



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		SIBSAGAR COMMERCE COLLEGE
• Name of the Head of the institution		DR. S.J.MAHANTA
• Designation		PRINCIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		03772223476
• Mobile No:		9435055042
• Registered e-mail		principalscc@yahoo.com
• Alternate e-mail		scciqac18@yahoo.com
• Address		BORPUKHURI PAAR, SIVASAGAR, ASSAM-785640
• City/Town		SIVASAGAR
• State/UT		ASSAM
• Pin Code		785640
2.Institutional status		
• Affiliated / Constitution Colleges		Affiliated college
• Type of Institution		Co-education
• Location		Urban

• Financial Status	UGC 2f and 12(B)																		
• Name of the Affiliating University	DIBRUGARH UNIVERSITY																		
• Name of the IQAC Coordinator	DR. P.N. SHARMA																		
• Phone No.	9435057030																		
• Alternate phone No.	03772223476																		
• Mobile	7002507911																		
• IQAC e-mail address	scciqac18@yahoo.com																		
• Alternate e-mail address	pn_sharma@yahoo.com																		
3.Website address (Web link of the AQAR (Previous Academic Year))	https://sibsagarcommercecollege.org.in/uploads/AQAR/aqar2021.pdf																		
4.Whether Academic Calendar prepared during the year?	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:	https://sibsagarcommercecollege.org.in/uploads/file/ac2021_22.pdf																		
5.Accreditation Details																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>71.25</td> <td>2004</td> <td>08/01/2004</td> <td>07/01/2009</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.51</td> <td>2015</td> <td>01/05/2015</td> <td>30/04/2020</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B	71.25	2004	08/01/2004	07/01/2009	Cycle 2	B	2.51	2015	01/05/2015	30/04/2020
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Cycle 1	B	71.25	2004	08/01/2004	07/01/2009														
Cycle 2	B	2.51	2015	01/05/2015	30/04/2020														
6.Date of Establishment of IQAC	04/06/2004																		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																			
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Ratul Dutta</td> <td>Major Research Project</td> <td>ICSSR</td> <td>2020 (2 yrs)</td> <td>800000</td> </tr> </tbody> </table>		Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	Ratul Dutta	Major Research Project	ICSSR	2020 (2 yrs)	800000								
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Ratul Dutta	Major Research Project	ICSSR	2020 (2 yrs)	800000															
8.Whether composition of IQAC as per latest NAAC guidelines	Yes																		

<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	03
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>1. Gearing up all stakeholders after the Covid pandemic for 3rd cycle of NAAC preparation 2. Completion of all left out tasks as part of NAAC preparation 3. Organize various meetings of various departments & IQAC Core Committee as part of NAAC preparation 4. Signing of MOU with reputed institutions of the state, 5. Organize seminars, webinars, workshops, training programmes, sensitization and awareness programmes etc. 6. All Audits (Academic, Administrative, Green & Energy) have been completed as part of NAAC preparation.</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
1. Organize Webinars on topics such as Nutrition, Investment, Corporate Governance & Social Responsibility, Social Upliftment of Women etc.	Organized successfully by different departments and other bodies of the college
2. Coaching for Competitive Examination such as State Civil services (APSC) & UGC NET/SLET.	Organized successfully by IQAC & department of Economics

Police examination etc	
3. Workshops on topic such as Music, Wild Life, Yoga, Use of SPSS for research, Lesson Plan, Implementation of NEP 2020, Office management for Employees, Bihu Workshop, mass Communication etc	Organized successfully by different departments and other bodies of the college
4. Organize Seminars on topics such as career Opportunities in banking Sector, NEP 2020 & Skill Education, Significance of RTI Act, Cybercrimes etc.	Organized successfully by IQAC & Other departments
5. Lecture Sessions on Personality Development, NEP 2020, Gender Equality, Mental Wellness & Stress Management	Organized successfully by IQAC & Other departments
6. Training programmes on MIS for office Staff, AAPAD MITRA for Community Volunteers,	Organized successfully by IQAC
7. Interactions on Govt, Budget, Women & Work, GST, Transferable Skills to gain employability and be future ready. leadership qualities & Internship development etc.	Organized by department of Economics, Women Study Cell & IQAC
8. Orientation Programmes for New Comers	Organized successfully by different departments
9. Audio-Visual sessions on topics such as gender Sensitization etc.	Organized by Women Study Cell & IQAC
10. Organize a National Conference on NEP 2020	Organized by department of Economics & IQAC
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Body, Sibsagar Commerce College	26/12/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	03/02/2023

15. Multidisciplinary / interdisciplinary

In view of NEP 2020, the college has taken steps towards the multidisciplinary/interdisciplinary courses by adding different Add-On courses in different areas in the interest of student community Courses. Also, the college in the past has the experience of running Multidisciplinary/Interdisciplinary courses (such as course named Multidisciplinary Course, Environmental Studies, Retail Management, E-Commerce, Entrepreneurship Development etc) in the UG level in Non CBCS as well as the current CBCS.

16. Academic bank of credits (ABC):

The Academic Bank of Credit system is yet to be introduced by the Affiliating University. Being an affiliated college, the college right now cannot register in ABC or NAD. However, it plans to request the parent University for the Necessary Support for registration in ABC. Faculties are involved in design and development of Add-on courses as well as writing textbook or course materials on the existing approved courses. The college on its own, however, has started to make the students aware about ABC and how to start the registration process as student through digi -locker and ABC portal. So far 162 students have been registered and the process is on.

17. Skill development:

In last few years, the college has focused largely on developing skills of the students and a few initiatives have been taken to provide necessary skills to students during their stay in the college. As a result, number of Skill based courses and Add On courses have been introduced. The college has also been declared as Skill Hub Institute by Govt of India. It is an initiative under NSDC (PMKVY 3.0). As far as curriculum is concerned, BA and B Com Hons and Non Hons students can take Web Design (1 & 2) at 3rd and 4th semester level. Also, BA & B Com Non Hons 5th semester students can take Retail Management and Entrepreneurship subjects as Skill

Enhancement Course. At College level, there are certificate courses in Hospitality Management, Event Management , GST, TALLY and Diksha (DTP) programme. The college is successfully conducting SECs such as Beauty & wellness & Software Development) BCA programme, PGDCA program, Certificate course on Yoga & Meditation. 9 Add-on courses have been started this year. Also, Avenues are there for starting skill programmes/course on rural/agro/tea industry as well as on personality and grooming skills.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college understands the need of incorporating the knowledge of ancient and modern India, including tribal knowledge and indigenous and traditional ways of learning, Indian Culture, the rich diversity of India etc in the curriculum as per the NEP 2020. The language included in Modern Indian language (MIL) incorporates these elements to some extent but not at the level as required by NEP, 2020. There is ample scope for tourism sector also as Sivasagar district in Assam is one of the historic towns and has been included in Central Govt.'s initiative to convert as historic and heritage city. However, the College is awaiting directions from affiliating university in this regard.

Also, Mother tongue day - Matri Bhasha Divas, Bhupen hazarika Day etc are celebrated with talks on their importance. Classical music and dance competition, folk song competition, Cultural procession showcasing diverse Indian cultures forms etc are significant parts of the Annual Youth Festival (College week). The Yoga meditation centre conducts courses on yoga and meditation. The college plans to start in future a Tribal Study Centre & tea tribes Study Centre and a Art and Culture museum showcasing diverse arts and cultures of Assam/ Assamese as well as preserve various precious manuscripts.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The OBE model aims to maximize student learning outcomes by developing their knowledge & skills and provides expanded opportunities by following a student-centered learning approach. It has a clear goal to impact their lives positively committing to excellence & innovation. The curriculum is designed accordingly. Since the college is an affiliating college, it is awaiting direction from the university for OBE. However, the normal outcome for each and every subject is very much discussed with the students at the beginning of every programme in the college. The course

outcomes as given in the prescribed syllabus are displayed in the website and are communicated to students at the orientation programs organized at the institutional as well as departmental level. As a step forward towards outcome based education the college has made conscious efforts for measuring the levels of attainment of program and course outcomes for all the programs and courses. Based on the findings of the level of attainment of program outcomes and course outcomes, measure are taken for the slow learners and the advanced learners. While designing the Add-On courses, well defined and measurable course outcomes have been incorporated since it is the primary requirement of outcome based education.

20.Distance education/online education:

The College is the study centre of two state universities namely KKHSOU & Dibrugarh University and offers different distance programmes in Arts & Commerce subjects. However, the college does not have its own distance programme. During Pandemic, online education took a front seat and the entire sessions were conducted online. Blended mode of teaching-learning exercise is being effectively used. The college has procured ICT tools to optimize teaching-learning exercises. The college plans to mobilize more fund and set up smart classrooms for regular as well as Distance and Open learning.

Extended Profile

1.Programme

1.1	23
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1052
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	616
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	214
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	36
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	22
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	22
Total number of Classrooms and Seminar halls	
4.2	3515900
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	78
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Sibsagar Commerce College follows the curriculum offered by the affiliating university. The Academic Committee, headed by the VicePrincipal, develops its own action plans for effective implementation of the curriculum by taking into cognizance the objectives of the curriculum, availability of teachers and infrastructure. The academic plan is brought into action through various lectures, teaching methods, presentations, assignments, seminars, workshops, discussions and ICT tools. The sessional exams and unit tests are conducted on a regular basis to provide the internal assessment marks and to test the learning process. Various lectures, seminars, conferences and workshops are held in the college and an application-oriented approach is followed in the dissemination of curriculum. The annual Academic Calendar is prepared at the beginning of the session reflecting the number of working/ teaching days, various slots for the events to be conducted, 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. 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-financing courses and other co-curricular courses besides the core set of courses.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

08

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

02

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

508

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

508

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The affiliating University develops the syllabus for academic

programs of different subjects encompassing various aspects and topics such as professional ethics, gender, human values and environment sustainability, women entrepreneurship, value education, gender and education, human rights, environment and sociology, environmental economics, environmental geography etc. The college also takes initiatives in organizing different programmes in correlation with important days such as Women's Day, Environment Day, International Girl Child Day etc. Also, Human Rights Day, Constitution Day, Teacher's Day are observed to inculcate values ethics and to enhance practice of good citizenship. During World Environment Day, the college takes various steps like tree plantation, organise competitions related to environment awareness among the students etc. International Day of Yoga is also observed in the college every year for mental and physical well-being of students. Furthermore, community ethics are inculcated through practice and 'We Care' programme. Pragmatic values like being aware of one's duties and rights, critical thinking is developed through programmes where in the students under the able guidance of the mentors and peer mentors get involved with issues pertaining to different marginalised groups of the society. Students participate in cleaning drives and have been flag bearers in Swachhta Abhiyan. Apart from this the college has been able to maintain greenery both within and outside the campus.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

10

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://sibsagarcommercecollege.org.in/feedback.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1230

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

575

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Advanced learners: The Institution remains alert to advanced learners who are self-motivated and are scholastically gifted. The

assessment is done in the classroom settings by teachers who are able to discern the specific learning ability of the learner in a reflective and sensitive manner. Their writing skills, the originality of their thoughts and critical thinking, relevant research ability, leadership skills, capacity to contribute to group work and academic excellence is evaluated through observation and learning methods. During the mentoring process, such students are encouraged to undertake research works, apply for scholarships and sit for competitive exams. They are also given exposure through seminars/ webinars/ conferences/workshops with leading academicians and experts for interaction. Placement Cell exposes them to career counselling keeping their advanced skills in mind and also provides opportunities for employment.

Slow Learners: The college is aware of the challenges for first generation learners and other learners with specific disabilities. The assessment of diverse forms of learning challenges is evaluated in the classroom setting by the teachers through continuous evaluation, observation, needs assessment, unit tests, sessional examinations and other forms of feedback. As a commitment to the diversity and inclusive education, the college is committed in providing support to learners with specific challenges through bridge courses, remedial courses, discipline based remedial classes (special tutorials), peer mentoring and need based addressing of the problems.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1052	36

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college aims and believes in stimulating an active learning environment for the learners wherein students are taught to relate the knowledge or theory part with the practical world. In order to make learning more practical and comprehensive, various departments of the college organize regular webinars and guest lecture series, wherein students get a chance to interact over the themes they learn during lectures. This also helps in stimulating critical thinking and solving real-life problems. Efforts are on for getting necessary permission from the affiliating university to introduce short-term Add-on courses, which will enable students to master a specific theme from their discipline thereby enhancing participative learning. The co-curricular activities conducted by college and departments help in enabling the students to gather experience and develop an understanding about various aspects of life. The college has adopted a village named 'Palashani' and the students are encouraged to actively participate in programmes organized by college there which in also enhances participative learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

* The college organizes various training programmes for faculty members from time to time in collaboration with other IT institutions including ICT Academy. In-house workshops are also conducted to train the faculty members through faculty from IT department. * Mobile Apps in Education: The College understands that MobileTechnologies are the future of ICT and is intensifying attempts at integrating these in education. To this end, the Sibsagar Commerce College App has been developed though its use is at its early stage. * Software/ tool used for teaching during the pandemic covid 19: For conducting online classes and to facilitate communication, faculty members are making effective use of free to use Online Conference/Meeting platforms like Google Classroom, Zoom, Skype, Google Hangout, WhatsApp and more based on their choice and preferences.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://sibsagarcommercecollege.org.in/uploads/ICT_enabled_tools_for_Effective_Teaching.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

40

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

40

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

6589

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The academic progress of students is monitored through continuous evaluation and the main process is as envisaged by the parent university under the CBCS scheme. Faculty members undertake continuous assessment of learners by following different methods like assignments, projects and class presentations based on the course requirement. The students are also consulted on the mode of assessment by individual teachers. Teachers provide ample opportunities for slow learners to improve their performance. Students involved in sports and cultural activities, outreach activities, NCC, NSS and also those involved in extracurricular work are given enough opportunities to catch up with the rest of the syllabi. This allows for their all-round development without disturbing their academic performance. During the online mode of teaching learning, the students were given extra time to complete their assignments keeping in mind the connectivity issues that they faced. Students are awarded marks for attendance, GD, departmental seminars, co-curricular activities and successful completion of their

respective projects. The college thus follows the Continuous internal evaluation following the guidelines of the university and ensures a student centric approach.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Apart from the affiliating University's end-of-semester examinations, the progress of students in our college is monitored through continuous evaluation in the form of assignments, tests, sessional examinations, surprise test, GD's etc. to gauge their course-specific achievements. Under-performing students are taken remedial classes for improvement. The IA scores are publicly displayed for students. The Academic Committee after a final scrutiny uploads these marks for inclusion in the summative assessment on the university website. If at any stage an error is identified, a formal mechanism of grievance redressal is set in motion.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Sibsagar Commerce College (SCC) is committed to a set of broad learning outcomes which are aligned to the legacy, vision and mission of the college and brings change to a student's life during his/her stay in the college. The vision and mission of the college are dynamic and responsive to emerging areas of knowledge, world of work and needs of students. The entire SCC community works towards fulfillment of these objectives. The college follows the CBCS system as offered by the affiliating university with a choice of courses in the form of interdisciplinary and open electives. The CBCS system

operates in the form of Generic Electives (GE), Discipline Specific Electives (DSE), Ability Enhancement Courses (AECC) and Skill Enhancement Courses (SEC). Though classroom teaching-learning focuses within the framework of the degree programme, yet at the micro level, each course of study defines has its own unique set of learning outcomes which are connected to the curriculum. The College encourages faculty to participate in Faculty Development Programmes (FDP) to gain familiarity with specific course objectives and tune the classroom teaching accordingly. The generic objective of a specific course is communicated to students by faculty at the beginning of the session.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://dibru.ac.in/wp-content/uploads/2020/06/Resolution 24 UG CBCS Regulations 2018 approved by 116th AC.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Sibsagar Commerce College aims at constant appraisal and up gradation for attaining the desired outcomes in its teaching learning process. The normal or regular methods of measuring the level of attainment are aligned with the college's vision and mission. The flexibility in framework of degree programmes offered by Dibrugarh University helps the college to provide some options though with some limitations. In the Choice Based Credit System (CBCS) currently being implemented in the university, there are several forms of Generic Electives (GE), Discipline Specific Electives (DSE), Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). All teaching-learning is carried out with an intended goal of achieving outcome associated with the curriculum. Before every course and session, an orientation programme is held in the college for introducing the students to the CBCS system and the desired objective of courses as well as the methodology to be followed. During the pandemic, the teaching learning process was carried out using online mode or digital platforms. It was new but a great learning experience for both teachers and students. The digital mode of learning offered enormous scope of adopting latest tools and technology and widening the scope of learning outcomes. The college conducted Faculty

Development Programmes and training sessions to enhance the skills of its staff to cope with newer challenges presented in the teaching-learning environment. A redressal mechanism was also created to address the grievance of students about online mode and related issues.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

296

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://sibsagarcommercecollege.org.in/uploads/AR/ar2021.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

630000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://icssr.org/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

25

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

09

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

40

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College understands its role and responsibilities in providing community service in the locality for which number of initiatives are taken every year. Following programmes have been initiated in last one year:

1. Distributing hand sanitizer and face masks among the villagers of Desangpar Gaon Panchayat,
2. Conducting counselling session among the girl students of different schools in the Sivasagar district by the Department of English

3. Arranged enlightenment and counselling session at the Old Age Home Sivasagar by the Department of Sociology and English under 'We care' programme.
4. Students Entrepreneurship Exhibition
5. Field Survey conducted by students in different rural areas of Sivasagar
6. Resource Person in the EDPCovid-19 awareness program
7. Jointworkwith 'SWADESH' (An NGO of Konwerpur, Sivasagar)
8. Faculty involving in repairing the residence of rural poor in Konwerpur areadistributing food items to economically challenged families
9. Organizing special Talk on Wild Life Photography and Wild life Protection Act 197212.
10. Students Field Tour to Gibbon Wild life Sanctuary Jorhat
11. Faculty invited by neighbouring college as Chief Guest in Inaugural session of Food Service Management course
12. Motivational talk on stress management

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

14

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

02

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

71

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

07

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

10

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has improved its infrastructure in recent years though facilities still need augmentation. The entire campus is Wi-Fi enabled. Few classrooms are multimedia enabled. The library provides easy access to digital knowledge resources through its institutional repository and Library blog (<https://centrallibraryscc.blogspot.com/>). The college has signed a MOU with a digital platform company called myclasscampus which has

custom designed software package for Enterprise Software Planning (ERP). These are periodically upgraded to meet new requirements. These web-linked software modules enable the administrative staff to provide the faculty timely information on student admissions, course options exercised by students, demographic profile, distribution of students across courses and sections, examinations, fee Status and so on. It can also manage attendance and Internal Assessment (IA) records. There is seamless integration and management of student data from the start point defined by online admission application to the end point defined by examination results and issue of certificates and transcripts. The faculty can log in to upload the data themselves with the assistance of staff, if required. The library has Web OPAC(<http://scc-opac.koha.co.in/>).

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has an Indoor stadium meant for the purpose of Indoor sports like badminton and table Tennis at the second campus situated at Baniabari. Many students of our college have brought laurels to the college in badminton and table Tennis in past few years. The students of the college have participated in Inter college competitions and have excelled in sports. However, the college does have its own playground and therefore, all the major sporting events are organized in a nearby playground. The college has a large auditorium for organizing its cultural programmes. The college provides playing kits to students during all competitions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

10

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

20,70,883

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

* Name of ILMS software : KOHA ILMS • Nature of automation (fully or partially): PARTIALLY • Version: 20.05 • Year of Automation: 2012

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above
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File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

45771

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

65

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college updates its It facilities at regular intervals and as per the need and requirement of the stakeholders. A considerable amount is spent in purchase and maintenance of It facilities in the college campus. The College bolstered its capacity to enable its faculty to incorporate online teaching-learning. The college has invested resources both human and financial in development of custom designed software packages for Enterprise Resource Planning (ERP). Use of Google forms and Google Apps for Education have been crucial development at Sibsagar Commerce college in the wake of COVID-19. Google Classroom, meet, Skype, Whats App were also used in teaching learning process. The college wi-fi system is updated from time to time and the service is augmented.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

95

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and

academic support facilities) excluding salary component during the year (INR in lakhs)

29,18,954

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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 temporary committees are also formed depending on the need of the hour. 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. 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 and have brought laurels to the college by winning gold, silver and bronze medals.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sibsagarcommercecollege.org.in/pandp.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

238

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

5

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://sibsagarcommercecollege.org.in/uploads/Capacity_Building.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

602

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

602

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

25

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

64

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

06

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

14

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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.

File Description	Documents
Paste link for additional information	https://sibsagarcommercecollege.org.in/uploads/Student%20representation%20in%20Various%20Committees%20&%20cells%20-%20Copy.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

9

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Sibsagar Commerce College is a registered body under the Societies of Registration Act XXI of 1860 (No RS/SIVA/256/E/32) dated 06/8/2014. In addition to fostering friendship and maintaining contact with passed out students and between them and the college, the Alumni Association has taken various initiatives for the growth and upliftment of the institution since its establishment. The association organizes Alumni Meet every year and chalks out various plans for implementation during the year. Any past student of the College having studied at-least one academic year in the College is eligible to become a member of the Association. The Association presently has 415 members. . Its affairs are managed by an Executive Committee which is an elected body of 7 members, constituted annually in accordance with the rules of the association. It ensures that the executives represent all generations of alumni. The Membership is open to all former students of the college. So far the Alumni have contributed through various activities, feedback, guidance and counselling to students and through donations in cash of Rs.1.2 Lakh in 2020-21 or worth more than one Lakh in kind. The Alumni meet for 2020-2021 was conducted online.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs
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File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

SCC has always strived to put the interest and benefit of the student community first in alignment with the changing face of education in a globalized world. The Principal, the faculty and administrative staff form the collective decision making body which works for the implementation of the vision and mission in a student centric manner. The faculty, staff members and students constitute members of the various committees of the college and contribute to the synergetic process of leading together. Working through a participatory model and through team initiatives and regular staff meetings, the system further asserts the belief of the administration in every member and their views. The non teaching staffs are also part of strategizing and formulating action plans and organizational changes. The Academic Committee is empowered to make decisions on the multiple aspects of teaching learning activities. The implementation of Vision is done through short and long term plans drawn, including departmental plan for the purpose. The Leadership closely follows up the progress of the Institution in its journey towards realizing the Vision. The college through its various activities tries to bring quality education coupled with a vibrant environment and professional approach. The college also believes in developing skills of the students which often gets neglected in the education process. Developing close linkage between academia and industry and also following the newly introduced NEP 2020 will definitely enable the students to face the competitions of life in near future.

File Description	Documents
Paste link for additional information	https://sibsagarcommercecollege.org.in/uploads/vision_and_mission.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization and Participative Management are extremely essential for the proper and effective functioning of the institution. The college envisions and ensures collective leadership along with participatory decision making through a number of institutional practices in the college. Various committees and sub-committees are entrusted responsibilities for different works and freedom is given to effectively implement them, though they have to be accountable if things go wrong. The participatory management gets adequately reflected in the organization, for instance, of teaching-learning, flexible learning pedagogies and the admission procedure coordinated by the Academic Committee consisting of Head of the Departments, IQAC Coordinator and the Principal in Chair as coordinator. Moreover, meetings are regularly held before making any policy decisions in the committee meeting of the proposed work which consists of representatives of all the stakeholders. The meetings minute are properly and transparently recorded with due approval of members and dissent, if any, is also noted down.. The elected student representatives follow the advice of the teachers as advisors before taking any major decision. The participatory management is also ensured through regular meetings, followed by strategic plans and periodic evaluation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The management of administrative matters such as admission,

examination, recruitment, promotions, financial disbursement, and secretarial assistance is efficiently delivered while remaining committed to developing strategic plans through periodic meetings across the board to develop democratic consensus. The academic aspect is taken care of by the Academic Committee headed by the Vice-principal. The Departments and IQAC play their respective roles. The various committees under the guidance and supervision of Principal and with necessary approval of GB formulate plans and policies of the college. Depending upon the issue, the committee meetings are held as and when it is required to implement a new plan or review an old policy. The decisions are then placed in the staff meeting and the entire policy is then reviewed. Thereafter, after the necessary approval in the staff meeting, the proposed plan goes for onward submission before the honourable Governing Body for final approval.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organizational structure follows the norms as prescribed by the State Government and supervised by Governing body. The following institutional bodies work in synergy with one another:

1. **Principal:** Academic, Administrative and financial functions are executed by him as per the UGC, RUSA, Dibrugarh University and Directorate of Higher Education, Assam Guidelines.
2. **Vice-Principal:** The Senior most faculty functions as Academic head and is mainly in charge of academic matters.
3. **IQAC Coordinator:** A senior and experienced faculty is approved by the college GB as per the NAAC guidelines to function as the IQAC coordinator
4. **Head of the Department:** A faculty is appointed HoD for a period of three years as per the guidelines of Director of Higher Education on rotation basis.

5. Teachers: The teachers are recruited as per the qualification mentioned by UGC and the process directed by the state government.

6. Librarian: The Librarian is In charge of the Library administration and management and is appointed in the similar process of appointment of teachers.

7. Non-teaching: The appointment in a sanctioned post is done on the basis of the state government guidelines All the appointees function as per the service rules of the state government.

Note: the govt guidelines for appointment is enclosed herewith along with service rules

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://sibsagarcommercecollege.org.in/uploads/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The College has a Cooperative Society where almost all teaching and non-teaching staff are its members. A fixed amount is contributed by

each member every month and the accumulated amount is provided as loan to the needy member in case of medical emergency and otherwise.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

08

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

10

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college needs to submit an Annual Confidential Report every year along with various proforma for API about its employees to the Director of Higher Education, Assam for promotion/placement purpose etc. Therefore, the specimen copy of the proforma is enclosed herewith for reference purpose.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College has the mechanism of getting audit done both internally and externally. The internal audit is done by an by Internal Auditor appointed by the Governing Body of the college under Director of Audit, Assam. Generally, the Examination Centre Fund, Grants for Seminars and Workshops, Funds provided by University for conducting End Semester examination Zone, Employees' Cooperative Fund are audited by the Internal Auditor. All other remaining funds and grants received by the college from Government and other agencies including the above are audited by External Auditor (Local audit of State Government and Chartered Accountant) subject to the requirement by granting authority. So far the Govt audit is conducted and the report have been accepted and cleared till 2017. The Govt.audit report for the period after 2017 is under process (Document for Audit from Govt. is Enclosed).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Sibsagar Commerce College is affiliated under Dibrugarh University and is funded by state government mainly in terms of salary for the sanctioned posts. The agency such as UGC & RUSA funds the college as per the schemes available under various plans. The college maintains its miscellaneous expenditure from the fees received from the students. However, in recent times the college has tried to mobilize its available resources in small way. For instance, the college has offered one of its hostel building for rent to an Institution named Rajiv Gandhi Institute of Petroleum Technology (RGIPT) during the year 2020-21 and earned a revenue of Rs 7,92,000 (Seven lakhs Ninety TwoThousand) only. Besides by allowing the college building as venue centre for various competitive exams, the college has earned a revenue of Rs 1,01,500/-. Thus, a total of Rs. 8, 29,500/-(Eight Lakh Twenty Nine Thousand Five Hundred) has been generated as revenue in terms of resource mobilization for the period 2020-21. Such funds are utilized for developmental and welfare works of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of Sibsagar Commerce College attempts to ensure institutional functioning through participation of all stakeholders

especially faculty, students and the non-teaching staff and by playing an important role in ensuring quality of the functioning of administrative and academic units of the college. The IQAC has been successful in fostering a spirit of research by encouraging faculty members in writing research proposals and publication of research works. As of now more than 50% of teachers have completed their M,Phil and PhD degree apart from publishing research papers and article in ISBN and ISSN books and journals. IQAC also informs the administration about the best practices in various aspects of functioning of the administrative branch as a result of which administrative audit has been conducted in the college. The IQAC also prepares the format of feedback forms by incorporating all the essential points of NAAC guidelines to get a real picture of the teaching-learning and other aspects of the college. The IQAC is also involved in organizing certain events which are helpful to all the stakeholders of the college. Review of the various processes based on previous Peer Team Reports are also done periodically.

File Description	Documents
Paste link for additional information	https://sibsagarcommercecollege.org.in/minutes_atr.php
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of the institution dedicatedly adopted the practices which promote quality education to the students through effective and meaningful teaching-learning process. In this pursuit, following practices have been adopted:

1. **Academic Audits:** The academic audit is done to take stock of the internal situation and reviewing things which are left out by oversight. Departments are made to do a SWOC Analysis of their performance based on results, research projects, effective curriculum implementation and use of ICT-related pedagogical methodologies.
2. **Research Audit:** It involves review of research works undertaken by the faculty, motivating them and remove hindrances, if any.
3. **Feedback of Stakeholders:** It involves collecting feedback and

recommendations from stakeholders like students, parents, staff and alumni to facilitate teaching-learning reforms. The recommendations given by the peer team post accreditation is also taken cognizance of while making policy decisions.

4. **Strengthening of Internal Assessment System:** It involves making the Internal Assessment (IA) process more comprehensive, holistic and collaborative in terms of attendance, assignments, project works, participation in Group Discussions and interviews.

5. IQAC also suggests and promotes collaborative activities.

File Description	Documents
Paste link for additional information	https://sibsagarcommercecollege.org.in/minutes_atr.php
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sibsagarcommercecollege.org.in/uploads/AR/2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1. Making aware about economic, social, racial and gender rights, LGBT Sensitization programme etc
2. Organizing programme on self defence
3. Collaboration with Self help groups
4. Felicitate women achievers
5. Encourage outreach programmes for rural women
6. Yoga programme for Women
7. Workshop on 'Sangeet' (A Mental health fitness Programme for women)
8. Observing International Women's Day

File Description	Documents
Annual gender sensitization action plan	https://sibsagarcommercecollege.org.in/uploads/dam/7.1.1%20Annual%20gender.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sibsagarcommercecollege.org.in/uploads/dam/7.1.1%20gender%20equity%20%282%29.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management: Solid waste is separately collected in different containers. Biodegradable waste is collected and used for farming activities such as vermi-composting.. Degradable waste that can be recycled are separated and sold to such vendors. Non-degradable waste including plastic are collected in separate bins. After segregating, these waste materials are sold to the scrap collectors. The college collects and separates the item by using a tricycle system provided by Sivasagar Municipal Board under Swacch Bharat Abhiyaan. We have dustbins at all important places. The sweepers regularly clean and wipe the college campus, classrooms and buildings. Special sanitation drives are also undertaken by the college administration in association with Students' Union and district administration. As for other types of biomedical wastes, hazardous chemicals and radioactive wastes, we do not have a specific waste management strategy simply because such wastes do not exist in and around the campus.

Liquid Waste Management: Liquid wastes mainly consist of waste water from different areas including washroom, hostels and canteen which is transported through underground pipes. Well constructed drainage system is being maintained in the canteen area and hostels.

E Waste Management: The college has made arrangement (signed MOU) with e-waste vendor who at regular intervals takes away the e-waste materials from the institution.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://sibsagarcommercecollege.org.in/uploads/dam/7.1.3solid%20waste%20%282%29.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The state of Assam is inhabited by people of various ethnicities and

culture and therefore our college implements all the policy level initiatives launched by the Government of India and the Assam government for inclusivity amidst a gamut full of socio-economic, linguistic and ethnic diversity. The college is committed to create a flourishing multi cultural and multi-ethnic environment for all the stakeholders. Moreover, it is very sensitive to socio-economic, cultural, regional, and other horizontally and vertically stratified realities of society as well as women. SCC, by taking empathy as the central spirit, has deployed a range of strategies to promote and uplift students from disadvantageous backgrounds including fee concession & scholarship programmes. Also, the Learning environment, through a multidisciplinary approach, ensures that all students get knowledge of issues related to diversity in our society and possibilities of solutions. This happens through seminars, webinars and contact programmes by researchers and experts in the fields. Students also get help in this regard from mentor-mentee system. In addition to faculty and alumni mentorship, mental well-being programmes are conducted for students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college is committed a conducive environment where the students and employees are alert to their constitutional, social and other rights. The college celebrates Constitution day (National Law Day) every year where the preamble of the constitution is read by all. Besides Quiz and essay competitions on subject of the constitution of India are held. Apart from that speakers from National Law College are invited to highlight the importance and relevance of the subject with burning issues. The topic includes Gandhian Values, Democracy, secularism and Citizenship rights etc. Also Voter Awareness Programmes are organized from time to time.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The celebration/observation of national and International days happens on a regular basis throughout the year It includes days such as World Environment Day, College Foundation Day(26thJuly), International Women's Day, Gandhi Jayanti, Independence Day, Republic Day etc. Besides days observed by state govt are also followed in memory of personalities like Bhupen Hazarika, Madam-Mefi day, Saraswati Puja, Bir Chilarai Divas, Shankardev tithi, Madhabdeb Tithi etc The records of celebration are preserved in the form of photographs and videos and have also been uploaded in the college website.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1: Introduction of Cloth Bank Best Practice 2:Self-defense for Girl Student

(details and pics uploaded)

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Located near the bank of historic Borpukhuri, the college is situated at the centre of Sivasagar town. From the day of its inception, the college is working hard for the spread of commerce education in the district. Unlike the popularity of commerce in metropolitan cities, here not too many bright students want to pursue commerce education. In spite of the hurdles, the college adopts various strategies to attract the students in the field. Most of the students are from rural, backward and flood-affected areas and they lack in proper guidance about the potential of commerce education. The college has introduced arts stream in 2014 based on the demands of students as there is more inclination towards humanities subjects rather than science and commerce. The students' community in our college is a mix group. Apart from academics, the college also motivates the students to do well in cultural and sports activity. Many of our students have brought laurels to the college both in cultural and sports fields in the past during inter college,

district, state and national level competitions. The college is strongly committed towards its vision and mission and maintain a peaceful,eco-friendly but vibrant environment for education.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. Addition of few more Add-on programmes by the departments with due permission from Dibrugarh University.

2. To start the preparation for 3rd Cycle of NAAC assessment process.

3. To re-activate the innovation and Incubation centre