



Yearly Status Report - 2019-2020

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.		03771223476
Mobile no.		9435055042
Registered Email		principalscc@yahoo.com
Alternate Email		scciqac18@yahoo.com
Address		Borpukhuri Paar, Sivasagar, Assam
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/2018.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/AC2019.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
An Interaction Programme on NAAC Accreditation	21-Aug-2019 01	32

with resource person from DCB Girls College		
Interaction Programme with Expert from IIT, Guwahati	07-Nov-2019 01	56
Observing National Constitution Day	29-Nov-2019 01	187
Fit India Movement/Initiative	08-Feb-2020 01	56
Career Counselling Programme	04-Mar-2020 01	24
Covid Awareness Camp	19-Mar-2020 01	37
World Environment Day	05-Jun-2020 01	48
Training students for survey based research work	28-Nov-2019 03	39
Counselling on Stress Management	05-Feb-2020 01	58
Parents Teachers Meeting for UG classes	16-Apr-2020 01	56
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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
Dr Ratul Dutta	Minor Research Project	ICSSR	2018 730	252000
Pankaj Jyoti Hazarika	Major Research Project	DBT	2018 548	800000
Sibsagar Commerce College	Community College Scheme	UGC	2019 365	778464
Sibsagar Commerce College	Boys Hostel Construction	RGIPT	2019 365	2500000
Sibsagar Commerce College	Sanitary Pad Machine Installation	Govt. of Assam	2019 365	100000
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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)

An Interaction with Dr Breezmohan Hazarika, DCB College on latest NAAC Assessment
 A session with IIT Guwahati expert National constitution Day celebration with different programmes Cooperation in Central Govt/ scheme Fit India Movement.
 Awareness Programme on new virus called Covid 19

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

Plan of Action	Achivements/Outcomes
Faculty Exchange Programme to be scheduled	Done by Department of Accounting and Finance with Nowgong Girls College
Mathematics Popularization Programme	Initiatives taken by Department of Mathematics and Statistics and done successfully.
Initiative under Unnat Bharat Abhiyan	An interactive session with experts from IIT, Guwahati organised by IQAC, SCC
Outreach Programme	Distribution of cloths and foods to the flood affected people of Disangmukh, Sivasagar
Signing of MOUs	Department of Accounting and Finance signed MOUS- with an academic institution and another with entrepreneurial organization to provide the hands-on training.
Review of Feedback Mechanism	Meetings with stakeholders to enhance the feedback and co-ordination process conducted successfully
To utilise various components of digital platform for online admission	Training to faculty and non-teaching staff for using the digital platform.
A workshop on Intellectual Property Rights	Could not be organised because of Covid-19 pandemic and subsequent

	lockdown				
A NAAC sponsored Workshop Scheduled for April 2020	Could not be organised because of Covid-19 pandemic and subsequent lockdown				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>College Governing Body</td> <td>13-Nov-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Governing Body	13-Nov-2020
Name of Statutory Body	Meeting Date				
College Governing Body	13-Nov-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	20-Jun-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Two modules of MIS are currently operational i.e. Students and Accounts.				

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 College is an affiliated college under Dibrugarh University, Assam and therefore it follows the curriculum introduced and offered by the affiliating university. The faculty play an active role in giving various suggestions and advices whenever asked by the University. The college develops its own action plans taking into the account the objectives of the curriculum , availability of teachers, students and the infrastructure. The Academic Committee of the college is headed by the Vice-Principal, who in consultation with Head of the Departments, is responsible for planning and ensuring effective and timely implementation of the curriculum by taking into account the number and size of the classrooms, availability of books and other resources. The academic plan as decided in the academic committee is brought into action through various lectures, presentations, assignments, seminars, workshops and discussions. Attendance records are maintained and analyzed from time to time to ensure that students are regularly attending their respective classes. The implementation of the curriculum includes different teaching methods and practices to address

the need of the students hailing from culturally and economically diverse and heterogeneous student base. The sessional exams and unit tests are conducted on regular basis to provide the internal assessment marks as well as feedback of students' understanding on a given topic. Various lectures, seminars, conferences and workshops are held in the college every year where eminent personalities from 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
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
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
BA	Hons in Sociology Economics	01/06/2019
BCom	Hons in Accounting & Finance, Banking & Insurance, HRM & Marketing, E-commerce	01/06/2019

BCA	Nil	01/06/2019
BA	Pass Course	01/06/2019
BCom	Pass Course	01/06/2019

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Course in Yoga	01/08/2017	30
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Environmental trip to Pasighat, Arunachal Pradesh by Department of Economics	35
BA	Issue of Girls Dropout from School organized by English Department	44
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Nil

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

Feedback Obtained
<p>The college encourages feedback from all stakeholders of the college namely the students, faculty members, non teaching staff, parents, alumni and others. However, the college has so far been able to take systematic 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 analysed to develop the roadmap for the next academic year</p>

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	Honours & Pass	185	202	148
BA	Honours. & Pass	150	122	110
MCom	Marketing & Finance	30	30	19
BCA	Nill	30	32	13
PGDCA	Nill	80	72	51

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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
2019	779	91	23	4	11

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
38	31	8	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)

Yes, students mentoring system is available in the institution. Since the aptitudes of the students are heterogeneous preconditioned parameters are not sufficient to assess and identify the scholastic and co-scholastic potential of the student. College has taken special care to design various stratagems to informally and continuously evaluate its students depending on their curricular and co-curricular and extra-curricular activities. Mentors play a significant role in identifying students' scholastic and co-scholastic potential abilities. Collaborative learning groups are formed in classes and they are given special assignments, activities and they are asked to present the same as Seminars and other knowledge sharing methods. Advanced learners are given innovative assignments outside the prescribed syllabus, yet those that complement the syllabus concerned. This inculcates a self-learning culture which is very crucial in the methodology and philosophy of higher education. Slow learners are also given relative assignments so as to give them practical exposure to the skills of learning. Due to COVID - 19 pandemic classes got affected but online classes and whatApp groups were used for continuity of learning. More than 70 percent students could benefit from such learning. Mentoring was also done through digital platforms.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1058	38	1:28

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
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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
BCom	UG	1st/2019	06/12/2019	13/03/2020
BA	UG	1st/2019	06/12/2019	13/03/2020
MCom	PG	1st/2019	04/12/2019	30/01/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows the policies and norms of continuous evaluation as prescribed by the semester regulations of Dibrugarh University. The college strictly adheres to philosophy of continuous evaluation and further adds on its own a minimum of two sessional exams and few unit tests in every semester. The Academic Committee chaired by the Principal decides the dates and the schedules of the sessional examinations based on the slots provided in the academic calendar of the college. The sessional examinations are of 20 marks for a

period 1 hour. The question papers are set in such a way that it follows the question pattern of the university to make them aware of expected type of questions. Also, the internal evaluation system includes things like students' performance in group discussion, departmental seminars, mock interviews, mock parliament etc.

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

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

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Hons & Pass	27	16	59
UG	BCom	Hons & Pass	77	67	87
UG	BCA	Nill	13	13	100
PG	MCom	Nill	17	17	100
PG	PGDCA	Nill	50	50	100

[View File](#)

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
Major Projects	547	DBT	800000	200000
Major Projects	547	DBT	800000	178000

Minor Projects	730	UGC	180000	55000
Minor Projects	730	ICSSR	250000	100000
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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
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)
Nil	NIL	0	Nil
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
Accounting Finance	1
Economics	2
Commerce	1
Education	2
Assamese	1
View File	

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	4	12	10	2
Presented papers	2	5	2	1
Resource persons	0	0	2	2
View File				

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
NIL	NIL	0	0
No file uploaded.			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	Nil	Nil
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
Swachha Bharat	49 Assam NU Sivasagar	Swachha Pakhwada	5	27

		Awareness Lecture		
National Productivity Week	NSS Unit	National Productivity Week	4	35
Yoga day	NSS Unit	International Yoga day	4	73
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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
Web Lecture Series on Scope of Entrepreneurial Promotion	80	College Fund	01
Voters Verification Programme by Electoral Literacy Club	45	College Fund	01
Awareness Drive on Covid	25	College Fund	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
NIL	NIL	NIL	Nil	Nil	Nil
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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
Economics Deptt, Lachit College	23/03/2019	To foster Collaboration, provide opportunity for regional experience, student and faculty exchange, conference workshops etc.	148
Swadesh NGO	10/01/2020	Socio-economic	14

development Welfare

[View File](#)**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
420000	360000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Laboratories	Existing
Class rooms	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing

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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	14100	3665488	130	96142	14230	3761630
Reference Books	11681	2838271	16	11697	11697	2849968
e-Books	3100000	5900	0	0	3100000	5900
e-Journals	6000	0	0	0	6000	0
Journals	9	14448	0	0	9	14448
Digital Database	1	0	1	45000	2	45000

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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
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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	71	2	69	1	1	5	5	15	0
Added	20	1	20	0	1	1	2	0	0
Total	91	3	89	1	2	6	7	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
400000	310000	325000	260000

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

The college is a constituent college affiliated to Dibrugarh University and funded mainly by UGC and RUSA. The college follows all the guidelines, rules and regulations of UGC as well as RUSA while procuring various items. There are several committees which plan and ensure that the available infrastructure is optimally utilized. The committees include purchase committee, planning and development committee, academic committee, students' grievance redressal cell etc. The principal is the chairperson of all committees and he sits and discusses the plans with respective committee members and takes the necessary action accordingly. Each committee chalks out its plan for the academic year much in advance by considering the need and requirements of the institution as well as the students. The committees ensure that the mission and vision of the college get adequately represented in the initiatives taken by them. The committees regularly update the principal about the progress of the work and also discuss the problems raised thereof. Regarding the optimal use, for instance, the Routine Committee, prepares the routine for the classes depending on the availability of classrooms, size of the classrooms in proportion to the number of students, space utilization etc. The balance between the academics, co-curricular and extra-curricular activities is also maintained. 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 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 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, Jakhala	23	38700
Financial Support from Other Sources			
a) National	Post Matric, Ishan Uday,Central Sector Scholarship	74	550360
b)International	NIL	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
Personal Counselling and Mentoring	14/09/2019	51	Self done
Remedial Coaching	17/07/2019	43	Self done
Mentoring Empowering Scheduled Tribe Wome in Miching Village	09/08/2019	24	English Deptt.
Communication Skills Programme for Vernacular	06/05/2020	5	English Deptt.

Medium Schools			
Training students how to do survey based research work	14/02/2020	46	English Deptt.
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Career Counselling	Nil	24	Nil	Nil
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
9	9	12

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
TCS	48	17	Crystal sarovar, Faridabad	1	1
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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
2020	24	BA BCOM BCA	Sociology, Accounts, HRM , Banking, English	DU, GU, KU, TU	MCOM, MA, MP HIL
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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
SLET	2

Any Other	3
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Youth Festival	College level for all semesters and classes	472
View File		

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
2019	Extraordinary Talent Award 2019	National	Nil	1	Nil	Munmi Borgohain
2020	Kingmaker Leadership Award 2020	National	Nil	1	Nil	Munmi Borgohain
View File						

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 " Sibasgar

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:

402

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

121000

5.4.4 – Meetings/activities organized by Alumni Association :

1. Awareness Programme on Covid 19
2. Helping Administration in effective implementation of SOP
3. Free Distribution of Masks and Sanitizers
4. Distribution of ration to poor and needy people. Link (<https://sibsagarcommercecollege.org.in/uploads/alumni/2019-2020.pdf>)

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)?

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Industry Interaction / Collaboration	The college understands the importance of industry academia linkage and building a long term mutually beneficial ties with the collaborating institutions. Since the industrialization has not happened in large scale in the North East, our college finds it difficult to fulfill 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.

<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>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.</p>
<p>Human Resource Management</p>	<p>The college believes in attracting, training, developing, motivating and retaining of its human resource all the time so as to make maximum usage of the human resource potential. It entails assessing the human resource requirements and assessing the diverse needs of skills and knowledge of the faculty members. The college then plans certain sustainable schemes which are relevant in the new context. The college provides financial assistance for participation of faculty in national and international seminars and conferences. The staffs are also encouraged to participate in short term courses. The College also make efforts to convert students into skilled manpower.</p>
<p>Curriculum Development</p>	<p>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 Certificate Courses is 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 approved by UGC.</p>
<p>Teaching and Learning</p>	<p>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</p>

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.

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.

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
Examination	<p>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.</p>
Administration	<p>For facilitating better administration and easy usage, the college utilizes its website as well as emails for faster communication of the message. Records are kept in both physical as well as digital formats (spread sheets, pdfs etc.) for easy retrieval and storage. The official works are maintained through a computerized system. The college computers related to administration are connected through a network system.</p>
Planning and Development	<p>All the Planning and Development related works are done by Planning and Development Committee of the college. The committee not only chalks its plan for approval in the college governing body but also works as per the requirements, suggestions given by UGC, RUSA and state government from time to time. Also, the necessary consultation with various state government departments is done to get the necessary permission for implementing any planning and development related project. Once the college governing body, staff and other stakeholders give the approval, the implementation of work begins. However, the e-governance in this area is yet to be operationalized.</p>

Finance and Accounts	The account section of the college maintains the offline records of all financial transactions in a systematic manner. The college MIS system is also used for maintaining accounts of the college. Also, the finance online portal (finassam.in) is used for salary payment and other salary and arrear disbursements, state government budget allocation grants etc.
Student Admission and Support	The college follows a transparent admission process which begins immediately after the announcement of class X and XII results of CBSE and Assam board by notifying about admission procedure on college website. The application form and prospectus are made available to the students and they accordingly follow the rules and regulations of admission laid down by the college. The admission committee comprises of teachers from different departments participate and take decisions in all the issues related to admission. The Admission Committee is empowered by the college administration and College Governing Body to take all the decisions by following the guidelines of state government and affiliating university. The college focuses on timely and widely accessible communication of information regarding the admissions, queries of applicants and their grievances and necessary suggestions. Admission help desk and email IDs are also provided for the help of students. The admission related details are also uploaded on the college website to avoid the rush in the college campus during the peak hours of admission.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	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	Title of the administrative	From date	To Date	Number of participants	Number of participants
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	development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
2019	An Interactive Session with Dr. Breezemohan Hazarika of DCB Girls College with teaching staff on latest accreditation and assessment of colleges	Nil	23/08/2019	23/08/2019	37	Nil
2019	Interaction with faculty from IIT Guwahati	Nil	07/11/2019	07/11/2019	56	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	22/07/2019	03/08/2019	15
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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 as well as some relief in case of critical disease and death from welfare 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)

The external audit of RUSA and UGC fund is done by a CA whereas other funds are audited by auditor appointed by the state government. Internal audit is not done.

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
Oil and Natural Gas Corporation (ONGC) Oil India Limited	3353900	Construction of Sports Complex
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6.4.3 – Total corpus fund generated

3875900

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	Null	No	Null
Administrative	No	Null	No	Null

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

The Parents actively participate and cooperate in various activities of the college. The college takes proper care of their feedback while chalking out various plan programmes. The college has been receiving their support during all the visits of the NAAC peer team in the previous years.

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

1. Bakshish given during festivals 2. Dress given to Security Guard 3. A motivational talk on importance of work culture

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

1. Books and services in the library has been augmented. 2. To establish academia-industry linkage 3. Requesting government to immediately appoint teachers in sanctioned post and creation of new posts for newly introduced courses.

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
2020	Fit India Movement	08/02/2020	08/08/2020	08/08/2020	95

	Programme of Central Govt.				
2020	Career Counselling Programme	19/03/2020	19/03/2020	19/03/2020	24
2020	Covid 19 Awareness Camp	19/03/2020	19/03/2020	19/03/2020	37
2019	An Interactive Session with Dr. Breezemohan Hazarika of DCB Girls College with teaching staff on latest accreditation and assessment of colleges	23/08/2019	23/08/2019	23/08/2019	37
2019	Interactive session with experts of IIT, Guwahati Mr Bibhuti Ranjan Bhagawati	07/11/2019	07/11/2019	07/11/2019	56
2019	Observation of National Constitution Day	29/11/2019	29/11/2019	29/11/2019	187
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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 Women's Day Role of Women in Socio-Economic Transformation	19/08/2020	19/08/2020	62	14

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

6 percent of power requirement of the college is met by renewable energy resources

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1

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
2019	1	1	21/11/2019	01	Awareness Programmes about historical value of 300 yr old manuscripts and monuments	02	23

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

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

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Mother Tongue Day	21/02/2020	21/02/2020	213
Teachers Day	05/09/2019	05/09/2019	196
International Yoga Day	21/06/2020	21/06/2020	78
International Women Day	08/03/2020	08/03/2020	56
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Installation of Pad Vending machine for girls as waste management.
2. Introduction of rain water harvesting system
3. Use of LED tube lights and bulbs

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Exceptional Performance by NCC cadets including their participation in Republic Day parade.
2. Donation of old but usable computers to nearby schools for increasing computer literacy

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/2019.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 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 (Aatma Nirbhar 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 'We Care' 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.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

1. More and more campus recruitment drive to be undertaken in spite of limitations. 2. Add on courses to be introduced by every department. 3. Canteen Infrastructure to be augmented. 4. More Classrooms to be constructed. 5. A separate Arts Building with modern facilities 6. Every classroom with digital infrastructure.