



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	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, Near Buddha Mandir, Sivasagar
City/Town	Sivasagar
State/UT	Assam
Pincode	785640

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Urban</b>
Financial Status	<b>state</b>
Name of the IQAC co-ordinator/Director	<b>Dr. P.N. Sharma</b>
Phone no/Alternate Phone no.	<b>03772223476</b>
Mobile no.	<b>9435057030</b>
Registered Email	<b>pn_sharma@yahoo.com</b>
Alternate Email	<b>scciqac18@yahoo.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://sibsagarcommercecollege.org.in/uploads/AOAR/2017.pdf">https://sibsagarcommercecollege.org.in/uploads/AOAR/2017.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://sibsagarcommercecollege.org.in/uploads/file/AC2018.pdf">https://sibsagarcommercecollege.org.in/uploads/file/AC2018.pdf</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	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

<b>6. Date of Establishment of IQAC</b>	<b>04-Jun-2004</b>
---	--------------------

**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

Financial Planning Cum Career Counselling for students	28-Aug-2018 01	97
Reading and Re-Writing Myths: Creative Engagement and Critical Response in Modern Assamese Fiction	07-Jan-2019 01	71
Documentary Festival at Sibsagar Central Jail	10-Jan-2019 01	84
Workshop on Academic Audit by Prof J.C. Kalita, Gauhati University	05-Feb-2019 01	45
Workshop on Communication Skill Development for Non- Teaching Staff	23-Feb-2019 06	14
Academic discussion on tax planning	19-Mar-2019 01	67
An Interaction Programme with UPSC CSE topper, 2018	22-Apr-2019 01	142
Campus Recruitment Drive by Reliance Jio and ICICI Prudential	06-May-2019 01	19
State level workshop on CBCS implementation	25-Jun-2019 01	187
<a href="#">View File</a>		

**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
Pankaj Jyoti Hazarika	Major Research Projects	DBT	2018 548	800000
Dr. Ratul Dutta	Minor Research Project	ICSSR	2018 730	252000
Sibsagar Commerce College	Student excursion under	Govt. of Assam	2018 365	100000
Sibsagar Commerce College	Solar Light Installation	Sivasgar District Administration	2018 365	25000
Sibsagar commerce College	NSS	NSS Cell,DU	2018 365	47500
Haren Hazarika	Minor Research Project	UGC	2018 730	180000

No Files Uploaded !!!

**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)**

Conducted Career Counselling Sessions Organized Workshop on Academic Audit  
Organized Workshop on Communication Skill Development for Non Teaching Staff  
Conducted State level workshop on CBCS implementation. Campus Recruitment Drive

No Files Uploaded !!!

**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
Literacy Programme (Pending work of last academic year)	Done
Organising a Documentary Festival (Pending work of last academic year)	Completed
A workshop on Communication Skill Development for Non-Teaching Staff (Pending work of last academic year)	Conducted
An Academic Discussion on Tax Planning (Pending work of last academic year)	Done
An Interaction with UPSC Civil Service Topper Rahul Gupta	Conducted Successfully by IQAC
Introduction to Financial Planning for students	Organised successfully
Research Committee to channelize research aptitude and skills among faculty members	Many UGC minor research projects and ICSSR sponsored projects were approved by UGC and ICSSR

To make special publications on the occasion of Golden Jubilee Celebration along with revamping other regular journals	The publication committee was given direction for publication of articles for special Golden Jubilee editions.
Overhauling the Wi-Fi system of the college	Complete new system Wi-Fi was installed in the campus.
Workshop on Latest Accreditation and Assessment Process	Conducted successfully by IQAC
<a href="#">View File</a>	

<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
--	-----

Name of Statutory Body	Meeting Date
College Governing Body	31-Oct-2019

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
--	----

<b>16. Whether institutional data submitted to AISHE:</b>	Yes
---	-----

Year of Submission	2019
--------------------	------

Date of Submission	28-Feb-2019
--------------------	-------------

<b>17. Does the Institution have Management Information System ?</b>	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. The System is getting updated to include maximum modules.
--	---

## 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

Sibsagar Commerce College follows the curriculum introduced and offered by the affiliating university and 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 headed by the Vice-Principal and 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 analysed 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 diversified 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 the academic, corporate sector, policy making bodies and media 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 infibnet, 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, rules of the college and the direction for their efforts. The institution also celebrates various days and events of national and international importance. Teacher use PowerPoint presentation, video clips etc for better understanding and experience of the students.

#### 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
Certificate Course in GST	0	06/09/2018	180	Employability	Computer Skill

#### 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
No file uploaded.		

##### 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	Finance, Marketing	25/06/2018

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

	Certificate	Diploma Course
Number of Students	30	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
Certificate Course in Yoga	01/08/2017	30
No file uploaded.		

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	Field Study on Lakwa Thermal Power Station by Economics & Sociology Deptt	53
BA	Study on Mustard Cultivation by Economics Deptt	8
BA	Internship at Sariful Foundation	1
BA	Problems of Learning English by Vernacular Medium Students	60
BA	Field Survey to Pasighat in Arunachal Pradesh	42
BCA	Industrial Visit at Demowmukh in Dhemaji District	45
No file uploaded.		

**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
-------------------

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 this year has so far been able to take systematic feedback only from students, parents and alumni. 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 quality based feedbacks and suggestions. The feedbacks are analyzed to develop the roadmap for the next academic year and try 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. Feedback from parents is also collected from Parents Meet which are also collected twice a year, normally at the beginning of the semester but sometimes in mid semester. 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
BCom	Hons & Pass	185	232	183
BA	Honours & Pass	150	196	143
MCom	Marketing & Finance	30	46	25
BCA	Nill	30	39	25
PGDCA	Nill	80	81	73
No file uploaded.				

### 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
2018	805	116	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	30	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 mentoring system and how it effectively can impact the lives of the student by identifying the scholastic and co-scholastic potentials. Moreover, various parameters need to be identified based on which the students' aptitude can be understood and suggestions can be given. 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
1103	37	1 : 30

## 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	20	2	0	8

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
Nil	Nil	Nil	Nil

No file uploaded.

## 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/2018	17/11/2018	13/02/2019
BCom	UG	1st/2018	17/11/2018	13/02/2019
MCom	PG	1st/2018	04/12/2018	30/01/2019

[View File](#)

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 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
PG	PGDCA	Regular	73	73	Nil
UG	BA	Regular	62	17	Nil
UG	BCA	Regular	22	22	Nil
UG	BCom	Regular	112	73	Nil
PG	MCom	Regular	23	23	Nil
No file uploaded.					

## 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/ssss.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	Total grant	Amount received
-----------------------	----------	---------------------	-------------	-----------------

		agency	sanctioned	during the year
Major Projects	547	DBT	800000	600000
Minor Projects	730	ICSSR	250000	50000
No file uploaded.				

### 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
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
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
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	2	Nil
National	HRM	1	3.5
National	HRM	1	5.87
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
Assamese	1
Economics	2
English	1

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
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
Attended/Seminars/Workshops	1	2	5	2
Presented papers	2	2	0	0
Resource persons	0	1	1	5
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
National Productivity Week	NSS Unit	10	191
Blood Donation	49 Assam NU, Sivasagar	6	78
Awareness Programme	49 Assam NU, Sivasagar	5	106
Health Awareness Camp	NSS Unit	13	152
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
Nil	Nil	Nil	0

No file uploaded.

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
Social Service	49 Assam NU	Blood Donation	6	78
Swacch Bharat Abhiyan	49 Assam NU	Awareness Campaign	5	106
Health care	NSS Unit	Health Awareness	13	152
International Womens Day	Women Study Cell	International womens Day	4	85
Inauguration of Book Gargi Zenith	Women Study Cell	Book Innauguration	4	69

No file uploaded.

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
Farm Visit by Accountancy department in collaboration with Anad Agri Bohumukhi Krishak Samiti	67	College Fund	01
Career Counselling Sessions in collaboration with ONGC and All Assam Tribal Sangha Sivasagar District Committee	147	College Fund	01
Reading and Re-Writing Myths: Creative Engagement and Critical Response in Modern Assamese Fiction ( 1-day Literary Forum : Short-story reading programme on the single theme "Myth") in collaboration with Sahitya Akademi	71	Sahitya Akademi Funded	01
Documentary Festival at	84	College Fund	01

Sibsagar Central Jail in collaboration with Sibbsagar Central Jail			
Campus Placement Drive by Genpact Company	26	Externally Funded	01
Campus Recruitment Drive by Reliance Jio and ICICI Prudential	19	Externally Funded	01
First TEDx Youth Event in collaboration with organizing committee, TEDx Youth@Borpuhuripar, 2018	327	Externally Funded	01
Gyan Yatra in collaboration with Samagra Siksha Abhiyaan	56	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	Industry Placement of Students	Taj Vivanta, Guwahati, Assam	14/03/2018	15/06/2018	07
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
Sibsagar Girls College	28/03/2019	Purpose: (a) To exchange information on research and educational programs. (b) To exchange information on teaching-learning	190

		material (c) To jointly organize shortterm continuing education programs on topics of mutual interest and to invite each oth	
Assam Skill Development Mission	24/07/2018	To run GST Accountant Assistant Course under BFSI Sector, NSDC	30
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
350000	325000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Existing
Campus Area	Existing
Class rooms	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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 patially)	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	13152	3135173	948	530315	14100	3665488
Reference Books	11254	2635413	427	202858	11681	2838271
e-Books	310000	5900	0	0	310000	5900
e-Journals	6000	0	0	0	6000	0
Digital	1	0	0	0	1	0

Database						
Library Automation	1	0	0	0	1	0
Journals	9	14448	0	0	9	14448
No file uploaded.						

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	69	1	69	1	1	5	5	15	0
Added	2	1	0	0	0	0	0	0	0
Total	71	2	69	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	<a href="#">Nil</a>

#### 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
360000	295000	285000	245000

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 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. 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 performance 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 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 more than 25000 books, various journals and magazines, reference books etc. The books in the library have been digitalized 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,	21	37600
Financial Support from Other Sources			
a) National	Ishan Uday Scholarship Post Matric Scholars Central Sector Scheme Scholarshipip	22	1253440
b) International	0	0	0
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 implemetation	Number of students enrolled	Agencies involved

Financial Planning for Students	28/08/2018	97	Accountancy PG Deptt
Yoga Meditation Classes	15/09/2018	26	Prajapati Brahmakumari Vishwvidyalay
Career Counselling	18/11/2018	147	ONGC All Assam Tribal Sangha
TED Excellence Programme	14/10/2018	198	Tedex
Grammar teaching in Vernacular Medium Schools	17/10/2018	36	English Department
Remedial Classes for Weaker Students	01/08/2018	22	English department
Skill Development Programme for Backward Displaced Communities	21/01/2019	63	English Department

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
2019	Interaction with Civil service topper	142	46	8	8
2019	Counselling & preparatory Session for Recruitment	45	31	5	4
2019	Career Counselling	57	54	7	3

No file uploaded.

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
8	8	4

## 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
Genpact, Reliance Jio ICICI	45	12	Nil	Nil	Nil
No file uploaded.					

#### 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	19	BA BCOM BCA	ACF HRM BNI ECOM SOC	DU GU JEC TU KU	MA MCOM MCA MPHIL
No file uploaded.					

#### 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
Nil	0
No file uploaded.	

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

Activity	Level	Number of Participants
YOUTH FESTIVAL	COLLEGE LEVEL	700
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

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:

352

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

522500

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association is involved in organizing activities like sharing their expertise with students, contributing in infrastructure of the college, donating for the Golden Jubilee programme of the college, flood relief works, and free distribution of textbooks to needy 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 allows the Students Union body of the college to hold programmes and events on their own which are related to student progress and development with prior permission of the authority, 2. The respective departments are free to sign MOU with departments of other colleges just by ensuring that it helps the college and student community at large.

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
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 diversified 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.

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 industrialisation 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.

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. It also takes into cognizance the specific learning outcomes as designed by the college and the university approved syllabus.

Curriculum Development

Our college is an affiliated college under Dibrugarh University. Therefore, curriculum implemented in college is developed by Dibrugarh University for both UG and PG courses. However, the syllabus of few Add-on and 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

The quality improvement strategies for teaching learning processes focuses on creation of a learners centric

holistic learning environment through engaging pedagogical processes. 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.

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 utilises facilities such as SOUL software, Wi-Fi, inflibnet etc. The efforts of digitalisation 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.

Admission of Students

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.
Research and Development	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 recognised 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).

#### 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 has finalized an agreement with a company called myclasscampus which will provide its digital platform for online admission. The online admission will start from the session 2019-20
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
No file uploaded.				

#### 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)
------	--	---	-----------	---------	---	---

2018	Nil	Using updated MIS software	24/10/2018	28/10/2018	Nil	6
2019	Nil	Workshop on improving communication skill	23/02/2019	27/02/2019	Nil	7
No file uploaded.						

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	08/11/2018	28/11/2018	21
Orientation Course	1	01/02/2019	28/02/2019	28
Short Term Course	1	12/11/2018	18/11/2018	07
No file uploaded.				

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 also some amount in case of disease/death of Non teaching Staff	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 external audits are done by the auditor appointed by the state govt. and CA does the audit for fund given by RUSA and UGC.
--

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	325000	Infrastructure Development during Golden Jubilee Year
No file uploaded.		

6.4.3 – Total corpus fund generated



522000

**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	Yes	Prof Jugen Kalita, Gauhati University	Nil	Nil
Administrative	Yes	Prof Jugen Kalita, Gauhati University	Nil	Nil

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

The College does not have Parent Teacher Association. However, they 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 and also during Golden Jubilee celebration of the college.

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

Appointment of Night Chowkidaar for the college

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

1. Establishment of effective Counselling Cell 2. Involvement in various activities of affiliating university 3. Emphasis in developing communication skills and computer literacy of the students.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Nil
b) Participation in NIRF	Nil
c) ISO certification	Nil
d) NBA or any other quality audit	Nil

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	Career Counselling financial Planning	28/08/2018	28/08/2018	28/08/2018	97
2019	Reading Re-writing Myths Creative Engagement and Critical Response	07/01/2019	07/01/2019	07/01/2019	71
2019	Documentary	10/01/2019	10/01/2019	10/01/2019	84



		community					
2018	1	1	20/11/2018	01	Cleanliness Drive around Borpukhuri	02	24
2018	1	2	01/02/2018	01	Competitive Exam Centre for State Govt Jobs	01	22
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 role and 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	209
International Women's Day	08/03/2018	08/03/2018	59
International Yoga Day	21/06/2018	21/06/2018	82
Teachers' Day	05/09/2018	05/09/2018	303
No file uploaded.			

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

1. Ban on Tobacco products 2. Tree plantation programme 3. Reducing e wastage initiatives
---

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

1. Extension of Teaching Learning to the prisoners in Sibsagar District Jail so that they can make a new beginning after their release from the jail. A documentary has been prepared by noted Film maker Jahnu Barua on it. 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

### 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 has celebrated 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. 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. 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. 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. The college strongly believes in the line of Central Government's Skill India Programme (AatmaNirbhar Bharat), Self-Reliant Assam, Skill Education by 2030 programme and therefore has oriented itself in bringing the skill component in education. Recently the college has successfully been able to get recognition as Skill Hub Education Institute under National Skill Development Council. 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 has adopted an unique initiative called WeCare under which various departments undertake programmes to provide support to the needy people. 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. Also, thirteenth university approved Addon courses have been introduced in 2022 for the benefit of students along with their graduation subjects so that they gain meaningful employment in future.

Provide the weblink of the institution

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

### 8.Future Plans of Actions for Next Academic Year

1. To use online medium for maximum administrative related activities.
2. To introduce more skill-based courses
3. To improve the infrastructure facilities.
4. To extend more outreach programmes