between institution and students in near future during the meeting. In this way, our institution is in a position to keep in touch with the students through alumni group by collecting structured feedback.. The contents of filled out feedback forms are evaluated to follow up action to be taken in the coming days.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/CourseOutcome">http://www.dhskcommercecollege.edu.in/webportal/CourseOutcome</a>

### 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

398

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://www.dhskcommercecollege.edu.in/webportal/Student'sAchievement">http://www.dhskcommercecollege.edu.in/webportal/Student'sAchievement</a>

### 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)

1.657

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

### 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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">NA</a>

### 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

9

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**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**

9

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**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**

11

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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

**The college has undertaken the following extension activities in the neighbourhood**

1. **Tree plantation program:**A tree plantation drive was organised Banipur campus on 02/10/2020
2. **National Unity Day:**College observed National Unity Day virtually on 31st October, 2020
3. **National Voter's Day:**On 25th January, 2021 National Voters day was celebrated with 30 students
4. **A cleanliness drive and Cycle Rally:**A cleanliness drive was organised at DTP dyke in association on 26th January,



2021

5. Celebration of Closing Ceremony programme of Road safety Month on 17th February, 2021
6. Covid-19 Vaccination camp: 13 NSS volunteers assisted the health workers at the Covid-19 vaccination from 5th March-10th March, 2021.
7. Awareness Program on Legal Rights of Women on the 13th March, 2021.
8. Celebration of "Azadi ka Amrut Mahotsav": The College celebrated Azadi ka Amrut Mahotsav on 18th March, 2021
9. Celebration of World Plantation Day on 21st March, 2021.
10. Celebration of World Environment Day: An online quiz competition was held among the students on 5th June, 2021.
11. Awareness Program on Tobacco burden and Cancer Control on 9th June, 2021
12. International Yoga Day celebration on the occasion of 7th International Yoga Day on 21st June, 2021.

File Description	Documents
Paste link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/NSS">http://www.dhskcommercecollege.edu.in/webportal/NSS</a>
Upload any additional information	<a href="#">View File</a>

### 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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 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**

10

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

10

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

2

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

## 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.

College has 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.

- 1. Classrooms:** The College has a number of well-furnished, well ventilated classrooms with projectors for conducting classes with seating capacity of more than 1500 students. The College has ICT classrooms where the provision of multimedia learning, Wi-Fi connectivity and internet access is available.
- 2. Auditorium / Seminar Hall:** The College has a multipurpose

seminar hall, an auditorium hall to be used for conducting national seminars / workshops at the college.

3. Computer Lab: The College has a computer lab which is utilized for conducting practical classes as per the requirements of the curriculum. Labs are also utilized for technology learning & training as a part of teaching contents beyond the syllabus.
4. Wi-Fi Campus: The entire campus is Wi-Fi enabled with internet facilities to the students and staff.
5. Girls Hostel: The Girls Hostel of the College is located at Khalihamari, Dibrugarh at a distance of about 1.00 K.M. from the College. Construction work of 1st floor the hostel is going on.
6. Photocopy Facility: Photocopy facility is available for students at a nominal rate in our College Library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/Infrastructure">http://www.dhskcommercecollege.edu.in/webportal/Infrastructure</a>

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

The College has adequate facilities for cultural activities, sports, games (indoor, outdoor) and gymnasium. The college runs its annual sports competition in its own institution. Cultural, gymnasium facilities are also available in the college. Students also participate in Inter -College youth festivals organized at different colleges under Dibrugarh University

1. Sports facilities: College encourages sports activities. A number of players have played district, university, state and even national level games. It provides indoor games as well as outdoor games. Some of the outdoor games are - Kho - Kho, Cricket, and Badminton. Some of the indoor games available in college are - Carrom board, Table-tennis, Chess , Gymnasium etc.
2. Facilities for Cultural Events: To organize cultural activities in the college, there is a Students Cultural Committee having teachers as advisers and cultural programmes are being organised under the supervision of this committee. Some important programs organised in the

colleageare quiz, debate, fancy dress, modeling, poster making, essay writing, slogan writing etc. College student plays music by thems

3. Gymnasium: There is a separate room for Gymnasium under the sports section with number of gym instruments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/Infrastructure">http://www.dhskcommercecollege.edu.in/webportal/Infrastructure</a>

#### 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	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/Infrastructure">http://www.dhskcommercecollege.edu.in/webportal/Infrastructure</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

37.33

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

At the time of purchase of books for library, the requirement of books is obtained from the concerned departments and all 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 Library Committee in consultation with libraryan. At the beginning of each academic session, students are motivated to registe rthemselves in thelibrary system to use INFLIBNET and to avail different benefits of usinglibrary resources. The Library has special guest room facility for guest andphysically challenged students. IQAC collects feedback from students and theircontinuous 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. Additional matters such as weeding out of old titles, schedule of issue, return of booksetc are resolved by the library committee.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.dhskcommercecollege.edu.in/webportal/Library">http://www.dhskcommercecollege.edu.in/webportal/Library</a>

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

**B. Any 3 of the above**

resources	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
12.80	
File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>
<b>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)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
20	
File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>
<b>4.3 - IT Infrastructure</b>	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
<p><b>IT Facilities:</b> 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</p>	



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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/Infrastructure">http://www.dhskcommercecollege.edu.in/webportal/Infrastructure</a>

#### 4.3.2 - Number of Computers

86

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

54.34

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 strives for best allocation and fullest utilization of the available financial, academic and e - resources for maintenance by organizing regular meetings of committees constituted for this purpose and using the grants received from various agencies as per the guidelines, requirements and in the interest of the institution as a whole.

1. **Library:** At the beginning of each academic session, students are directed to register themselves in library to use INFLIBNET to avail different benefits of using library resources. The Library has special guest room facility for guest and physically challenged students. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in their respective examinations.
2. **Sports:** For maintenance of indoor sports the sports - in - charge of respective member of students union is authorised.
3. **Computers:** A Computer Centre is functioning with 28 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.
4. **Classrooms:** The College has a construction committee for

maintenance and upkeep of infrastructure. The College development fund is utilized for maintenance and minor repairing of furniture and other electrical equipment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/Infrastructure">http://www.dhskcommercecollege.edu.in/webportal/Infrastructure</a>

## 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

619

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

#### 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

194

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

**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	<a href="http://www.dhskcommercecollege.edu.in/webportal/home">http://www.dhskcommercecollege.edu.in/webportal/home</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**75**

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

**75**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

10

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

40

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### **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**

9

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### **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.**

4

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

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 )

The 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. 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	<a href="http://www.dhskcommercecollege.edu.in/webportal/home">http://www.dhskcommercecollege.edu.in/webportal/home</a>
Upload any additional information	<a href="#">View File</a>

**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**

6



File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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 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. Total 3,694 students are 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. Alumni of the college provide 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.

File Description	Documents
Paste link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/Alumni">http://www.dhskcommercecollege.edu.in/webportal/Alumni</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**      **E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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 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 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 faculty, Governing Body, Heads, staff and different committees.

File Description	Documents
Paste link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/VisionandMission">http://www.dhskcommercecollege.edu.in/webportal/VisionandMission</a>
Upload any additional information	<a href="#">View File</a>

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

1. **Governing Body:** The college governance is very much decentralised and participative and as an apex decision making body, the college has governing body who nominates different committees for planning and implementation of academic, administrative and other policies where academic and administrative policies are based on the decisions of Governing body.
2. **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.
3. **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.
4. **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	<a href="http://www.dhskcommercecollege.edu.in/webportal/Administration">http://www.dhskcommercecollege.edu.in/webportal/Administration</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College is under continuous improvement with respect to 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 offers 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:

1. To develop the College playground at Banipur Campus
2. To construct boys' hostel at Banipur Campus
3. To construct staff quarters at Banipur Campus
4. To start few certificate courses / add on courses from 2022-23 academic session
5. In order 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://dhscommercecollege.edu.in/webportal/StrategicPlan">https://dhscommercecollege.edu.in/webportal/StrategicPlan</a>
Upload any additional information	<a href="#">View File</a>

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 (Dibrugarh Hanumanbux Surajmal Kanoi 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 suggestion 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 (IQAC) which works towards realization of the goals of quality enhancement and sustenance.

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

File Description	Documents
Paste link for additional information	<a href="https://dhskcommercecollege.edu.in/webportal/Administration">https://dhskcommercecollege.edu.in/webportal/Administration</a>
Link to Organogram of the Institution webpage	<a href="https://static.mycc.in/uploads/2300/website_builder_files/1652098781_622-servicerules.pdf">https://static.mycc.in/uploads/2300/website_builder_files/1652098781_622-servicerules.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for teaching and non- teaching staff as follows:

1. Canteen, library, drinking water, washing facilities, housing facilities for 4th grade employees
2. Departmental room with adequate seating provisions and stationery grants for teachers.
3. Provision of Group Life Insurance Policy for all employees.
4. 12 days Casual Leave and earned leave
5. 6 months Maternity leave and Child Care Leave to female employee and 15 days paternity leave to male employee.
6. College has one Co-operative thrift society where loans are provided at a very low interest rate
7. All the departments, main offices and library are equipped with the facilities of laptop, desktop and internet having free Wi-Fi
8. Staff, who have joined services before February, 2005 are eligible to draw pension after the superannuation as per the government rules of OPS.
9. Permanent staffs are eligible for Employees General Provident Fund Scheme as well benefit of loan against the scheme. But those members of faculty, who have joined service after February, 2005 subscribe the Contributory Provident Fund (CPF) instead of GPF.
10. A faculty member may be granted a maximum of 24 months of leave with salary for pursuing higher studies.



File Description	Documents
Paste link for additional information	<a href="https://dhskcommercecollege.edu.in/webportal/WelfareMeasures">https://dhskcommercecollege.edu.in/webportal/WelfareMeasures</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

0



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

### **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**

**12**

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

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

**Evaluation of a teachers work is done by the head of the institution on the basis of multiple parameters which help in improvement of teacher's efficiency such as examinations**

performance of their respective students, regularity in classroom attendance, students feedback report on teachers . The management reviews the performance of teaching and non-teaching staff and accordingly promotion, annual increment, career advancement etc. are given.

The College follows rules and guidelines of UGC for teacher's evaluation and accordingly the UGC devised scoring system proforma titled 'Performance Based Appraisal System' incorporating multiple parameters to evaluate teachers' performance and academic accountability is in place. As such every teacher has to submit annual performance report in the appraisal format prescribed by UGC, duly forwarded by HOD. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary. It is incumbent in the part of HOD to check the entries and append comments in an unbiased manner taking into account the interest of the department.

File Description	Documents
Paste link for additional information	<a href="https://dhscommercecollege.edu.in/webportal/Administration">https://dhscommercecollege.edu.in/webportal/Administration</a>
Upload any additional information	<a href="#">View File</a>

#### 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 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. Methodology of audit in our institution consists of appointing of auditor with due permission from 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. 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.

File Description	Documents
Paste link for additional information	<a href="https://dhscommercecollege.edu.in/webportal/Administration">https://dhscommercecollege.edu.in/webportal/Administration</a>
Upload any additional information	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

**Utilization of Resources:** For efficient use of financial resources and proper mobilization of funds, the college has various Committees such as Governing Body, Purchase Committee, Construction Committee, IQAC Committee, Library Committee and various associated bodies which help in the preparation, division, allocation and utilization of funds. UGC funds are deposited in a separate bank account. The utilization of these funds is ensured through financial auditing at the end

of each financial year.

- Grants received for BCom Morning Shift, PG Courses and other sources are used to start the courses, setting up of new laboratories and payment to teachers. Fees received from students are used for payment of temporary teachers, development of the college, non-grant faculty and staff salaries,
- Library services are strengthened by purchasing new books and Sports services are augmented.
- The Purchase Committee and construction committee decide the policy and procedure for purchasing any item.
- All types of purchases are made through a tender system and every transaction is duly audited.
- All the money from different sources collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through Cheques / Electronic mode.

File Description	Documents
Paste link for additional information	<a href="https://dhscommercecollege.edu.in/webportal/Administration">https://dhscommercecollege.edu.in/webportal/Administration</a>
Upload any additional information	<a href="#">View File</a>

## 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

IQAC have been concentrating on the collection of feed back from various stakeholders and inform the concerned about its outcome for correction and improvement as a main tool of development and sustenance program of the Institution and helps in preparing AISHE reports. Few quality initiatives undertaken by IQAC include:

1. Aatma Nirbhaar Bharat Awareness Programme on "Be Vocal about Local Pledge" on 22nd July, 2020
2. International Level Students' Interactive Series on "How to Prepare for 21st Century Jobs"
3. Online Talk Programme on "Roles and Responsibilities of the College Fraternity in Current Times" 2nd August, 2020

4. National Level Students' Interactive series on "Students in the Time of Covid-19 Pandemic: Sailing through to their Career Paths" on 10th August, 2020
5. National level Students' Interactive Series on "Strategies for Successful Careers with Special Focus on Competitive Exams" on 29th August, 2020
6. National seminar on "Potentials and strategies of Rural Marketing in India" on 17th October, 2020
7. National level webinar on the "Financial Education Program"
8. Awareness Program on Stock Market on 19th May, 2021
9. International Level Students' Interactive Series on "Speaking Skills"
10. International Level Students' Interactive Series on "India's Foreign Trade"

File Description	Documents
Paste link for additional information	<a href="http://www.dhskcommercecollege.edu.in/webportal/AboutIQAC">http://www.dhskcommercecollege.edu.in/webportal/AboutIQAC</a>
Upload any additional information	<a href="#">View File</a>

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

The College reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals as per norms and records the incremental improvement in following ways:

1. Academic review in beginning of the session is done by organizing orientation programme with newcomer students.
2. The IQAC motivates the teachers to use the ICT, teachers give the message, notices and study material to students for which teachers have created whatsapp group and Google classrooms
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 classes due to pandemic.
4. Projectors / Smart-board/ /PPT presentations: Few classrooms have smart-boards where projector are used. Teacher occasionally take their classes through smart-

board, ppt presentation.

5. IQAC has been actively engaged in collection, analysis, review of Feedback from Students, teachers, alumni and parents and accordingly actions are taken.
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	<a href="http://www.dhskcommercecollege.edu.in/web_portal/CourseOutcome">http://www.dhskcommercecollege.edu.in/web_portal/CourseOutcome</a>
Upload any additional information	<a href="#">View File</a>

**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)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://assessmentonline.naac.gov.in/public/index.php/hei/aqar_prepare/16221?part=2">https://assessmentonline.naac.gov.in/public/index.php/hei/aqar_prepare/16221?part=2</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>



**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**

Every year various programmes on Gender Sensitization are planned such as workshops / seminars / Celebration of days on areas covering National Girls day, Celebration of Women's day and many other relevant topics. Moreover the college has taken various initiatives like display of banners on Prevention of Sexual Harassment, Organising Self-defence classes, and various competitions among the students regarding gender issues. Further the college have separate common room for girls, separate reading area for girls, equal opportunity cell, women's cell that take account various issues related to gender sensitization. The college organised an Awareness Programme on Legal Rights of Women held on 13th March, 2021.

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.dhskcommercecollege.edu.in/webportal/InstitutionalBestPractices">http://www.dhskcommercecollege.edu.in/webportal/InstitutionalBestPractices</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://www.dhskcommercecollege.edu.in/webportal/InstitutionalBestPractices">http://www.dhskcommercecollege.edu.in/webportal/InstitutionalBestPractices</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling**



## system Hazardous chemicals and radioactive waste management

The college's NSS unit is active in putting on numerous awareness events, tree plantation programmes, hygiene management, Sachcha Abhiyan (cleanliness drive) and other activities. Students are educated about the necessity and protecting environment along with waste management and garbage disposal mechanisms in courses such as Environmental Studies. The following measures for waste management of solid waste and E-waste are being implemented on the college campus.

**Solid Waste Management:** college has separate waste disposal system for organic waste and inorganic waste. Organic waste such as food items, paper, leaves from trees, grasses are collected separately and later on mostly used as natural manure for plants in the college campus. Inorganic waste such as plastic/ polythene are disposed off outside the college campus and the town municipality services are relied on for this purpose.

**Liquid waste management:** The College has drainage system for disposing liquid waste.

**E-waste management:** Non-working computers, monitors, ups, printers are being repaired from time to time. E-waste generated in the campus is disposed by selling them to the appropriate recycling unit.

**Waste Recycling & Reuse System:** The paper waste generated is sent for recycling. Some of the papers are used by the faculties to records notes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="http://www.dhskcommercecollege.edu.in/webportal/InstitutionalBestPractices">http://www.dhskcommercecollege.edu.in/webportal/InstitutionalBestPractices</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge**

**B. Any 3 of the above**

<b>Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3. Pedestrian Friendly pathways</b></li> <li><b>4. Ban on use of Plastic</b></li> <li><b>5. landscaping with trees and plants</b></li> </ol>	<b>A. Any 4 or All of the above</b>
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>E. None of the above</b>

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).**

**The College has always been at the forefront of sensitising students to the cultural, regional, linguistic communal and socioeconomic diversities of the state and the nation. It encourages the students to organise and participate in**

programmes organised by college, inter-college, university and other Government or non-government organization to make them sensitized towards cultural, regional, linguistic, communal and socio-economic diversities. It initiates cultural rallies during the sports week to highlight the unity in diversity. Also different cultural programmes, International Language Day, Republic Day, Independence Day and other programmes are being organised by the college to promote cultural activities. Moreover, the college is engaged in various cleanliness drives, cloth distribution to the needy.

The College organises motivational lectures of eminent persons for all-round development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and national integration. Besides academic and cultural activities, we have built up strong infrastructures for a variety of sports activities for the physical development of the students. Thus, the College makes efforts in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

**Celebration of Constitution Day:** Constitution Day is celebrated on 26th November every year. The programme initiates with Preamble reading of the constitution followed by lectures on the sensitization of students on responsibility towards the constitutional values, rights, duties and responsibilities of citizens.

**Celebration of National Days:** Every year the Institute celebrates Republic Day and Independence Day on January 26, and August 15 respectively. The celebration is attended by students, teaching and Non-teaching Staff, Invitees, guests and any attendees. Flag hoisting with National anthem and oath of national

integrity followed by distribution of sweets is the regular decorum of the programme.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

DHSK Commerce College regularly celebrates different national and international days and events. Out of those some of the days that are been celebrated are International Day of Yoga, International Women's Day ,Independence Day Celebration, Republic Day Celebration, World Environment day , Gandhi Jayanti, Saraswati Puja, Kargil Vijay Diwas and Army Day, NCC day, National Voters' Day, Global Movie Day. Some of the snaps

are given below.

Name of the Event

Date of celebration

International Day of Yoga,

21st June, 2021

International Women's Day ,

8th March, 2021

Independence Day

15 August, 2020

Republic Day Celebration

26 January, 2021

World Environment day

5th June, 2021

Gandhi Jayanti

2nd October, 2020

Saraswati Puja

16 February, 2021

Kargil Vijay Diwas

July 26, 2020

NCC Day

22nd Nov, 2020

National Voters' Day,

25 January, 2021

Global Movie Day

13 February, 2021

International Mother Language Day

21 February, 2021

World Plantation Day

21st March, 2021

World Blood Donor Day

14th June, 2021

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

(1) **Title: National Service Scheme(NSS)**

(a) **Objective:** The object to develop the personality and character of the student through voluntary community service.

(b) **The Context:** NSS unit had started with the motto "NOT ME BUT YOU" and the spirit of to do, learn and involve with activities.

(c) **Evidence of Success:** It has been helping in gaining practical knowledge among the students community through social services which have brought new changes, new creativity and innovation and ultimately the higher standard of living.

(d) **Problems encountered and resources required:** Insufficient



resources at their disposal.

(2) Title: Information and Career Guidance Cell(ICGC)

(a) Objectives: (i) To provide information on professional and other courses that can be pursued after their graduation, conducting coaching courses for competitive examinations, interviews/selection mechanisms.

(b)The Context: The ICGC has been instrumental in organizing different activities for the benefits of the students'

(c) The Practice: During this pandemic situation since physical classes were not held regularly, we have managed to undertake many online activities such as programme.

(d) Evidence of Success: A number of graduates competitive examinations, became CA & CS, got admission higher studies, ,

(e) Problems Encountered: Lack of sufficient finance to run the cell

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The mission and vision statement also incorporates the commitment of the college in teaching - learning, guiding and motivating the students by providing quality education. The performance of the institution is reflected in the results of the B.Com course taught here in both regular (Students intake 823, 949, 986, 1108, 1195 and 1325 in last five years respectively) as well as in PG program and the distance mode. Making commerce education accessible to all sections of the society is the first and foremost vision, priority as well thrust of the institution. The success rate in the end semester (regular mode) and annual final/end semester (distance mode) results of the institution in the result lists of the concerned university(s), no doubt, highlight the achievement of this first full fledged college imparting commerce education in the

north east. In the final semester B.Com.(Regular) examinations under Dibrugarh University, the institution has been showing encouraging success rate in the last five as well as in the earlier years. The success rate of the final year students were 89, 97, 87, 99 and 99 in 2017, 2018, 2019, 2020 and 2021 respectively.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1. Construction of multipurpose multistoried building at college campus with the provisions of auditorium, video conferencing hall
2. To purchase text books and reference books for library
3. Proposal for setting up of a computer lab in the College with 50 computers and start new class
4. Improvement of College's Banipur Land by completing constructing of boundary walls
5. To maintain clean and green Campus with plastic free zone and planting of trees
6. To publish peer reviewed research Journal 'Utkarsh'
7. To collect and review feedback and suggestions from faculty members, students, alumni and parents and to take actions accordingly
8. To improve Wi-Fi connectivity throughout the College campus.
9. To organize national and international level lecture, webinars, seminars for teachers and students
10. To prepare for 3rd Cycle of NAAC's assessment and accreditation
11. To encourage teachers to complete their doctoral degrees and to continue research activities through quality publications and research projects
12. To construct rain water harvesting system in the campus
13. To increase the number of environment friendly initiatives by NSS, NCC, Women Cell etc. and ensuring participation of maximum students in such initiatives
14. To encourage students to engage themselves in online classes organized by teachers from home during corona pandemic.
15. Apply for ISO certification of the College

NAAC