



Yearly Status Report - 2017-2018

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/AC2017.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
Workshop on Tai Ahom Language	15-Oct-2017 01	89

Entrepreneurship Development Workshop Cum Trade Fair Among the Students	23-Sep-2017 01	263
Online Registration Training Programme	16-Sep-2017 01	109
Career Counselling BA & BCom First Semester Students	09-Sep-2017 01	82
Entrepreneurship Development Programme	24-Aug-2017 01	118
Summer Workshop on Advanced Digital Photography and Editing	17-Jul-2017 15	53
An Interaction Programme with Samudragupta Kashyap, Assistant Editor Indian Express	08-Feb-2018 01	94
Round Table Conference on India's North East & South East Asia: The Ethnic Connect	11-Apr-2018 01	167
Workshop on Culinary Skills	25-Nov-2017 01	59
Health Awareness Programme	25-Oct-2017 01	89
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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
SIBSAGAR COMMERCE COLLEGE	Infrastructure Grant	RUSA	2017 1825	10000000
SIBSAGAR COMMERCE COLLEGE	GDA	UGC	2017 365	1524000
SIBSAGAR COMMERCE COLLEGE	Construction, Renovation/Upgradation	RUSA	2018 730	10000000
SIBSAGAR COMMERCE COLLEGE	NSS ACTIVITIES	Dibrugarh university	2018 365	57000
DR HAREN HAZARIKA	MRP	UGC	2018 730	180000
DR MRINAL KR DUTTA	MRP	UGC	2018 730	305000

SIBSAGAR COMMERCE COLLEGE	BOOK GRANT	GOVT. OF ASSAM	2018 365	200000
MRS ROONEE BORTHAKUR	MRP	UGC	2017 730	135000
SIBSAGAR COMMERCE COLLEGE	Seminar/Confere nce	South East Asian Studies, Gauhati University	2017 02	400291
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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 Entrepreneurship Development Workshop Cum Trade fair among Students Career Counselling Programme for BA/BCom 1st semester Workshop on preserving the rarely used Tai Ahom Language Health Awareness Programme A Round Table Conference on Indias North East and South East Asia: The Ethnic Connect

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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
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Plan of Action	Achivements/Outcomes
A quiz, debate and eloquent competition to be organised on the occasion of National Voter's Day	Organized successfully by IQAC
An interview with the Tribal King Bisanan Sigpho at Margherita, Assam	Done Successfully by IQAC Coordinator
A Round Table Conference on ` India's	Conducted successfully by IQAC in

North-East and South-East Asia: The Ethnic Connect'	collaboration with Centre for South-East Asian Studies, Gauhati University
Installation of Solar Street lights under the project of 'Soulful Sivasagar'	Completed with the help from Sivasagar District Administration
A Workshop on Office Management for the office staff	A weeklong workshop on 'Interpersonal relationship and Record keeping' was successfully organized
Proposal for constructing New Girls Hostel	The process has started
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
College Governing Body	09-Jan-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2018
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Date of Submission	03-May-2018
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17. Does the Institution have Management Information System ?	Yes
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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. Currently being updated to involve maximum modules
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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

Our institution follows the curriculum recommended by Dibrugarh University for all the programmes except those short term certificate courses developed by faculty for the benefit of student community. The teachers give their respective suggestions on issues during the introduction of new curriculum to the affiliating university. The academic committee is entrusted with the responsibility of preparing the college routine and to see the implementation of curriculum so that the course gets over in the specified time period. The

academic plan includes classes along with seminars. group discussions, presentations etc. through different teaching methods like lecturing, case study, participative learning etc. The college Academic Calendar is followed to finish all the activities within the stipulated time period. The co-curricular and extra curricular activities are held and organized as per the state govt, guidelines , central govt guidelines, Dibrugarh University, UGC and NAAC. All the teachers try to take a significant percentage of their classes through ICT and digital platforms. The teachers regularly update themselves by participating in the national and international seminars, workshop, conferences etc. Besides, they also take part in refresher, orientation and short term courses held at various universities across India from time to time. Research works are carried out through UGC , ICSSR sponsored Minor and major research projects and also by involving students in research projects. The students are encouraged to use the college central library and access to journals through both online and offline mode. The Internal Assessment scores are documented and the concerned teachers explain students where they have gone wrong and how to rectify mistakes , be it in exams or in assignment and project works. The attendance records are maintained in the register and those having less attendance are called to find out their problems and suggestions are given how to settle them. further, as a review mechanism, meetings are held departmentally, at IQAC, staff level etc . Informal feedback from the students and teachers during the meetings are used for strategy and action plan. All feedbacks are taken positively to understand the lacunae and steps are taken to rectify them. Teacher's Diary is an integral part of teachers recordkeeping. The students are encouraged to participate in the college magazine (Gyanam) as well as wall magazine to showcase and develop their creative talent. Efforts are made to monitor, hone and in giving opportunity for capacity building of students and develop the competitive mindset in the present day context. Industrial visits are done for the benefit of students from time to time for providing practical environment. The students are given exposure with experts through webinars. TALLY and GST training have been provided to students to make them aware of modern requirements.

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
Nil	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	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
MCom	Specialization in Finance and Specialization in Marketing	08/08/2017

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

	Certificate	Diploma Course
Number of Students	40	Nil

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
Certificate Course in Yoga	01/08/2017	30
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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	Economics & Sociology	42
BA	English	40
BA	Economics	12
BCom	Accountancy	33
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The feedback from students issued to analyze their need and requirements. It is also used to find out the deficiency of the institution and addressing the issues effectively and to take it in right direction. After careful scrutiny, key areas are identified which demands improvement. Most of the issues are related to infrastructure development. The institutional head along with colleagues thus assess the strengths and weaknesses as perceived by students. The Principal after getting the feedback does one to one interaction with concerned departments, committees, cells etc. and gives them necessary directions. If needed, funds are made available for the work. The feedback of the office staff is also taken to understand their difficulties in the context of growing number of enrolments in the institution.</p>

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
MCom	Accounting &	40	33	31

	Finance , Marketing			
BCom	Honours & Pass	230	191	158
BA	Honours and Pass	150	146	115
BCA	Nil	30	38	26
PGDCA	Nil	80	119	81
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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
2017	759	142	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	5	4	2	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)

The college understands the relevance of the mentoring system and how it effectively can impact the student by identifying the scholastic and co-scholastic potentials. The college has around 30 students in a batch as mentees under a teacher who guides them during their stay by understanding their aspirations and potentials. He /She calls the individual group as per his/her time, convenience and availability and understand their issues and problems. Sometimes, depending upon kind of problems which they do not want to share in their group, one to one interaction is also done with the students and necessary suggestions are given. The teacher notes down the solution given to students and monitors whether the student has followed the advice and with what result. Also, collaborative learning groups are formed in classes and they are given assignments, activities etc which are the used in seminar presentation and in other knowledge sharing methods. Advance and slow learners are given tasks and projects suited their knowledge and skills. All these develops a self-learning culture where teacher works as a facilitator. Most of the students get covered under the mentorship programme in a group comprising students of various programmes and age.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1087	37	1 : 29

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with

positions			the current year	Ph.D
22	20	2	Nil	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
2018	DR. S.J. Mahanta	Principal	Best Educationist Award by International Institute of Education and Management
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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/2017	17/11/2017	13/02/2018
BCom	UG	1st/2017	17/11/2017	13/02/2018
MCom	PG	1st/2017	04/12/2017	30/01/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A continuous internal evaluation system is in place to assess the performance of the students in various semesters. The college evaluates the students through unit tests and sessional exams and also through surprise tests. Also, it is compulsory for all the students to have 75 attendances in classes as per the guidelines of Dibrugarh University without which the students become non-collegiate. The attendance is checked at the end of every semester and the departments provide the necessary feedback to the Principal as well as the office. The parents of low attendance students are called and asked to give justification of low attendance of their wards. The appropriate decision is taken based on their justification along with the reason given by students. All these serve as corrective measures. The Internal assessment marks are further sent to the portal of the affiliating university. Moreover, the question paper pattern strictly follows the pattern of the university so that it becomes easier for students to face the end semester examination. The PG department of the college organizes interactive sessions with experts from relevant field through webinars and also prepares them for research projects. The supervisors are assigned the responsibility of monitoring the progress of the students and necessary suggestions are given accordingly.

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

The Academic Calendar of the college is prepared at the beginning of the session based on the academic Calendar prescribed by the affiliating university i.e. Dibrugarh University. The college tries to strictly adhere to the calendar

while conducting various events related to sports, culture, youth festival, election, memorial lectures, freshers and farewell sessions etc. This also helps in completing activities within the scheduled time.

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
PG	PGDCA	Regular	80	76	95
UG	BA	Regular	67	42	63
UG	BCA	Regular	24	24	100
UG	BCom	Regular	118	98	83
PG	MCom	Regular	30	29	96.66
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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	730	UGC	620000	384250
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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	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of
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Center			Start-up	up	Commencement
Nil	Nil	Nil	Nil	Nil	Nil
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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
Nil	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	0
National	HRM	1	0
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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	2
Economics	1
Assamese	1
Accountancy	4
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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
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Number of Faculty	International	National	State	Local
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Attended/Seminars/Workshops	1	1	4	2
Presented papers	4	1	4	2
Resource persons	Nil	1	1	1
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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
Swachhhata Pakhwada Abhiyan	NSS Unit	7	20
Cleaning Sivasagar Abhiyan	NSS Unit	5	15
Swach Bharat Abhiyan (College Cleaning)	49 Assam Naval Unit	14	30
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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
Entrepreneurship Promotion through establishment of Event Firm	Young Entrepreneurs Award 2017	All Assam Entrepreneurs Association, Guwahati	1
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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
Poetry Activity	Department of Economics Assamese	Saradiya Kabitar Abeli	2	122
Health Awareness Programme	Indian Medical Association Rotary Club	Health Awareness Activity	18	145
AIDS Awareness	Naval Unit, NCC	AIDS Day	4	9
Cleanliness Drive	Naval Unit, NCC	Swach Bharat Abhiyan	6	36
World Environment Day	Jubin Foundation	Tree Plantation	4	29

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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
Workshop on Tai Ahom language	89	Tai Ahom Yuva Parishad, Sivasagar	01
Round Table Conference	167	Centre for South East Asian Studies	01
GST	30	ICA	15
Blood Donation	36	Rotary Club	02
Entrepreneurship Development Programme	40	Industry Commerce Centre	01

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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	Taj Vivanta (5 Star Hotel), Guwahati Assam	14/03/2018	15/06/2018	07

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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
Anand Agri Bahumukhi Krishak Samiti	08/08/2017	For Cooperation in Cooperative Activities	196
Porcupine Group	20/09/2017	For Practical experience, hiring Student Internship	24

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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
330000	300000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Existing
Seminar Halls	Existing
Class rooms	Newly Added
Classrooms with LCD facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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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	12700	2768600	452	366573	13152	3135173
Reference Books	11097	2541213	157	94200	11254	2635413
e-Books	3100000	5900	0	0	3100000	5900
e-Journals	6000	0	0	0	6000	0
Digital Database	1	0	0	0	1	0
CD & Video	0	0	0	0	0	0
Library Automation	1	0	0	0	1	0
Weeding (hard & soft)	0	0	0	0	0	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
Nil	Nil	Nil	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	66	1	66	1	1	5	5	15	0
Added	3	0	0	0	0	0	0	0	0
Total	69	1	66	1	1	5	5	15	0

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

15 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
255000	222000	230000	220000

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 utilised. 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 arised 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 utilisation etc. The balance between the academics, co-curricular and extra- curricular activities is also maintained. Occasionally few committees are also formed depending on the need of the hour, for example, the golden jubilee committee was formed for the successful celebration of completion of 50 years of the institution's golden existence. 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 three 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 not only in academics but also provide necessary training and direction to the students for the preparation of competitive programmes organised 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 25000 books, various journals and magazines, reference books etc. The books in the library have been digitalised and therefore they are 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, Jakhala	25	40000
Financial Support from Other Sources			
a) National	Ishan Uday Special scholarship, Post Matric	19	1172520
b) International	0	0	0
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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 implemetation	Number of students enrolled	Agencies involved
Soft Skills (Prayash)	29/09/2017	42	By English deptt
Uttaran (Remedial Coaching)	15/11/2017	85	By College itself
No file uploaded.			

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

2017	Laksya	26	82	12	10
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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
10	10	10

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
Nil	0	0	Efcee Sarovar portico Hotel ,Bhavnagar Gujarat ,364002	5	5
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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
2017	5	BCom	ACF	Dibrugarh Gauhati University	MCom
2017	3	BCom	HRM & MKT	Dibrugarh Gauhati University	MCom
2017	5	BCom	BNI	Dibrugarh & Gauhati University	MCom
2017	2	BCom	ECom	JEC, TU, KU, GU	MCom
2017	6	BA	Sociology	DU, GU	MA
2017	3	BCA	IT	KU, TU	MCA
2017	2	BA	English	DU	MA
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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	2
SET	2

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports Cultural activities	UG PG	342
No file uploaded.		

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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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, cultural 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

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

5.4.2 – No. of enrolled Alumni:

350

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

152000

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association generously provided help to the needy people in the following manner: 1. Flood Relief to the needy people 2. Tree Plantation in and around Sibsagar town 3. Free distribution of textbooks and stationary to poor students 4. Shared their expertise with college students

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. The college has a decentralized and transparent mechanism in management, administration and also in financial and academic matters. Although the Governing Body is the apex body in decision making and policy decisions and implementing authority on government rules and regulations, it has allowed to form various committees so that the works concerning the requirements of various stakeholders goes on smoothly and without any hindrance. The principal of the college, vice-principal, coordinators and conveners of various committees and heads of the departments control and regulate things with the due permission of college governing body. 2. The college ensures that students, parents and teachers are adequately represented in various decision-making bodies as well as important bodies, for instance, there are teachers, parents and students' representatives in the Governing body of the college. The student union body plays a decisive role in all the important events of the college including mentoring process.

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
Library, ICT and Physical Infrastructure / Instrumentation	The college uses SOUL software in its Library and the process of digitalization automation is under due consideration. The physical infrastructure is augmented every year.
Research and Development	The college brings out its research based book Called Baniz(ISBN) and a research based Journal(karshan) annually. Besides, the teachers regularly publish various research based papers and articles in other state and national journals. The teachers are always encouraged to promote research work by the Research committee.
Curriculum Development	The College follows the syllabus recommended by the affiliating university but ensures quality by asking students to choose certificate programmes during their stay in the college so that it adds to their skills and qualification, Besides Remedial Classes, value-added classes etc are

	also held periodically.
Teaching and Learning	The teaching-learning process is further augmented by seminars, GD, educational trips, unit tests, assignments etc
Examination and Evaluation	The evaluation process is guided by Dibrugarh University regulation. However, the college conducts Unit Tests, Sessional exams, surprise tests etc from time to time. Dibrugarh University has also established an Examination Zone in the college campus for evaluation works.
Human Resource Management	The college ensures the optimal use of all human resources by entrusting them with various responsibilities in the form of committees. It also tries to upgrade their respective skills by allowing them to participate in various training programmes and workshops.
Industry Interaction / Collaboration	The College organizes some interaction and collaborative works with the nearby tea gardens and oil industry.
Admission of Students	The College follows a transparent admission policy, The admission process begins immediately after the declaration of class X XII boards result of CBSE board , SEBA board and AHSEC. The admission process is looked after by the Admission Committee which is constituted every year comprising of teaching and non teaching staff. The committee is empowered to take all decisions to address the issues and minimize the grievances.

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

E-governance area	Details
Finance and Accounts	The College MIS caters to the finance and accounts section requirements
Student Admission and Support	The college is preparing itself for online admission process for the benefit of students and negotiations are on with companies having digital platforms for online admission.
Examination	This area is yet to be incorporated under e governance.
Planning and Development	This area is yet to be incorporated under e governance.
Administration	All computers are connected through LAN and data are feeded for easy access by administration

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	Nil
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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 teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Soft Skill Deve lopment	02/12/2019	07/12/2019	Nil	7
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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
Short Term Course	1	21/08/2017	26/08/2017	7
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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	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)

External Audits are done for all funds. Funds received from UGC RUSA are audited by a Chartered Accountant whereas other funds are audited by local auditor.

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	Funds/ Grnats received in Rs.	Purpose
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funding agencies /individuals		
Donated by Binod Agarwal	300000	Auditorium Roof
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6.4.3 – Total corpus fund generated

330000

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)

The College does not have the Parent Teacher association. However, Parent 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.
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6.5.3 – Development programmes for support staff (at least three)

A separate room for Cook. Salary of Cook increased
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Skills Based Certificate Course introduced 2. Emphasis placed on communication skills and computer literacy. 3. Augmentation of Library services

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
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
2018	Quiz Debate and Eloquent Competition on National Voters Day	03/01/2018	03/01/2018	03/01/2018	175
2018	An Interactive session With Samudragupta Kashyap Assistant Editor	08/02/2018	08/02/2018	08/02/2018	94

	Indian Express				
2018	Interview with Tribal King Bisanan Singpho	10/02/2018	10/02/2018	10/02/2018	4
2018	Round Table Conference on Indias North east and South east Asia	11/04/2018	11/04/2018	11/04/2018	167
2017	Summer Workshop on Advanced Digital Photography and Editing	17/07/2017	17/07/2017	31/07/2017	53
2017	Entrepreneurship Development Workshop Trade fair	23/09/2017	23/09/2017	23/09/2017	263
2017	Training in Online Registration	16/09/2017	16/09/2017	16/09/2017	109
2017	Workshop on Tai Ahom Language	15/10/2017	15/10/2017	15/10/2017	89
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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
International Womens Day	08/03/2018	08/03/2018	83	7

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
Renewable resources are very significant in addressing the issue of power crisis in India. Understanding the need, the college has started its use by installing Solar Lights in the college campus for the use during evening and night hours. It has significantly reduced the power expenditure of the college by up to 4 percent.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
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Physical facilities	Yes	1
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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
2017	2	2	12/07/2017	05	RGIPT, Cleanline ss Drive	02	63
No file uploaded.							

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 Handbook clearly mentions the roles responsibilities of all stakeholders. 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	21/02/2018	21/02/2018	213
International Womens Day	08/03/2018	08/03/2018	56
International Yoga Day	21/06/2017	21/06/2017	78
Teachers Day	05/09/2017	05/09/2017	196
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Tree Plantation Programme 2. Use of LED Lights 3. Installation of solar Lights and Panels 4. Ban of Plastic materials 5. No Tobacco Zone

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Establishment of online test center so that the students in the locality need not go to far off places such as Guwahati for appearing in competitive exam (online mode). There are no online test centres in the Sibsagar district so far and students have to go far off places like Guwahati, Dibrugarh etc. which costs lot of money and time. The computer lab has been turned into Online

centre by integrating other computers and connecting them through LAN. The college has successfully been able to conduct a few competitive exams. 2. Visits by Departments to orphanage and old age home for emotional support. The faculties of the college on various occasions have been visiting the orphanage at individual and collective basis and supporting the orphanage in different ways. The orphanage appreciates the effort of our institution in this regard.

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/2017.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 and will celebrate its Golden Jubilee in the year 2019. 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. 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. Besides, the college is also playing a leading role in preservation of old relics, manuscripts and cultural heritage of Sivasagar which is a historic town of Assam ruled by Ahom kings for 600 hundred years before the advent of Britishers. The college has undertaken many entrepreneurial programmes in collaboration with various Government and Non-Governmental agencies. The students and teachers of the college have been able to develop and supply softwares to other institutions under the similar initiative. Reputed companies such as Wipro, Mahindra Tech and Infosys have given appointments to our students through campus placement as well as other means. 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 is now giving importance in developing soft skills of the students, the lack of which has hindered their progress in participating in competitive exams.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

1. The College plans to celebrate its Golden Jubilee in grand manner. 2. The college wants to develop a center for competitive examination. 3. The college wants to establish CA exam center in the college campus for the benefit of the students. 4. The college wants to establish itself as Skill hub center.