



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution		SIBSAGAR COMMERCE COLLEGE, SIVASAGAR
Name of the head of the Institution		DR. S.J. MAHANTA
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03772223476
Mobile no.		9435055042
Registered Email		principalscc@yahoo.com
Alternate Email		scciqac18@yahoo.com
Address		Borpukhuri Paar, Sivasagar
City/Town		Sivasagar
State/UT		Assam
Pincode		785640
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. P.N. SHARMA
Phone no/Alternate Phone no.	03772223476
Mobile no.	9435057030
Registered Email	pn_sharma@yahoo.com
Alternate Email	scciqac18@yahoo.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://sibsagarcommercecollege.org.in/uploads/AQAR/2016.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://sibsagarcommercecollege.org.in/uploads/file/AC2016.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.51	2015	01-May-2015	30-Apr-2020
1	B	71.25	2004	08-Jan-2004	07-Jan-2009

6. Date of Establishment of IQAC	04-Jun-2004
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
A Workshop on 'Preparation of Civil	26-Aug-2016 01	228

Services Examination		
A Workshop on Preparation of Defence services Job	04-Sep-2016 01	86
Observation of Birth anniversary of legend Late Dr Bhupen Hazarika	08-Sep-2016 01	205
Interaction Programme With Assamese Film Director Sanjiv Sabhapandit	27-Sep-2016 01	136
Counselling Programme for Final year Students	05-Apr-2017 01	24
Talk & Interaction with Scientist Uddhab Bharali	30-Jun-2017 01	123
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Mrs. Roonee Borthakur	Minor Research Project	UGC	2016 730	135000
Mr. Pankaj Jyoti Hazarika	Minor Research Project	ICSSR	2015 547	500000
Dr. Jibon Borah	Minor Research Project	UGC	2016 547	290000
Mr. Prodip Gogoi	Minor Research Project	UGC	2016 730	300000
Mr. Ratul Dutta	Minor Research Project	UGC	2016 730	280000
Mr. Biswadip Borkakoti	Minor Research Project	UGC	2016 547	300000
Sibsagar Commerce College	Infrastructure Grant	RUSA	2016 1825	5000000
Sibsagar Commerce College	UGC XII plan construction of women hostel	UGC	2016 365	1867600
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Organized workshop for Civil services Examination Workshop for Defense services job Interview of Renowned Film director Sanjiv sabhapandit Career Counselling initiatives Invitation to renowned scientist Uddhab Bharali

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
A Workshop on preparation for Civil Service Examinations to be organised by Career Counselling and Placement Cell	Organised Successfully in collaboration with District Administration, Sivasagar.
A Workshop on Preparation for Defence Service Jobs	Organised Successfully by Career Counselling and Placement Cell.
A National Seminar to be organised on 'Hospitality Industry and its prospects in North-East'	Organised Successfully by Department of Commerce.
Observation of Birth Anniversary of Legendary Personality from Assam Dr. Bhupen Hazarika	Observed Successfully under the Initiative of Department of Assamese.
Organisation of Faculty Exchange Programme, Student-Exchange Programme, Vocational Training Programme, Panel Discussion, Moral Education Programme etc. by various departments.	Completed successfully.
A workshop on Leadership Development among students	Organised successfully
Organizing a workshop on Office Management Software	Done
A workshop on preparation for competitive examinations	Completed Successfully by Department of English
Signing of MOU with other institutions	Could not be done

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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <tr> <td>Name of Statutory Body</td> <td>Meeting Date</td> </tr> <tr> <td>College Governing Body</td> <td>12-Jun-2017</td> </tr> </table>		Name of Statutory Body	Meeting Date	College Governing Body	12-Jun-2017
Name of Statutory Body	Meeting Date				
College Governing Body	12-Jun-2017				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2017				
Date of Submission	20-Apr-2017				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Only student module in the MIS system is operational which deals with admission, allotting Roll No(s), subjects and specializations, Hons and Pass Course etc.				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College is an affiliated college under Dibrugarh University, Assam. Therefore, it follows the curriculum introduced and offered by the affiliating university. However, it plays an active role in giving various suggestions and advices whenever asked by the University. The college develops action plans taking into the account the objectives of the curriculum and availability of teachers, students and the infrastructure. The Academic Committee of the college is headed by the Vice-Principal who in consultation with Head of the Departments plans and ensures effective and timely implementation of the curriculum by taking in to account the number and size of the classrooms, availability of books and other resources. Also, the subject specific objectives are integrated with the broad academic framework provided by the affiliating university. The academic plan, as decided in the academic committee, is brought into action through various lectures, presentations, assignments, seminars, workshops and discussions. Attendance records are maintained and analyzed from time to time to ensure that students are regularly attending their respective classes. The implementation of the curriculum includes different teaching methods and practices to address the need of the students hailing from culturally diverse and heterogeneous student base. The sessional exams and unit tests are conducted on regular basis to provide the

internal assessment marks as well as feedback of students' understanding on a given topic. Various lectures, seminars, conferences and workshops are held in the college every year where eminent personalities from various fields like academic, corporate sector, policy making bodies and media etc. take part and try to bring application-oriented approach in the dissemination of curriculum. The annual Academic Calendar is prepared at the beginning of the session based on the guideline provided by Dibrugarh University reflecting the number of working/ teaching days, various slots for the events to be conducted during the year, tentative examination dates and other activities. To make learning more effective and interesting, educational tours, industrial visits, field trips and social awareness programmes are held on a regular basis. Extra- Curricular activities like Quiz programmes, sport activities, music are also regularly held where students participate in large numbers. The college library facilitates e-journals through NList facility by Inlibnet, syllabus-oriented text and reference books besides regular journals to make them aware about the changing trends in their respective fields. The library also maintains a record of the teachers and students availing library facilities. The principle updates himself with the convener of the Academic Committee about the achievements and issues related to the implementation of the curriculum. Every effort is made to finish the allotted syllabus in time. The vision and mission of institution is also taken care of while introducing and implementing the new courses. The time table incorporates the tutorial classes, self-financed courses and other co-curricular courses besides the core set of courses. The teachers are instructed to make maximum use of ICT enabled classroom. An orientation programme is held every year for the freshers' to make them understand about curriculum, CBCS system and rules of the college.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
0	0	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	0	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	0	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	Nil

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	A Field Study to Arunachal Pradesh on the Role of Tourism Sector in Economy organized by the department of Economics and Sociology	20
BA	A Study of Socio-Cultural Aspect of The Missing Tribal People: Fields visited are Majarbari, Ligribari and Afala, Sivasagar.	41
BCA	A Field Study on Tourism and Hospitality Management by Department of BCA in Kolkota's, Digha Beach	22
BCom	A Field Study to Kakochang by Department of Accounting and Finance	43
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nil
Employers	Nil
Alumni	Nil
Parents	Nil

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The college encourages feedback from all stakeholders of the college namely the students, faculty members, non teaching staff, parents, alumni and others. However, the college has so far been able to take systematic and structured feedback only from students. The feedback incorporates within itself different questions related to the syllabus, courses, remedial classes, participation in state and national, cultural and sports events, use of library, scholarships, teachers feedback, alumni meet, canteen, grievances, suggestions pertaining to overall atmosphere of the college. The feedback is taken at various levels, viz. the institutional level, IQAC level and the departmental level. The mode of feedback is through offline mode. The Academic Committee and IQAC jointly collect the feedback and assess the overall quality based on feedbacks and suggestions. The feedbacks are then analyzed to develop the roadmap for the next academic year and by trying to align the interests of various stakeholders with the institutional interest. The departmental feedbacks are taken from

students to enhance as well as streamline the teaching-learning process. The feedback forms are circulated in every semester at the end of the course and before the end semester scheduled exam. After collecting the feedback, the IQAC Core Committee and Academic Committee members under the chairmanship of Principal try to address the grievances and suggestions for the overall development of the college. The analyses of feedback are also used and referred if useful, during other committees' meetings. The college always takes the constructive feedbacks positively and tries to implement whatever is feasible in terms of funds, infrastructure and human resource.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Hons and Pass	300	362	258
BCom	Specialization and Pass	510	521	441
BCA	Nil	50	48	35
MCom	Accounting and Finance and Marketing	60	69	56
PGDCA	Nil	60	71	52
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	734	108	20	4	10

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
37	29	4	3	1	5
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Student Mentoring system has become very important and relevant part of any educational institution as it helps the students to get appropriate direction in life in terms of career as well as personal or emotional issues. The college has taken special care to design various stratagems for the benefit slow as well as advanced learners.

Every year a meeting is held by the academic committee at the beginning of the academic session to make the process more vibrant and orientation programme is undertaken for mentors to give them directions in this regard.

The mentor requires to understand the needs of the students in terms of academics, financial background, interests and hobbies and the possible career options. The mentor needs to give suggestions from time to time to his list of students and the mentee needs to follow the instruction and supervision of the mentor.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1058	36	1:29

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
22	21	1	0	6

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	Dr. Dipjyoti Sarma	Assistant Professor	Certificate of Appreciation under the Organic Linkage Scheme (Integration of Colleges with schools) for the session 2016-17 by Director of Higher Education, Govt. of Assam
Nil	Pankaj Jyoti Hazarika	Assistant Professor	Best Paper Award in RDA's 19th International Conference
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	1st/2016	14/11/2016	13/02/2017
BCom	UG	1st/2016	14/11/2016	13/02/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows the policies and norms of continuous evaluation as prescribed by the semester regulations of Dibrugarh University. The college strictly adheres to philosophy of continuous evaluation and further adds on its

own a minimum of two sessional exams and few unit tests by all departments in every semester. The Academic Committee chaired by the Principal decides the dates and the schedules of the sessional examinations based on the slots provided in the academic calendar of the college. The sessional examinations are of 20 marks for a period 1 hour. The question papers are set in such a way that it follows the question pattern of the university to make them aware of expected type of questions. Also, the internal evaluation system includes things like students' performance in group discussion, departmental seminars, mock interviews, mock parliament etc.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Calendar is prepared at the beginning of the year and includes different kinds of activities to be followed during the year such as conduct of examination, college week, freshers' and farewells of students, IQAC meetings, review meetings of various committees, celebration of important days in the year, Memorial Lectures, Business Quiz, student election etc. The Academic Calendar gives a holistic picture of the activities to be followed during the year. The Academic Calendar is circulated via college prospectus and in the college website so as to enable the students in advance for various activities during the year.

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 in website of the institution (to provide the weblink)

<https://sibsagarcommercecollege.org.in/outcomes.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Regular	40	31	76
UG	BCom	Regular	73	68	93
UG	BCA	Regular	10	10	100
PG	MCom	Regular	33	32	97
PG	PGDCA	Regular	51	50	98

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://sibsagarcommercecollege.org.in/sss.php>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	548	ICSSR	500000	192000

Minor Projects	730	UGC	290000	80000
Minor Projects	730	UGC	300000	92500
Minor Projects	730	UGC	180000	125000
Minor Projects	548	UGC	300000	75000
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	Nill
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Economics	1	Nill
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
HRM Marketing	1
Economics	2
Commerce	2

No file uploaded.

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	Nil	0	0	0

No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nil	0	0	0

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	3	4	4
Presented papers	2	4	1	3
Resource persons	0	2	5	6

No file uploaded.

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
0	0	0	0

No file uploaded.

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
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Swaach Bharat Abhiyan	49 Assam NU Sivasagar	Awareness Drive for Digital Payments	2	22
Swaach Bharat Abhiyan	49 Assam NU Sivasagar	Cleanliness Drive	4	20
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Summer Mathematics Workshop	102	By faculty College	10
Workshop on Preparation for Civil Service Examination	109	College Fund	01
Organized National Seminar on Hospitality Industry and its Prospects in North East	50	UGC Community College Fund	01
Workshop on Grooming Standard and Personality Development in Hospitality Sector	45	UGC Community College Fund	02
Awareness Programme on Commerce Education	277	College Fund	01
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Deputation of outgoing students for Industry Training	Industrial Placement of Students	BORGOS RES ORT, Kaziranga, kohora, 785609, ph-03776294111	19/10/2016	13/01/2017	07
Deputation of outgoing students for Industry Training	Industrial Placement of Students	HOTEL AMBARISH, 523 G.S.Road, Gan ehguri Guwah atti-781005,	19/10/2016	13/01/2017	05

		ph -36123445 26/27/29			
Deputation of outgoing students for Industry Training	Industrial Placement of Students	Hotel Annan ,Ganesh gori, Guwahati 785401, Assam	12/10/2016	13/01/2017	02
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
0	Nil	0	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
290000	255000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing
Classrooms with Wi-Fi OR LAN	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Soul 2.0	Partially	2.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12678	2764440	22	4160	12700	2768600
Reference Books	11097	2541213	0	0	11097	2541213
e-Books	31000000	0	0	0	31000000	0
e-	6000	0	0	0	6000	0

Journals						
Digital Database	1	0	0	0	1	0
Library Automation	1	0	0	0	1	0
Journals	9	14448	0	0	9	14448
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	65	1	65	1	1	4	3	12	0
Added	1	0	0	0	0	1	2	0	0
Total	66	1	65	1	1	5	5	12	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

12 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
230000	205000	210000	195000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college is a constituent college affiliated to Dibrugarh University and funded mainly by UGC and RUSA. The college follows all the guidelines, rules and regulations of UGC as well as RUSA while procuring various items. There are several committees which plan and ensure that the available infrastructure is optimally utilized. The committees include Purchase Committee, Planning and

Development Committee, Academic Committee, Students' Grievance Redressal Cell etc. The Principal is the chairperson of all committees and he sits and discusses the plans with respective committee members and takes the necessary action accordingly. Each committee chalks out its plan for the academic year much in advance by considering the need and requirements of the institution as well as the students. The committees ensure that the mission and vision of the college get adequately represented in the initiatives taken by them. The committees regularly update the Principal about the progress of the work and also discuss the problems raised thereof. Regarding the optimal use, for instance, the Routine Committee, prepares the routine for the classes depending on the availability of classrooms, size of the classrooms in proportion to the number of students, space utilization etc. The balance between the academics, co-curricular and extra-curricular activities is also maintained. All procurements for the college are done by the purchase committee which invites tenders on open basis. CCTV cameras have been installed throughout the campus for safety and security of the students. The classrooms of the college are well ventilated, lighted and are furnished with other facilities including digital board and Wi-Fi. The college possesses computer labs where the students receive practical instructions as well as do the necessary browsing. The college has two auditoriums with different capacities. These auditoriums are used for various performances by the students as well as guests and artists. The teachers take active part not only in academics but also provide necessary training and direction to the students for the preparation of competitive programmes organized at district, state and at national level. Our students have participated in various events held during the youth festival at the college level, Inter college level and at the university and the state level. They have brought laurels to the college by winning gold, silver and bronze medals at various events. The college has a decent library with a collection of 22000 books, various journals and magazines, reference books etc. The books in the library are in the process of digitalization after which the books will be accessible to the readers within the country as well as abroad.

<https://sibsagarcommercecollege.org.in/uploads/IQAC/pp.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Gauri Bala Devi, Anurupa Saharia	11	19800
Financial Support from Other Sources			
a) National	Ishan Uday, Post Matric scholarship	39	297360
b) International	Nil	Nil	Nil

No file uploaded.

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga and Meditation Classes	16/08/2016	69	Sociology Department
Soft Skill	14/09/2016	58	English

Development			Department
Remedial Coaching	29/09/2016	76	Various Departments
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	Lakshya	228	54	9	8
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
12	12	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
WIPRO Company	6	2	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	20	BA BCOM BCA MCOM	English Sociology Banking Accountancy	GU DU KU TU	MCOM MA MCA MPHIL
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	4
SLET	3
CAT	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
SPORTS AND CULTURAL ACTIVITIES	UG PG HS	336
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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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	29 Golap Sarma Memorial NE Inter College Debate Competition	National	1	Nil	Nil	Porishmita Boruah
2016	National Amateur Body Building Championship	National	1	Nil	Nil	Bikoshita Gogoi
2016	All India Inter Varsity Badminton Tournament	National	1	Nil	Nil	Nitish Bora
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The students are one of the most important stake holders of the college and every activity and event in the college is more or less student centric. The college administration ensures that the students' representation is adequately done in different bodies including the IQAC. Every year the college holds election for the Student Union body where the students elect their representative for various posts such as Vice-President, General Secretary, Assistant General Secretary, Culture and Debating Secretary, Girls' and Boys' Common Room Secretary, Magazine Secretary, Social Services Secretary etc. The Union Body with the help of teaching staff conducts the Annual College Week (Youth Festival). The senior students are involved not only as the guiding force (student mentors), but also in planning and execution of various events held from time to time. The Union Body is also entrusted with identifying the young talents and to guide them for participation in college related activities. The cultural competitions and sports events are integral part of the college life and they help in nurturing the talent to become a known figure in the society. One of our students is a leading singer in Assamese film industry. The students also own the responsibility of keeping the campus clean as well as in maintaining the discipline within the institution. The Alumni Association is an important forum where students join and are in touch with

alma-mater and they joyfully participate in the events whenever they are called for.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes. The college has its own registered alumni association named " Sibsagar Commerce College Alumni Association" which has been registered with the Registrar of Societies, Assam, Guwahati under the Societies Registration Act, XXI,1860.

5.4.2 – No. of enrolled Alumni:

296

5.4.3 – Alumni contribution during the year (in Rupees) :

96350

5.4.4 – Meetings/activities organized by Alumni Association :

1. Campus Cleaning 2. Cleaning of Sibsagar Town 3. Financial Aid to Poor and Needy Students 4. Flood relief materials distribution to affected people.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Allowing parent representation in College Governing Body 2. Allowing IQAC Coordinator to give his views on different issues during college GB meeting.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	The college understands the importance of industry academia linkage and building a long term mutually beneficial ties with the collaborating institutions. Since the industrialization has not happened in large scale in the North East, our college finds it difficult to fulfil the requirements as desired by NAAC. However, the college has been able to maintain its linkage with industries in the vicinity such as ONGC, tea-gardens, Oil India Limited etc.
Library, ICT and Physical Infrastructure / Instrumentation	The quality improvement strategies related to college central library aims at constant enhancement and development of library services through updation of technology. The library utilizes facilities such as SOUL software, Wi-

	<p>Fi, inflibnet etc. The efforts of digitalization and automation of library are on. The college has been updating and providing ICT infrastructure whatever is possible through its limited fund. To improve the physical infrastructure, the college has been submitting proposals to UGC under various schemes and has been successful in getting sanctions for few buildings and hostels for the students.</p>
<p>Research and Development</p>	<p>The quality improvement strategies related to research mainly involves the research committee and different departments. While, research committee promotes research work of the faculty by publishing articles in recognized peer reviewed journals and MPhil and PhD work, while the various departments of the college engage students in research by involving them in survey, educational trips, field studies etc. The college also publishes a research based book (Baniz) and a research based journal (Karshan).</p>
<p>Admission of Students</p>	<p>The college follows a transparent admission process which begins immediately after the announcement of class X and XII results of CBSE and Assam board. The application form and prospectus are made available to the students and they accordingly follow the rules and regulations of admission laid down by the college. The admission committee comprises of teachers from different departments participate and take decisions in all the issues related to admission. The Admission Committee is empowered by the college administration and governing body to take all the decisions by following the guidelines of state government and affiliating university. The college focuses on timely and widely accessible communication of information regarding the admissions, queries of applicants and their grievances and necessary suggestions. Admission help desk and email IDs are also provided for the help of students. The admission related details are also uploaded on the college website to avoid the rush in the college campus during the peak hours of admission.</p>
<p>Curriculum Development</p>	<p>Our college is an affiliated college under Dibrugarh University. Therefore,</p>

curriculum to be implemented in college is forwarded by Dibrugarh University for both UG and PG courses. However, the syllabus of Certificate Courses are designed by the faculty of the college.

The students are given freedom to choose the subjects which they like from the list of subjects offered. The college also tries to bridge the gap created by university syllabus by offering value-added courses/ career-oriented courses.

Teaching and Learning

Teaching and Learning is the most important aspect of an educational institution in which the college tries to adapt itself with the changing times. The class level teaching is supported by field work, survey, educational trips, home assignments, mentoring process etc. Also the unit tests, group discussions, seminars and problem-solving sessions are held on regular basis for continuous and comprehensive evaluation. Moreover, the distinguished and eminent personalities from different works of life to enlighten and empower the students and to create new vistas of knowledge and understanding. Efforts are made to make the classrooms interesting and challenging.

Examination and Evaluation

The examination and evaluation structure are governed by the rules and regulations of the affiliating university. The college primarily focuses on effectiveness of internal assessment system. The internal assessment system tries to understand the students learning by taking the feedback through the unit tests, seminars, group discussion, role play, assignments and quiz programmes. The College has Special Examination zone constituted by Dibrugarh University which acts as a nodal centre for assessment and evaluation of answer scripts of UG and PG courses of various semesters under Dibrugarh university.

Human Resource Management

The college believes in attracting, training, developing, motivating and retaining of its human resource all the time so as to make maximum usage of the human resource potential. It entails assessing the human resource requirements and assessing the diverse needs of skills and knowledge of the faculty members. The college then plans

certain sustainable schemes which are relevant in the new context. The college provides financial assistance for participation of faculty in national and international seminars and conferences. The staff are also encouraged to participate in short term courses.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Examination	The examination and evaluation structure are governed by the rules and regulations of the affiliating university. The college primarily focuses on effectiveness of internal assessment system. The internal assessment system tries to understand the students learning by taking the feedback through the unit tests, seminars, group discussion, role play, assignments and quiz programmes. It also takes into cognizance the specific learning outcomes as designed by the college and the university approved syllabus.
Planning and Development	All the planning and development related work are done by Planning and Development Committee of the college. The committee not only chalks its plan for approval in the college governing body but also works as per the requirements, suggestions given by UGC, RUSA and state government from time to time. Also, the necessary consultation with various state government departments is done to get the necessary permission for implementing any planning and development related project. Once the college governing body, staff and other stakeholders give the approval, the implementation of work begins.
Administration	For facilitating better administration and easy usage, the college utilizes its website as well as emails for faster communication of the message. Records are kept in both physical as well as digital formats (spread sheets, pdfs etc.) for easy retrieval and storage. The official works are maintained through a computerized system.
Finance and Accounts	The account section of the college maintains the offline records of all financial transactions in a systematic

manner. The college MIS system is also used for maintaining accounts of the college. Also, the finance online portal (finassam.in) is used for salary payment and other salary and arrear disbursements, state government budget allocation grants etc.

Student Admission and Support

The college follows a transparent admission process which begins immediately after the announcement of class X and XII results of CBSE and Assam board by notifying about admission procedure on college website. The application form and prospectus are made available to the students and they accordingly follow the rules and regulations of admission laid down by the college. The admission committee comprises of teachers from different departments participate and take decisions in all the issues related to admission. The Admission Committee is empowered by the college administration and governing body to take all the decisions by following the guidelines of state government and affiliating university. The college focuses on timely and widely accessible communication of information regarding the admissions, queries of applicants and their grievances and necessary suggestions. Admission help desk and email IDs are also provided for the help of students. The admission related details are also uploaded on the college website to avoid the rush in the college campus during the peak hours of admission.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for	Title of the administrative training programme organised for	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	teaching staff	non-teaching staff				
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	29/09/2016	16/10/2017	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Cooperative Fund	Cooperative Fund and financial aid during critical illness and death	LIC, Ishan uday etc.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The appointed CA does the audit for the funds received from UGC and RUSA and rest all funds are externally audited by the auditor appointed by the State government.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Individuals	126000	Infrastructure Development
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6.4.3 – Total corpus fund generated

220000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Although the college does not have a PTA but the parents actively participate and cooperate in various activities of the college. The college takes proper care of their feedback while chalking out various plan programmes. The college has been receiving their support during all the visits of the NAAC peer team in the previous years as well.

6.5.3 – Development programmes for support staff (at least three)

1. Seperate Room for Night Chowkidaar

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Computer Literacy and communication skills of students 2. Computer skills and literacy of non-teaching staff 3. Initiatives for introducing skill based courses

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	No
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Organized a 'Summer Mathematics Workshop' in Konwerpur High School, Sivasagar by Department of Commerce in collaboration with Department of Mathematics	02/07/2016	02/07/2016	11/07/2016	275
2016	National Seminar on Hospitality Industry and its Prospects in North East by Department of Commerce	10/08/2016	10/08/2016	10/08/2016	103
2016	Workshop on Grooming Standard and Personality Development	17/08/2016	17/08/2016	18/08/2016	93

	in Hospitality Sector'				
2016	Workshop on "Preparation for Civil Service Examination"	28/08/2016	28/08/2016	28/08/2016	228
2016	Workshop on 'Preparation for Defence Services'	04/09/2016	04/09/2016	04/09/2016	86
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Lecture and Interactive Session on the occasion of International Women's Day	08/03/2017	08/03/2018	56	23

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
4 percent of Institutions power requirement

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	2	2	23/11/2016	02	Cleanliness Drive around Bopukhuri	02	18

2017	1	1	27/01/2017	01	Scientific labelling of Trees	01	32
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
A Handbook on Code of Conduct	04/08/2016	The college Code of Conduct Handbook is the guiding principle which establishes the general standard for various activities. It expects and ensures fairness in all matters relating to the conduct of stakeholders thereby contributing to the development of a conducive atmosphere of teaching, learning and research within the institution. The handbook clarifies the institutions' mission, vision, values and principles, discipline and grievance redressal mechanism and maintenance of expected behaviour and decision making.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Mother Tongue Day	21/02/2017	21/02/2017	213
International Women's Day	08/03/2017	08/03/2017	56
International Yoga Day	21/06/2017	21/06/2017	75
Teachers' Day	05/09/2016	05/09/2016	191
Rashtriya Ekta Divas	31/10/2016	06/11/2016	322

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.Making College campus no-smoking zone and no-tobacco zone 2.Tree Plantation Programme 3. Banning use of plastic materials 4.Making College campus no-smoking zone and no-tobacco zone 5. Vermicomposting initiatives

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Humanitarian assistance and projects undertaken by the college under the programme We Care. 2. Donation of books by Principal and Teachers to socio-economically disadvantaged groups.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://sibsagarcommercecollege.org.in/uploads/bp/2016.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Sibsagar Commerce College is a leading institution in the Sivasagar district of Assam. Ever since its inception, the college has facilitated the creation of policies and programmes, which not only develops professional approach but also serves as a valuable resource for the industry and society. Moreover, all the programmes and activities which are undertaken are based on the changing realities of a globalised world. The college lays more stress on entrepreneurship development, skill-based programmes and courses, promotion of sports and culture and in developing a humanitarian approach towards society. The college strongly believes that its products should be assets for the society and should contribute some way or the other in nation building. The college has undertaken many entrepreneurial programmes in collaboration with various Government and Non-Governmental agencies. Also, the college has been getting a lot of attentions from the state government for its skill based courses and in generation of employment to the unemployed youth. In order to promote sports among youth the college has developed an indoor stadium at its Baniabari campus. This effort has been fruitful in the sense that many students have represented college in sports events such as Badminton, Table tennis etc at the state and national level and brought laurels to the college. Such students have already been absorbed in government jobs under the sports quota. The college also believes in inclusive empowerment and social development which is ensured through various extension activities. The college has adopted a unique initiative called 'We Care' under which various departments undertake programmes to provide support to the needy people.

Provide the weblink of the institution

<https://sibsagarcommercecollege.org.in/>

8.Future Plans of Actions for Next Academic Year

1. The plan is to develop the college holistically so that it becomes one of the best commerce college in the upper Assam region. 2. The college will try to follow the suggestions and recommendations of the NAAC peer team member and do the best whatever is possible within its limitations.