

Annual Quality Assurance Report (AQAR) 2014-15



Submitted to NAAC on 31.10.2017

**Internal Quality Assurance Cell (IQAC)
D.H.S.K. COMMERCE COLLEGE
K.C. Gogoi Path
Dibrugarh, Assam**

The Annual Quality Assurance Report (AQAR)

of DHSK Commerce College, for 2014-15

Part – A

1. Details of the Institution:

1.1.	Name of the Institution	D.H.S.K. COMMERCE COLLEGE
1.2.	Address Line 1	K.C. GOGOI PATH
	Address Line 2	DIBRUGARH
	City/Town	DIBRUGARH
	State	ASSAM
	Pin Code	786001
	Institution e-mail address	dhscomcol@gmail.com
	Contact Nos.	0373-2321653
	Name of the Head of the Institution:	Dr. Khanindra Misra Bhagawati
	Mobile:	9435908628
	Name of the IQAC Co-ordinator:	Dr. T.P. Upadhyaya
	Mobile:	94353941205
	IQAC e-mail address:	iqacdhscomcol@gmail.com
1.3.	NAAC Track ID (<i>For ex. MHCogn 18879</i>)	
	OR	
	NAAC Executive Committee No. & Date	EC/32/066 Dated: May 03, 2004
1.4.	Website address:	www.dhscommercecollege.edu.in
	Web-link of the AQAR:	www.dhscommercecollege.edu.in/aqar.aspx

1.5. Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B		2004	2009
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6. Date of Establishment of IQAC: DD/MM/YYYY

1.7. AQAR for the year

1.8. Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC:

AQAR 2011-12 uploaded and submitted on 31.10.2017
AQAR 2012-13 uploaded and submitted on 31.10.2017
AQAR 2013-14 uploaded and submitted on 31.10.2017

1.9. Institutional Status:

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10. Type of Faculty/Programme

Arts Science Commerce Law

PEI (Phys Edu) TEI (Edu) Engineering Health Science

Management Others (Specify)

1.11. Name of the Affiliating University (for the Colleges)

1.12. Special status conferred by Central/State Government- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt./ University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities:

2.1. No. of Teachers:	8		
2.2. No. of Administrative/Technical staff:	1		
2.3. No. of students:	1		
2.4. No. of Management representative:	2		
2.5. No. of Alumni:	1		
2.6. No. of any other stakeholder and community representatives:	1		
2.7. No. of Employers/ Industrialists:	-		
2.8. No. of other External Experts:	1		
2.9. Total No. of members:	14		
2.10. No. of IQAC meetings held:	1		
2.11. No. of meetings with various stakeholders:	No. <input type="text" value="5"/>	Faculty <input type="text" value="1"/>	
	Non- Teaching Staff <input type="text" value="1"/>	Students <input type="text" value="1"/>	
	Alumni <input type="text" value="2"/>	Others <input type="text" value="-"/>	
2.12. Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If yes, mention the amount	<input type="text"/>		
2.13. Seminars and Conferences (only quality related)			
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC			
Total Nos. <input type="text" value="8"/>	International <input type="text" value="-"/>	National <input type="text" value="4"/>	State <input type="text" value="-"/>
	Institution Level <input type="text" value="4"/>		
(ii) Themes	<input type="text"/>		
2.14. Significant Activities and contributions made by IQAC:	<input type="text" value="Organised Financial education workshop under SEBI"/>		
2.15. Plan of Action by IQAC/Outcome:	<input type="text" value="The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year."/>		

Plan of Action	Achievements
<ul style="list-style-type: none"> • Academics 	<ul style="list-style-type: none"> ✓ 1st Semester classes of B.Com Morning Shift started for the 1st time ✓ UGC sponsored National seminar on “Economic Empowerment of Rural Farmers” was organised on 8-9 August, 2014 ✓ Distance study centre under IDOL-GU started ✓ All India Essay writing competition organised ✓ Rajiv Gandhi youth festival was organised ✓ Financial assistance of provided to poor students ✓ Momentoes given to B.Com outgoing students
<ul style="list-style-type: none"> • Construction 	<ul style="list-style-type: none"> ✓ Construction of new building in the College campus ✓ Construction of Girls Hostel
<ul style="list-style-type: none"> • Purchase 	<ul style="list-style-type: none"> ✓ Laptops for departments ✓ Books and journals for the library
<ul style="list-style-type: none"> • Installation 	<ul style="list-style-type: none"> ✓ Air conditioner installed in the 1st floor of library auditorium

2.16. Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

Provide the details of the action taken:

The Governing Body of the college has approved the AQAR after verification.

Part – B

Criterion – I

1. Curricular Aspects

1.1. Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	No. of value added /Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	1	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	2	-	2	-
Others	3	1	3	-
Total	6	1	5	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2. (i) Flexibility of the Curriculum: CBCS/ Core/ Elective option/ Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	-
Annual	1

1.3. Feedback from stakeholders*(On all aspects):

Alumni Parents Employers Students

Mode of feedback: Online Manual Co-operating schools
(for PEI)

**Please provide an analysis of the feedback in the Annexure. (Annexure I)*

1.4. Whether there is any revision / update of regulation or syllabi, if yes, mention their salient aspects.

B.Com semester course has been revised w.e.f. 2014-15 Sessions.

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

B.Com course with specialty in International Business has been introduced under the Department of Economics

Criterion – II

2. Teaching, Learning and Evaluation

2.1. Total No. of permanent faculty:

Total	Asst. Professors	Associate Professors	Professors	Others
22	10	12	-	-

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

8

2.3. No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	3	-	-	-	-	-	-	1	3

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

-	-	3
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2.5. Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	-	11	5
Presented papers	-	10	-
Resource Persons	-	3	2

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

<ul style="list-style-type: none"> ➤ A recruitment rally was organised for undergraduate students by ICICI bank ➤ A program on preparation for UPSC-CSE was organised

2.7. Total No. of actual teaching days during this academic year

180

2.8. Examination / Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy and online Multiple Choice Questions):

<ul style="list-style-type: none"> ▪ Marks of Sessional exams are displayed in the notice board. ▪ Answer scripts are shown to the students. ▪ Absent students are given opportunity to appear in the Sessional exam ▪ Students can get photocopy of study materials and previous year question papers
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2.9. No. of faculty members involved in curriculum restructuring / Revision/ Syllabus development as member of Board of Study/ Faculty/Curriculum Development workshop:

1	-	1
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2.10. Average percentage of attendance of students:

80 %

2.11. Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division(%)				
		Distinction %	I %	II %	III %	Pass %
B.Com. Final	201	-	30.85	34.33	27.86	94.04
Certificate Course in Spoken English	22	-	31.82	50.00	18.18	100
Certificate Course in Office Management	5	-	5	-	-	100

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

<ul style="list-style-type: none"> ▪ Initiative in monitoring regular holding of classes. ▪ Collection and analysis of students feedback. ▪ computation of students attendance and information to guardians in case of poor attendance ▪ Encouraging to teachers to use modern teaching aids. ▪ Arrangement of project work classes for sixth semester speciality students

2.13. Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	5
Others(1 week workshop)	1

2.14. Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	3	-	1
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1. Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution:

A peer reviewed Research Journal in commerce and allied subjects entitled “UTKARSH” is published annually by the College to encourage research. Teachers are encouraged to take up research projects.

3.2. Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3. Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4. Details on research publications

	International	National	Others
Peer Review Journals	6	2	-
Non-Peer Review Journals	-	-	-
e-Journals	2	-	-
Conference proceedings	-	1	-

3.5. Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6. Research funds sanctioned and received from various funding agencies, industry and other organizations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2011-13	UGC	1,10,000.00	30,000.00
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	1,10,000.00	30,000.00

3.7. No. of books published:

i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8. No. of University Departments receiving funds from:

UGC-SAP UGC-SAP DST-FIST
 DPE DBT Scheme/funds

3.9. For colleges:

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10. Revenue generated through consultancy:

3.11. No. of conferences organized by the institution:

Level	International	National	State	University	College
Number	-	1	-	-	-
Sponsoring agencies	-	UGC	-	-	-

3.12. No. of faculty served as experts, chairpersons or resource persons:

3.13. No. of collaborations:

International National Any other

3.14. No. of linkages created during this year:

3.15. Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16. No. of patents received this year:

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17. No. of research awards / recognitions received by faculty and research fellows of the Institute in the year:

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18. No. of faculty from the Institution who are Ph. D. Guides and students registered under them:

3.19. No. of Ph.D. awarded by faculty from the Institution:

3.20. No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones):

JRF SRF Project Fellows Any other

3.21. No. of students Participated in NSS events:

University level State level
National level International level

3.22. No. of students participated in NCC events:

University level State level
National level International level

3.23. No. of Awards won in NSS:

University level State level
National level International level

3.24. No. of Awards won in NCC:

University level State level
National level International level

3.25. No. of Extension activities organized:

University forum College forum
NCC NSS Any other

3.26. Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility:

- Flood Relief by teachers unit
- Financial awareness program under SEBI
- Coaching materials was provided in collaboration with NS classes

Criterion – IV

4. Infrastructure and Learning Resources

4.1. Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	0.81 acres	Nil	Private & Public	0.81 acres
Class rooms	14	Nil	Nil	14
Laboratories	Nil	Nil	Nil	Nil
Seminar Halls	1	Nil	Nil	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	1	4	UGC	5
Value of the equipment purchased during the year (Rs.)	Nil	Nil	1,90,458.00	1,90,458.00
Others	Nil	Nil	Nil	Nil

4.2. Computerization of administration and library:

1. 3 Nos. new Computers (Acer brand) installed in Library .
2. Barcode Scanner & Printer installed.
3. Circulation of books fully automated from this year.

4.3. Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value(Rs)	No.	Value(Rs)
Text Books	19346	30,70,876.50	48	22,466.00	19394	30,93,342.50
Reference Books	7927	16,74,813.50	167	30,176.50	8094	17,04,990.00
e-Books	-	-	-	-	-	-
Journals	58	6,960.00	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4. Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centre's	Computer Centre's	Office	Depart-ments	Others
Existing	16	Nil	7	Nil	1	5	Nil	3
Added	8	Nil	3	Nil	Nil	2	Nil	Nil
Total	24	Nil	10	Nil	1	7	Nil	3

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

Yes, the college provides training to teachers as well as office staff on computers, internet.

4.6. Amount spent on maintenance in Rupees :

i) ICT	
ii) Campus Infrastructure and facilities	68,05,901.00
iii) Equipments	1,26,449.00
iv) Others	12,58,006.00
Total :	81,90,356.00

Criterion – V

5. Student Support and Progression

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

The IQAC helps in notifying academic activities of the college through prospectus, notice boards and website. The Information and Career Guidance Cell and the college administration also take care of Student Support Services.

5.2. Efforts made by the institution for tracking the progression

- Departments keep tracks of student’s progression by being in touch with them.
- Departments review the student’s progression by organising Departmental Committee Meeting periodically.
- Student’s progression is also maintained by Alumni Association through social networking support for Alumnus of the college.

5.3.	(a) Total Number of students	UG	PG	Ph. D.	Others
		733	-	-	-
	(b) No. of students outside the state	22			
	(c) No. of international students	-			

	Men	No.	%		Women	No.	%
		396	54			337	46

	General	SC	ST	OBC	Physically Challenged	Total
Year (2014-15)	259	63	70	215	-	607
Year (2015-16)	322	63	85	263	-	733

Demand ratio 1:3 Dropout % 2.9%

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

- The ICGC of the college had signed MOU with NS classes, Dibrugarh for providing coaching for competitive examination in college campus at discounted rate. Provision for scholarship has been also initiated for attracting students to the courses during Sept, 2014.
- The UG students were availed the opportunity to attend a counselling program for UPSC-CSE where resource persons were invited from Dr. A.R. Khan(Khan Study Group, New Delhi) and from Centre for Entry into Services, Dibrugarh University. It was held on 16.09.2014.
- NS Classes, Dibrugarh arranged demo classes on Learning skills for Competitive Exam for the 6th and 4th semester student on 16.02.2015 in collaboration with the ICGC, DHSK Commerce College.
- The ICGC of the college conducted “All India Essay Writing Event 2014” in collaboration with Shri Ram Chandra Mission and United Nations Information Centre for India and Bhutan on 16.08.14.

Number of students beneficiaries All Students

5.5. Number of students qualified in these examinations:

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6. Details of student counselling and career guidance:

- The ICGC of the college in collaboration with ICICI Bank Sales Academy arranged a counselling program on the recruitment process into the Banking Services.
- A career counselling program for students was arranged by the ICGC of the college to enable them to join CMA course on 12/02/15. The resource persons were from the Institute of Cost Accountants of India.

Number of students benefitted

5.7. Details of campus placement:

On campus		Off Campus	
Number of organizations visited	Number of students participated	Number of organizations visited	Number of students participated
-	-	-	-

5.8. Details of gender sensitization programmes:

- The Women Cell of the college “Dharini” organized a self employment programme entitled “Filing of Income Tax return ourselves”
- “Dharini” organised a poster making competition among the students on the theme “Women’s Rights”

5.9. Students Activities:

5.9.1. Number of students participated in Sports, Games and other events:

State/ University level National level International level

No. of students participated in cultural events:

State/ University level National level International level

5.9.2. Number of medals /awards won by students in Sports, Games and other events:

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10. Scholarships and Financial Support:

Heads	Number of students	Amount(Rs.)
Financial support from institution	4	6,000.00
Financial support from government	17	82,355.00
Financial support from other sources	5	10,000.00
Number of students who received International/ National recognitions	-	-

5.11. Student organized / initiatives:

Fairs: State/University level National level International level

Exhibition: State/University Level National level International level

5.12. No. of social initiatives undertaken by the students:

5.13. Major grievances of students (if any) redressed:

Criterion – VI

6. Governance, Leadership and Management

6.1. State the Vision and Mission of the institution:

Vision:

- Making commerce education accessible to all sections of the society.
- Teach, guide and motivate the students by providing quality education.
- Inculcate the spirit of co-operation and healthy competition amongst the students.
- Mould the students towards creativity and excellence with dedication, devotion and discipline.
- Ensure physical, mental and moral growth and development of the students.
- Assist in character building by cultivating human and ethical values in the students.
- Synthesise the traditional and modern teaching tools for capacity building through all round development of the students.
- Facilitate, encourage and spread education for women empowerment.

Mission:

- “The mission of the D.H.S.K. Commerce College is to promote learning by both students and faculty to achieve excellence in education”

6.2. Does the Institution has a management Information System :

6.3. Quality improvement strategies adopted by the institution for each of the following:

6.3.1. Curriculum Development:

The college is affiliated to Dibrugarh University. Therefore curriculum is developed by the University. Some teachers of the college are engaged by the University in the Curriculum Design and Development.

6.3.2. Teaching and Learning:

The College provides quality education in various speciality courses in Commerce. The University prepares academic calendar at the beginning of each academic year and accordingly various departments of the College prepares teaching plans. The College conducts in-semester examinations, viva-voce, project works, etc. for the continuous evaluation of the students. Students are encouraged to participate in workshops, seminar, quiz competition and group discussion in order to improve their performances in internal assessment.

6.3.3. Examination and Evaluation:

University Examinations (End Semester Examinations) are conducted as per rules and guidelines provided by the Dibrugarh University (the affiliating university). The evaluation is carried out by teachers as per direction of the University. The college is identified by the University as one of the Examination Evaluation Zones and as such teachers are engaged in the Evaluation process. Two In-Semester Sessional examinations are conducted by the College. Internal assessment marks are awarded to the students based on their performance in their sessional examinations, group discussion, seminar, class attendance and viva voce.

6.3.4. Research and Development:

The college encourages the faculty for research and development works with financial assistance from various funding and sponsoring agencies engaged for the purpose of higher education and research. The college also encourages the faculty to organise seminars / workshops, talks sponsored by UGC, NGOs, SEBI, etc.

6.3.5. Library, ICT and physical infrastructure / instrumentation:

The college library has about 27000 books and journals and is equipped with internet facility including ICT-OPAC.

The College was established long back with a three storied academic cum administrative buildings and subsequently some addition to the infrastructure have been made by constructing annexed buildings to facilitate teaching and learning in a more efficient manner. The college has started both horizontal and vertical expansion of the existing building with the financial aid received from the Govt. of Assam and College fund.

6.3.6. Human Resource Management:

The college grants duty leaves to the faculty members for participation in the refresher/ orientation programs, short term courses, workshops, seminars etc for improving their knowledge base and professional skills. The college has dynamic NSS, NCC, ICGC, Women's Wing and Students' Union.

6.3.7. Faculty and Staff recruitment:

For the purpose of recruitment a selection committee is formed as per the guidelines of UGC and State Govt., which selects appropriate candidate and the proposal is placed in the Governing Body. After the approval of the Governing Body, the proposal is sent to the Director of Higher Education for appointment

6.3.8. Industry Interaction / Collaboration:

No

6.3.9. Admission of Students:

Students are admitted on merit basis and also reservation policy of the Govt. of Assam is followed. Admission process is carried out by an admission committee. The college displays the names of selected and waitlisted candidates with marks in the college notice board as well as college website

6.4. Welfare schemes for

Teaching and Non teaching	Group Savings Linked Insurance, Group Insurance Scheme, Child care leave, GPF, NPS D.K.C.C.E.W. Society for providing loans at low rate of interest, One time financial help for retired persons.
Students	Students union, low college fees, Fee concession to needy and meritorious students, Career counselling, Scholarship from Central and State Govt, Scholarship from private Institutions, availability of pure drinking water, excursion tour

6.5. Total corpus fund generated

6.6. Whether annual financial audit has been done Yes No

6.7. Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Agency
Academic	-	-	-	-
Administrative	-	-	-	-

6.8. Does the University / Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9. What efforts are made by the University/ Autonomous College for Examination Reforms?

6.10. What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11. Activities and support from the Alumni Association:

6.12. Activities and support from the Parent - Teacher Association:

6.13. Development programmes for support staff:

6.14. Initiatives taken by the institution to make the campus eco-friendly:

- Plantation and beautification of the college campus
- The campus is made polythene free.

Criterion – VII

7. Innovations and Best Practice

7.1. Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Demo classes on Learning Skills for competitive exams
- Organising of World Poetry Day
- All India Essay Writing Event

7.2. Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year :

- ✓ Organised UGC sponsored National seminar
- ✓ Construction of new building in the college campus
- ✓ Construction of girls hostel
- ✓ Commencement of 1st Semester classes of B.Com for morning shift
- ✓ Purchase of laptops for departments
- ✓ Purchase of books and journals
- ✓ Installation of Air conditioner in the 1st floor of library auditorium
- ✓ Financial assistance provided to poor students
- ✓ Organised Rajiv Gandhi youth festival
- ✓ mementoes given to B.Com outgoing students

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

- Student Facilitating System
- Examination System

7.4. Contribution to environmental awareness / protection:

Cleanliness drive in and around the surrounding areas of the college

7.5. Whether environmental audit was conducted?

Yes

No

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

-

8. Plans of institution for next year(2015-16):

- Completion of Girls Hostel
- Repair and Renovation of college building
- Purchase of Furniture's
- Purchase of computers and equipments for computer course
- Financial assistance to poor students
- Purchase of additional book and journals
- Appointment of additional teachers in college post



Dr. T.P. Upadhyaya
Coordinator, IQAC
D.H.S.K Commerce College
Dibrugarh, Assam



Dr. K.M. Bhagawati
Principal cum Chairman, IQAC
D.H.S.K Commerce College
Dibrugarh, Assam

Annexure –I
(Details of Students Feedback Report is available in the college website)

Main Findings of the student's feedback report (2015):

1. Total 201 number of student respondents participated in the feedback system.
2. 48% student respondent state that 75% - 90% courses completed in the classroom teaching.
3. 35% student respondent state that 50% - 75% courses completed in the classroom teaching.
4. 17% respondents highlight that sufficient numbers of text books are not available in the college library.
5. 19% respondents highlight that sufficient numbers of reference books are not available in the college library.
6. 54% respondent remarks that subject-wise teaching plan is not displayed in the college notice board.
7. 75% students highlight that internal assessment help to improve their academic scores and 62% of total respondents assume that internal assessment is desirable for improvement.
8. 92% student remarks that internal system process followed by college is excellent and fair.
9. Use of Teaching Aids is less in the classrooms.
10. Computer and Wi-Fi facilities are not good in the campus.
11. Canteen and parking facility are ranked at average.
12. Students feel that there is lack of adequate facilities in Girls common room.
13. With respect to Boys common room and other facilities, students have ranked it lowest in the scale.
14. Students opine that administrative set up of the college take adequate steps to solve student's grievances.
15. 26% students opine that there should be a proper mechanism to take care of student's grievances.
16. 22% of total students feel that administration is partially successful in maintaining discipline in the college.
17. 32% of the respondents are partially satisfied with the welfare schemes of the college.
18. 08% respondents are either partially satisfied or not satisfied with the fee structure of the college.
19. 29% respondents are either partially satisfied or not satisfied with holding of in-semester examinations in the college.
20. 8% respondents are not satisfied with the time of declaration of the in-semester examinations results.
21. Total 124 numbers of respondents are intended to pursue higher studies after graduation, whereas 48 numbers prefer to search a job for livelihood.
22. 18% respondents state that they are partially satisfied with the expectations they have from the college.
23. 91% students state that they will recommend this college to any other students who are interested to pursue higher studies in Commerce stream.

Annexure --II
Comprehensive Academic Calendar 2014-2015
(Recommended by the Academic Planning Committee, Dibrugarh University)

16 th July, 2014 (Wednesday)	Commencement of the 1 st , 3 rd & 5 th Semester Classes of the BA/ B.Sc./ B.Com Programmes. Notification of Class Routine in the Colleges. Notification of Course Plan/ Departmental Class Routine in the dept. Notice Boards of the Colleges.
17 th -22 nd July, 2014	Interaction with the 1 st Semester Students by the Principals and teachers of the colleges; Freshers' Social in the colleges (Any one day)
1 st August 2014 (Friday)	Commencement of Odd Semester Classes.
1 st – 7 th August 2014	Form Fill-up for Compartmental/ Betterment Examination under CBCS mode
4 th – 11 th August, 2014	Freshers' Social in the University Departments/ Centres/ Hostels (preferably on Saturday & Sunday)
5 th August, 2014 (Tuesday)	Orientation Programmes for the new students by the teachers/ administration
7 th August, 2014 (Thursday)	Completion of the Admission Process of the B.Ed. Course (for regular students)
8 th – 13 th August, 2014	General Freshers' Social of Dibrugarh University (any one day)
12 th August 2014 (Tuesday)	Last date for declaration of Odd Semester results under non-CBCS mode.
20 th -29 th August, 2014	Compartmental/ Betterment Examinations under CBCS Compartmental Examination of the Ph.D./M.Phil Preregistration Course Work
26 th August, 2014 (Tuesday)	Last date for submission of Filled in Registration Forms of the BA/ B.Sc./ B.Com 1 st Semester Students by the Colleges at the University
26 th Aug- 4 th Sept, 2014	1 st Sessional Examination of BA/ B.Sc./ B.Com programmes in the Semester System
29 th August, 2014 (Friday)	Completion of the admission process along with submission of the Course Fees if any of all Odd Semester classes of the University Departments/ Centres/ DUIET
4 th – 7 th September, 2014	PGSU Election (any one day)
6 th – 9 th September 2014	Students' Union Election in the Degree Colleges (Any one day)
6 th – 11 th September 2014	Counseling for the BA/B.Sc./B.Com 1 st Semester Students and Mid Semester; Feedback Assessment (any one day)
9 th – 13 th September, 2014	Advertisement for DURAT 2014
17 th – 25 th September, 2014	1 st Sessional Test of all Odd Semester PG programmes
23 rd – 30 th September, 2014	Meeting of the Research Councils
23 rd - 30 th September, 2014	Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion etc.
30 th September 2014(Tuesday)	Last date of Notification of 1 st Sessional (BA/ B.Sc./ B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Boards
21 st - 27 th October, 2014	2 nd Sessional Examination of the BA/B.Sc./B.Com Programmes in the Semester System
24 th October, 2014 (Friday)	Last Date for Assignment Submission by the students (if any) of the BA/B.Sc./B.Com Programmes in the Semester System
25 th October, 2014 (Saturday)	Last date for Form Fill up of the B.A./ B.Sc./ B.Com End Semester Examinations
7 th - 11 th November, 2014	Meeting of the Academic Council

10 th November, (Monday)	Last date for submission of Internal Assessment marks of the Students of the BA/ B.Sc./ B.Com Programmes to the University; Last date for Submission of the filled in Examination Forms of the BA/ B.Sc./ B.Com End Semester Examinations by the Colleges at the University
11 th November, 2014 (Tuesday)	Last date for notification of 2 nd Sessional (BA/ B.Sc./ B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Boards; Completion of the Odd Semester Classes of the B.A./ B.Sc./B.Com Programmes
8 th November, 2014 (Sunday)	DURAT 2014
20 th Nov- 15 th Dec, 2014	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
25 th November, 2014 (Tuesday)	Completion of Odd Semester courses of the academic programmes of the University Departments/ Centres/ Institute
22 nd Nov.- 20 th Dec., 2014	Evaluation of End Semester Answer scripts of the B.A./ B.Sc./ B.Com. Programmes at the Zones
1 st – 16 th December, 2014	Commencement of End Semester Examinations of the academic programmes of the University Departments/ Centres/Institute
16 th Dec, 2014- 15 th Jan, 2015	Semester End vacation for the teaching staff of the Colleges conducting BA/ B.Sc./ B.Com Programmes
17 th – 31 st December, 2014	College Week (for seven days)
22 nd December, 2014 (Monday)	Submission of marks (with evaluated scripts) by the course teachers to the Dept/ Centre CBCS Board Meeting of the Research Councils
24 th – 30 th December, 2014	Notification of End-Semester Examination marks by the Departmental/ Centre CBCS Board (Odd Semester)
26 th December, 2014 (Friday)	Completion of Grievance Redressal by the Departmental/ Centre
30 th December, 2014 (Tuesday)	CBCS Board and hand over the marks of end semester examination under CBCS mode to the Controller of Exams.
1 st – 31 st January 2015	Semester Break for University Teaching Departments/ Centre for Studies
2 nd -8 th January, 2015	Admission Notice for Ph.D./ M. Phil Pre-Registration Course Work
10 th January, 2015 (Saturday)	Last date for Submission of Evaluated Answer Scripts of the End Semester Examinations of the B.A./ B.Sc./ B.Com programmes with relevant documents by the Zonal Officers to the University
16 th /17 th January, 2015	Commencement of the Even Semester classes of the BA/ B.Sc./B.Com Programmes Notification of Class Routine (College & Departmental), Course Plans etc. in the Notice Boards
19 th January, 2015 (Monday)	Last date for declaration of Odd Semester results under CBCS mode
2 nd – 10 th February, 2015	Admission and commencement of Ph.D. /M. Phil Pre-Registration Course Work classes
2 nd – 15 th February, 2015	Submission of Even Semester Course fees, wherever applicable
2 nd February, 2015 (Monday)	Commencement of Even Semester Classes of the academic programmes of the University Departments/ Centres of Studies
2 nd - 9 th February, 2015	Form Fill-up for Compartmental/ Betterment Examinations Under CBCS mode
13 th February 2015, (Friday)	Last date for declaration of Odd Semester results under non- CBCS mode
20 th Feb- 28 th February, 2015	Compartmental/ Betterment Examination under CBCS Mode Declaration of the BA/B.Sc./B.Com Odd Semester results

22 nd -28 th February, 2014	Meeting of the Under Graduate Board Meeting of the Post Graduate Board
20 th Feb- 5 th March, 2015	1 st Sessional Examination of the 2 nd , 4 th and 6 th Semester of the B.A./B.Sc./B.Com Programmes
February-March, 2015	XV Convocation 2015
1 st – 6 th March, 2015	Counseling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (one day)
2 nd – 8 th March, 2015	University Week, 2015
2 nd - 10 th March, 2015	Meeting of the Academic Council
20 th - 26 th March, 2015	Notification of 1 st Sessional Examination Marks of the 2 nd , 4 th and 6 th Semester BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards; Internal Assessment for 2 nd , 4 th and 6 th Semesters of the BA/ B.Sc./ B.Com Programmes through seminar/ group discussion etc.
20 th – 31 th March, 2015	1 st Sessional Test of all Even Semester classes of the University Departments/ Centres
13 th March, 2015 (Friday)	Last date for notification of Compartmental/ Betterment Examination marks under CBCS
20 th March, 2015 (Friday)	Completion of Grievance Redressal of Compartmental/ Betterment examination by the Departmental/ Centre CBCS Board and hand over the marks of even semester programmes under CBCS mode to the Controller of Exams.
20 th – 30 th March, 2015	Meeting of the Research Councils
18 th – 30 th April, 2015	2 nd Sessional Examinations of the B.A./B.Sc./B.Com Programmes
22 nd - 30 th April, 2015	Advertisement for B.Ed. CET
27 th April, 2015 (Monday)	Last date for submission of Assignment by the students of BA/ B.Sc./ B.Com Programmes (if any) Last date for Form fill-up of the B.A./ B.Sc./ B.Com. End Semester Examinations
2 nd – 9 th May, 2015	Admission Notice for MBA(FT)/MBA(PT)/BBA/PGDTM/ MCA/BCA/ B.A. LL.B/ Five Year Integrated M.Sc. in Physics programmes
2 nd - 9 th May, 2015	Form Fill up for End Semester Examinations of the academic programmes of the University departments/ Centres; 2 nd Sessional Test of all Even Semester PG Programmes
9 th May, 2015 (Saturday)	Last date for notification of 2 nd Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards Completion of the even semester classes of the BA/ B.Sc./B.Com Programmes
11 th May, 2015 (Monday)	Last date for submission of filled in Examination Forms of the B.A./ B.Sc./ B.Com. End Semester Examinations (2 nd , 4 th & 6 th Semester) by the colleges at the University Last date for submission of Internal Assessment marks of the 2 nd , 4 th & 6 th Semester Students of the BA/ B.Sc./ B.Com Programmes to the University
18 th May- 15 th June 2015	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes

Annexure - III

Best Practices

BEST PRACTICE - I

- a) **Title of the Best Practice:** Student Facilitating System
- b) **Objective of the practice:** The basic goal of this system is to provide a facilitator/ counselor for each and every student in the college.
- To foster and develop a friendly relationship between the teachers and the taught.
 - To give responsibility of the overall conduct of a student to a specific faculty of the college.
 - To provide a greater insight into the problems faced by the students and their requirements.
 - To identify different talents of the students.
- c) **The Context:** Our college has a unique system whereby each student is allotted in the name of a particular teacher. The teachers work as facilitators for the respective students and keep records of their academic and other activities. Before the beginning of classes in every session an academic meeting is held whereby allocations are made. The students are communicated about their respective counselors. The students are encouraged to approach their facilitators whenever they are in need of some guidance or help.
- d) **The Practice:** Every teacher keeps detailed records of the students under them. Details like their performance in the various internal assessment examinations, their participation in the sports week, their presence and cooperation in the varied college activities are kept by the respective teachers. This enables the teachers to monitor the progress of the student in the college. Issues like absence from class, poor performance in the internal assessment examinations are easily addressed by the teacher in charge. This practice also bring to light the different talents of the students and are encouraged by the teachers to take part in various activities like singing, debate, quiz, sports conducted in the college.
- e) **Evidence of Success:** Although there are no objective means of measuring the success of this system, some changes are witnessed in the attitude and mindset of the students towards their teachers. Contrary to regular practice whereby students interact with their teachers only in the classroom environment, this system has given a chance to the students to approach their teachers with their unique problems about which they are not very upcoming in the classroom. The system has resulted in a more friendly relationship between the teachers and the taught. The teachers feel responsible for the students allotted under their name and work hard to guide these students. The students too enjoy the individual attention given by the

teachers. The students come to their teachers with different queries concerning their studies and career.

- f) **Problems Encountered and Resources Required:** This unique system adopted in our college does not require much additional resources. The teachers are required to hold meetings with their allotted lot of students from time to time. However, not all students are equally enthusiastic and sometimes fail to turn up in these meetings. Further, since these counseling meetings are usually conducted after the classes few students do not like to spend extra time in the college. The teachers have to work hard to motivate the students to come up with their problems. The teachers also have to devote much time if proper records of these students are to be kept.

BEST PRACTICE - II

- a) **Title of the Best Practice:** Examination System
- b) **Objectives:** The objectives of the practice are:-
- The basic goal of this system is to follow and implement adequate mechanism to conduct internal and external examinations in the college.
 - To create an impression in the minds of students about its relevance.
 - To give an environment to the students similar to final exams.
- c) **The Context:** Examinations system is one of the core components of any academic institutions. It is always essential that the system is transparent and clear in its approach.
- d) **The Practice:** The College has a unique set of procedures to conduct internal and final examination. College follows university guidelines to set examination schedule for different levels of course. At the beginning of the academic session, an examination committee has been formed under supervision of the Principal of the college. Adequate care is taken so that every committee consists of a senior and a junior faculty member of the college. This committee is entrusted to conduct all examinations during an academic session.

For conducting internal examinations, college sets full examination procedures such as setting of question papers, dates for conducting exams, invigilators duty list, sitting arrangements of students, log book maintenance, answer sheets examinations and maintenance of records etc., as are followed in final examination system. Departments also fully maintain records for necessary examination needs. The marks scored by students in different exams are regularly displaced in the notice board. The evaluated copies are shown to students for their clarity and understanding. If any discrepancies are noticed they are

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

- e) **Evidence of Success:** The present system of conducting exams has created a wonderful atmosphere for preparing students for final examinations. As the marks scored by the students in internal examinations are proportionately added with the marks scored in the final exams, it is necessary on part of the students to consider it seriously. Such intention on part of the college has helped to create an atmosphere where it has been noticed that regularity of students attending internal examinations is very high. Moreover any students fail to attend regular internal exams for some valid reasons; mechanism is followed to allow that student to appear in the special exams scheduled at convenient time. Special exams were often taken by the departments in which the students fail to attend. The scrutinized copies and marks are later handed over to the Examination committee.
- f) **Problems Encountered and Resources Required:** Despite best efforts problems are bound to occur. One of the main problems for examination committee is to maintain the evaluated copies for long duration at least for three years till a batch completes its course for future reference and university needs. This needs an ample space to keep copies in good forms. Thus there is a need of a space where these evaluated scripts could be kept for long durations without getting damaged from insects, rodents or from moisture.
