

# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

**D. H. S. K. COMMERCE COLLEGE**

**K.C. GOGOI PATH P.O. - DIBRUGARH DISTRICT - DIBRUGARH  
786001**

**[www.dhskcommercecollege.edu.in](http://www.dhskcommercecollege.edu.in)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**January 2018**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

With a humble beginning in the form of commerce stream in the D.H.S.K. College in 1945, the Dibrugarh Hanumanbax Surajmal Kanoi (D.H.S.K.) Commerce College was established as an independent institution on 23rd June, 1960. It enjoys the glory of being the first full-fledged Commerce College in the entire North Eastern region of India. Dibrugarh University also started functioning in 1965 from the premises of this college and continued in this venue till 1968. The college is affiliated to Dibrugarh University. The College premises include multi-storied academic cum administrative building, newly constructed three-storied annexed building and library. This institution has been maintaining important social responsibility by providing commerce education at both regular undergraduate level and distance mode post-graduate level without any discrimination among the students and staff. In line with the Vision and Mission of the institution, the College has produced thousands of commerce graduate and many of them are occupying successful and dignified position in the society.

### 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

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

1. Qualified and experienced faculty.
2. Good research activity and publication of papers by faculty.
3. Good infrastructure with Wi-Fi enabled campus.
4. The College attracts students with high academic capacity
5. Provision for extracurricular and co-curricular activities for students.
6. Good academic environment to attract students from different parts of nearby states.

7. Good Alumni-Institute relationship.
8. Library facility with rich stock of text book, journals, e-books etc.
9. Provision for welfare measures to the staff and the students as well.
10. Continuous good results in examination
11. The institution provides number of welfare measures to staff and students.

### **Institutional Weakness**

1. Lack of autonomy in designing curriculum.
2. Disproportionate Teacher - Student ratio.
3. Heavy work load of non - academic nature
4. Limited financial resources for students benefit program
5. Loss of academic days due to socio-political interference

### **Institutional Opportunity**

1. A better platform to provide quality higher education in commerce.
2. Inter - departmental linkages.
3. Close location and affinity to the affiliating university.
4. Potential to carry on extra shift and PG Programme.
5. The increasing interest of students towards commerce education.
6. Offering fields for extra - curricular activities for students.
7. Formation of institute - society partnership and linkages.

### **Institutional Challenge**

1. Meeting the fast changing requirements of industry and society as a whole.
2. Keeping pace with latest developments and developing students into a global workforce.
3. Improving communication skills of students coming from rural background who are otherwise competent.
4. Bridging the gap between demand and supply of finance for all round. development of the institution.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Envisioned with the motto, Arise and Awake, the college strives to upgrade itself into a centre of excellence in commerce education. To achieve the mission of promoting learning, departments of the college supervises the implementation of the curriculum prescribed by Dibrugarh University. The College follows the curriculum designed by Dibrugarh University and being affiliated to it, the College does not enjoy the freedom to design and develop the course curriculum. A host of initiatives have been taken up by the College for effective curriculum delivery. The College has developed self-financed Certificate and Diploma Courses and offers some undergraduate and post graduate course of Dibrugarh University and Krishna Kanta Handiqui State Open University under distance mode. A formal mechanism has been devised by the IQAC to gather feedback

annually from the students and parents on different aspects and the outcomes of the analysis as well as action taken reports communicated to all stakeholders. The Alumni Association maintain regular contact through social networking sites and college maintains cordial relation with alumni and conducts regular meeting to take the suggestions to improve the college management system in all respects. The college has a separate grievance redressal mechanism to address the issues like sexual harassment and ragging issues.

### **Teaching-learning and Evaluation**

The college follows a transparent admission policy and incorporates all relevant guidelines concerning the college, the affiliating university and the reservation policy of the Government of Assam. In order to sensitize the students about environment, gender, inclusion etc. the college organizes various extra - curricular activities from time to time. The respective departments with the help of the HoDs and the IQAC plan the academic programmes to be followed in each academic session. Group discussions, viva -voce and seminar presentations are compulsory for students. To cater to the extra needs of the students, tutorial classes are conducted and remedial classes are conducted on weekly basis to enable the students to cope up with the programmes. The students are also encouraged and guided to participate in different events within and outside the college to develop their critical thinking, creativity and scientific temper. The library of the college has a satisfactory collection of books, rare books, journals and access to e-resources through INFLIBNET for effective teaching-learning process. An examination committee is constituted every year which conducts all the internal and external examinations in the college.

### **Research, Innovations and Extension**

The institution puts forth several measures to promote a research atmosphere and extends all possible support to the faculty members engaged in research activities by devoting its resources, technology and time. It has constituted a research committee to monitor and address the issues related to research. However, there is no recognized research centre of the affiliating University or any other organization. Presently nine of the faculty members are Ph.D. degree holders, three faculty members have already obtained M. Phil degree and some are pursuing Ph.D. To promote research among the staff and students, several seminars, workshops, training and sensitization programmes were conducted on topics such as Economic empowerment of rural farmers, Financial Awareness, Youth Development Programme etc. Apart from involving in projects works of B.Com. Speciality programme, the institution attracts researchers of eminence to deliver special lectures on various fields and facilitates interaction with the students and faculties. The institutional library is enriched with a number of reference books on research methodology, journals etc. to assist students in their works. The NSS and NCC wings of the college encourage the students to involve and participate in extension and outreach programmes. The institution publishes an annual peer reviewed research journal (Utkarsh) with an ISSN number to provide a platform for faculty and students for publication of their papers. Due importance has been given to promote institute- neighbourhood-community network by organizing various inter college seminars, workshops and competitions.

### **Infrastructure and Learning Resources**

To facilitate teaching and learning in a more effective manner and for meeting the growing demands and expectation of the students, the college is going for both horizontal and vertical expansion of the existing campus. There has been some renovation, structural alteration, modification and modernization of the existing

infrastructure beside some addition with funds received from the Assam Government as well from the UGC. The campus is confined to 0.81 acres of land and main building accommodates 18 classrooms including one computer room, Principals office, Vice – Principal's office, Administrative office, Examination room, Meeting room, Teachers Common room, 10 departmental rooms, office for IQAC, NCC, NSS, ICGC, Equal Opportunity Cell and Women Cell. College has one spacious auditorium with seating capacity of nearly 500 audiences and one seminar hall equipped with smart digital board. The institution has provided common rooms for boys and girls, a canteen, office for Students Union and a gym. The girl's hostel of the college is located at a distance of 1 km from the college. Computers, internet and wi-fi facilities are available in the college premises for teachers, students and office staff. The college has recently installed some CCTV cameras for keeping the campus under surveillance. Residential quarters are being provided to some 4th grade staff only.

### **Student Support and Progression**

The College publishes and updates its prospectus annually. it contains various information concerning the college, the teachers, the curriculum, the provision for scholarship, aids and assistance, extra and co-curricular activities, fee structure, academic schedule and many other information which help the students in adjusting themselves with the campus life of the college. The students can learn and participate in community services offered by various wings such as NSS, NCC, EOC, ICGC, Women Cell, IQAC etc. Details of such cells are highlighted in the college prospectus. The NSS and NCC units enrol students to learn unity & discipline and help them in becoming responsible citizens. The ICGC of the college looks after the support and guidance aspect for the students aspiring to appear in competitive examination. The Equal Opportunity Cell (EOC) organizes different activities to promote quality learning for all the downtrodden classes and weaker section of the society. The college provides some skill development courses like Spoken English, computer and office management courses through which the students can enhance their skill and employability. The teachers render their services as advisors to the secretaries of different portfolios in the Students Union. Many of the students passing out from this college have successfully established themselves in different fields of the society and their contributions have brought glory to our institution.

### **Governance, Leadership and Management**

After the Education Department, Government of Assam, the Governing Body is the top most authority in matters connected with the college and is constituted by the Director of Higher Education (DHE), Assam. The Governing Body makes suggestions for the overall improvements and development of the institution. The college has a well-organized internal management system headed by the Principal who is responsible for the academic administration of the institute. He is supported by vice- principal and Head of the departments. As part of the organizational arrangement, the College has various committees for the smooth functioning of the college. Decisions are taken together by the management in consultation with the teachers, non-teaching staff and the students' union. The IQAC in association with the academic committee monitors the overall teaching learning process. The Research Publication Committee takes initiatives in publishing Utkarsh, the annual research journal of the College. Since the College has limited number of teaching and non teaching staff, stress is laid on optimal delegation of tasks and responsibilities. Various welfare schemes are available to the faculties and staff members

### **Institutional Values and Best Practices**

The college has taken initiatives to replace general bulbs with LED bulbs for energy conservation and reduce thereby the operating cost of the college. Many students as well as teachers rely on public transportation to commute to college. College has taken some initiatives to plant trees and herbs in the girl's hostel campus. Students are encouraged to take part in sports, community activities and cultural activities. Students along with the teachers also visit the nearby rural areas to spread the awareness about literacy, financial education programme, cleanliness, digitalization, and environmental protection etc. Every year, the outgoing batches of students take part in the feedback system. Teachers are ranked on various criteria and based on the observations from the feedback teachers can know their shortcomings and take steps to improve their performance. The college houses a women cell named of 'Dhaarini' which organises workshops and talks on pertinent issues of gender sensitization, prevention of social evil like 'witch hunting' practices in the state, health issues etc. At the time of admission, financial concession is provided to the needy students. The strong Alumni Association of the college has contributed many significant assets to the college. Our college has a very active NSS wing where new students are inducted every year which take part in various camps organised as well as community services in and around Dibrugarh town. The college is also proud of having an active NCC wing.

NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	D. H. S. K. COMMERCE COLLEGE
Address	K.C. Gogoi Path P.O. - Dibrugarh District - Dibrugarh
City	Dibrugarh
State	Assam
Pin	786001
Website	<a href="http://www.dhskcommercecollege.edu.in">www.dhskcommercecollege.edu.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Khanindra Misra Bhagawati	0373-2321653	9435908628	0373-2325945	dhskcomcol@gmail.com
IQAC Coordinator	Tanka Prasad Upadhyaya	0373-2310213	9435391205	0373-2321837	tanishdr@yahoo.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	23-06-1960			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Assam	Dibrugarh University		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>		<b>View Document</b>	
2f of UGC	17-06-1972		<a href="#">View Document</a>	
12B of UGC	17-06-1972		<a href="#">View Document</a>	
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day, Month and year (dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence (CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No



<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	K.C. Gogoi Path P.O. - Dibrugarh District - Dibrugarh	Urban	0.81	1861.96

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BCom,Accountancy	36	H.S. pass	English	110	110
UG	BCom,Assamese	36	H.S. pass	English + Assamese	45	2
UG	BCom,Banking	36	H.S. pass	English	25	25
UG	BCom,Bengali	36	H.S. pass	English + Bengali	45	3
UG	BCom,Business Management	36	H.S. pass	English	110	110
UG	BCom,Commerce	36	H.S. pass	English	380	378
UG	BCom,Economics	36	H.S. pass	English	380	378
UG	BCom,English	36	H.S. pass	English	380	378
UG	BCom,Hindi	36	H.S. pass	English + Hindi	45	11
UG	BCom,Statistics	36	H.S. pass	English	380	378

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				7				19			
Recruited	0	0	0	0	6	1	0	7	8	6	0	14
Yet to Recruit	0				0				5			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				11			
Recruited	0	0	0	0	0	0	0	0	2	9	0	11
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				14
Recruited	7	3	0	10
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	5	2	0	7
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				1
Recruited	0	1	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	1	0	3	3	0	10
M.Phil.	0	0	0	1	0	0	0	1	0	2
PG	0	0	0	2	0	0	5	2	0	9

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	9	0	11

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	2		0		2

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		UG	Male	575	10	0
	Female	391	10	0	0	401
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	18	18	11	20
	Female	10	10	14	7
	Others	0	0	0	0
ST	Male	13	13	23	23
	Female	12	12	12	16
	Others	0	0	0	0
OBC	Male	82	82	90	80
	Female	52	52	43	41
	Others	0	0	0	0
General	Male	95	96	72	81
	Female	71	70	67	71
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>353</b>	<b>353</b>	<b>332</b>	<b>339</b>

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response : 18

Number of self-financed Programs offered by college

Response : 2

Number of new programmes introduced in the college during the last five years

Response : 9

#### 3.2 Students

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
949	823	733	607	678

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
172	159	159	96	96

Number of outgoing / final year students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
287	197	201	172	270

Total number of outgoing / final year students

Response : 1229

#### 3.3 Teachers

**Number of teachers year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
35	42	35	28	27

**Number of full time teachers year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
24	23	23	22	24

**Number of sanctioned posts year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
26	26	26	26	26

**Total experience of full-time teachers****Response : 575****Number of full time teachers worked in the institution during the last 5 years****Response : 29****3.4 Institution****Total number of classrooms and seminar halls****Response : 18****Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
159.10647	222.51297	115.18353	96.29316	36.45747

**Number of computers****Response : 50**

**Unit cost of education including the salary component(INR in Lakhs)**

**Response : 0.36317**

**Unit cost of education excluding the salary component(INR in Lakhs)**

**Response : 0.01997**

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## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

##### Response:

The College is affiliated to Dibrugarh University and it follows the syllabus, academic calendar and guidelines framed by the Board of studies, Dibrugarh University. Some of our faculty members are also involved in revising or redesigning the course curriculum by offering suggestions in the board meeting convened by the University. For effective implementation of the curriculum, the college has an Admission Committee consisting of all the Heads of Departments. The College follows daily class routine prepared by the Routine Committee. Departments organize classes after proper allocation of work load among the teachers. Teaching plans consisting of unit wise lesson plans and completion periods are prepared by Departments under the supervision of the respective Heads. Departments maintain attendance registers, student's activities, records of in-sem marks, answer scripts etc. for future reference. Students are encouraged to participate in workshops, seminar, quiz competition and group discussion in order to improve their performances in internal assessment.

The College also arranges remedial classes for academically poor students. Apart from holding regular classes, the College also offers Diploma in Computer Application, Certificate Course in Office Management, B.Com. and M. Com. Program through distance mode. The college library has a huge stock of latest text books, journals, and reference books. The library also provides internet browsing facilities to the students for accessing necessary information. The college has a monitoring mechanism where each teacher is entrusted with the task of supervising and providing necessary help to a group of 10 to 15 students and teachers reviews the performance of the students from time to time during the course of their study. The College has provided laptops and desktop computers to all Departments with Internet facility/wifi. The College has installed overhead projectors in few classrooms in order to ensure effectively curriculum delivery so that the students can have better understanding of the subject taught in the class. Many teachers use the audio visual and other teaching aids.

The objectives of the curriculum are also achieved after collection and analysis of feedback from students, teachers, parents and alumni and accordingly actions have been taken on the basis of various parameters such as performance of teachers in classroom, knowledge base, communication skills, preparation for class, interest generated in the subject, sincerity and commitment, regularity in taking classes, availability in and out of the class, open minded approach, strictness and friendly approach etc. The College provides quality education in B.Com. General and 5 Speciality programmes in Accounting and Finance, Marketing, Human Resource Management, Banking & Insurance, and International Business. The college organizes various programmes and awareness drives among the students through its various wings such as NSS, NCC, Women Cell, IQAC, ICGC, Students Union, Equal Opportunity Cell, etc.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 2

#### 1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	1	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	<a href="#">View Document</a>
Details of the certificate/Diploma programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 8.62

#### 1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs

**offered during last five years****Response:** 55.56

## 1.2.1.1 How many new courses are introduced within the last five years

Response: 10

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Details of the new courses introduced	<a href="#">View Document</a>

**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented****Response:** 0

## 1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years****Response:** 19.66

## 1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
206	217	207	103	34

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

**1.3 Curriculum Enrichment****1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability,**

## Human Values and Professional Ethics into the Curriculum

### Response:

For gender sensitization related issues, the College has a Women Cell 'Dhaarini' which organizes special lectures, workshops etc. for gender equality and gender awareness. Though there is no scope for the College to incorporate sensitive issues like Gender, Climate Change, Human rights, ICT etc. directly into the curriculum, the College tries to keep students sensitive to such issues. With the help of Women's Cell, IQAC, EOC, ICGC, NCC, NSS cell and the Departments, the College has undertaken different programs from time to time to make students aware about such sensitive issues. The college has organized different field tours with the assistance of Departments of the College. Such tours were organized for making students aware about environmental issues in an around their localities. The College also annually observes the World Environment Day.

The B. Com. Programme addresses many issues which are very much relevant to Environment and Sustainability, Human Values and Professional Ethics. B. Com 4th Semester syllabus contains a compulsory paper entitled 'Environmental Studies' which covers all the major areas of environment and Sustainability issues such as the Multidisciplinary nature of environmental studies, Natural Resources, Renewable and non-renewable resources, Natural resources and associated problems: Forest Resources, Water resources, Mineral resources, Food resources, Energy resources and Land resources, Ecosystems: Concept, Structure and function, Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems, Biodiversity and its conservation, Value of biodiversity, Threats to biodiversity, Environmental Pollution: Air pollution, Water pollution, Soil pollution, Noise pollution, Thermal pollution, Nuclear hazards, Solid waste Management, Disaster Management; Social Issues and the Environment, Climate change, global warming, acid rain, ozone layer depletion, Environmental Legislation, Public awareness; Human Population and the Environment, Population growth, variation among nations, Population explosion – Family Welfare Programme, Role of Information Technology in Environment and Human Health, Reporting of Corporate Social Responsibility, Reporting of Corporate Governance, Status of Corporate Reporting in India etc.

File Description	Document
Any Additional Information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

**Response:** 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 86.41

#### 1.3.3.1 Number of students undertaking field projects or internships

Response: 820

File Description	Document
List of students enrolled	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

### 1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

**A.** Any 4 of the above

**B.** Any 3 of the above

**C.** Any 2 of the above

**D.** Any 1 of the above

**Response:** A. Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

### 1.4.2 Feedback processes of the institution may be classified as follows:

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

**B.** Feedback collected, analysed and action has been taken

**C.** Feedback collected and analysed

**D. Feedback collected****Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	<a href="#">View Document</a>

NAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 1.15

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	20	8	6	4

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 96.92

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
353	332	339	240	240

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
380	350	350	240	240

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Response:** 76.92

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
111	112	117	84	85

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:**

After the admission into B.Com programme, the College prepares semester-wise class time-table keeping in mind the changed curriculum and grading system. The teachers are allocated the prescribed syllabus by Head of the Departments and follow a teaching-plan to complete the course in time. At the entry level, the academic proficiency of the student is gauged by the percentage of marks in the last qualifying examination. The College conducts orientation-cum interaction programmes before the commencement of classes for the fresher's every year. The interaction partly aims at assessing the quality of the students and to provide them details about the College and the courses, so that they feel free to interact with the faculty and fellow students. During the orientation programme, students are informed about the University semester rules, syllabus, continuous assessment process, attendance requirements, leave procedure, availability of various welfare schemes, activities and services etc.

The advanced learners and slow learners are identified by the faculty through classroom interactions and discussion, assignment writing, seminar presentation, performance in various tests and in - semester examinations etc. The College takes special care of slow learners by organizing remedial classes where additional attention is given to them. They are encouraged to go through different reference books, course materials, online resources, e-resources available in the College library. Slow learners are given opportunities to participate in inter College fest, inter - university and national events. To fulfill the gap of slow and advanced learners, the College organizes lectures by guest faculties from other higher educational institutions from time to time. Special care is taken to monitor the progress of students who belong to socially disadvantaged sections of society, physically challenged to prevent the rate of drop outs. The College administration takes initiative where parents are constantly informed about the academic performance of their wards. The departments also arrange personal consultations with the students as and when necessary.

Depending on the requirement of slow learners, some departments use to hold special classes in the respective subject(s). Moreover, in certain cases slow learners are encouraged to be interactive in



expressing their problems related to the understanding of the subject. Slow learner students are motivated to build their confidence by publishing articles, creative pieces in the College magazine 'Banijya Darpan' which is edited by Students Union and is published annually. Students can also showcase their creative talent in the College Wall Magazine. Students can participate in various activities organized by NSS, NCC, Equal Opportunity Cell, IQAC, Women Cell, Departments etc. of the College as well as in other different events of the annual College week festival and Dibrugarh University Inter - College Youth Festival.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.2.2 Student - Full time teacher ratio

**Response:** 39.54

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0

#### 2.2.3.1 Number of differently abled students on rolls

File Description	Document
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

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

**Response:**

Students are encouraged to consult the teachers whenever they require any help. The number of seats in the Speciality program are limited (not more than 45) to maintain a proper student teacher ratio. The students are given assignments, projects, field work, surveys, group discussions, seminars, interactive sessions, special guidance etc. At the same time network aided teaching like sharing blogs with students etc. are also adopted by some teachers. The College received structured feedback from the students where they can provide their comments and suggestions on various parameters on teachers such as knowledge base, communication skills, preparation for class, interest generated in the subject, sincerity and commitment, regularity in taking classes, availability in and out of the class, open minded approach, strictness and friendly approach. The students also give their opinion regarding course contents, infrastructure facilities,

College administration etc. On the basis of Students Feedback, the College takes some corrective action to improve the overall teaching learning process. The following innovative teaching methods are adopted by the faculty:-

- Use of digital boards, projectors for interactive classes
- Group discussions and classroom presentations among the students
- Use of internet for browsing e-resources
- The College has provided laptops and desktop computers with Wi-Fi connectivity to the faculty members for innovative teaching practices.

Students are informed about their progress and performance in the various examinations, seminars and presentations. Some teachers conduct mock interviews for the students to prepare them for different job interviews. The learners having certain problems are identified by the faculty through classroom interactions, discussion, assignment writing, seminar presentation, tests etc. They are encouraged to go through different course materials in the library as well as online resources through library. Students are given opportunities to participate in several inter College, inter university and national events. In order to provide extra knowledge on their subject, departments organize lectures by subject experts from Banking and Financial Institutions, Insurance Companies, Income Tax Departments, Universities, etc

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 50

#### 2.3.2.1 Number of teachers using ICT

Response: 12

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

**Response:** 39.54

#### 2.3.3.1 Number of mentors

Response: 24

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

Since students are the primary stakeholder of the College, the teaching learning process followed is completely student centric. In our institution, students are encouraged and guided to participate in various creative activities by participating in student seminars, workshops, debates, essay writing, extempore and quiz competitions etc. to develop their critical thinking. The students are also motivated and guided to write articles, creative pieces in the College magazine and wall magazine as our College has a magazine, edited by students, which is published annually and a wall magazine to showcase their creative talent. In College week wall magazine competitions have been held since 2016 and the best three are awarded prizes. Moreover, they are encouraged to participate in various student centric activities organized by NSS unit of the College and in different events of the annual College week. Recently, the faculties are making effort to replace traditional teaching with newer innovative and creative ways of disseminating, sharing and facilitating knowledge development in students. The methods are consisting of Case Study (CS), Student-Centred Learning (SCL), Micro Teaching (MT), Problem-based learning (PBL), Project Study Tour etc. Through this method, an interest has been created amongst the student and the teacher has also been encouraged to come out with new and innovative ideas. The College also organizes field studies for students having speciality course for preparation of Project Report. The College organizes excursion tour every year in order to provide students direct source of knowledge, acquaint them with first hand information and to provide an opportunity to develop their aesthetic sense. After field visit and excursion, students become interested in the exploration of their environment and helps in development of power of observations, exploration, judgment and drawing inferences, problem solving ability.

**2.4 Teacher Profile and Quality****2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years****Response:** 89.23

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

**2.4.2 Average percentage of full time teachers with Ph.D. during the last five years****Response:** 37.06**2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
11	9	8	8	7

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 23.96

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	<a href="#">View Document</a>

### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 4.31

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>

### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

#### Response:

An internal evaluation system is one of the core components of Examination system of the College. Primarily the evaluation of the students is performed as per the rules and regulations prescribed by the affiliating university i.e. the Dibrugarh University. To maintain the continuous evaluation of the students per semester, an Examination Committee is formed by the authority every year. The Examination Committee looks into various evaluation factors and approach and accordingly confirmed in the meeting. Recommendations from the faculties are duly considered, discussed and incorporated (on the basis of feasibility) in concluding the policy framework. The respective department maintains the internal assessment database and accordingly the final statements of the students are handed over to the examination committee for further process. Over the period of time the departments have started evaluating student's attendance twice in a semester. The performance of a student in attendance is reported in College notice board, indicating the student to maintain regularity in the class attendance. On marking the Internal Assessment of a student, a significant aggregate of attendance is carried over to the final marks of a student. Moreover, the departments conduct seminar, group discussion and viva voce in order to assess the performance of student in semester system.

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

The evaluation system adopted by D.H.S.K. Commerce College, Dibrugarh, a premier College in the development of higher education in commerce in North Eastern Region has two components, Continuous Internal Evaluation (CIE) and the End Semester Examination (ESE). The continuous internal evaluation system includes two in-semester examinations and conducting viva/group discussion/seminar presentation/home assignments of the subject concerned as per Dibrugarh University academic calendar. And those students who fail to appear in the in-semester examination are given the chance by the respective department to reappear for the same immediately before they proceed for the final odd/even semester examination. The ratio of weightage is 20% CIE and 80% ESE for undergraduate programmes. For conducting CIE and ESE, the Academic Registrar /Controller of Examination shall make necessary arrangement for notifying the dates of examination through academic calendar. To make the evaluation process smooth and effective this College have a Examination Committee comprises of the Head of the Department of the subject concerned which is headed by the Principal of the College. The Committee has a unique mechanism related to the selection of teachers' conducting the examinations (two teachers that is one senior teacher and one junior teacher) entrusted the duties for informing the head of the departments for subjects concerned for setting of question papers for both in-semester examinations, conducting viva/presentation/group discussion/home assignment etc. every year. After collection of the marks of the

internal evaluation for information to the students their marks are displayed in the main notice board by the department concerned so that students get an opportunity to know their performance as a whole. It provides transparency and accountability to the evaluation process. The committee has to complete the evaluation within ten to twelve days. This speedy internal evaluation and publication of results helps the students in their further progression to higher studies and also helps those students who have arrears, to spend sufficient time to prepare for their back papers along with the regular papers.

The institution implements all the evaluation reforms as prescribed by Dibrugarh University from time to time. In addition, the institution has introduced certain measures on its own. The college has constituted Examination Committee comprising senior and experienced faculty member. The Examination Committee consists of the Principal as the Chairman along with central examination section, senior supervisor, and invigilators of the college. The college has smoothly adopted all the rules and procedures of the university. The revised examination structure is as follows. College conducts tutorial and remedial classes for weak students for particular subjects. It is compulsory to prepare a project work (for six semester students only) related to their dissertation work for fulfillment of the B.Com. Degree. Head of the Department of the subject concerned entrust the Faculty guides and encourages the students for preparation and completion to their project work.

### **2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

#### **Response:**

The College takes care of its students and all examination related grievance are settled keeping in view interest and career of the student.

College level: At the college level, internal assessment marks are displayed on college notice boards. Teachers give the evaluated answer scripts to the students for verification and if any discrepancy is noticed, the faculty concerned in consultation with HOD make rectification and necessary corrections. These types of representations are taken positively and reassessment may be made if necessary and the entire process is done well before the internal assessment marks send to the university.

University level: At the University level, students are entitled to apply for re –evaluation/ re –scrutiny of the answer script within prescribed days of declaration of results by paying requisite fee to the University. Re-evaluation / Re-scrutiny in a maximum of only two papers will be allowed. The University processes all such applications which are considering for revaluation and declare the result.

### **2.5.4 The institution adheres to the academic calendar for the conduct of CIE**

#### **Response:**

The academic schedule for the B.Com programme in the semester system is administered by the academic calendar of Dibrugarh University published for each academic session. The academic calendar issued by the affiliating university forms the basis for designing College academic calendar. The College conducts all examination as per Dibrugarh University schedule with well-equipped infrastructure. The examination

conduction is effectively monitored as per the guidelines are given by the university. The College has taken following measures to ensure the effective implementation of the evaluation reforms introduced by the University.

The College has an examination committee for smooth conduct of the in-semester and end semester examinations. The Examination Committee meets periodically to discuss all the examination related matters. The institute ensures an effective implementation of in-semester examinations by displaying their results at the earliest. The students can see their evaluation and discuss the same with concerned faculty. The assessment of viva, seminar presentation, group discussion, home assignment, project work is carried out by the faculty in consultation with head of the subject concerned. The marks are entered through university mark-sheet, are authenticated by the head of the Institute, and displayed on notice boards to maintain transparency.

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

#### Response:

The College prepares program specific outcomes and course outcomes for all programs during each academic year. The faculty members of every department are actively involved in preparing program outcomes, program specific outcomes and course outcomes of all programs in the College. The course outcomes of all the programs are made known to the students and staff by displaying in the website of the College. An Orientation program for all the new students is conducted every year at the beginning of the academic year to acquaint the students about the specific objectives of the courses offered and how to reach at a positive course outcome. Every department prepares a specific teaching plan at the beginning of the academic year and completes the course syllabi according to the allotted schedule. The record of courses completed according to Departmental vision, mission, course syllabus, individual time table, unit plan, lesson plan, course plan, unit wise material, direct and indirect assessments, internal assessment marks against every student are systematically kept by every department to assess the desired outcome of the courses. Each faculty member takes the responsibility as a teacher, mentor, counsellor, facilitator, guide, assessor, and evaluator to achieve the desired outcome of every program and help the students to master the specific skills by the end of every course.

File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

Attainment of program outcomes, program specific outcomes and course outcomes are measured by using several direct and indirect methods. Two in semester examinations (In-sem I & II) are held to assess the students, as well as viva / group-discussions / seminar presentation / Project submission etc. based on the course contents. Through these methods the performances regarding the learning of the course is assessed. Besides, the performance in the end semester examination conducted by Dibrugarh University helps in deciding the course outcome indirectly. Attainment of COs can be measured directly and indirectly. In a nutshell:

- Direct attainment of Cos, Pos and PSO is determined from the performances of students in all the relevant assessment conducted internally in the institution as well as University examinations.
- Indirect attainment of COs, POs and PSOs can be determined from the student progression reports, Alumni records etc.

### 2.6.3 Average pass percentage of Students

**Response:** 89.2

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 256

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 287

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 3.55

File Description	Document
Database of all currently enrolled students	<a href="#">View Document</a>



## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	<a href="#">View Document</a>

**3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0.07

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 2

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Funding agency website URL	<a href="#">View Document</a>

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge**

**Response:**

There is no such incubation centre in our institution. But the teaching faculty is making effort and taking various initiative for creation and transfer of knowledge for the best of their level in this regard. Apart from, a few faculty gets opportunity to transfer such knowledge to the others and the public while acting as a resource person. Sometime, the state government has given responsibility to the college teacher to perform the function for evaluation of the school. As an external evaluator of the school, it is also an opportunity for us to transfer knowledge pertaining to eco system.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response:** 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

**Response:** No

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

#### 3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

**Response:** No

File Description	Document
List of Awardees and Award details	<a href="#">View Document</a>

### 3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

**Response:** 0.42

#### 3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	11	13	13	4

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

### 3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

**Response:** 1.94

#### 3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	5	20	13	5

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

**Response:****NSS Unit of DHSK Commerce College, Dibrugarh**

Our NSS Unit had completed its many successful years under the firm cooperation from the NSS Cell of Dibrugarh University. After looking into the students' community as a whole we found that many are 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. 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 bad effect of Drug-Addicted, Alcoholism and prevention of AIDS, Malaria, Diarrhoea as epidemic, not to make panic during disasters like earthquake, flood etc. Most of the programs have smoothly been conducted by NSS Unit of DHSK Commerce College, Dibrugarh. The Unit of this college also implemented the following regular activities and adopted and prepared new activities like special camps in rural areas to develop education among rural poor youth. "NSS Unit of DHSK Commerce College, Dibrugarh envisages an egalitarian youth society where 'It' can create opportunities at the doorstep of the college youth through continuous self-improvement in the quality of their lives by generating their leadership in solving their problems & utilizing their resources most effectively."

**3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years****Response:** 11**3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
5	3	2	1	0

<b>File Description</b>	<b>Document</b>
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

**3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years****Response:** 116

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
32	18	28	20	18

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**

**Response: 12.25**

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
272	268	0	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**

**Response: 4**

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	1	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 1**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

The institution has adequate facilities for teaching and learning. For creation and enhancement of infrastructure in order to facilitate teaching and learning in a more effective and efficient manner for meeting the ever growing demands and expectation of the students, our college is going for both horizontal and vertical expansion of the existing building as space has always been a constraint for us. The college has been doing some renovation, structural alteration and modification and modernization of the existing infrastructure with funds procured from the Government as well the UGC. The campus is confined 0.81 acres of land which facilitates adequate infrastructure for teaching learning process, career progression and higher education. The campus main building accommodates 18 classrooms including one computer room, Principals office, Vice – Principals office, Administrative office, Examination room, Meeting room, Teachers Common room, 10 departmental rooms, office for IQAC, NCC, NSS, ICGC, Equal Opportunity Cell and Women Cell. All the departments are provided with the necessary infrastructure to meet the increasing requirements of teaching learning process. There is one spacious auditorium with seating capacity of 500 and one seminar hall equipped with smart digital board and audio visual aid. We have provided a common room separately for boys and girls, a common canteen for them as well as office for Students Union and gym. One girl's hostel located within 1 km away from the college. In case of medical emergencies we use statures for carrying the students and taking them in cars available in the college to nearby hospitals. Computers, Internet and wi-fi facilities are available in the college premises for teachers, students and office staff. The college has recently installed some CCTV cameras for keeping the activities of the students under surveillance while one watch man keeps on watching the college both at day and night time. Residential quarters are being provided to the some 4th grade staff only. We have facilities for supplying pure and safe drinking water at different points for students and staff. The college also it possesses 5.45 acres of land within 5 kms for future projects.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:**

**SPORTS:** The College organizes college sports week program every year. It includes indoor games, outdoor games, cultural events, singing, dancing, acting, debate, fashion show, extempore speech, drawing competition, gymnastic etc. For the purpose of outdoor games, the college uses the railway playground which is situated near the college. A government indoor stadium is used by the college for the purpose of

indoor games. The college has one boy's common room and one girl's common room. Instruments and material for games are also provided in the common rooms of boys and girls. There is also a gym in the college which is regularly used by the students and other members of the college family. Various instruments are there in the gym. Some of them are Sports Weight Lifting, Sports Power Lifting, Dumb Bell, Multifunction Olympic Bench, Electrical Bike, Air Bike, Treadmill, Exercise Bike- Breaking Manual, Leg Curl and Extension, Butterfly/ Peck Deck etc. Although there is no any yoga centre in our college, still we organize 'International Yoga Day on 21st June every year in association with NSS and NCC unit where many students and teachers actively participate. The college in association with department of Commerce organized one day 'workshop on Yoga'.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 27.78

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 44.52

##### 4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
88.99808	155.72219	65.215	23.97474	5.53535



File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

Name of the ILMS software: SOUL

Nature of Automation: Partially

Version: 2.0

**2012-13:** Library Software of SOUL 2.0 has been working properly and new data entry is being continued.

**2013-14:** Data Entry of Library books through SOUL 2.0 is being continued, circulation of books started and computerized library card being issued to the students of each semester classes.

**2014-15:** Three new computers installed, barcode scanner and printer installed in Library, circulation of books partially automated from this year.

**2015-16:** Circulation fully automated, D-space software installed and functioning of digital library partially operated.

**2016-17:** Data Entry of reference books and bar-coding is being continued.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

#### Response:

#### Rare Books

Name of the Book	Name of the Publisher	Name of the Author

Dakhya Jagya	Sheikh Abdul Latif	Benudhar Rajkhowa	1
Seuti Kiran	College Square	Benudhar Rajkhowa	2
An Anthology of English Verse	The Macmillan Co. of India Ltd.	Dibrugarh University	1
Sipurir Batari	Benudhar Rajkhowa	Benudhar Rajkhowa	1
Mahasati Joimoti	Jiotara Bharali	Benudhar Rajkhowa	1
Banhi	Padmaram Baruah	Benudhar Rajkhowa	2
Aai Kuwari	Pragati Prakash	Ghanakanta Konwar	1
Sarat Chandra	Duttta Baruah & Co.	Hari Narayan Dutta Baruah	1
Choror Sristri	Benudhar Rajkhowa	Benudhar Rajkhowa	2
Sanchar Kathi	Hirannya Ranjan	Ali Haider	1
Jampuri	Benudhar Rajkhowa	Benudhar Rajkhowa	1
Ashok Charita		Naranath Goswami	1
Gunamala	Rehabari	Benudhar Rajkhowa	2
Bihu	Assam Commercial Co.	Benudhar Rajkhowa	1
Darbar	Bhubaneswar Duwarah	Benudhar Rajkhowa	1
Dehar Praloy	Benudhar Rajkhowa	Benudhar Rajkhowa	1
Panchakabita	Girish Ch. Chakraborty	Benudhar Rajkhowa	1
Shil aru Shealuloi	Raghab Ch. Goswami	Birendra Nath Deka	1
A Grammar of Indian Planning	Popular Book Depot	S. Ambirajan	1
Sri Sri Sankar Devar Rambijay Nat	Lawers Book Stall	Biswanarayan Shastri	1
Sangam	Simantik Prakashan	Tafjul Ali	1

Jayantia Buranji	Dept. of Historical and Antiquarian Studies	Surya Kumar Bhuyan	1
History of Assam	Thacker, Spink & Co.	Edward Gait	1
Short accounts of Assam	The Assam Commercial Co.	Benudhar Rajkhowa	1
Madhya Sahitya Chayan	Oriental Book Co.	B. K. Acharjya	1
English through Exercises	The Macmillon Co. of India Ltd.	Dibrugarh University	1
Barak Parar Geet	Surama Chowdhury	Bani Kanta Baruah	1
Sankari Sahityar Bhumika	Krishna Prakash	Narayan Das	1
Asamar Padya Buranji	Dept. of Historical and Antiquarian Studies	Surya Kumar Bhuyan	1
Moi aru mor aai		Debashawar Changmai	1
The Burning Glass	The Macmillon Co. of India Ltd.	Charles Morgan	1
Amar Deshar Katha	Duttta Baruah & Co.	Dinesh Ch. Sharma	1
Sutibra Samayar Pratikhat	Prabhakar Phukan	Runubani Sharma Phukan	1
Kebal Ghosha	Bibhu Agency	Dronkanta Gogoi	1
Boiragi Kirtan	Lokendra Nath Bhattacharya	Gam Boiragi	1
Deb Damodar Guru	Naranarayan Deva Goswami	Naranarayan Deva Goswami	1
Sri Ramkrishna Upanishad	Sri Ramkrishna Math	C. Rajagopalachari	1
The second World war Vol. 5	The Educational	W. S. Churchill	1

	Book Co. Ltd.		
The age of faith Vol. 4	Simon and Schuster	W. Durant	1
The Reformation Vol. 6	Simon and Schuster	W. Durant	1
Documents on China's relations with South and South-East Asia	Allied Publishers Pvt. Ltd.	G. V. Ambekar	1
The Mahabharata	Jaico Publishing House	Romesh C. Dutta	1
Janma Nirnay	Duttta Baruah & Co.	Dij Kabiraj Misra	1
	The Cambridge	H. S. Bennett	1
Life on the English Manor	University Press		
Reality at Dawn	Sri Ram Ch. Mission	Ram Chandra	1
	Methuen & Co. Ltd.	C. W. Previte Orton	1
A History of Europe			

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above****Response:** D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>

**4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)****Response:** 1.49

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.99356	2.10303	0.59602	1.10933	1.63673

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

**4.2.5 Availability of remote access to e-resources of the library****Response:** Yes

File Description	Document
Details of remote access to e-resources of the library	<a href="#">View Document</a>

**4.2.6 Percentage per day usage of library by teachers and students****Response:** 3.29

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 32

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

### 4.3 IT Infrastructure

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

**Response:**

The institution always keeps on upgrading the computers and computer peripherals according to the requirement in teaching - learning process. The college has been upgrading the software packages and also purchases software's and hardware as per the requirement of students, teachers, office and library. The college also upgrades multimedia facilities like audio-visual equipment, overhead projectors etc. for effective teaching - learning process. The departments of the college are equipped with latest laptops and desktop computers with internet connectivity for effective teaching. For proper understanding of the subject topics, teachers are encouraged to use the ICT facilities. Students are also encouraged by the faculty to present their seminar topics using projectors and PowerPoint presentation. The institution has broadband connection from BSNL and the college campus is wi-fi enabled.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio

**Response:** 18.98

File Description	Document
Student - Computer ratio	<a href="#">View Document</a>

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** <5 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 8.44

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
6.70	14.93	8.31	3.75	7.35

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>

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

**Response:**

The college has a well established institutional mechanism for proper utilization, maintenance and up-gradation of infrastructure, academic and support facilities. Some assets of high value are kept in the custody of the principal, while rest are allowed to be kept in the store room in the custody of a teacher-in-charge and others being taken care of by the office staff entrusted for the purpose. The in-charge, whoever may be takes proper care of the assets and provide for necessary servicing and maintenance whenever

needed with the permission of Principal. As a precautionary measure some of these valued assets are kept insured. The Principal in consultation with department concerned takes up calibration and other precision measures for assets/ equipments/ instruments if need arises.

High risk equipments such as generator and high voltage transformer are installed in the college campus and are put into judicious use. These equipments are of very high risk to human life and therefore for safety and security of teachers, office staffs and students, etc. these assets are placed at a safe distance from the college building. Permanent structures are also raised for housing these equipments to keep them isolated and protect them from sun, rain, dust etc. The college has a fully functioning library which houses several books, journals etc. This kind of asset may be lost easily mainly due to non-maintenance of records. So our college library operates high end library software to keep records of books issued, books received and books available. A handsome number of computers are owned by the college and are placed in the library, principal room, departments, offices, etc. The college has a wi-fi connection and also owns other electronic equipments such as xerox machines, printers, projectors, internet connectivity which requires frequent maintenance, so technical experts are invited time and again to identify and rectify issues related to these assets.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>



## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 5.44

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
21	39	35	34	67

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 1.28

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
14	6	10	11	7

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.1.3 Number of capability enhancement and development schemes –**

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

**A. 7 or more of the above**

**B. Any 6 of the above**

**C. Any 5 of the above**

**D. Any 4 of the above**

**Response:** D. Any 4 of the above

**5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years**

**Response:** 54.79

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
702	427	685	260	80

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**

**Response:** 0

## 5.1.5.1 Number of students attending VET year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>

## 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

**Response:** Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

## 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 7.44

## 5.2.1.1 Number of outgoing students placed year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
17	20	22	15	4

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 11.15

## 5.2.2.1 Number of outgoing students progressing to higher education

Response: 32

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

## 5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 60

## 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	10	4	7	0

## 5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	10	4	7	1

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

## 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

**Response: 29**

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

2016-17	2015-16	2014-15	2013-14	2012-13
10	10	7	1	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

**Response:**

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

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution

**level per year****Response:** 3.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	3	7	2	2

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

**5.4 Alumni Engagement****5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years****Response:**

The DHSK Commerce College Alumni Association (DHSKCCAA) has been formed in the year 2002 and since its inception it is performing its duties in diligent manner. Recognizing the role to be played by the alumni association in a college, the DHSKCCAA is regularly attempting to maintain contacts with the pass-out students of the college through e-mail, phone contacts and by using various social networking sites. The Association is performing its regular duties with the help of an Executive body formed in an Annual general meeting for a period of two years. In the last five years, the association has organized seven meetings of which two were Annual General Meetings and remaining five are Executive meetings. During this period total 930 students registered in the Association. The Association is significantly involved in the different activities organized by the college or by its member bodies since the year of its inception. The Association is maintaining a link between Alumni and the authorities of the College.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years(INR in Lakhs)****? 5 Lakhs****4 Lakhs - 5 Lakhs****3 Lakhs - 4 Lakhs**

**1 Lakh - 3 Lakhs**

**Response:** <1 Lakh

<b>File Description</b>	<b>Document</b>
Alumni association audited statements	<a href="#">View Document</a>

#### **5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**

**Response:** 7

##### 5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	5	2	0	0

<b>File Description</b>	<b>Document</b>
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

The College emblem beautifully reflects the vision. The wheel in the emblem glorifies industrialization and the 'two leaves and a bud' of a tea plant depicts the unique location of the College in the tea town of Dibrugarh. The illuminated lamp symbolizes that the light of knowledge leads us to enlightenment. In the midst of the emblem inscribed is the famous clarion call given by Swami Vivekananda toward the young generation of the country 'uttishthat: jaagrat' quoted from the Upanishad, which implies 'Arise and awake' and it is also our sacred endeavour to instill this great value in the minds of our youths. The vision of the DHSK Commerce College is to upgrade itself into a centre of excellence in commerce education and to build future business leaders and entrepreneurs in the globalized business environment for the development and welfare of all concerned.

##### Vision:

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

**Mission:** "The mission of the D.H.S.K. Commerce College is to promote learning both by students and faculty to achieve excellence in education"

The Vision, Mission and Objectives are communicated to the stakeholders through the prospectus, College website and display in the college notice board. The quality policies and plans are framed by the Principal in consultation with the faculty. As members of different committees, faculties are delegated the responsibilities to design and formulate plans and policies in different spheres ranging from academic to infrastructural arrangements. The top management grants such plans and policies with or without modifications as the case may be and the same is then implemented by the principal. Keeping the stated mission in view, the institutional activities are being carried out. Thorough need analysis is carried out by the College administration as part of its support for various plans and policies. Realizing that dynamism is necessary for the growth and development of the institution, the academic committee advocates changes in different institutional issues such as rotation of headship, appointment of staff at college pay, change in admission fee structures etc. To monitor and evaluate policies and plans, regular meetings of the Governing Body, Departmental Heads, staff members and different committees are convened. Regular visits of the Principal and Vice-principal to the departments and interaction with staff members are also done.



File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

#### Response:

The college practices policy of decentralized and participative management by delegating authority which provides emancipation to various stakeholders. Sufficient autonomy is provided to all departments in allocation of classes, organising workshops, seminars, participation in faculty development programmes, granting of duty leaves etc.. Institution provides financial freedom to the Principal through the Governing Body. Each department is provided with finance to meet immediate departmental needs such as purchase of books, bookshelves, printing and stationery materials etc. The Heads of Departments are authorized to distribute work plan load of the department to faculty in such a way to exhibit their talent and skill. Consequently, they get job satisfaction and feel motivated to perform even better. Again by following this type of decentralized leadership model, each and every department of the institute is being able to get the much needed autonomy and flexibility. Other units of the college like NCC, NSS, ICGS, IQAC, library etc. has operational autonomy under the guidance of senior faculty members since it involves students from various departments. The Principal organises meetings with HOD's to discuss various academic, co-curricular and extracurricular activities. The various events such as Annual College Week celebrations, Fresher's Social, Saraswati Puja, Alumni Association meetings, Independence day, Republic Day celebration etc, are held with the involvement of HODs, faculty and students. Every department hold departmental meetings where internal issues within the department are discussed. Suggestions of Heads of the departments are perceived well by the authority. Thus delegation of authority in a decentralized way does not develop only one individual but facilitates the development of the organization as a whole. The college promotes a culture of participative management. Decisions are taken together by the management in consultation with the teachers, non-teaching staff and the students' union. Hence it is possible for the college to translate decisions into actions without any hurdle. The regular feedback taken from different stakeholders is also indicative of the participative management.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

A three tier approach comprising of the College Governing Body, the Principal and the faculty members is

followed for formulation of action plans and its implementation. Thorough need analysis is carried out by the authority as part of its support for various plans and policies. Stakeholders are consulted and made aware of the proposed plans and policies. The Principal acts as the medium for interaction with stakeholders. As part of its mission to upgrade the College into a centre of excellence, the leadership encourages and strives for excellence of both the staff and the students in all spheres. With increase in the enrollment of students due to introduction of morning shift classes, coupled with introduction of semester system in recent years have created some infrastructure problem in the College. To accommodate increasing number of students, some extra class rooms have become necessary. Therefore, during the last four years, the vacant space available in front of the college building has been used for constructing additional multi storied building with digital class rooms, boys common room, girls common room, IQAC room, with funds received from the Government of Assam during 2012-13. The college is planning to introduce new Post Graduate Course in Commerce and one additional programme for undergraduate from the next academic session.

### **6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

#### **Response:**

**G overning Body and Administrative set up:** The top most authority in matters connected with the college is entrusted with the Governing Body which is constituted by the Director of Higher Education (DHE), Assam. The Governing Body is constituted with one President selected by the DHE, the Principal as the Secretary, Vice-Principal as ex-officio member, two teachers' representatives, one representative of the Non-teaching staff nominated by the Principal, three academicians nominated by the DHE and two representatives of the Dibrugarh University. Governing Body makes suggestions for the improvements and development of the institution. The Principal is responsible for the academic administration of the institute. He is being supported by the body of HODs. As part of the organizational arrangement the College has different committees, cells, wings and departments for the smooth functioning of the institution.

#### **Functions of various bodies:**

1. NCC & NSS: The NCC and NSS unit of the College facilitate extension services primarily intended to and focusing on community development programmes in its neighbourhood, beneficial to both the institution in particular and the community in general.
2. Women's Cell: The Women Cell of the College deals with the issues concerning women, their welfare and advancement.
3. ICC: For a safe and secured environment of each member of the College family, more particularly the girl students and women employees, the Internal Complaints Committee (ICC) / Gender Sensitisation Committee on Sexual Harassment (GSCASH) deals with all grievances relating to sexual harassment and is empowered to take necessary action to prevent such acts and penalize those proved guilty
4. ICGC: The Information and Career Guidance Cell (ICGC) helps students in their career building.
5. Anti –Ragging Cell: This cell has been formed to prevent ragging in the Campus.
6. Grievance Redressal Cell (GRC): the college has developed an effective mechanism to deal with the various grievances of the staff and students and mitigate their problems through the GRC. A

grievance box is kept outside Principals office so that in case of any grievance, the aggrieved person may make use of it as a means to convey his/her grievance.

**Service Rules:** A comprehensive set of rules with clauses and sub clauses of the Assam Govt. governs the teaching and non-teaching staff of the College.

**Procedures, Recruitment & promotional policies:** The College follows the policies prescribed by the Directorate of Higher Education, Government of Assam for recruitment and promotion of faculty and staff.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

**Response:** E. Any 1 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

### 6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

**Response:**

**Equal Opportunity Cell (ST,SC & OBC):** The Equal Opportunity Cell of DHSK Commerce College was created on 5th June, 2015 as per the mandate of the UGC specifying the need of a functionary within the college set up which would facilitate affirmative action in order to ensure equal opportunity for all particularly SC, ST and OBC. The Equal Opportunity Cell primarily orients its activities around training and development programs for the students which provide them with supplementary academic support in the form of remedial coaching. The Cell conducts sensitization and awareness programmes on a wide array of subjects ranging from Yoga, Career Counseling, Gender Issues, Human Rights, and Inclusion of Marginalized Groups to Peace and Conflict. The objectives of the Cell are to create an atmosphere of Equal Opportunity through awareness generation programmes, to provide auxiliary support towards skill development and enhancing employability of students, to tailor development and sensitization programmes to meet the distinct needs of the students and to expedite legal redressal in matters of violation of equal opportunity.

**Disciplinary Committee:**The college has a Disciplinary Committee to maintain discipline in the college premises and classroom, to achieve the goal of creating a safe, motivating and accepting college environment by supporting the use of positive attitudes and practices and to uptake measures for inappropriate behaviour including progressive discipline comprising suspension and expulsion where necessary.

**Grievance Redressal Cell:** The College has a Grievance Redressal Cell to redress the grievances of its various stakeholders. The students can appeal the Cell for their grievances concerning academic matters, administrative matters, financial matters, library services and any other services. The Cell tries to resolve the grievances by sorting out the problems promptly and judiciously. Because of the presence of Grievance Redressal system, the college has a pleasant, ambient atmosphere and good work culture with an in-built goodwill and mutual understanding among Teachers, staff and students.

**Anti Ragging Cell:** Anti –Ragging Cell has been formulated to prevent grievances arising from ragging in the Campus.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

**Response:**

The following are the welfare measures and service benefits provided to the teaching and non-teaching staff of the institution:

- The institution provides services within the campus including provision of canteen, library, drinking water, washing facilities, housing facilities (only for chowkidars) etc.
- Welfare facilities for the teachers' include departmental room with adequate seating provisions and stationery grants.
- Welfare facilities available for staff include the benefits of group insurance policy of Government of India.
- Staff are eligible for availing 12 days casual leave.
- Maternity leave and child care leave to female employee and paternity leave to male employee.
- The provision of earn leave facility is also available.
- Complete support and assistance is provided to the faculty members for pursuing their higher studies .Their leave of absence is treated as official-on-duty.
- The institution has a security guard. He is stationed at the entrance of the college for security check and to keep a vigil on all those who come in and leave the institution.
- Staff has one co-operative thrift society where loans are provided at a very low interest rate and get an opportunity for saving their money.
- Staff may use the telephone and internet services for academic and administrative needs. All the departments, main offices and library are equipped with the facilities of laptop, desktop and internet.
- Wi-Fi facility is also available in certain areas of the institute like classroom, departmental rooms, office and library etc.
- Staffs enjoy the benefits of gratuity after the superannuation of service as per the State Government rules.
- Staff, who have joined services before February, 2005 are eligible to draw pension after the superannuation of service as per the government rules.
- In the event of death of an employee, while in service his/her dependent will be considered for employment on compassionate grounds, subject to eligibility of the individual concerned and the availability of the vacant post.
- Permanent staffs are eligible for Employees General Provident Fund Scheme as well benefit of loan against the scheme. But those members of faculty, who have joined service after February, 2005 subscribe the Contributory Provident Fund (CPF) instead of GPF.
- A faculty member may be granted a maximum of 24 months of leave with salary for pursuing higher studies.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response: 0**

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

**Response: 39.71**

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	10	5	11	10

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

#### Response:

Evaluation of a teachers work is done by the head of the institution on the basis of multiple parameters which help in improvement of teacher's efficiency such as examination results, regularity in classroom, students feedback, interactive teaching approach, holding tutorials classes, guiding and carrying out students research project, participating in academic activities like seminar, workshop etc. The management reviews the performance of teaching and non-teaching staff and accordingly promotion, annual increment, career advancement etc. are given. The College follows rules and guidelines of UGC for teacher's evaluation and accordingly the UGC devised scoring system proforma titled 'Performance Based Appraisal System' incorporating multiple parameters to evaluate teachers' performance and academic accountability is in place. As such every teacher has to submit annual performance report in the appraisal format prescribed by UGC, duly forwarded by HOD. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary. It is incumbent in the part of HOD to check the entries and append comments in an unbiased manner taking into account the interest of the department. The scores of student's feedback are shown to the faculty and accordingly suggestion is provided. Expert senior faculty provides support and guidance to junior faculty of the same subject for improvement.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

The existence of internal audit system in financial matters is very important. The college conducts internal financial audits on a regular basis in order to evaluate the adequacy of internal control systems and proper utilization of financial resources. Thus, an audit includes examining, evidence supporting the amounts and disclosures in the financial statements. An audit also includes an assessment of the accounting principles used by the college in spending both internal and external financial resources available with the college during a given period of time. Moreover significant estimates made by the college management as well as an evaluation of the overall financial statement includes under audit. Methodology of audit in our institution consists of appointing of auditor with due permission from the President of the Governing Body and then checking of all bank and cash transactions, scrutiny of ledger, analysis of stock register, cash

book, advance register, scrutiny of all other documents relating to purchase of various assets and expenditure made by the college during the period of audit. In the institution, Internal Audit of financial matters is carried out by the Audit Officer of Local Accounts, Government of Assam. In this regard, accounts section of the College provides all necessary books of accounts and information as required for the purpose of audit. After the completion of audit a detailed report is prepared by the auditor with all necessary suggestions and objections if any with direction to take necessary correction. Then the report is placed in the meeting of the Governing Body for approval and acceptance. The Members after discussion and consideration on the audited statements and report provide suggestion in this regard for future improvement.

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

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

**Response:** 3.32

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.725	0.560	0.807	0.893	0.336

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

As the College primarily receives funds from the Government and from University Grant Commission, in certain situations additional funds have been granted by the institutions from other sources for different purposes during the last five years. For proper utilization of funds and resources received from the approved and other Non- Govt. bodies and individuals, adequate procedures of maintaining accounts have been followed. Moreover, in case of utilization of funds, where necessary committee formation is required and approval is desired, necessary procedure are duly followed. Apart from this, proper auditing and verification of accounts have been done on a regular basis by qualified government Auditor. For efficient



use of financial resources and proper mobilization of funds, the college has Purchase Committee and Construction Committee. These Committees prepare plan of action for the proper utilization and management of financial resources as per the directives of the Governing Body. Rules laid down by the Government and funding agencies such as UGC on financial procedures are strictly followed at the time of utilization of funds. The college appoints Internal auditors for effective monitoring and utilization of funds under various schemes and accounts.

## 6.5 Internal Quality Assurance System

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

#### Response:

In accordance with the directives of NAAC, DHSK Commerce College established its IQAC on 1st January, 2005. IQAC collects, maintains and analyses documents and document evidences directly or through the College Office and prepares the Annual Quality Assurance Report (AQAR) and submits it to NAAC. The IQAC is presently actively engaged in preparation of SSR to be submitted to NAAC. IQAC has concentrated on the collection of Feed Back from various stakeholders and inform the concerned about its outcome for correction and improvement as a main tool of development and sustenance program of the Institution. Accordingly IQAC of our institution have identified some best practices such as collection and analysis of Students' Feed Back, Dissemination of information on various quality parameters of higher education, etc. Regular seminars, awareness programme, special lecture on quality innovations, Curricula, Teaching-Learning and workshops with topics of interdisciplinary nature have been organized with various departments working in collaboration. Students have been encouraged to prepare and present projects reports. The IQAC also organized a national level workshop on Financial Planning for Women recently. The IQAC coordinator acted as empanelled resource person for financial education program sponsored by Securities and Exchange Board of India and a number of workshops have been organized among various target groups in Dibrugarh districts. It coordinates with all stakeholders for their opinions and advices for quality sustenance and quality improvement. It Plans and Supports effective implementation for Total Quality management, Curricula development, Teaching-Learning and evaluation, Research, Consultancy and Extension activities for all stakeholders. It also helps in preparing the Reports for AISHE. The IQAC of the college encourage and provide support required by all staff for their quality sustenance and quality improvement in teaching, Research & administration. The IQAC constituted different sub committees in which most of the staff members are involved in formulating and executing the decisions of IQAC. The decisions of IQAC are widely communicated to staff members through circulars/ notices. It has and is continuously working for Development of Quality Culture in the institution.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

**Response:**

The institution in association with IQAC goes through the following process for formulating the policies on Teaching -Learning Process. The student's progress and performances in In-semester and End-semester examination on all the subjects are taken from the students for every semester. The results are analyzed and evaluated by the concerned departments/subject teachers. Additionally, teachers are counselled by the head of the department and the Principal if required. The IQAC coordinator also receives the feedback by interacting with a selected group of students from each class. Monitoring is mainly done by department to assess the completion of syllabus well in time, and also the quality of teaching. The Principal also interacts with some students and takes the feedback on the teachers about the effectiveness of their classes and learning material provided. Remedial classes are conducted on weekly basis. Just before the examination, Special coaching classes and tutorial classes are conducted for students in need. Extra classes may be taken by faculty on request of the students and students are encouraged to meet the faculty in case of any difficulty in understanding any topic.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year****Response:** 8.8**6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
14	8	7	11	4

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

**6.5.4 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**

**3.Participation in NIRF****4.ISO Certification****5.NBA or any other quality audit****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

**6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)****Response:**

- Recruitment of permanent faculty and non teaching staff to fill up vacant positions.
- Construction of 3 storied extended building blocks for creating additional class rooms,
- Construction of departmental rooms, office for IQAC, Equal Opportunity Cell, Women Cell, NCC and NSS.
- Introduction of new class room with ICT facility and establishment of digital classroom.
- Organized three UGC sponsored national seminars and National level workshop
- Construction of Girls' Hostel located at Khalihamari
- Settlement of boundary dispute at the college campus and completion of college boundary wall construction
- Improvement of covered parking facility for students and staff in the campus.
- Beautification of the college campus and Installation of paver blocks on the ground floor
- Publication of peer reviewed research journal 'Utkarsh' and the college News letter and 'The Radiance'
- Purchase of computers, laptops, equipments, books and journals
- Financial assistance provided to poor and needy students
- Problems of Boys and Girls common room fully resolved
- Installation of water purifier for providing drinking water
- Improvement of canteen facility
- Installation of Wi-fi facility in the campus
- Display of subject-wise teaching plan by respective department

- Commencement of 1st Semester classes of B.Com. for morning shift w.e.f. 2014-15 academic session
- Installation of Air conditioner in the 1st floor of library auditorium, principals office and examination office
- Installation of CCTV in the campus.
- Purchase of equipments for Gym and Sports

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 3

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	0	0	0	0

#### File Description

#### Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

**Safety and security:** The College strives to provide a healthy academic environment where each student, irrespective of being a boy or girl can dream of fulfilling his/her academic dreams. The college administration strongly endorses a ragging free campus so that new students are not harassed in the name of ragging. The students are also encouraged to approach the teachers and Principal if they are subjected to ragging; however, there has not been any such incident for many years. The college also has CCTV cameras installed in all corridors and most of the classrooms to prevent and discourage any kind of misdoings. The concern for girl students is evident from the fact that the college has newly constructed a girls hostel for the students of the college a few years back and has been operating successfully ever since. The College has a Governing Body Approved Policy Against Sexual Harassment at Workplace. The major functions of ICC / GSCASH are – (i) Gender Sensitisation and Orientation, (ii) Crisis Management and Mediation, and (iii) Formal Enquiry and Redressal

**Counselling:** The Women Cell of the college organises several programmes in each academic session and issues related to empowerment of women, saving girl child, legal rights of women etc. are given due importance. The students take active part in these programmes and are very forthcoming with questions

and doubts. The College has a Women Cell by the name of 'Dhaaarini' that has been operating since the year 2011. The teachers, staff and students are members of this Cell. The Cell has been organising various programs, talks and workshops dealing with issues relating to women empowerment, women rights and prevention of harassment against women.

Common Room: The College has provided separate common rooms for boys and girls where they can relax during breaks. For the purpose of ensuring security to the girls, the boy's common room and the girls common room are built in opposite ends of the building. The girls' common room is equipped with adequate infrastructure such as table, chairs, curtains, mirror and a divan bed. Games like carom, chess, ludo etc. are also provided in both the common rooms.

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 20500

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 10.48

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 220

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 2100

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

**7.1.5 Waste Management steps including:**

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

**Response:**

**Solid waste management:** The college campus is kept neat and clean and littering in the college campus cannot be witnessed. Dustbins are provided in the classrooms, corridors and are used accordingly by the members of the college. The college has separate waste disposal system for organic waste and inorganic waste. Organic waste such as food items, paper, leaves from trees, grasses are collected separately and later on mostly used as natural manure for plants in the college campus. Inorganic waste such as plastic/polythene are disposed off outside the college campus and the town municipality services are relied on for this purpose.

**Liquid waste management:** The College has a good drainage system for disposing liquid waste. As there is no laboratory, there is no chemical waste is generated in the college. There is no water clogging or blockage problem in and near the college.

**E-waste management:** Non-working computers, monitors, ups, printers are being repaired from time to time.

**7.1.6 Rain water harvesting structures and utilization in the campus****Response:**

Rain water harvesting system is a process used in the collection and storage of rain water, which is collected from many surfaces such as rooftops, surface of land, and rock catchments. Traditionally, jars, utensils and different types of pots were used in the collection of water. In recent times, more advanced and complex technologies have been used for water storage.

The college being located in a place where incessant rainfall occurs throughout the year. So the need of rain water harvesting have never been felt in Dibrugarh area. The water quality in this region is very good and can be consumed directly even without filtering it. Fresh water can be availed by digging the earth only up to 50 feet deep. Dibrugarh being a flood affected area, the State Governemet has made very good management of water supply facility and drainage system. The college has developed its own mechanism for proper drainage of rain water.

**7.1.7 Green Practices**

- **Students, staff using**
  - a) **Bicycles**

- b) **Public Transport**
- c) **Pedestrian friendly roads**
  - **Plastic-free campus**
  - **Paperless office**
  - **Green landscaping with trees and plants**

**Response:**

A majority of our students come to college on foot as the college is located at the centre of the town and is very close to the market. The roads around the college are pedestrian friendly. Those residing somewhat far from the college usually rely on bicycles and public transport. Students are discouraged to bring motor bikes to the college. The teachers and staff of the college also mostly rely on public transport and some even come by foot as many have their residences very close to the college. The college campus is fully plastic free and plastic is not used of in the official work also. Attempts are being made to use as less paper as possible in the college office. Important day to day notices are usually being mailed to the teachers. The teachers also submit the question papers of all the in-semester examinations to the concerned exam officer in soft format. Being located in an urban area and the land area of the college campus not being very large, there is not much scope for landscaping within the campus. However, trees are planted on whatever minimal space is available for landscaping.

**7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years****Response:** 0.6

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.00729	0.60738	0.54745	0.51300	0.39070

<b>File Description</b>	<b>Document</b>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:**

- 1. Physical facilities**
- 2. Provision for lift**
- 3. Ramp / Rails**
- 4. Braille Software/facilities**



**5. Rest Rooms****6. Scribes for examination****7. Special skill development for differently abled students****8. Any other similar facility (Specify)****A. 7 and more of the above****B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** D. At least 2 of the above

<b>File Description</b>	<b>Document</b>
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years****Response:** 5

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

<b>File Description</b>	<b>Document</b>
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response:** 5

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during

the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Details of initiatives taken to engage with local community during the last five years	<a href="#">View Document</a>

#### 7.1.12

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

#### 7.1.13 Display of core values in the institution and on its website

**Response:** Yes

File Description	Document
Provide URL of website that displays core values	<a href="#">View Document</a>

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response:** No

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions****Response:** Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years****Response:** 25

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities****Response:**

**DHSK Commerce College organized the following national festivals and birth / death anniversaries of the great Indian personalities:**

Our college celebrates National Festivals with great enthusiasm as our students and teachers are on a mission with spirit of nationalism for better India. Contributions, philosophies and thoughts of great Indian personalities are being sowed into the minds of youths by organising lectures, exhibitions and programmes every year. The college organized many of the national festivals and birth / death anniversaries of the great Indian personalities as follows.

Name of the festival	Date
International Yoga Day' Celebration	21.06.2017
157th Rabindra Janmajayantee Celebration	09.05.2017
International Women's Day celebration	08.03.2017
Saraswati Puja Celebration	01.02.2017
68th Republic Day Celebration	26.01.2017
Celebration of 'Shilpi Divas'	17.01.2017
Teachers Day Celebration	05.09.2016

70th Independence Day Celebration	15.08.2016
Celebration of "Quit India Movement" Day	09.08.2016
International Yoga Day Celebration	21.06.2016
Celebration of Kalaguru Bishnu Prasad Rabha Divas	20.06.2016
International Womens Day Celebration	08.03.2016
Saraswati Puja Celebration	13.02.2016
67th Republic Day Celebration	26.01.2016
NSS Day Celebration	24.09.2015
69th Independence Day Celebration	15.08.2015
Celebrating 'Sahitya Divas' to mark 77th Death Anniversary of Sahityarathi Lakshminath Bezbaruah	26.03.2015
World Poetry Day Celebration	21.03.2015
International Mother Language Day Celebration	21.02.2015
66th Republic Day celebration	26.01.2015
Death Anniversary Celebration of Dr. Bhupen Hazarika	05.11.2014
Tribute to Sardar Ballav Bhai Patel	31.10.2014
NSS day celebration	24.09.2014

### **7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

#### **Response:**

Our institution has been maintaining full transparency and disclosures in its all financial, academic, administrative and auxiliary functions. Internal Audit is carried out by the Audit Officer of Local Accounts, Government of Assam. The account department provides all necessary books of accounts and information as required for the purpose of audit. Thereafter, a detailed audit report is placed before the Governing Body for approval and acceptance. All the information about the college is made available to the public through our website viz.: <http://www.dhskcommercecollege.edu.in/>. Since the college is under the purview of RTI, all the information is made available to the public. The college administration and faculty always take care of students from the day of their enrollment for their overall development. The college strictly follows guidelines of Government of Assam's Higher Education Department, the affiliating university and UGC for recruitment of faculty and staff. All notices and circulars regarding students, teaching staff and non teaching staff are displayed on the college website and notice boards. The Governing Body is the highest decision making authority of the College and this body consists of members from the affiliating university, management, special invitee from Government, members from teaching staff, non - teaching staff and guardian members. There are also other committees such as Research Journal Committee, Anti-ragging Committee, Disciplinary Committee, Equal Opportunity Cell, IQAC, Women

Cell, Admission Committee, Examination Committee, Prospectus Committee, Construction Committee etc. to perform various auxiliary functions of the college.

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

**Response:**

#### **BEST PRACTICE - I**

1. **Title of the Best Practice:** Examination System
2. **Objectives:** The objectives of the practice are to follow and implement appropriate mechanism to conduct internal and external examinations in the college, to make an impression in the minds of students about its relevance and to provide an environment to the students similar to final exams.
3. **The Context:** Examinations system is one of the core components of any academic institutions. It is always essential that the system should be transparent and clear in its approach.
4. **The Practice:** The College follows university guidelines to conduct internal and final examination for different academic programs for which a committee is entrusted with the task. 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.
5. **Evidence of Success:** The present system of conducting examination has created a positive atmosphere for preparing students in their end semester 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 the part of students to consider it seriously.
6. **Problems Encountered and Resources Required:** Maintaining and storing evaluated copies for long duration a batch completes its course for future reference and university needs.

#### **BEST PRACTICE - II**

1. **Title of the Practice:** National Service Scheme (NSS)
2. **Objectives:** The main objectives of this practice are to understand the community in which they work, relation to their community, to identify the needs, problems of the community and involve them in problem solving, to develop among themselves a sense of social responsibility, to utilize their knowledge in finding practical solutions to problems, to acquire leadership qualities and to gain skills in mobilizing community participation.
3. **The Context:** After looking into the students' community as a whole we found that many are 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.
4. **Practice:** NSS unit have worked in generating awareness about the bad effect of drug-addiction, alcoholism and prevention of AIDS, malaria, diarrhoea as epidemic, not to make panic during disasters like earthquake, flood etc.
5. **Evidence of Success:** The evidence of success is clear from the fact that students practicing NSS

activities have improved their overall performances significantly. Most of the NSS activities are field study based which have created promoters, pioneers, entrepreneurs.

- 6. Problems Encountered:** Lack of separate time table for NSS activities affects the study time of students, Insufficient human resource to operate NSS various activities and Insufficient financial resources to carry out NSS activities.

### 7.3 Institutional Distinctiveness

#### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

##### Response:

The performance of the institution is reflected in the results of the B.Com course taught here in both regular (Students intake 678, 607, 733, 823 and 949 in last five years respectively) as well as the distance mode. As making commerce education accessible to all sections of the society is the first and foremost vision, priority as well as thrust of the institution, the success rate in the end semester (regular mode) and annual final/end semester (distance mode) results of the institution in the result lists of the concerned university(s), no doubt, highlight the achievement of this first full-fledged college imparting commerce education in the north east. In the final semester B.Com.(Regular) examinations under Dibrugarh University, the institution has been showing encouraging success rate in the last five as well as in the earlier years. The percentage of success of the examinees in the exam concerned were 85.93, 74.41, 82.59, 83.76 and 89.19 in 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17 respectively. It would be worth mentioning that the success rate of the institution has been comparatively better than the affiliating university and some neighbouring colleges. Besides, securing distinctions and ranks in different speciality subjects every year by some of its students also highlights the academic attainment of the institution.

The co-educational institution imparts commerce education in both morning (with specialisation in Accounting & Finance and Marketing) and Day shift (Both general course and Specialisation in Accounting & Finance, Banking & Insurance, Marketing, HRM, International Marketing) to make available commerce education in its best form which can be offered by to the best of its capacity in the context of its infrastructure as well as different other facilities. In addition, the institution is running different distance education study centres under various universities to make commerce education accessible to those who can't afford regular education mode for one or other reasons. The in-charge of these study centres i.e the principal with the supports from the co-ordinators, office staff as well as the teachers concerned have been trying its best to help these learners both male and female of different age, profession, cast, religion etc. to enlighten their lives through spreading higher education. For instance, Krishna Kanta Handique State Open University Study Centre in the institution admitted 39, 44, 45, 20 and 29 students in B.Com course respectively in 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17 respectively. Similarly, under Institute of Distance & Open Learning, Gauhati University 31 and 49 learners got admitted in the institution in 2014-15 and 2015-16 respectively. In MA (English) course, under IDOLGU 9 learners were admitted in 2015-16. Under Directorate of Distance Education, Dibrugarh University 31, 41, 49 and 55 learners were admitted in M.Com. course during 2013-14, 2014-15, 2015-16 and 2016-17 respectively while 68, 53, 71 and 67 learners took admission for B.Com. Course during the respective years in the concerned study centre. It would be noteworthy that the KKHSOU, DDE-DU and IDOL-GU Study Centres started functioning in the institution since 2008, 2013 and 2014 respectively.

<b>File Description</b>	<b>Document</b>
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## 5. CONCLUSION

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### **Additional Information :**

Earlier the maintenance of records and documents were carried on manually and for this reason evidence of many good performances of the institution were discarded from time to time in order to create space economy. Unfriendly climatic condition, attack of pests and insects, insufficient infrastructure and shifting of tables several times also led to damage of some documents which could have been quite friendly for us in the present context.

### **Concluding Remarks :**

Commerce education has become an important stream of study to the present generation in view of the changing requirements of industry and society as a whole. Keeping in mind the requirement of the present course curriculum of commerce education under Dibrugarh University, the college, with the support of dedicated faculty members and supporting staff, look forward for bright days to come. The college have the ability to enrich knowledge and understanding on commerce education under the course curriculum of Dibrugarh University and will continue its role of educating the students in the field of commerce and exert its presence in the field of commerce education of Assam.

Taking the experience of nearly six decades as its capital, DHSK Commerce College dreams of transforming itself to an exemplary social asset. It aspires to present a promising platform for both the students and the teachers where from everyone will experience an intellectual re-birth and contribute significantly in nation building. Sincerity, love and dedication of all concerned will surely lead the organization towards a higher height.