

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
SIBSAGAR COMMERCE COLLEGE**

Place: SIVASAGAR

State: ASSAM

Section I: GENERAL	Information
1.1 Name & Address of the Institution:	SIBSAGAR COMMERCE COLLEGE BORPUKHURI (EAST), DIST. & P.O. – SIVASAGAR STATE: ASSAM, PIN – 785640
1.2 Year of Establishment:	1969
1.3 Current Academic Activities at the Institution (Numbers):	
• Faculties/ Schools:	02
• Departments/ Centres:	06
• Programmes/ Courses offered:	05
• Permanent Faculty Members:	21
• Permanent Support Staff:	07
• Students:	648
1.4 Three major features in the institutional Context (As perceived by the Peer Team):	<ul style="list-style-type: none"> • Affiliated college located in urban area • Co-educational Institution. • College with good reputation.
1.5 Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	26 th , 27 th & 28 th March, 2015
1.6 Composition of the Peer Team which undertook the on- site visit:	
Chairperson:	Dr. Sudhamahi Regunathan
Member Co-ordinator:	Dr. Shobana Vasudevan
Member:	Prof. Vijay Kumar Shotryia
NAAC Officer:	Mr. B. S. Ponmudiraj

Section II: CRITERION WISE ANALYSIS	<i>Observations</i> (Strengths and/or Weaknesses) on Key-Aspects
2.1 Curricular Aspects:	
2.1.1 Curricular Planning and Implementation:	<ul style="list-style-type: none"> • Follows curriculum of affiliating University (Dibrugarh University). • Feedback given to BOS informally. • Academic calendar in place.
2.1.2 Academic Flexibility:	<ul style="list-style-type: none"> • Limited flexibility. • 1 certificate course, 1 Diploma and 1 UG course offered under self-financing mode. • More COPs and skill based programmes to be introduced.
2.1.3 Curriculum Enrichment:	<ul style="list-style-type: none"> • EDPs are organised periodically. • Substantial curriculum enrichment programmes yet to be undertaken. • Communication skill and soft skill development yet to receive adequate attention.
2.1.4 Feedback System:	<ul style="list-style-type: none"> • Informal feedback system in place.

2.2 Teaching-Learning & Evaluation:	
2.2.1 Student Enrolment and Profile:	<ul style="list-style-type: none"> • Open & transparent admission as per Govt. Norms. • Admission based on academic merit. • Significant number of students from SC/ST/OBC, Minority and economically weaker section.
2.2.2 Catering to Student Diversity:	<ul style="list-style-type: none"> • Number of girl students increased over time • Remedial classes conducted. • Measures to identify & support weak and advanced students to be strengthened.
2.2.3 Teaching-Learning Process:	<ul style="list-style-type: none"> • Teaching & Academic plan in place. • Primarily lecture method followed. • Use of ICT in teaching-learning initiated.

2.2.4 Teacher Quality:	<ul style="list-style-type: none"> • Out of 21 teachers, 5 faculty have PhD & 7 M.Phil. • Student feedback on teachers collected, analysed and communicated to them twice a year. • Teacher potential not fully realised due to shortage of staff.
2.2.5 Evaluation Process and Reforms:	<ul style="list-style-type: none"> • Evaluation carried out by University • Internal assessments carried out; answer scripts shared with students at college level • Grievance redressal system in place
2.2.6 Student Performance and Learning Outcomes:	<ul style="list-style-type: none"> • Increase in number of students obtaining first division. • Change to semester system impacted students' performance adversely. • Learning outcomes yet to be monitored for follow-up action.

2.3 Research, Consultancy & Extension:	
2.3.1 Promotion of Research:	<ul style="list-style-type: none"> • Research committee in place. • 13 minor projects completed and 1 minor and 1 major ongoing. • Incentives given to faculty by Management to undertake research.
2.3.2 Resource Mobilization for Research:	<ul style="list-style-type: none"> • 2% of budget earmarked for research. • UGC is main source of funding. • Other sources for funding, local and national, yet to be tapped.
2.3.3 Research Facilities:	<ul style="list-style-type: none"> • Facilitating writing of seminar papers through workshops. • In fledgling stage.
2.3.4 Research Publications and Awards:	<ul style="list-style-type: none"> • Faculty publish papers in college research journal. • Some faculty members publish books / papers in national and international journals. • More faculties may be encouraged to publish in reputed journals.
2.3.5 Consultancy:	<ul style="list-style-type: none"> • Some MOUs signed. • Offered training in subject related expertise (book keeping) to women SHG • Informal consultancy to be formalised.

2.3.6 Extension Activities and Institutional Social Responsibility:	<ul style="list-style-type: none"> • Enthusiastic work done in adopted neighbouring village. • Extension activities carried out through NCC (Naval Wing) & NSS. • Many tie-ups with local NGOs.
2.3.7 Collaborations	<ul style="list-style-type: none"> • Some project based collaborations in place • All collaborations may be formalised.
2.4 Infrastructure and Learning Resources:	
2.4.1 Physical Facilities:	<ul style="list-style-type: none"> • Campus area 5.4 acres with built up area of 2671.5 sq.mts. • 13 classrooms, seminar hall, labs in place. • Hostel for boys and girls, canteen, parking facility need upgradation. • Playground yet to be created and indoor sports facilities in the process of getting ready
2.4.2 Library as a Learning Resource:	<ul style="list-style-type: none"> • Partially Automated • Library committee exists • Library resources need to be augmented.
2.4.3 IT Infrastructure	<ul style="list-style-type: none"> • 71 computers with latest configuration. • Campus partially wifi enabled • 2 Digital classrooms
2.4.4 Maintenance of Campus Facilities:	<ul style="list-style-type: none"> • Separate budget for maintenance. • Committees in place for upkeep. • Campus maintenance needs improvement.
2.5 Student Support and Progression:	
2.5.1 Student Mentoring and Support:	<ul style="list-style-type: none"> • Strong teacher student relationship. • Informal counselling given periodically • Coaching for competitive examination, placement cell and campus recruitment to be strengthened.
2.5.2 Student Progression:	<ul style="list-style-type: none"> • 35% students move to PG from UG, 10% to M Phil, 1% to PhD, 6% employed due to campus recruitment and 65% other than campus recruitment • Progression yet to be systematically documented • Well placed alumni.
2.5.3 Student Participation and Activities:	<ul style="list-style-type: none"> • Impressive participation in Sports & Cultural activities. • Student representation in all committees & strong students' union. • Pro-active alumni.

2.6 Governance, Leadership and Management:	
2.6.1 Institutional Vision and Leadership:	<ul style="list-style-type: none"> • Vision and Mission articulated and well disseminated. • Supportive management and decisions taken by the Governing Body. • Strong leadership providing unified vision of management and staff.
2.6.2 Strategy Development and Deployment	<ul style="list-style-type: none"> • Administration carried out through various committees. • Good relationship with all stakeholders. • Periodic training yet to be given to teaching and non-teaching staff.
2.6.3 Faculty Empowerment Strategies:	<ul style="list-style-type: none"> • Staff cooperative formed and welfare fund in place. • Encouraged to participate in seminars, FDP's etc. • Self appraisal yet to be initiated.
2.6.4 Financial Management and Resource Mobilization:	<ul style="list-style-type: none"> • Major source of funds are State Govt. and UGC. • Efforts taken to augment infrastructure through CSR initiatives of corporates. • Internal and external audit carried out.
2.6.5 Internal Quality Assurance System:	<ul style="list-style-type: none"> • IQAC in place. • SWOT by external expert carried out analysis.
2.7 Innovations and Best Practices:	
2.7.1 Environment Consciousness:	<ul style="list-style-type: none"> • Solar street lamps installed. • Green audit yet to be conducted. • Ongoing constructions have provision for water harvesting.
2.7.2 Innovations:	<ul style="list-style-type: none"> • Women's cell used positively to motivate girl students.
2.7.3 Best Practices:	<ul style="list-style-type: none"> • SHGs given training in bookkeeping. • BCA students designed & developed department website. • Good camaraderie between teaching and non teaching staff.

Section III: OVERALL ANALYSIS	Observations
3.1 Institutional Strengths:	<ul style="list-style-type: none"> • Central and idyllic location. • Good reputation. • Bright students and dedicated faculty. • Proactive management and committed leadership. • Good relationship with all stakeholders.
3.2 Institutional Weaknesses:	<ul style="list-style-type: none"> • Overburdened teachers. • Lack of exposure to faculty and students. • Inadequate office staff. • Lack of playground. • Limited scope of expansion of present campus as located in periphery of archaeological monument.
3.3 Institutional Opportunities:	<ul style="list-style-type: none"> • To tap local industry (oil, tea etc.) for recruitment, funds and consultancy. • To introduce more career oriented courses. • To build on the sports potential of students. • To develop entrepreneurship programmes.
3.4 Institutional Challenges:	<ul style="list-style-type: none"> • To motivate faculty with larger goals. • To improve enrolment of girls. • To introduce innovative practices. • To integrate ICT into teaching-learning process.

<i>Section IV: Recommendations for Quality Enhancement of the Institution</i>
<ul style="list-style-type: none"> • More COPs, skill based certificate courses to be introduced • More emphasis to be placed on communication skills and computer literacy • More faculty to be appointed urgently and regular staff empowerment measures to be taken. • To establish stronger academic-industry linkages • Coaching for competitive exams, career counselling & placement cell to be strengthened

- Tutorial & mentoring system and effective counselling cell to be set up
- Books and services in the library need to be augmented
- Boys and Girls hostels need to be refurbished and upgraded
- To improve playground and sports coaching facilities including yoga
- To arrange transport facility for students of neighbouring villages

I agree with the Observations of the Peer Team as mentioned in this report.

Signature of the Head of the Institution

Seal of the Institution

Signatures of the Peer Team Members:

Name	Designation	<i>Signature with date</i>
Dr. Sudhamahi Regunathan	Chairperson:	
Dr. Shobana Vasudevan	Member Co-ordinator:	
Prof. Vijay Kumar Shrotryia	Member:	
Mr. B. S. Ponmudiraj	Assistant Adviser	

Place:

Date:



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Quality Profile

Name of the Institution : The Sibsagar Commerce College
Place : Borpukhuri Paar, Dist. Sivasagar, Assam

Criteria	Weightage (W_i)	Criterion-wise Weighted Grade Point ($Cr WGP_i$)	Criterion-wise Grade Point Averages ($Cr WGP_i / W_i$)
I. Curricular Aspects	100	220	2.20
II. Teaching-Learning and Evaluation	350	910	2.60
III. Research, Consultancy and Extension	150	460	3.07
IV. Infrastructure and Learning Resources	100	230	2.30
V. Student Support and Progression	100	270	2.70
VI. Governance, Leadership & Management	100	250	2.50
VII. Innovations and Best Practices	100	170	1.70
Total	$\sum_{i=1}^7 W_i = 1000$	$\sum_{i=1}^7 (Cr WGP_i) = 2510$	

$$\text{Institutional CGPA} = \frac{\sum_{i=1}^7 (Cr WGP_i)}{\sum_{i=1}^7 W_i} = \frac{2510}{1000} = \boxed{2.51}$$

Grade = **B**

Descriptor = **GOOD**

Date : May 01, 2015



[Signature]
Director

- This certification is valid for a period of Five years with effect from May 01, 2015
- An institutional CGPA on four point scale in the range of 3.01 - 4.00 denotes A grade (Very Good), 2.01 - 3.00 denotes B grade (Good), 1.51 - 2.00 denotes C grade (Satisfactory)
- Scores rounded off to the nearest integer