

Annual Quality Assurance Report (AQAR) 2017-18



Submitted to NAAC on 26.12.2018

**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 2016-17

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>)	ASCOGN11075																														
	OR																															
	NAAC Executive Committee No. & Date:																															
1.4.	Website address:	www.dhscommercecollege.edu.in																														
	Web-link of the AQAR:	www.dhscommercecollege.edu.in/aqar.aspx																														
1.5.	Accreditation Details																															
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Sl. No.</th> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity Period</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1st Cycle</td> <td>B</td> <td>-</td> <td>2004</td> <td>2009</td> </tr> <tr> <td>2</td> <td>2nd Cycle</td> <td>B</td> <td>2.48</td> <td>2018</td> <td>2022</td> </tr> <tr> <td>3</td> <td>3rd Cycle</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>4th Cycle</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period	1	1 st Cycle	B	-	2004	2009	2	2 nd Cycle	B	2.48	2018	2022	3	3 rd Cycle					4	4 th Cycle					
Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period																											
1	1 st Cycle	B	-	2004	2009																											
2	2 nd Cycle	B	2.48	2018	2022																											
3	3 rd Cycle																															
4	4 th Cycle																															
1.6.	Date of Establishment of IQAC: DD/MM/YYYY	01.01.2005																														
1.7.	AQAR for the year	2017-18																														

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

AQAR 2012-13 uploaded and submitted on 31.10.2017
 AQAR 2013-14 uploaded and submitted on 31.10.2017
 AQAR 2014-15 uploaded and submitted on 31.10.2017
 AQAR 2015-16 uploaded and submitted on 31.10.2017
 AQAR 2016-17 uploaded and submitted on 18.11.2017

1.9. Institutional Status:

University	State <input type="checkbox"/>	Central <input type="checkbox"/>	Deemed <input type="checkbox"/>	Private <input type="checkbox"/>
Affiliated College	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
Constituent College	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Autonomous college of UGC	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Regulatory Agency approved Institution	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Type of Institution	Co-education <input checked="" type="checkbox"/>	Men <input type="checkbox"/>	Women <input type="checkbox"/>	(eg. AICTE, BCI, MCI, PCI, NCI)
	Urban <input checked="" type="checkbox"/>	Rural <input type="checkbox"/>	Tribal <input type="checkbox"/>	
Financial Status	Grant-in-aid <input checked="" type="checkbox"/>	UGC 2(f) <input checked="" type="checkbox"/>	UGC 12B <input checked="" type="checkbox"/>	
	Grant-in-aid + Self Financing <input type="checkbox"/>	Totally Self-financing <input type="checkbox"/>		

1.10. Type of Faculty/Programme

Arts <input type="checkbox"/>	Science <input type="checkbox"/>	Commerce <input checked="" type="checkbox"/>	Law <input type="checkbox"/>
PEI (Phys Edu) <input type="checkbox"/>	TEI (Edu) <input type="checkbox"/>	Engineering <input type="checkbox"/>	Health Science <input type="checkbox"/>
Management <input type="checkbox"/>	Others (Specify)		

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

Dibrugarh University

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

Autonomy by State/Central Govt./ University	N.A.	
University with Potential for Excellence	N.A.	UGC-CPE <input style="border: 1px solid black; text-align: center;" type="text" value="N.A."/>
DST Star Scheme	N.A.	UGC-CE <input style="border: 1px solid black; text-align: center;" type="text" value="N.A."/>
UGC-Special Assistance Programme	N.A.	DST-FIST <input style="border: 1px solid black; text-align: center;" type="text" value="N.A."/>
UGC-Innovative PG programmes	N.A.	Any other (<i>Specify</i>) <input style="border: 1px solid black; text-align: center;" type="text" value="N.A."/>
UGC-COP Programmes	N.A.	

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:	1		
2.5. No. of Alumni:	1		
2.6. No. of any other stakeholder and community representatives:	2		
2.7. No. of Employers/ Industrialists:	-		
2.8. No. of other External Experts:	-		
2.9. Total No. of members:	14		
2.10. No. of IQAC meetings held:	1		
2.11. No. of meetings with various stakeholders:	No.	Faculty	6
	8		
Non- Teaching Staff	5	Alumni	3
Students		Others	1
2.12. Has IQAC received any funding from UGC during the year?	Yes	No	<input checked="" type="checkbox"/>
	<input type="checkbox"/>		
If yes, mention the amount	[]		
2.13. Seminars and Conferences (only quality related)			
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC			
Total Nos.	10	International	-
		National	2
		State	2
		Institution Level	6
(ii) Themes	<ul style="list-style-type: none"> ➤ 'Entrepreneurship Development', ➤ 'Rup Konwar Jyotiprasad Agarwala' rasad Agarwala ➤ Workshop on Jikir ➤ Workshop on Photography 		
2.14. Significant Activities and contributions made by IQAC:			

- Submission of IQA and SSR for NAAC Accreditation and Assessment
- The College is prepared for the Assessment and Accreditation by NAAC
- Improvement of College website
- Improvement of College Library
- Suggestions for providing digital class room
- Suggestion for increasing seating capacity in the college canteen.
- Suggestions for collection and analysis of students, parents and teachers' feedback system
- Purchase and installation of Sports Equipments for basket Ball, Badminton court, Table Tennis
- Undertaking number of quality initiatives for the improvement of Teaching – Learning process

2.15. Plan of Action by IQAC/Outcome:

The plan of actions chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year is as follows.

Plan of Action	Achievements
Recruitment	Recruitment of temporary faculty and non teaching staff on contractual pay to fill up vacant positions
Construction & Repairs	<ul style="list-style-type: none"> • Construction of top floor of the Extended Blocks (A,B&C) of the College building • Repair and renovation of the college campus • Improvement of covered parking facility for students and staff in the campus • Improvement of canteen facility • Redesigning and relocation of 'Swahid Bedi' • Construction of shed in outside sitting areas • Floor casting of 2nd slab of the Women's hostel at Khalihamari
Purchases	Purchase and repairs of computers and equipments Purchase of books, journals and soft wares
Publication	Publication of 4 th vol. of research journal 'Utkarsh' and The College Newsletter 'The Radiance'
National Seminars & Workshop	Organized two (2) National Seminars, state level Workshops, Talk Programs, Poetry Recitation Program, Quiz Competition, etc.
Celebration	<ul style="list-style-type: none"> ➤ Celebration of '4th International Yoga Day' ➤ Celebration of 'Bishnu Prasad Rabha Divas' ➤ Celebration of 'World Environment Day' ➤ Celebration of World 'Anti-tobacco' Day ➤ Celebration of '157th Ravindra Jayantee' ➤ Celebration of 'International Women's Day' ➤ Celebration of 'International Mother Language Day' ➤ Celebration of '55th Annual College Week' festival ➤ Celebration of Saraswati Puja ➤ Celebration of 'Republic Day' ➤ Celebration of 'World Aids Day' ➤ Celebration of NSS Day ➤ Celebration of Shilpi Divas ➤ Celebration of Independence Day

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 AQAR 2017-18 was placed in the Governing Body meeting held on 19.12.2018 and it has been approved.

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	6	-	-	-
PG Diploma	1	-	-	-
Advanced Diploma	-	-	-	-
Diploma	1	-	1	-
Certificate	1	-	1	-
Others	1	-	-	-
Total	10	-	2	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6
Trimester	-
Annual	1

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

Alumni Parents Employers Students

Mode of feedback: Online Manual Co-operating schools

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

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1. Total No. of permanent faculty:

Total	Asst. Professors	Associate Professors	Professors	Others
21	13	08	-	-

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

10

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
-	5	-	-	-	-	-	-	-	5

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

2

-

11

2.5. Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	-	12	-
Presented papers	2	7	-
Resource Persons	-	2	2

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

Different types of teaching-learning programmes such as workshops, seminars, talks, industrial tour, project work, publication in college magazine, youth festivals etc. are organized in the college and students are emboldened to participate in the same. The institution also encourages extensive use of ICT in rendering teaching & learning process.

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

181

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

- Answer scripts of In-semester examinations are shown to the students after evaluation and marks are displayed in the College notice board
- In-semester examinations scripts and records of marks are maintained by respective departments.

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	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.	291	0.35%	34.36%	35.74 %	16.15%	86.25%

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

<ul style="list-style-type: none"> ▪ By monitoring of regular holding of classes. ▪ By collecting, preparing and analysing reports on student's feedback and taking actions accordingly ▪ By encouraging teachers to use latest teaching - learning aids. ▪ By advising the departments to organise remedial classes to academically poor students. ▪ By undertaking various quality initiatives activities and organising various national events and festivals

2.13. Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	5
HRD programmes	-
Orientation programmes	1
Faculty exchange Programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	3
Others(1 week workshop)	-

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	10	3	-	7
Technical Staff	1	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Teachers are encouraged to take up research projects and FIP.

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	-	3	-
Non-Peer Review Journals	-	1	1
e-Journals	-	-	-
Conference proceedings	-	2	-

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(Rs)	Received (Rs)
Major projects	-	-	-	-
Minor Projects				
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-		

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	-	2	1	-	1
Sponsoring Agencies	-	UGC	College	-	College

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
NCC NSS College forum
Any other

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

- International Women's Day celebration on 08.03.2018
- Free Eye Check up & Eye awareness Camp at Railway School on 18.11.2017
- A Talk Programme on "How to Fight Depression and Anxiety in Students Life" on 13.11.2017
- A Tribute to Legendary Actor Biju Phukan and remembering his priceless contributions to the Assamese Film Industry on 25.11.2017
- DHSK Commerce College Newsletter "The Radiance" released on 30.11.2017
- Celebration of World Aids Day, 2017 Awareness Programme at DHSK Commerce College, Organised by SEWA and C-STEWARD on 01/12/2017,
- Celebrated the '71st Independence Day'
- One Day State Level Photography Workshop organised on 12.03.2018, Resource Person: Mr. Debasis Gogoi
- Mr Pawan Kr. Garodia, President, DHSK Commerce College Alumni Association (DHSKCCAA) donated four dustbins to the college on 07.1.2018
- Orientation Programme for teachers on 'Use of Smart Boards in regular teaching' on 10.1.2018
- Inaugural Programme DHSKCC - ASOMI Skill Development Centre Inaugurated by Prof. Alak. Kr. Buragohain, Hon'ble Vice- Chancellor, Dibrugarh University on 10.03.2018
- International Yoga Day' celebration on 21.06.2018
- Celebration of Silpi Divas by remembering "Rup Konwar Jyotiprasad Agarwala" on 17.1.2018
- Management Awareness Programme on 18.1.2018
- Cultural Rally by Our Students in Dibrugarh University Inter-College Youth Festival 2017-18 held at Sibsagar College on 20.1.2018
- A Popular Talk on "Indian Heritage and Museum Education: Reflection in Contemporary Media". Deliberation made by: Mr Pankaj Protim Bordoloi, In-Charge, Museum Division, Rashtrapati Bhavan, New Delhi on 20.01.2018
- 69th Republic Day Flag Hoisting Ceremony on 26.1.2018
- DHSK Commerce College Alumni Association (DHSKCCAA) donated two steel almirahs to Boys' Common Room and Girls' Common Room, one each, on the day of 55th Annual College Week concluding function on 30.01.2018
- Live Broadcast of Hon'ble Prime Minister of India Sri Narendra Damodar Modi interaction on 16.2.2018
- International Mother Language Day Celebration on 21.2.2018
- Blood donation camp held on 06.3.2018

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	18	Nil	Private & Public	18
Laboratories	Nil	Nil	Nil	Nil
Seminar Halls	2	Nil	Nil	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	Nil	Nil	Nil
Value of the equipment purchased during the year (Rs.)	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil

4.2. Computerization of administration and library:

(a) Circulation partially automated
(b) DSpace software installed

4.3. Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value(Rs)	No.	Value (Rs)
Text Books	20226	189576	404	350882	20630	540458
Reference Books	8338		205		8543	
e-Books	3135000+	Free			3135000+	
Journals	13	858		153000	13	16158
e-Journals	6000+	Free				
Digital Database	20357	-				
CD & Video	-	-				
Others (Newspaper & Magazine)	14	26485		5729	14	32214

4.4. Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centre's	Computer Centre's	Office	Depart-ments	Others
Existing	53	Nil	45	Nil	1	8	Nil	Nil
Added	2	Nil	2	Nil	Nil	Nil	Nil	Nil
Total	55	Nil	47	Nil	1	1	Nil	Nil

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

The College provides facilities for accessing computers, internet, etc to teachers, students and office staff.

4.6. Amount spent on maintenance in Rupees:

i) ICT	3,76,400/-
ii) Campus Infrastructure and facilities	73,21,755/-
iii) Equipments	1,41,361/-
iv) Others	79,010/-
Total :	79,18,526/-

Criterion – V

5. Student Support and Progression

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

- The College website, notice board and prospectus provide detailed information about student support services.
- The College organizes orientation classes for newly admitted B.Com. 1st Semester students in order to brief about different support services available.
- Career guidance for students, scholarships, student union, student travel concession, etc. are available for students
- Students also get benefits of Support Services from different wings such as NCC, NSS, ICGC, Women Cell, Students Union, Teachers Unit etc.

5.2. Efforts made by the institution for tracking the progression

- The college keeps records of students' progression through class attendance, seminar attendance, participation in extracurricular activities etc. Respective departments of college also monitor the progress of the students and suggest way for its improvement.
- Alumni Association has been maintaining a social networking support for tracking the progression of Alumnus of the college.

5.3. (a) Total Number of students

UG	PG	Ph. D.	Others
986	-	-	168

(b) No. of students outside the state

20

(c) No. of international students -

Men	No.	%
	590	59.84

Women	No.	%
	396	40.16

	General	SC	ST	OBC	Physically Challenged	Total
This Year (2017-18)	417	88	98	383	-	986

Demand ratio 1 : 1.5

Dropout % 2.0%

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

- A Career counselling program has been organised for B.Com. 6th Sem Students with RP form Pune Institute of Business Management (PIBM) on 15th February, 2018
- Campus placement drives for B.Com. 6th Semester Students organised in the College Campus in association with ICICI Prudential on 14th June, 2018

Number of students beneficiaries 205

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:

- Organised a motivational talk on 'Entrepreneurship Development' for B.Com. students, delivered by Resource Person Mr. Tapan Sarma, an Alumni of the college and presently an entrepreneur in USA (27th November, 2017)
- Career counselling program for B.Com. 6th Semester Students, Resource Person form Pune Institute of Business Management (PIBM) on 15th February, 2018
- Campus placement drives B.Com. 6th Semester Students in the College Campus undertaken by ICICI Prudential on 14th June, 2018

Number of students benefitted 205

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:

Celebration of 'International Women's Day, 2018' in association with Women Cell at Jokai Village as a part of rural outreach programme for spreading awareness amongst the village women about their legal and educational rights along with the development of indigenous entrepreneurship skills like weaving, developing poultry, piggeries etc on 8.3.2018

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	2	8,000/-
Financial support from government	32 (applied online)	NA
Financial support from other sources	3	5,628/-
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:

No

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 and hence curriculum is developed by the University. Teachers of the college are engaged by the University in the Curriculum Design and Development from time to time. Many faculty members of this college are active members of university appointed examination committee to set question papers and evaluate answers scripts.

6.3.2. Teaching and Learning:

- Our faculty members are highly qualified and committed
- Teaching and learning process between students and faculty goes beyond the classrooms.
- The library is well-equipped with large nos. of textbooks, journals, computers with browsing facility for both students and faculties.
- The end semester examinations of each Semesters are held as per the Dibrugarh University academic calendar for colleges.

6.3.3. Examination and Evaluation:

Examinations and evaluation are conducted by the affiliating university. Our college is identified by the Dibrugarh University as one of the examination evaluation zones and as such teachers are engaged in the evaluation processes. The institution goes through continuous evaluation of students in sessional exams and internal assessment marks are awarded to the students based on their performance.

6.3.4. Research and Development:

The college encourages the faculty members for research and development works with financial assistance from various funding and sponsoring agencies. The college supports teachers to present their research papers in various national and international forums and also encourages them to organize seminars, workshops, talks sponsored by different agencies. Necessary leave is granted to attend the Seminars/Conferences both at the national and international level. The college publishes an annual peer reviewed research journal in commerce and allied subjects titled 'Utkarsh' to uplift the area of research prospects in the region.

6.3.5. Library, ICT and physical infrastructure / instrumentation:

- More than 28000 text books, reference, journals etc
- Equipped with internet facility including ICT-OPAC
- CCTV cameras have been installed in most of the classrooms
- 18 class rooms having seating capacity of more than 1600 students
- 6 classrooms are assembled with projectors and Wi-Fi facilities
- Addition to the infrastructure have been made by constructing annexed three storied block
- 50 No. of computers installed, of which 8 are meant for digital library section.

6.3.6. Human Resource Management:

The college grants leaves to the faculty members for participation in the refresher/ orientation programs, workshops, seminars etc for improving their knowledge base and professional skills. The college offers full support for infrastructural requirements especially electricity, water supply, car parking and routine maintenance of the same.

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. regulations through which suitable candidates are selected and accordingly the proposal is placed to the Governing Body for approval. After the approval of the Governing Body the proposal is sent to the Director of Higher Education for necessary action.

6.3.8. Industry Interaction / Collaboration:

In the college campus industry interaction takes place in collaboration with industry, academic institutions. Expert from industry academic institute are periodically called to deliver special lecture and hold workshops on up-to-date market conditions, company offered job and internship.

6.3.9 Admission of Students:

Admissions of students are given according to the rules and guidelines as prescribed by the Govt. of India, Govt. of Assam and other authorized bodies. Before the start of every academic session, an admission committee is constituted from the members of teaching staffs and the principal, who supervises the whole process for a smooth completion of the admission. Students are selected strictly on merit basis and accordingly admitted in due process of time.

6.4. Welfare schemes for

Teaching and Non teaching	<ul style="list-style-type: none"> ➤ Group Savings Linked Insurance ➤ Group Insurance Scheme, ➤ Child care leave, Earned Leave, Maternity leave, Paternity leave etc ➤ Staff, who have joined services before February, 2005 are eligible to draw pension after the superannuation of service as per the government rules and ➤ Staffs, who have joined their service after February, 2005 subscribe the Contributory Provident Fund (CPF) instead of GPF. ➤ D.K.C.C.E.W. Society for providing loans at low rate of interest, ➤ Faculty Development Program (under UGC scheme) ➤ Permanent staffs are eligible for Employees General Provident Fund Scheme as well benefit of loan against the scheme ➤ Drinking water and washing facilities ➤ Canteen facility ➤ Residential quarters for chowkidars (three families).
Students	<ul style="list-style-type: none"> ➤ Fee concession to needy and meritorious students, ➤ Career counselling, Scholarship from Central and State Govt, Scholarship from private Institutions, ➤ Availability of drinking water facility, students union, excursion tour, etc. ➤ Free Wi-fi facility ➤ Pure drinking water ➤ Remedial Classes ➤ Sports faculties ➤ Hostel for Girls students ➤ Canteen facility ➤ Financial assistance to poor and needy students

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	No		No	
Administrative	No		No	

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?

Not applicable for colleges

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

Teachers are authorized to assess students through internal assessment system to the extent of 20 % marks in each paper

6.11. Activities and support from the Alumni Association:

Alumni Association organizes meetings where ideas for overall development of the college is discussed and are subsequently conveyed to College administration for implementation. Apart from Alumni Association, some Alumni in individual capacity also have donated some items of furniture and fixtures to the college.

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

Regular meetings are held with the parents for giving and taking feedbacks regarding performance of the wards. Various issues are discussed with the parents for the overall development of the environment and the organization as a whole.

6.13. Development programmes for support staff:

-

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

- The College campus is made plastic free.
- Plantation of trees and beautification of the College campus
- Replacement of old electrical bulbs with LED

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.

- Replacement of old bulbs by LED bulbs
- Construction of three storied new blocks
- Orientation classes for newly admitted B.Com. 1st Semester students
- Students also get benefits of Support Services from NCC, NSS, ICGC etc.
- Appointment of few permanent teachers, contractual teachers and non-teaching staffs.
- The College organized number of seminars, workshops, talk programs, poetry recitation program, quizzes competition, etc. without affecting normal classes.

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

- Construction of ground floor of woman's hostel completed at Khalihamari.
- Completion of construction of 2nd floor of the extended part of the building.
- Purchase of Furniture
- Purchase of computers, equipments, books and journals.
- Financial assistance provided to poor and needy students
- Publication of 3rd issue of peer reviewed research journal 'Utkarsh' and the newsletter 'The Radiance'
- Organised seminars, workshop, talk programs, poetry recitation program, quiz competition, etc.
- Celebrated International Yoga Day, 157th Ravindra Jayantee, International Women's Day, Republic Day, Shilpi Divas, Rashtriya Ekta Divas, Quit India Movement Day

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

1. Community works by NSS and NCC
2. Mentor & Mentee Cell

7.4. Contribution to environmental awareness / protection:

- Plantation initiative has been carried out in the Banipur land
- Swachh Bharat Abhijan by NSS

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 the institution for the next year (2018-19):

- Formation of Students Welfare fund for providing financial assistance to economically poor students
- Complete replacement of old electrical bulbs with LED bulbs
- Infrastructural development of the College campus through creation of additional seating capacity for students
- Recruitment of permanent faculty in Accountancy, Management, English, Economics, Commerce and Statistics and non - teaching staff to fill up vacant positions.
- Completion of the construction of three storied Annexed Blocks
- Addition of new class rooms with ICT facility and arrangement of smart classrooms.
- Organization of Workshop on ICT for students and Teachers in collaboration with E&ICT, IITG
- Construction of 2nd floor of the Women's Hostel located at Khalihamari
- Introduction of PG programme
- Development of Banipur land
- Formation of Parent -Teacher Association



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

Major findings of the Student's Feedback Report: 2017-2018

1. Total 199 students (136 Day + 63 Morning) participated in the Feedback survey, 2017-18.
2. 88 % respondents highlighted that the B.Com. Semester level course is Manageable for them academically.
3. 60% of respondents assume that the semester course has a good quality of course contents.
4. 69% students pointed out that the syllabus has been completed in time.
5. 83% students are satisfied with the semester pattern course system in undergraduate level.
6. According to the survey, the respondents cited that 80 % of the Teachers use ICT teaching methodology ranging from occasional use to regular use.
7. 81% students opine that regular classes are held in the college during academic session.
8. 83% respondent students stated that departments use to fix subject wise teaching plan in each semester.
9. 71% students cite that adequate nos. and quality of books are available in the College Library.
10. 92 % students feel that sessional exams and other Internal Assessment evaluation mechanisms are regularly followed in the college.
11. 76 % students cite that they feel the process of Internal Assessment is free from biasness and ambiguity.
12. 62 % student respondents are satisfied with the classrooms.
13. 58% students are happy about the facilities available in the classrooms.
14. 65% Students are satisfied with the Boys common room and the facilities available in the room.
15. 61% Students are satisfied with the Boys common room and the facilities available in the room.
16. 74% respondents are satisfied with the lavatory facility available in the college campus.
17. 40 students are not satisfied with the reprography facility in the campus.
18. 73 % students states that adequate nos. of books are and journals are available in the college library.
19. 85% studnets are satisfied with the role played by NCC in the college campus.
20. 83% studnets are satisfied with the role played by NSS in different acitivites in the college campus.
21. 85% studnets are satisfied with the role played by ICGC in rendering Career Counseling activities in the college campus.
22. 69% students highlight that they are satisfied with the facilities available in the college canteen.
23. 78% respondents state that college has a good set up for providing safe drinking water to everyone.
24. 71 % students cite that college has provided good seating arrangement facility in the college campus.
25. 22% students are not satisfied with the extra curricular activities provided in the college.
26. 75% students feel that the overall cleanliness of the college campus is satisfactory.
27. 20% respondent feels that college is not responsive to their problems and issues.
28. 82% repondnets have given good ranking score to the Prinicipal of the college.
29. 68% students are satisfied with the job rendered by the office staff.
30. 78% student respondent states that administration provides timely information to the stakeholders in due time period.
31. As per 68% respondent students they are quite satisfied in terms of their expectations at the time of joining the course.
32. 90% student remark that there is a cordial relationship between students and teachers throughout the course.
33. 84% students feel that teachers are quite supportive to their achievements.
34. 94 % respondent remark that the academic environment of the college is conducive for the higher education.
35. 76% pass out students' states that they will recommend the college in different spheres of the life.

(Note: Details of Students Feedback Report is available in the College website)

Feedback from Parents: 2017-18

Total No. of Respondents : 130

Parents Views about the college

Parents opinion about	Excellent	Good	Average	Poor	No comments
The infrastructure of the college	48	77	3	0	2
The result of the college	48	77	3	0	2
Parents opinion about the availability of Quality Teachers	Yes	No	No Comments		
	70	3	57		
	Friends & Relatives	Electronic Media	News paper/ Print Media	Past pupil	Past Experience
Parents source of Information about the college	82	1	4	37	6
Parents opinion about overall Environment of the college	Excellent	Good	Average	Poor	No comment
	39	80	9	0	2

Expectation from the college as Guardian

Expectation from the college as Guardian	Yes	No
The college will help to ensure high quality education	129	1
The college will assist in making good character of the students	130	0
The college will ensure good higher education opportunities in future	130	0
By admitting student into the college will give good employability	129	1

Parents opinion about their children

Parents opinion about their children	Yes	No
He /She is good in studies	128	2
He /She is interested to pursue higher studies in commerce	130	0
It is his/her selection to study in the college	130	0
It is my/our selection to admit student into this college	118	12

Annexure - II
Best Practices

BEST PRACTICE - I

a) Title of the Best Practice : National Service Scheme (NSS)

b) Objectives: The main objectives of this practice are -

- To understand the community in which they work.
- To understand themselves in relation to their community.
- To identify the needs and problems of the community and involve them in problem solving.
- To develop among themselves a sense of social and civic responsibility.
- To utilize their knowledge in finding practical solutions to individuals and community problems.
- To acquire leadership qualities and democratic attitude.
- To develop competence required for group-living and sharing of responsibilities.
- To gain skills in mobilizing community participation.

c) The Context: The NSS Unit had started its activities in the beginning of the academic session with the full support of our NSS volunteers under the leadership of Programme Officer. After looking into the students' community as a whole we found that many is very interested to involve themselves with some activities that eventually make them happy during their stay in the college and studentship. But in many cases they do not get any platform to do this, but NSS unit of this align the motto of the NSS "NOT ME BUT YOU" and the spirit of the students to do, learn and involve with activities. In this reporting year NSS Unit of the college started new future agenda for the college going youths by involving themselves as NSS Volunteers who do not have access to and control over their resources and escorting NSS Volunteers how to work with rural community people, generating awareness about the bed effect of Drug-Addicted, Alcoholism and prevention of AIDS, Malaria, Diarrhoea as epidemic, not to make panic during disasters like earthquake, flood etc. The Unit are also implemented the regular activities and adopted and prepared new activities like special camps in rural areas to develop education among rural poor youth.

d) Evidence of Success: It has been observed that the education itself has practical importance in human society. To enjoy a life to-day no man can ignore practical exposure. Even one cannot imagine living a life without practical education. Theoretical knowledge is imperfect to create interest in knowing how the things we believe have been created, how they reach our mind, under what process it is transferred to our real life and the like. The field study help us in all these respects and mere class-room education, conventional examination cannot give oneself perfect knowledge of society as a humanity perspectives. After field study one can learn for becoming self-reliant instead of queuing for job in Govt. Departments etc. Field study creates promoter, pioneer, entrepreneur and these may again make an addition to the national economy too. In this respect NSS activity i.e. regular as well as special is a practical knowledge among the students community through field study that brings new idea for new creativity and innovation and ultimately the higher standard of living which is a measure of developed economy.

e) **Problems Encountered:** Our NSS activities though it has immense potentialities but it has some problems also which always have to be faced –

- Separate time table i.e. a new NSS calendar should be required for smooth functioning of the NSS activities.
- Sufficient human resource is needed to operate various activities because it is beyond class room activities.
- Sufficient fund should be provided to implement any NSS activities. Because, generally NSS activities is an extension programme which the unit can perform either inside the college campus or outside the campus.

BEST PRACTICE - II

a) Title of the Best Practice: Mentor & Mentee Cell

b) **Objective of the practice:** The basic goal of this system is to have effective monitoring of students by establishing a trustworthy relationship between Mentor (teachers) and Mentee (students). The Mentor and Mentee Cell intends to achieve the following objectives:

- To interact regularly with mentees and keep him/her informed regarding their attendance, tests performance, general behaviour and progress of the Mentees,
- To give responsibility of the overall conduct of a Mentees to a specific faculty of the college.
- To provide a greater insight into the problems faced by the Mentees and their requirements.
- To identify different talents of the Mentees.

c) **The Context:** The College has a distinctive system whereby each Mentees is allotted in the name of a particular mentor teacher. The teachers work as mentor for the respective Mentees 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 Mentees are communicated about their respective counselors. The Mentees are encouraged to approach their facilitators whenever they are in need of some guidance or help.

d) **The Practice:** Every mentor keeps detailed records of the mentees 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 Mentors. This enables the Mentors to monitor the progress of the Mentees in the college. Issues like absence from class, poor performance in the internal assessment examinations are easily addressed by the Mentor in charge. This practice also bring to light the different talents of the Mentees and are encouraged by the Mentors 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 Mentees towards their Mentors. Contrary to regular practice whereby Mentees interact with their Mentors only in the

classroom environment, this system has given a chance to the Mentees to approach their Mentors 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 Mentors and Mentees. The Mentors feel responsible for the Mentees allotted under their name and work hard to guide these Mentees. The Mentees too enjoy the individual attention given by the Mentors. The Mentees come to their Mentors with different queries concerning their studies and career.

- f) Problems Encountered and Resources Required:** This practice does not require much additional resources. The mentors are required to hold meetings with their allotted mentees from time to time. However, not all mentees are equally enthusiastic and sometimes fail to turn up in these meetings. Further, since these counselling meetings are usually conducted after the class hours, few mentees do not like to spend extra time in the college. The mentors have to work hard to motivate the Mentees to come up with their problems.
