

# The Annual Quality Assurance Report (AQAR) of the IQAC

SIBSAGAR COMMERCE COLLEGE, SIVASAGAR, ASSAM-785640

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## Part – A

AQAR for the year (for example 2013-14)

2017-18

### I. Details of the Institution

1.1 Name of the Institution

SIBSAGAR COMMERCE COLLEGE

1.2 Address Line 1

BORPUKHURI PAAR

Address Line 2

City/Town

SIVASAGAR

State

ASSAM

Pin Code

785640

Institution e-mail address

principalscc@yahoo.com

Contact Nos.

03772-223476

Name of the Head of the Institution:

Dr. S. J. Mahanta

Tel. No. with STD Code:

03772-223476

Mobile:

9435057030

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	-	2004	2009
2	2 <sup>nd</sup> Cycle	B+	2.51	2015	2020
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 12/07/2017 (DD/MM/YYYY)
- ii. AQAR 31/12/2018 (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

DIBRUGARH UNIVERSITY

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 03

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Organizing various programmes in consonance with NAAC requirements and guidelines as well as institutional needs and requirements.	80% of plans have been implemented successfully.

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01			
UG	03			
PG Diploma	01			
Advanced Diploma				
Diploma	01			
Certificate	04			
Others	PG(Distance Mode),+2Level Classes			
<b>Total</b>	12			
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	
Annual	03

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

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

*\*Please provide an analysis of the feedback in the Annexure*

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

No

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

No



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	20	9	11		

2.2 No. of permanent faculty with Ph.D. 07

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
		2								2

2.4 No. of Guest and Visiting faculty and Temporary faculty 02 01 08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	06	
Presented papers	02	06	
Resource Persons			

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

Classes through Video-conferencing mode with other institutions

2.7 Total No. of actual teaching days during this academic year 180

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 03

2.10 Average percentage of attendance of students 60

2.11 Course/Programme wise

Distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Com	29	-	62	38	-	100
B.Com	65		35	60	4	99
BA	51		14	35	5	54
BCA	09		66	34	-	100
PGDCA	88		53	25	-	78
Diploma & Certificate Courses	42		20	22		100

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

Through personal visits to the classes as well as feedbacks from the students

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	01
HRD Programmes	
Orientation Programmes	02
Faculty exchange Programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	05	02	-	-
Technical Staff	-	-	-	01



## Criterion – III

### 3. Research, Consultancy and Extension

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

Formation of Research Committee for scrutinizing Major & Minor research proposals, motivating the teachers for taking up research activities etc. Nearly 50% of permanent faculty will complete their Ph.D by 2019.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		02		
Outlay in Rs. Lakhs		16 Lakhs	12 Lakhs	

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01		4.80 lakhs	4.80 Lakhs
Outlay in Rs. Lakhs	4.80 lakhs			

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	06	
Non-Peer Review Journals		03	
e-Journals		04	
Conference proceedings		01	

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	02	DBT	12 LAKHS	12 LAKHS
Minor Projects	01	ICSSR	2.5 LAKHS	1.5 LAKHS
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

CAS with Dept. Of Commerce, Dibrugarh University

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			02		02
Sponsoring agencies			Local Organizations		With District Administration

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
					01	

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
 National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
 National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
 National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
 National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
 NCC  NSS  Any other

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

- Organizing various programmes in Adopted Village
- Cleanliness drive in the town under Swacch Bharat Abhiyaan

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	36121 sq mtr			36121 sq mtr
Class rooms	22			22
Laboratories (Computer)	04			04
Seminar Halls	01			01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	07			07
Value of the equipment purchased during the year (Rs. in Lakhs)	5 lakhs			5 lakhs
Others				

#### 4.2 Computerization of administration and library

Both administration and Library are 80% computerized

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10334	3926920	926	388920	11260	4315840
Reference Books	1995	1097250	315	189000	2310	1286250
e-Books	9	-				
Journals	12	1210				
e-Journals	6000	-				
Digital Database	0	-				
CD & Video	0	-				
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	48	02	01	01	02	07	08	02
Added	20	01	01					
Total	68	03	02	01	02	07	08	02

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

2 programmes were held

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

1.5 lakhs

ii) Campus Infrastructure and facilities

7 lakhs

iii) Equipments

8 Lakhs

iv) Others

3 lakhs

**Total :**

19.5 Lakhs



## Criterion – V

### 5. Student Support and Progression

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

Organizing awareness programmes, discussion with the student union body about their needs and requirements, technological up-gradation, career counselling etc

#### 5.2 Efforts made by the institution for tracking the progression

Semi-Annual reviews are done with the stakeholders

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
730	88		267

#### (b) No. of students outside the state

10

#### (c) No. of international students

0

Men	No	%	Women	No	%
	619	57		466	43

Last Year						This Year						Total
General	SC	ST	OBC/M OBC/TG	Physically Challenged	Total	General	SC	ST	OBC/MO BC/TG	Physically Challenged		
432	70	47	480	-	1029	452	77	50	506		1085	

Demand ratio 1:2

Dropout % - 23%

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

Experts are invited every year for coaching students on CAT, Banking, civil services examination etc.



No. of students beneficiaries

25

5.5 No. of students qualified in these examinations

NET

02

SET/SLET

04

GATE

CAT

18

IAS/IPS etc

State PSC

UPSC

Others

01

5.6 Details of student counselling and career guidance

Conselling Cell conducts regular programmes about new avenues and how to make preparation to crack the state as well as national level examinations.

No. of students benefitted

122

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
07	72	35	15

5.8 Details of gender sensitization programmes

The Women cell organizes gender sensitization programmes at regular intervals.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

73

National level

05

International level

No. of students participated in cultural events

State/ University level

67

National level

12

International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	06	30,000/-
Financial support from government	00	00
Financial support from other sources		
Number of students who received International/ National recognitions	01	20,000/-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

No major grievances during the year

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### **Vision-**

The vision is to establish itself as a comprehensive institution of excellence in commerce education and social sciences and responding to the changing realities of a globalized world. The vision is also to facilitate the creation of policies and programmes for developing professional approach and to serve as a valuable resource for industry and society as a whole.

##### **Mission-**

- 1.To provide quality education of national standard in the discipline of Commerce and Social Sciences.
2. To create a conducive environment that supports the teaching and learning of commerce education and social sciences
3. Providing excellence in professional educational programmes that would complement the General Degree Course for the benefit of the students as well as the ultimate benefit of the society,
4. To create a congenial atmosphere for promoting research activities,
5. Facilitate the development of competent mindset among students with value senses,
- 6.To undertake collaborative projects, offering opportunities for long term interaction with academia and industry
7. to develop the entrepreneurial and IT skills and capacity building measures of the students as well as social groups and SHG's etc,
8. to promote sports, cultural and extra-curricular activities for the all round development of the students,
9. to develop ecological awareness among the stakeholders.

## 6.2 Does the Institution has a management Information System

Yes.

It keeps records of all the major information's related to college including accounts and finance.

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

### 6.3.1 Curriculum Development

CBCS system introduced in BCA programme

### 6.3.2 Teaching and Learning

1. Outsourcing Resource persons with expertise in commerce and allied fields.
2. Emphasis on Entrepreneurship Development

### 6.3.3 Examination and Evaluation

Meeting with invigilators, installation of CCTV camera throughout the campus, gearing up of Examination Committee, strict monitoring system, continuation of University Zonal system and micro-zone, tabulation system etc.

### 6.3.4 Research and Development

Undertaking DST projects under Ministry of Science and Technology and Rural Sanitation, Mustard Oil Cultivation, ICSSR projects, joint venture with

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Procurement of books and journals, enhancing computerization process and infrastructural development of the institution through RUSA and college fund etc.

### 6.3.6 Human Resource Management

Joint ventures with Sibsagar college, Mech Kachari Council, NEST Foundation, Tribal Student Placement, Bhupen Hazarika Trust etc.

### 6.3.7 Faculty and Staff recruitment

Demands are placed before govt for appointment of teaching and administrative staff. One appointment has been done locally to reduce the shortage of staff.

### 6.3.8 Industry Interaction / Collaboration

Few projects have been undertaken with OIL and ONGC for Infrastructural development. The college played a major role in establishing an Engineering institute namely RGIPT ( a central govt. organization) by allowing them to conduct classes and hostel facility at the college campus. The college is also increasing its effort to tie up with tea gardens as part of industry initiative.

### 6.3.9 Admission of Students

Admissions are conducted in a very fair and transparent manner under Admission Committee. The system of online admission has been introduced.

### 6.4 Welfare schemes for

Teaching	
Non teaching	
Students	Free admission for BPL students

### 6.5 Total corpus fund generated

70,000

### 6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Gauhati University	No	
Administrative	Yes	Dibrugarh University	No	

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

N/A

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

N/A

6.11 Activities and support from the Alumni Association

The College has a strong Alumni Association which takes part in almost all the programmes conducted in the institution and provides valuable guidance.

6.12 Activities and support from the Parent – Teacher Association

The support and feedback of PTA is taken from time to time to improve the overall quality of the college.

6.13 Development programmes for support staff

The support staff are deputed to attend the training programmes in various places to improve their technical and behavioural skills.



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

Located in a beautiful and serene place, the college campus is already very eco-friendly and without any pollution. However, plantation programmes and cleanliness drives are also held during World Environment day and other occasions.

### Criterion – VII

#### **7. Innovations and Best Practices**

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

1. Orientation programmes for teachers for CBCS
2. Collaboration with sector-skill council for training programmes.

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

Various committees submitted their plan of Action and accordingly 70% of the works undertaken have been completed.

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

1. Acting as a mentor institution for secondary schools through schemes like ***Moitri-Ek Gyanyatra***. Seeing its impact, this scheme was later followed by the state government.
2. Providing a helping hand to Self Help Groups of the district and organizing programmes to enhance their knowledge and skills, particularly in Accounts and Finance.

7.4 Contribution to environmental awareness / protection

The institution conducts awareness programmes, plantation programmes and cleanliness drives on various occasions.

7.5 Whether environmental audit was conducted? Yes  No

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

SWOT analysis is integral part of college's planning and development work. All the areas are kept in mind while formulating education and administrative policies for the betterment of the institution.

**8. Plans of institution for next year**

1. One of the main plans of the college is to establish an Online Examination Centre for the benefit of students who have to go far off places to give exams.
2. To gear up the renovation and repairing work particularly in the light of Golden Jubilee Year.
3. To take measures for bringing revenues to the college through financial drives and organising theatres etc

Name: Dr. P.N. Sharma

  
Signature of the Coordinator, IQAC

**Coordinator**  
IQAC,  
Sibsagar Commerce College

  
Name: Dr. S.J. Mahanta

Signature of the Chairperson, IQAC

**Principal**  
Sibsagar Commerce College  
Sibsagar

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