



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SIBSAGAR COMMERCE COLLEGE, SIVASAGAR

**BORPUKHURI PAAR, SIVASAGAR
785640**

www.sibsagarcommercecollege.org.in

SSR SUBMITTED DATE: 30-08-2023

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

- Established in 1969, Sibsagar Commerce College, Sivasagar, Assam is a prominent & premiere higher education institution in the Sivasagar district of Assam imparting commerce education along with humanities and skill based courses both at the UG and PG level. The College is a Co-ed college affiliated to Dibrugarh University, Assam. The college also offers Higher Secondary Course (Class XI & XII) for commerce students.
- Located in a small but historic town of Sivasagar (former capital of Ahom Kingdom in ancient times), Sibsagar Commerce College is well-connected by train service and public transport. The college currently has approximately more than 1000 students enrolled in UG & PG programmes (Degree & Diploma Courses) in both Commerce and Arts stream.
- The College has a serene, pollution-free atmosphere and is free from the din and bustles of the city and thus provides a very healthy ambience for academic pursuits.
- The college is provincialized under Govt of Assam.
- The College was a part of UGC sponsored Community College for the period 2012-17 under which diploma in Hospitality Management programme was offered.
- The College is now a part of Skill Hub Initiative under Govt. Of India (PMKVY 3.0) in association with the National Skill Development Council (NSDC).
- The College has completed two cycles of NAAC Accreditation (2003 & 2015) and is ready for the 3rd cycle of Assessment and Accreditation.
- The college offers 5 UG programmes and 2 regular PG programmes (Degree & Diploma) under Dibrugarh University. Besides, the College is the study centre for PG under Dibrugarh University and KKHSOU (Krishna Kanta Handique State Open University) in the distance mode for various subjects.
- The College is at present offering 9 Add-On courses and a few professional certificate and diploma courses, NSDC Courses in addition to regular courses.
- The college annually participates in AISHE survey programmes and also participated in NIRF ranking in the year 2017, 2019 & 2023.
- The College has received funds and grants from funding agency like UGC, ICSSR, RUSA and Govt of Assam etc. during the assessment period.
- The College has conducted various outreach and extension programmes through NSS, NCC, Women Cell, Teachers Unit, Student Union Body, Alumni Association, Unnat Bharat Abhiyan Unit, Eco Club (Chief Minister's Institutional Plantation Programme), Financial Literacy Club etc.
- The college occupies 36121 sq mts. of total area in its both campuses and adorned with few valuable trees.

The college campus can be described as Green campus.

- The College has one fishery, one Vermicompost plant and one herbal garden.
- The Infrastructure facility of the college includes 7 ICT enabled Classrooms (including Smart Classroom), 2 Conference Halls, 1 Auditorium, 1 Indoor Stadium, 2 Computer Labs, 1 Online Test Centre, Central Library, 1 Yoga & Meditation Centre & 1 Gymnasium Centre.
- The College believes and follows the core values of excellence, dignity, Integrity & Humanity.
- The college has its own Youtube channel (Sibsagar Commerce College).
- The motto of the college is 'Banijye Baste Lakshmi'

Vision

The Vision of Sibsagar Commerce College is to establish itself as a comprehensive institute, excellent in commerce education and social sciences and responding to the changing realities of the globalized world. The vision is also to facilitate the creation of policies and programme for developing professional approach and to serve as a valuable resource for industry and society as a whole.

Mission

- To provide quality education of national standard in the discipline of commerce and social science education
- To create a vibrant environment that supports the teaching and learning of social science education.
- Providing excellence in professional and self-financing programmes
- To create a congenial atmosphere for promoting research activities.
- To facilitate the development of the competent mindset among students with value sense.
- To undertake collaborative projects offering opportunities for long term interaction with industry and academia.
- To develop the entrepreneurial and IT skills and capacity building measures of the students as well as social groups', SHG etc.
- To promote sports, cultural and extra-cultural activities for the all round development of the students.
- To develop ecological and social awareness among the stakeholders.
- To comprehensively implement the plan and purpose of the NEP 2020 for the qualitative benefit of the stakeholders and full utilization of the human potential.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Eloquent vision and mission reflected through Website and Prospectus
- Quality Education beyond Curricula: 9 Add-on university approved courses offered from 2022 onwards

- Academic Collaboration and Linkages: MoUs and linkages with academic institutions, social organizations, on the Job-training etc.
- E-Governance: Financial transparency and Online Admission process to enhance efficacy. Administrative process is constantly upgraded
- Well designed perspective plan and policies
- ICT based teaching-learning process
- Wi-Fi enabled campus
- Well qualified faculty with Ph.D and NET/SLET. More than 50% of faculties working in sanctioned posts have completed Ph.D
- Eco-friendly campus located in a peaceful and serene environment
- Mentoring system
- Decentralized management mechanism and participation of all stake-holders
- Social responsibility; Active involvement of students in community services at adopted village; social and environmental activities through NSS & NCC
- PG programmes: M.Com programme started from 2016 as per suggestions given by last NAAC peer team
- Blended mode of curriculum delivery
- Quality education through Add-on, value-added, certificate, diploma and vocational courses
- Academic support through remedial, extra classes and career guidance/counseling
- A vibrant environment, active teamwork and timely cooperation among staff
- Open, interactive and transparent manner in functioning. Grievances, if any, are systematically addressed through offline and online mechanism
- Library and e-resources accessible to students and visitors from abroad, collection of more than 26,000 books
- Excellent performances in sports and cultural activities
- Successful completion of Major and Minor Research projects sponsored by UGC, ICSSR and DBT
- Pro-active Principal, Teaching and non-teaching staff
- Various who's who and leading personalities of the state as regular visitors
- Drama, poetry, music and cultural events are regular features

- Value inculcation and grooming of youths as responsible citizens
- Revenue generation through infrastructure renting, fishery, innovation and incubation centre
- Migratory birds, Monkeys, Squirrels, Haitha Birds, Butterfly, tortoises, parrots, pigeons etc are regular visitors around the college campus
- Learning environment conducive for rational thinking, creativity and scientific analysis
- Solar panels and standalone solar lights installed in rooftops
- Favorable institutional perception built through outreach and extension activities
- Emphasis on employability based education; among few centres of National Skill Hub Institution.
- Emphasis on promotion of ethical, moral values and national Integration

Institutional Weakness

- Less sanctioned posts by the government: The College is somehow balancing the increased enrolment and introduction of new courses by adding more load to the existing faculty as well as by appointing few contractual but full time teachers. In last 50 yrs, the state govt. has not sanctioned any new posts for the college though enrolment has increased substantially over the years.
- Constrains in designing of curricula: Being an affiliated college, it lacks freedom to design its own curriculum for various courses.
- The ICT capability of few non-teaching and teaching staff is not up to the mark.
- The College lags behind in consultancy area.
- Less Land area for further growth and development of the institution.
- Less funds for research activities and for promoting research culture among students.
- There is no provision under Dibrugarh University for offering Ph.D guideship in colleges. This limits the possibility of generating a robust research culture in the College.
- Visible student drop out ratio: The socio-economic backwardness of many students has acted as hindrance in their academic performance.
- Non availability of staff quarters, institutional transportation facilities and guest house.
- The College is not able to provide sufficient infrastructural space to the various Cells and Societies. There is also shortage of big classrooms.
- Dependence on various govt. schemes and funds for sustainability.

- The college has limited scope for revenue generation.
- Lack of industrialization has limited the scope for fostering linkages with industry.

Institutional Opportunity

- To obtain autonomous college status
- To upgrade the quality of certificate and diploma courses
- To mobilize alumni involvement for institutional development
- To establish linkages with internationally reputed higher educational institutions
- Further strengthening of industry-institute collaboration for internship on job training.
- Using technology for automation and up gradation in all dimensions.
- The College seeks to offer new courses relevant in the contemporary times.
- Introducing more outreach programmes for development of community.
- Establishment of a Centre for Competitive Examination with the help and under guidance of University of Science & technology, Meghalaya.
- Developing as centre to encourage students for UPSC Examination by signing MOU with training institutes so that students need not go to far off places for the purpose.
- Introduction of more skill based courses/Vocational Courses & Skill Development centre as per recommendations of NEP 2020.

Institutional Challenge

- Challenge from private institutions with better facilities and infrastructure
- Mobilization of fund for institutional development
- Financial limitation in terms of fee collection
- Delinking HS programs from college till Govt. of Assam does not have any policy for it.
- To increase campus facilities with expansion of land area
- Having international academic tie-ups and having structured and registered consultancy services.

- Maintaining records of students' progression and placement & providing suitable placement to graduate students.
- Maintaining records of scholarships due to the government policy of direct credit to beneficiary students' accounts and non-intimation of the same to the college office.
- Introducing courses with employment opportunities
- It is a challenge to balance the increasing co-curricular and administrative responsibilities along with mandatory academic commitments by the teachers.
- With the increasing online courses and the number of participants, it is a challenge to improve the reliability and scalability in IT infrastructure.
- Irregular disbursement of funds by government agencies.
- To digitalize all the classrooms and provide state of the art facilities to make them globally competent.
- It's a challenge to reduce the drop out ratio of the students as they look for jobs early due to their poor socio-economic background.
- Lack of sufficient permanent teaching and non teaching staff due to delay in sanctioning of posts by the government.
- Provide appropriate training facilities in sports
- Very less financial aid from the government except salary of teachers in last five years.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College has evolved a systematic mechanism for analyzing and effective implementation of the curriculum objective set out by Dibrugarh University in sync with the UGC regulations and guidelines of the state government.

- A well-planned and documented process is followed for effective curriculum delivery under Academic Committee.
- The academic calendar is prepared, working and teaching days are sorted out, teachers' diary maintained and delivery of the curriculum is planned accordingly.
- Weekly routine, distribution of class and course etc. are communicated to the students and records pertaining to curriculum delivery are kept departmentally.
- The syllabus is distributed among the faculty members on a rotation basis taking into account their expertise.
- Affiliating University guidelines for conducting CIE is followed by holding two Sessional Tests, Seminar presentations, Field study, Project work, Assignments and maintaining students' attendance.
- Faculties and Principal are involved as members of various bodies including BoS of the Affiliating University, Setting of question papers for UG/PG programs, Design and Development of Curriculum for Add-

on/ certificate/ Diploma Courses and also in the evaluation process through evaluation Zone Centre of the affiliating University.

- Choice Based Credit System (CBCS) has been implemented in all UG and PG programmes except PGDCA.
- The college offers a wide range of generic and SEC options. Very recently university has given permission to study GE subject from Swayam. It also conducts certain add-on courses thus adding to more academic flexibility.
- With a view to enriching the prescribed curriculum, the college integrates intersecting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.
- There are also a number of courses that include experiential learning through project work/field work/internship and a considerable number of students have benefitted from it.
- The College obtains feedback on the syllabus and its transaction at the institution from the different stakeholders. The feedbacks are analyzed and communicated to the stakeholders and made available on the college website. Immediate action is taken to address the issues and if necessary, communicated to the university.

Teaching-learning and Evaluation

- The average enrolment of students for the last 5 years is 951.4 while the average percentage of seats filled against reserved categories is 70.38%.
- In the last completed academic year, 955 students were admitted against a sanctioned seat capacity of 1230.
- The problems of diverse background students are assessed through performances in the unit tests and 1st Sessional examination.
- Remedial Classes are offered to slow learners. Advanced Learners are encouraged to learn in Self-learning platforms like SWAYAM, Udemi, Edx etc.
- Student full time teacher ratio in the last completed academic year is 26.9:1
- College lays stress on field study, oral presentation, peer activities, project work etc.
- ICT-enabled tools like PowerPoint presentation, Open Source software, Google classroom, E-content, Virtual Platforms, and Digital Board are used in the teaching-learning process. The blended mode for curriculum transaction is followed.
- The effective mentoring system ensures Mentors-mentees interaction on regular basis and resolve issues. The Mentee-mentor ratio for the academic year 2022-23 is 1:26
- Average percentage of full time teachers against sanctioned posts during the last five years is 108.18 while the average percentage of full-time teachers with Ph. D. is 37.97. The average percentage of teachers with Ph.D against sanctioned posts is more than 50%.

- Average teaching experience of full time teachers for the latest completed academic year in number of years is 13.47 years with total experience of full time teachers 1010 years.
- The internal assessment is based on university guidelines of conducting two sessional examinations, attendance, seminar presentation, group discussion and assignments. The mechanism is transparent and robust in terms of frequency and mode.
- Evaluated answer sheets of sessional examinations are made available within 15 days of examination and grievances are resolved at the earliest.
- The PO and CO of programs are uploaded in website and conveyed to students in orientation programmes.
- The level of attainment is directly measured by final semester results, pursuit for Higher Education, and employability of students.
- The average pass percentage of students during the last five years is 83.97%.
- SSS on teaching-learning process is conducted yearly as part of quality ensuring mechanism.

Research, Innovations and Extension

- The Research Committee ensures a congenial atmosphere, motivates, scrutinizes the proposals, coordinates research works and Workshops and seminars on Research Methodology.
- As resource mobilization in research activities, the college has successfully received an amount of Rs. 24,80,000 from Government and non-governmental agencies.
- A total of 9 teachers of different Departments have completed their MRP during this period.
- 7 full time faculty members were awarded Ph. D during the assessment period while 3 members are currently pursuing Ph.D.
- The faculty have also been able to complete 4 Major Research projects (including 2 DBT projects).
- A total of 84 workshops/seminars/conferences on Research Methodology, Intellectual Property Rights (IPR), Skill Enhancement and Entrepreneurship in last five years.
- During the assessment period, the faculty has published 28 research papers in UGC Care listed journals and 88 papers in edited books with ISBN number.
- The ISSN and peer reviewed research journals of the college Karshan and Baniz (ISBN) provide opportunities for publishing research works and findings.
- During the assessment period, the College NSS, NCC, Women Cell, Student Union, Eco Club, Red Ribbon Club and various departments have conducted a total of 65 extension and outreach activities with an

involvement of average 51.89 % of students.

- The College has received total of 17 awards and recognitions for extension activities from Govt. and Govt. recognized bodies during this period.
- Programmes are organized throughout the year by departments and committees for the socio-economic and educational upliftment of people of adopted village 'Palashni'.
- The college (Principal and faculty) has received 15 appreciation certificates from district administration, Sibsagar jail Authority, NCC, NGOs & others in recognition of the institutions service to the society, state and country.
- Collaborative efforts with nearby schools, colleges, social organizations etc have been made.
- The college has 29 functional MOUs, linkages with institutions and organizations for project work, student & faculty exchange, on the job-training etc during the assessment period.

Infrastructure and Learning Resources

- The Main campus area is 1.65 acres and the second campus covers 2.805 acres. The total built up area is 8986.37 square metres.
- The college functions through 4 buildings: Main building, Library Building, Arts Building and Old Building.
- The College is equipped with 17 classrooms, 2 Conference halls (1 AC), 7 Digital classrooms (including smart classrooms), 1 Big Auditorium, 3 computer labs, 1 Online Centre with video conferencing facility, 2 hostels for girls, 1 for Boys, 1 Cafeteria, Departmental Common Rooms, 1 Common Room for teachers, 1 IQAC office, 1 examination conducting office, 1 NCC office, 1 Students' Union office, 1 Distance Education office, 1 Yoga & Meditation Centre, 1 Gymnasium Centre, 1 conference Hall, 1 Alumni Office & 1 mini-auditorium
- The College has 1 multi-purpose Indoor Stadium with 2 synthetic badminton courts and 2 Table Tennis tables.
- The College has 2 internet service providers namely e Net & Jio providing 100 Mbps bandwidth of connection. The campus is Wi-Fi enabled.
- The College has 71 computers for student use. The student computer ratio is 13.45:1.
- Around 20% of Annual Budget allocation is meant for infrastructure augmentation.
- The college Library functions from 9 AM to 5 PM.
- The Library is partially automated, uses KOHA software and has a collection of more than 26,000 printed books, 7 journals, 8 magazines, 5 newspapers, digital database subscription from INFLIBNET, N-List, and institutional repository. Also accessed by readers from abroad.

- Library books are classified using the 21st edition Dewey Decimal Classification (DDC), and are pasted with barcode.
- Library Reading Room has 50 seating capacity.
- Library maintains sections like processing, periodicals, reference, reprography, reading room, browsing centre and Employment Corner.
- Library Attendance is recorded through footfalls in manual register and Entry and Exit software integrated with college website.
- Library provides an OPAC facility for searching the database by author, classification number, subject, title etc.
- The departmental libraries exist.
- The Campus Maintenance Committee looks after the maintenance and optimum utilization of physical, academic and support facilities.

Student Support and Progression

- The College publishes a prospectus annually for complete information about the college as well as updates its website.
- Around 31% students have been benefited by scholarships and free-ships provided by the Government and the college.
- Few students from neighbouring states Nagaland and Arunachal Pradesh take admission
- The College operates 9 Add-On courses.
- Zero tolerance policy against ragging and sexual harassment.
- The Counselling Cell ensures coaching for competitive exams, soft skills development, Life skill, personal counselling and outsources resource persons. A large number of students (35.94%) have been benefited by guidance for competitive examinations.
- The College organises Youth festival annually promoting sports and cultural activities at the college level and achievers then participate at inter-collegiate & university levels.
- The college also observes various days as per government instruction.
- A month long training –cum- recruitment programme is held by TCS annually under its AAA programme. Companies like Wipro, Mahindra, Reliance have also appointed students of our college.
- Workshops on Digital photography, Bhavna (Drama), beauty & wellness, martial arts are organized.

- Gym, Meditation Centre and Yoga facilities are provided.
- The institution has a Grievance Redressal Policy and has put in place mechanisms (both online and offline) for solving student problems speedily and effectively.
- Insurance of students
- Between 10% -20% of outgoing college students pursue higher studies.
- Around 20% to 30% of outgoing students are absorbed in govt. and private jobs through competitive examinations.
- In last 5 yrs, 33.55% received placement and progressed for higher education.
- Remaining students are inclined towards entrepreneurship and setting their own business.
- Students have shown outstanding performance in sports/cultural activities at university/state/national level during the period 2018-23.
- College facilitates student representation and engagement in administration.
- Free and fair student union election conducted annually.
- Alumni Association works as per its mandate.
- Alumni Association has contributed significantly through charity works, social activities, academic support and donation. Their financial contribution during the last five years amounts to more than Rs. Six Lakh Rupees.
- Alumni Association of Sibsagar Commerce College is a registered body.

Governance, Leadership and Management

- Participatory management and Decentralization are key features. The College Governing Body is the apex body having representations from all stakeholders including state government and University.
- The Principal is the Chairperson of all committees.
- College allows equal participation of all stakeholders through cells and committees.
- Mission is to produce employable and globally competent youth.
- Academic Committee takes decision on Academic matters.
- Organization includes state government approved Governing Body at top, followed by Principal, Vice-Principal, IQAC, HoD's, faculty members, non teaching and support staff.

- Effective functioning of institutional bodies is visible from policies, administrative set up, appointment, service rules, procedures, etc.
- A long-term perspective plan and 12 well-defined policies.
- An effective and efficient system of administration, appointment and management exists. It ensures filling-up of vacant sanctioned teaching position and temporary appointments to maintain a healthy student-teacher ratio.
- E-governance has been implemented.
- The college is one of the most favored institutions for Commerce in Sivasagar district. Most of the enrolment and participation is of rural students from adjoining areas & states.
- The average teaching experience of the college is 14.33 yrs . The average percentage of full-time teachers against sanctioned post stands at 95.21% and at the same time 36.11% of full-time teachers have Ph.D. The student teacher ratio is 26.53%. The percentage of teachers with Ph.D working against sanctioned posts is more than 50%.
- The average pass percentage during last five years 82.14%
- Effective welfare measures include financial assistance and loan facilities.
- Financial assistance for attending FDP/Seminar/conference/workshop.
- Professional development programs and trainings have been organized.
- Performance appraisal system of teaching and non-teaching staff is maintained.
- Feedback is taken from students and rectifications are carried out through consultation with HOD.
- Internal and external Audits are done.
- Purchase committee maintains accounts of purchases.
- Expenses are made as per provisions in annual budget
- Received grants from state govt, UGC, RUSA and other organizations.
- IQAC has been working for institutionalizing the quality assurance strategies and processes through planning and implementations.
- The College conducts Mathematics Olympiad Examination to promote interest in Mathematics for school going students.
- IQAC has participated in NIRF ranking and AISHE, collaborated, signed MoUs, and processed Academic, Administrative, Green and Energy Audits.

Institutional Values and Best Practices

- CCTV 's are installed throughout the campus (including corridors) to ensure safety and security.
- Women Cell conducts gender equality awareness and training programmes
- Solar power based street light have been installed.
- The students are engaged in environment related issues, cleanliness and sanitation and Disaster Management.
- Rainwater harvesting is done and collected water is effectively used in Girls hostel.
- Solar energy based light posts have been installed.
- Energy efficient LED bulbs and tube lights are used for saving electricity.
- An efficient system Solid, Liquid and E-waste management.
- The produced Vermicompost is used in college campus and also sold in local market.
- Planting trees is a regular practice. The college conducts Green audit, Energy audit and Environment audit.
- The college is always appreciated for its beautiful location, greenery and maintenance by the visitors.
- The college restricts entry of outside automobiles during class hours, encourages use of bicycles, and has banned single-use plastic.
- Programmes to sensitize students and employees to their constitutional obligations, values, rights and duties are organized in sync with celebration of specific days.
- For inclusive environment, the college encourages participation of all students irrespective of caste and creed in various sports and socio-cultural practices.
- The college has formulated its Code of Conduct in line with the UGC standard Code of Conduct for Colleges which is followed and available in the college website.
- Special provisions for girl students and equal gender participation in all academic and student affairs.
- Through NCC and NSS, students are engaged to render service to the community and nation. NCC students of the college have participated in the Republic Day Parade in New Delhi.
- Transparency in all financial, academic, and administrative activities.
- Practices such as Free tutoring to school students, Career Counselling Programmes, Swachta Awareness Drive, Pandemic Awareness and Support Drives, Online Teaching-Learning Practices and tests etc. are successfully followed.
- Dedicated Community service at college and individual level are done in the neighborhood areas and in

adopted village.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SIBSAGAR COMMERCE COLLEGE, SIVASAGAR
Address	Borpukhuri Paar, Sivasagar
City	SIVASAGAR
State	Assam
Pin	785640
Website	www.sibsagarcommercecollege.org.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	S.j.mahanta	03772-223476	9435055042	-	principalscc@yahoo.com
IQAC / CIQA coordinator	P.n Sharma	03772-3772223476	9435057030	-	pn_sharma@yahoo.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Assam	Dibrugarh University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	31-03-1998	View Document
12B of UGC	02-06-2003	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Borpukhuri Paar, Sivasagar	Urban	8.375	8986.37

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCA,Professional Courses	36	Higher Secondary	English	120	67
UG	BA,Ug	36	Higher Secondary	English	360	305
UG	BA,Ug	36	Higher Secondary	English	10	10
UG	BCom,Ug	36	Higher Secondary	English	600	503
UG	BCom,Ug	36	Higher Secondary	English	10	10
PG	MCom,Post Graduation	24	Graduation	English	40	31
PG Diploma recognised by statutory authority including university	PGDCA,Professional Courses	12	Graduation	English	40	23

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				11				11			
Recruited	0	0	0	0	9	2	0	11	7	3	0	10
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				15			
Recruited	0	0	0	0	0	0	0	0	6	9	0	15
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				8
Recruited	8	0	0	8
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	4	2	0	6
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	2	1	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	5	1	0	4	1	0	11
M.Phil.	0	0	0	1	0	0	2	0	0	3
PG	0	0	0	4	1	0	0	2	0	7
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	1	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	8	0	13
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	6	0	9
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	1	3	0	4	

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	538	3	0	0	541
	Female	323	11	0	0	334
	Others	0	0	0	0	0
PG	Male	11	0	0	0	11
	Female	20	0	0	0	20
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	4	0	0	0	4
	Female	19	0	0	0	19
	Others	0	0	0	0	0
Diploma	Male	5	0	0	0	5
	Female	21	0	0	0	21
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	45	35	38	46
	Female	26	27	34	37
	Others	0	0	0	0
ST	Male	18	25	18	16
	Female	15	16	16	11
	Others	0	0	0	0
OBC	Male	246	211	225	256
	Female	211	209	204	209
	Others	0	0	0	0
General	Male	200	217	245	277
	Female	154	151	165	200
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		915	891	945	1052

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>Multidisciplinary/interdisciplinary: • Sibsagar Commerce College, Sivasagar has always adopted and promoted a multidisciplinary and interdisciplinary approach in sync with the mission and vision of the institution and through programmes and courses that it offers to young undergraduates. • Up till the academic session 2022-23, the college had the experience of running Multidisciplinary/Interdisciplinary courses (such as course named Multidisciplinary Course, Retail Management, Entrepreneurship Development, web-design, wildlife photography etc) and Environmental Science as an Ability Enhancement Compulsory Course [AECC] in the UG level under the CBCS</p>
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	<p>system. • Other multidisciplinary measure followed was introducing add-on courses from the academic session 2022-23. These subjects will be followed continuously by all those CBCS students who do not fall under NEP FYUG programme introduced. • The institution encourages the students to take up multidisciplinary measures by offering various co-curricular activities and community engagement. • Also, the students are provided a platform where they are engaged in different intra-college activities as units or teams irrespective of their subjects. • The institution has facilitated the students with cells like NSS and NCC, through which they are encouraged to actively participate in community extension services in different nearby schools and adopted villages to exchange their knowledge and educate the various stakeholders of the institution on different issues such as gender equity, women empowerment and education, health and hygiene, particularly during COVID, sustainable use of natural resources, Swachha Bharat Abhiyan, developing ICT and Life Skills, Management skills, etc. • The Experiential learning model is undertaken extensively by the institutions through various methods like fieldworks, projects and extension activities to enable the students some real-world situations and conditions. • With the implementation of Four year UG programme from the session 2023-24, the college will now effectively implement multiple exit-entry system in regards with certificate/diploma/general degree/Honours at 1st/2nd/3rd/4th year of UG and PG programmes. Also, subjects such as Understanding India (VAC 1), Health & Wellness (VAC 2), Ms excel/Tourism Management/Soft skills etc, Minor subjects (Economics/Sociology/Education/Income tax/sales management/Risk management/office Management etc) will be introduced.</p>
2. Academic bank of credits (ABC):	<p>Academic Bank of Credits (ABC): • The Academic Bank of Credit system is yet to be introduced by the Affiliating University. However, as soon as the process starts, it plans to request the affiliating University for the necessary Support for registration in ABC. • Also, in accordance with the instructions of Director of Higher Education, Assam, the college has formed a task force for implementing NEP and has also submitted a Institutional Development Plan</p>

	<p>to DHE, Assam. • The IQAC Coordinator Dr. P.N. Sharma has attended a workshop on ABC organized by North east Hill University, Shillong. • The Principal of the college, who is an active member of different boards and committees of the university, has attended several rounds of meetings in this regard at Dibrugarh University. Besides, he is the Governor appointed member of NEP task force of Dibrugarh University. • The College on its own has taken the onus of helping students create their ABC ID by making them aware about the process and make them understand how to start the registration process through digilocker and ABC portal. The college so far has generated more than 200 such IDs for student and the record has been kept for reference purpose.</p>
<p>3. Skill development:</p>	<p>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 and to enhance their chances of employability. • As a result, number of Skill based courses and 9 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. • Moreover, Skill Enhancement Courses are already part of the CBCS curriculum, and the college has undertaken appropriate measures to ensure that the students reap its benefit. • Since NEP 2020 will be implemented fully from the session 2023-24, other skill development subjects will be introduced in the college. A significant focus area for the institution in future will be the addition of more vocational courses in partnership with business and industry. The details are awaited.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>Following are the ways through which there is an appropriate integration of Indian Knowledge System with the curriculum: • The college offers the courses and the teaching learning process involves a bilingual</p>

process, where the teacher uses both Assamese and English as mediums of lecturing. • The course contents of Language and Literature of regional language comprises of content from ancient and classical texts The Mahabharata and Parijata Harana. • The CBCS syllabus includes courses on Indian sociological thought, modern Indian literature, and Indian political thought, among other topics, to make students aware of the rich traditions of the Indian knowledge system. • The students have been given platform to showcase their cultural talents and, in the process, learn diverse folk music and dance forms, poetry recitations, etc via competitive programs as well. • The college also has an add-on course on Yoga to imbibe the students with the importance of this ancient school of learning. • The college has a herbal garden to demonstrate the importance of Nature and its gifts as well as to show the possibilities of alternate Ayurvedic medicines. • The central library of the college has access to valuable books of vernacular Indian languages and e-resources to facilitate modern methods of learning. • Bilingual (English and Assamese) mode of curriculum transaction is available in the UG level. • Mother tongue day - Matri Bhasha Dibash is celebrated for its significance. • Classical music and dance competition, folk song and dance competition, Cultural procession showcasing diverse Indian cultures forms significant parts of the Youth Festival (College week). • In order to advance the cause of heritage preservation, a variety of activities take place including collection of artefacts, organising field trips to archaeological sites, and educating students and the general public about the richness of our culture, heritage, and traditions. • Moreover, owing to its historical location and importance, Sibsagar district has many archeological sites related to Ahom Kingdom. It has already been declared as heritage city by the central government. The college in association with district tourism has conducted many programmes on development of tourism sector of the area. The students are integral part of this effort. • Few artefacts have been placed in a mini-museum for students to visit and understand the diverse rich culture, ethnicity and tradition of Assam • The Yoga & Meditation centre conducts courses on yoga and meditation. Hence, it can be seen that the college has already taken few steps in integrating the Indian

	Knowledge System that shall be a significant component of NEP.
5. Focus on Outcome based education (OBE):	<p>Focus on Outcome based education (OBE):</p> <ul style="list-style-type: none"> • 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. Therefore, it is hoped that with implementation of NEP 2020, the students will be benefitted to a great extent • As of now, the course outcomes as given in the prescribed syllabus are displayed in the College 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 • The outcome for each and every subject is very much discussed with the students at the beginning of every programme in the college. • Orientation programs are conducted in the beginning of the sessions to enlighten the students about the various courses on offer. • With the implementation of the NEP-2020 from the academic session 2023-24, the course curriculum will be redesigned with a stronger focus on OBE. • Moreover, workshops and faculty development programmes on the creation of materials for OBE are being planned for the implementation of the NEP-2020.
6. Distance education/online education:	<p>Distance education/online education:</p> <ul style="list-style-type: none"> • The College is the study Centre of two state universities namely KKHSOU & Dibrugarh University and offers different distance programmes in Arts & Commerce subjects for both UG and PG programmes. • 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 was effectively used then and even now. The Departments used Google Classroom, Google Meet as their learning management system (LMS) to conduct sessional examinations. • The college has procured ICT tools to optimize teaching-learning exercises. • The college has endured the students with e-consortium facilities like Shodh Ganga, Shodh Sindhu, N-LIST, ePathsala, etc. • Moreover, the College has conducted webinars and workshops conducted on blended mode during and after the COVID pandemic. • The college understands the importance of online education and use of ICT tools, as given in NEP and the college has geared up itself to incorporate them as and when NEP is implemented. • Through an in-campus-server, the College runs its own Management Information System (MIS). • The college has introduced YouTube Channel for imparting online mode of teaching and for uploading other important video of different events held at the college. • The college plans to mobilize fund and set up smart classrooms for regular as well as Distance and Open learning.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, the Electoral Literacy Club has been set up in the college. It was formed on 11th May, 2012,
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, both the students coordinator and Co-ordinating faculty members are appointed by the college. The ELC is both functional and representative in character.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Initiatives undertaken by ELC are as Follows: • Sensitization of students on their Electoral right • Registration of the names of students in the Electoral Role • Correction of Information in Electoral Role • Conducting Awareness Programme • Organizing different competitions • Following Govt circulars and work accordingly • Oath taking programmes • EVM training by the Coordinator
4. Any socially relevant projects/initiatives taken by	Initiatives undertaken by College • Awareness drive

<p>College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>at Adopted Village • Seminar on Electoral process • Electoral Literacy programmes</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<ul style="list-style-type: none"> • The College makes efforts every year in creating awareness among new voters and taking initiative to enrol their name in association with district administration by distribution of forms (Form No 6) and training students to apply online for the purpose. • Voter Awareness camps are held in college in association with District administration

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
955	1052	945	891	915

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 39

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
36	34	32	29	28

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
161934	270567	81835	109908	207987

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Sibsagar Commerce College, Assam is affiliated under Dibrugarh University and therefore follows the curriculum designed and approved by it. In order to ensure effective curriculum delivery and to follow a well planned and documented process, following specific measures have been taken by the college:

- The College has effectively implemented Choice Based Credit System (CBCS) in all UG programmes as per the regulation of Dibrugarh University.
- The College Prospectus/ Information Brochure provides all the necessary information about the college including syllabus.
- The Academic Committee prepares a general class routine for every semester for the smooth functioning of classes
- The IQAC and Academic Committee jointly conduct a meeting on the syllabi in the beginning of the academic session
- An Orientation session is organized for the new-comers at the beginning of every academic session to give them an idea about course, semester system, evaluation mechanism, scholarships and different activities in the college.
- The Heads of the respective department allot classes to individual teacher based on their expertise and experience after due consultation with the teacher and the Principal.
- Students are provided class routine by displaying the same on the notice board of the college and through WhatsApp groups of respective classes.
- The teachers follow the teaching plan as well as the Lesson plan.
- The Principal, Vice-Principal and IQAC Coordinator hold periodical meetings with HOD's to keep track of the progress of the academic activities.
- Different methods are used in the teaching-learning process to make it learner centric. Also, the teaching is supplemented with workshops, special lectures, GD's, Projects, field trips for effective and

extensive curriculum delivery.

- Parents-teachers meeting are organized by the college for sharing respective views and to address the grievances of parents and learners, if any.
- Sessional tests are conducted and its results are displayed and discussed with the students in the class room.
- Feedback forms are distributed among students for collecting, analysing and taking positive and corrective measures with regards to any shortcoming in curriculum delivery.

The institution adheres to the Academic Calendar including the conduct of CIE.

Response:

- The college broadly follows the Academic Calendar of the affiliating university but it also has its own academic calendar which is followed. All departments hold meetings for the effective implementation of the academic calendar.
- The academic Calendar is uploaded in the college website. It is also printed in the college prospectus for the benefit of students and teachers.
- Based on the Academic Calendar, classes are scheduled accordingly through a well-planned class routine which is prepared by the Routine Committee.
- The dates about beginning and end of semesters, schedule of co-curricular and extra-curricular activities and other events are incorporated in the Academic Calendar.

* Affiliating University guidelines for conducting CIE is followed by holding two Sessional Tests, Seminar presentations, Field study, Project work, Assignments and maintaining students' attendance.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM,

NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 41

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document

Other Upload Files

1	View Document
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1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 15.3

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
514	44	40	65	65

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

Following crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability have been integrated by the institution while transacting the curriculum:

- The curriculum incorporates relevant, significant and multidimensional issues on gender, human values, environment and sustainability.
- There are Value-added/Certificate/Add-on courses that enable students to become aware of all cross-cutting issues, imbibe values and sustainability
- Humanities subjects amply represent human values, gender sensitivity and sensitivity related to the environment in the syllabi.
- Social science subjects explore professional ethics, gender, human values and environment.
- World Environment Day, N.S.S Day, Van Mahotsav Week etc. are organized in the college every year. National festivals like Independence Day and Republic Day are observed to serve as a platform to enliven patriotic and moral values. The College takes initiatives in various social activities like Voter's Awareness Program, Blood Donation camps etc. on regular basis.

A few examples of the curriculum integrating cross cutting issues are listed below:

GENDER SENSITIVITY

- Gender and Violence (Sociology)
- Gender and Education (Education)
- Women's Writings (English)

ENVIRONMENT & SUSTAINABILITY

- There is a compulsory paper on Environmental Studies which is taught at the UG level imparting knowledge to the students on various issues.
- Environmental Issues are a significant part in the syllabi of the department of Economics, Education & Sociology Hons. Course.
- Paper titled 'Environmental Economics' is there in the BA 6th Sem Hons course which addresses the economic implications of environmental policy as well as valuation of environmental quality and quantification of environmental damages.

HUMAN VALUES

- The Political Science course has one Discipline Specific Elective paper on Human Rights in both honours and general course.
- There is a compulsory multidisciplinary paper for all the students where the topic Human Rights is an essential component.
- Literature subjects such as Assamese and English contain issues of Human Values.

PROFESSIONAL ETHICS

- The college organizes various talks and lectures to instil professional ethical practices among students.
- Students are encouraged to participate in various events and sports competition in order to learn team spirit, fair play attitude etc.
- Also, through NSS & NCC, discipline and ethics are inculcated among students.
- Also, to ensure discipline and punctuality among the students, regular attendance is mandatory. The attendance of employees is ensured through biometric machine.
- The Department of Commerce teaches papers dealing with Corporate Law, CSR law, Tax Law, Banking Ethics etc.
- Diploma course in Hospitality Management also addresses the issue of professional ethics and human values in the learners. Certificate course in Yoga facilitates the yoga enthusiast to learn ethical behavior and human values. It makes them better individual beings with good life skills and healthy life style. Add-on course in Mushroom Farming develops entrepreneurship awareness along with professional ethics and human values.

File Description	Document
Upload Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 39.37

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 376

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 91.16

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
349	450	457	400	459

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
470	470	460	460	460

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 70.38

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
150	162	167	164	172

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
234	234	230	230	230

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document

2.2 Student Teacher Ratio

2.2.1

**Student – Full time Teacher Ratio
(Data for the latest completed academic year)**

Response: 26.53

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The student centric methods used for effective teaching and learning process are:

EXPERIENTIAL LEARNING

- Field Visits and trips are organized to industrial locations like OIL & ONGC, Industrial training Units, tribal enterprises, NGO's, Schools, Banks and Financial institutions etc. to infuse a sense of involvement and learning through experience.
- Project work
- Student seminar & paper presentation
- Group discussion
- Editing Departmental and Wall Magazines

PARTICIPATIVE LEARNING

- Group Projects: Students opting for Honours subject engage themselves in group projects
- Senior Students provide necessary help to juniors while preparing projects.
- Quiz and debating competition are organized on current affairs, sports and burning topic
- Faculty exchange programmes are organized by the departments for mutual benefit.
- Educational visits outside the Institution are organized for experiential learning in their respective domains.
- Seminar presentations and group discussions are held on advanced topics for in-depth analysis and later evaluation.
- Computer labs equipped with hands on learning
- Organize College Week (Youth festival) every year to develop participative and collaborative learning environment
- Hands on training in Assamese DTP training (DIKSHA)
- Outreach and community services by NCC and NSS
- Learning through entrepreneurship development programs.

PROBLEM SOLVING METHODOLOGIES

- Assignments are given for analysis and to find solution of problems
- Individual and Group Projects are given to identify and analyse a problem and come up with solutions

- Case Studies are given to selected students for developing problem solving skills.

INNOVATION AND CREATIVITY IN TEACHING-LEARNING

- Group Discussions are held to increase participation, develop leadership and communications skills and creativity among learners.
- ICT enabled classrooms are used for presentations
- Audio and video programmes which are directly or indirectly related to the curriculum.
- Interactive Sessions are held by inviting eminent personalities on the concerned subject.
- Brainstorming Sessions are held on burning topics
- Departmental Quiz programmes are held
- Social Media, YouTube and what's App are used for sharing ideas, thoughts and messages.
- Subjective tests and MCQ's are held.
- Uploaded of e-content on YouTube.
- The institution always encourages teachers to attend training programs, seminars, workshops, and conferences related to ICT use.

FOR OPTIMUM USE OF ICT ENABLED TOOLS FOR EFFECTIVE TEACHING-LEARNING PROCESS:

- Google classrooms, Zoom, Cisco webex, Microsoft Team etc are used by teachers to take online classes.
- 7 classrooms are equipped with LCD projectors and screens of which 1 are installed with Smart Interactive boards.
- The computer lab is also used for video-conferencing purpose equipped with 2 big screens. The lab is equipped with internal LAN.
- Broadband line facilitates high speed internet connection.
- 100% of the staff use computers for different works and know about ICT tools.
- To strengthen their knowledge, few teachers have completed FDP through Moodle and Swayam Classrooms.
- Social media is used to pass on urgent information.
- Teachers attend various training programmes, workshops and seminars and conferences related to the

ICT use and innovation in teaching-learning.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 95.21

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
37	36	33	31	30

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 67.92

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
26	23	23	19	17

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Mechanism of internal/external assessment is transparent:

- The Internal examination system of the college is supervised by the Academic Committee which is also responsible for the conduct of sessional examinations in time. It also checks whether unit tests are being held regularly in all subjects.
- The academic Committee also supervises the mechanism of sending internal exams marks to the affiliating university.
- For the Undergraduate level students, the internal assessment scheme is as follows:
 1. Two Sessional Exams (5% + 5%): Two sessional exams are organized centrally, each having the weight of 5% of the total marks.
 2. Attendance (5%) A minimum of 80% attendance is compulsory for eligibility to appear in the end-semester examinations.
 3. Assignment/Seminar/Group-discussion/: Assignments, seminars, group-discussion, etc., bear 5% weightage for the internal assessment.
- Relaxation in attendance is provided if the absence is found to be due to genuine reasons.
- Sessional exams are held two times every semester, and the time of the sessional exams as well as holding seminar/group discussions are strictly in accordance with the Academic calendar.

Decentralization of Internal Examination

- Respective departments are entrusted with preparing question papers, appointing invigilators and the examiners for evaluation of answer scripts.
- Inter-departmental invigilators are appointed during examination as part of coordination between departments.
- The tentative dates of internal exams are notified through departmental notice boards.

Evaluation:

- The marks of evaluation are notified through departmental notice boards.
- The problem areas of students are discussed and probable solution is given in respective classes.

Notification of GD/Home Assignment/Seminar

- Notification about the dates and the topics of Departmental group Discussion/Home Assignment/Seminar are notified in time.
- The marks are displayed in the notice board and soft copies are sent to the affiliating university.

Robustness

- Installation of CCTV Camera: The examination process is also monitored through CCTV cameras to prevent malpractices during examination/
- Frequency: The College conducts two sessional examinations in every semester and is organized centrally.
- Variety in Assessment: Examination consists of Objective Type questions including MCQ's, short & long answer questions besides assessment through GD's, Seminar and Project works
- Grievance Redressal: Any Grievance related to exam is redressed by Grievance Redressal Cell.

The grievance redressal system is time- bound and efficient

Response:

- The students get the tentative time schedule of internal examination through Academic Calendar published in the college prospectus and available in college website. The exact dates are notified through central notice board and what's app groups.
- Invigilators are assigned centrally by the college authority to ensure proper, systematic, fair and smooth conduct.
- Time bound evaluation of answer scripts are done and evaluators are assigned by the Head of the Departments. The answer sheets of the sessional exam are evaluated by the concerned teacher within 15 days.

- A second chance is given to those who fail to appear in the sessional examination provided they have the genuine reason for it.
- The grievances of students on marking are promptly solved.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

- From the very beginning and after the admission process, the students are informed about the Curriculum, orientation programmes, semester system, evaluation system, extra-curricular activities, GD, Seminars etc.
- Advanced Learners and Slow learners are identified on the basis of their performances in the classes and the sessional examination. Feedbacks are taken from the students to find out their understanding of the topic in the class.
- Unit Tests, Sessional tests, Presentations in the seminar, GD's etc help substantially in evaluating the learning outcomes.
- Also, the college provides add-on course, value added and vocational education training programmes along with soft skills and competitive examination training which helps students in their holistic development.
- Programme specific outcomes are measured through academic and non-academic performances by the students. The Academic performance is measured through internal and end semester examination along with practical and assignments, participation in class activities, role in departmental activities, participation in seminars, workshops, GD's etc.
- Course outcomes are measured through the performance of the students in the class, practical works, and through internal and external evaluations.
- Students overall performance is measured in terms of their regularity, receptivity, participation in

various curricular, co-curricular activities, extra-curricular activities and classroom performances.

- Teachers provide critical inputs to the students on the basis of their performances.
- The Programmed Outcomes and Course Outcomes for all programs offered by the institution are uploaded to the website. The same is conveyed to the students at the time of counseling and admission through orientation programs organized at the institutional level and departmental level as well. The faculties are aware of the Course Outcomes of the courses taught by them, and they communicate these to students at the start of the curriculum delivery.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

- In absence of the Outcome Based education (OBE), the direct method for evaluation is used for programme and course outcomes in our institution. A direct method shows the students' knowledge, comprehension and skills from their performances during the class or through assignments, semester examination, seminars, practical's, projects etc. and also provides strong evidence of student learning. Besides the interaction of students in the classroom with the faculty and fellow learners allows to gauge their benefits from the learning environment. Thus, the college tries to ensure that through Continuous and Comprehensive Evaluation the course outcomes are attained.
- The sessional examinations and unit tests help in identifying slow and advanced learners. Advanced learners are asked to get themselves in various MOOC courses and remedial classes are conducted for the slow learners.
- The college also pays attention to the achievements of students in co-curricular, extra-curricular activities beyond the purview of their present curriculum. Also, the college takes feedback from students, alumni and parents of the graduated students. The feedbacks help in identifying flaws, success and failures of various courses and policies and take steps accordingly.
- For direct measurement of the level of attainment of POs and PSOs, the institution uses final semester results, pursuance of Higher Education, and employability of students after the completion of the Program. Since the final examination result includes the cumulative SGPA of all the intermediate

semester exams, as well as all the other assessment metrics, it can be considered a reliable indicator of the program outcome.

- Feedback on the curriculum received from outgoing students serves as an indirect method of measurement.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 81.98

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
281	213	285	306	230

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
352	267	304	327	354

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.68

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 24.8

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	6.3	0	18.5

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Sibsagar Commerce College, Sivasagar, has created an ecosystem for research and innovation through recruitment and development of able human resource, taking initiative for creation and distribution of knowledge, enabling the members with decent infrastructural facilities and by establishing Research committee. The details are as follows:

Research Infrastructure: The institute has provided infrastructural facilities, aided by agencies like DBT, UGC, RUSA etc. as well as through internal funding.

Research Committee: The College has a Research Committee which helps the faculty members in preparing and structuring research proposals for minor and major research projects as well as publishing articles in reputed and impact journals. It also encourages faculty as well as students to undertake research works both for knowledge and career development and provides necessary guidance. All kind of encouragement is given by the college to the faculty members to publish research papers and articles in Scopus and UGC care listed journals, chapters in edited volumes and books to spark research initiatives

and many faculties have done so. Besides articles, the faculty members have also published books on important topics.

Networking and Collaborations: The Institute has number of Memorandum of Understanding (MoU) signed with reputed academic institutions. The college regularly facilitates the faculty members of different departments with faculty exchange programs with the collaborated institutions to synergise the research initiatives. The college frequently invites renowned scholars and academicians for lectures and talk programs, which are beneficial for both the teachers and students. The institution also conducts international, national, regional and student seminars.

IKS: Based on NEP 2020 books having information on Indian Knowledge system have been recommended from 2023-24 session onwards and as per Four Years Undergraduate programme syllabi.

IPR: Seminars and workshops on IPR have been organized in association with NEST and other organization to enlighten students about the copyrights, significance of patenting in modern world, trademarks etc.

Career Counseling Cell: The institution has a career counseling cell to enable the students with various career related opportunities. The cell also regularly invites resource persons from diverse fields so that all the students get the scope to understand their potentials.

Add-on Courses: The institute has at present 9 add-on courses under supervision of various departments and recognized by Dibrugarh University. It is worth mentioning that all the 13 departments of the institution have add-on courses for the students.

Transfer of knowledge, community orientation and entrepreneurship: The institute has a tradition of promoting and facilitating education in the nearby villages, including the adopted village Palashani, for socio-economic development. The institution has organized programmes such as Health Awareness, improving writings skills and training on how to avail loans from banks and take financial assistance from various institutions. The institution also organizes entrepreneurship development activities.

Innovation & Incubation Centre: The innovation and Incubation centre has been started and it is at an introductory level. The college has started mushroom cultivation and vermin-compost production under Incubation programme where the students are receiving the training programmes and necessary knowledge in this regard.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 83

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
18	30	15	13	07

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.69

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
09	08	05	03	02

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 2.41**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
41	11	07	29	06

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities**3.4.1****Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.****Response:**

Sibsagar Commerce College organizes various extension activities in the neighbourhood community with the help of NCC, NSS, Eco Club , Women Cell, Electoral Literacy Club, Teachers Unit, under 'We care' platform, & the College Student Union ranging from intellectual awareness to gender and community sensitization such as:

- Encouraging & motivating students in classes to take active part in the events and campaigns to develop a sense of social responsibility among them by allowing them to work at nearby schools, villages and communities.
- NCC & NSS units offer helping hand to the people in distress such as during floods by distributing relief materials.

- Cleanliness Drive at different places in town including the Borpukhuri area.
- The Eco Club is involved in Tree plantation drive (more than 300) and sapling distribution during Environment Day as well as in other occasions in association with district administration.
- NSS volunteers of the College were involved in campaign for fighting against Covid-19, helping in distribution of relief materials at the village level and creating awareness in this regard. They also extended a helping hand in the vaccination drive. The regular activities of NSS Unit of the College include – awareness of menstrual hygiene, greenhouse effects and plastic free environment, HIV, AIDS and TB, plantation and cleanliness, blood donation camp, workshops for De-addiction, Anti-Tobacco Campaign, Earth Day, and World Environment Day etc.
- Awareness programmes on drug trafficking, human trafficking, health issues, pollution etc.
- Spend a day programme at Old Age Home by departments faculty and students under ‘We Care’ initiative
- Implementing distance education programmes for prisoners confined in district jail.
- Distribution of Clothes to poor and needy
- During Covid, the college distributed free face masks, hand wash, soaps and sanitizers to the poor people and safai karmachari of Municipality body and others.
- Outreach programmes, hands on training and teaching at nearby schools by different departments such as Commerce, Economics, English and Mathematics.
- Inviting students from neighbourhood schools to visit labs and experience other facilities of the college.
- Observation of various national and international days to sensitize students and local community on different social issues.
- Organizing Quiz, Art & Music competitions, essay competition for the benefit of community
- Organizing seminars & webinars, popular talks, workshops on topics and themes related to environment, gender equality, computer literacy, self sustaining development programs related to agriculture, personality development etc.
- Blood Donation camps
- Using College as Venue for Self Help groups and involving the teachers as resource persons.
- Human rights & gender Equality Awareness Programmes
- Covid testing and vaccination
- Training programmes in livelihood opportunities in adopted village

- Educational and health camps
- Helping district administration to organize different programmes by allowing college infrastructure
- Digital Photography workshop
- Various surveys in community for social and economic upliftment.
- Publication of articles, books, wall magazines, periodicals on social issues.
- Voters Awareness programme and New Voter Registration through Electoral Literacy Club

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The activities and contribution of Principal and teaching staff in different fields have been variously recognized during the assessment period. For instance, Dr S J Mahanta (Principal) has received:

- USTM & ERD Foundation Leadership Award, 2023
- Historian Nagendra Nath Buragohain Award for his contribution to society
- Lakhinath Bezbaruah Award
- Best educationist Award by International Institute of Education and Management

Besides, Dr Mahanta is:

- President of the prestigious All Assam Principal's Council
- Committee member of UNESCO World Heritage Selection
- Member of NEP Task Force, appointed by Governor of Assam
- Sahitya Akademi Yuva bata Jury member

- Active Member of following committees of affiliating University : Academic Planning Committee, College Development Council, IQAC, Principal Selection Committee, CBCS Committee, Sports Board, Board member for running community colleges, VC Nominee in Governing Bodies of various colleges etc and Observer for B.Ed Exam
- Member of Clustering of Colleges Committee formed by Assam govt.
- District Nodal Principal appointed by the state government for last 12 yrs
- Member of Assam Publication Board.
- He was selected among many Principals on All India basis for participation in a national workshop on Leadership development organized by National Institute of Educational Planning and Administration (NIEPA).

Our teachers have been recognized and appreciated in the following ways:

- Dr. Pankaj Jyoti Hazarika has been the Resource person of National Seminars.
- Dr Dipjyoti Sarma has received appreciation from the state government for his academic leadership and for creating organic linkages.
- Dr. Ankita Borbora was the resource person of 15 days online coaching programme on Assam TET organized by a neighbouring college.
- The college in itself has initiated '**Santosh Kumar Karmakar**' award in the name of our former teacher to encourage the contribution to different aspect of socio-cultural and academic life
- Swacch Sarthi Fellowship (2021-22) awarded to students Mr Monzit Hazarika & Manashjyoti Konwar by Invest India under the office of the Principal Scientific Adviser, Govt. of India.

Also, our students have been able to register their names in the following ways:

- Student Abhijit Hatikakoty awarded '*Longest time spent without blinking the eyes*' by India Book of Records
- Student Krishna Jyoti Kalita name included in Asia Book of Records for including '*All Chess pieces in the least time*'.
- Student Munmi Borgohain name included in India Book of Records for '*Creative utilization of waste material*'
- Student Nazid's name has been included in India Book of Records for the '*Largest Doodle Art on Indian Culture*'

Appreciations for the College

- RC Jain IAS Retd. Chairman Board of Secondary Education, Assam

- Certificate of Gratitude by 'Pronipat Asomiya' for works done for downtrodden section of the society
- Appreciations from Dibrugarh University and District Administration

File Description	Document
Upload Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 65

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
11	13	9	6	26

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 29

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The Management of the college tries constantly to augment the upgrades the physical facilities to facilitate the teaching –learning process. The college occupies area of 13 Bigha 2.5 katha/8.357 acres with two campus- the main campus (5 Bigha/3.095 Acres) at the heart of the town and the second campus (8 Bigha 2 katha/5.262 Acres) at a distance of 3 Kms at a place called Baniabari.

Facilities for Cultural and Sports activities

Auditorium: A large multi-purpose auditorium cum stage (Kolaguru Hall) with seat capacity of 1000 person exists for cultural activities where students perform and participate in the transaction of diverse and rich culture of the region

Indoor Stadium: An Indoor stadium constructed with financial support from UGC, ONGC, OIL and college fund which has 2 badminton Courts at Baniabari campus.

Sports Equipments: 2 Table Tennis Boards have been provided in the Student Union Room & Indoor stadium. Sports equipments for cricket, football, volleyball, skipping, shot-put, javelin, discus etc. are available for practice.

Gymnasium Centre: A well furnished Gymnasium centre exists which has machines and equipments like 1 nos of multi-station gym; 1 no of Smith Machine; 1 Mini Station with Chest curl, 1 Squat Station 1 nos of Indoor Exercise Cycle, 2 no of Fitness Automatic Trade Mill; 2 Olympic set with weight, 2 Twisters; 1 adjustable Bench Press Station, Abdominal Press; Leg Press, Dumb bells (rubber coated), Iron Weight in Pounds (606 pounds with 31 Plates); 1 Cable- Pully Station, Folding & Fix bench.

Yoga & Meditation Centre: A decent Yoga & Meditation Centre exists for promotion of yoga among students. A certificate course in Yoga has been started.

Common Rooms for Boys and Girls also exist and is also provided with Chess & Carrom etc for indoor activity.

. Infrastructural facilities for Academic Activities

- 22 Class rooms of which 7 classrooms with ICT facilities & 1 smart class room
- Wi-fi enabled campus
- 2 conference halls (1 with air-conditioning facilities)
- Computer Labs -02
- Online Test Centre-01
- 100 Mbps Internet leased line
- Computers & Printers in each department
- 01 browsing centre
- 3 Xerox machines
- 1 generators with a total capacity of 20 KV for uninterrupted power supply and back up
- 30 Watts solar grid panels
- 1 Digital camera
- Audio-visual aids including 03 OHP, LCD 03, amplifier Set-03
- A central library with 260000 books, 8 journals, 5 Daily newspapers
- Subscription under E-shodhsindhu, E-Journals, E books
- 160000 books under N List
- 10 departmental libraries
- All departments are connected with LAN and provided Internet facilities
- 2 hostels for Girls and 1 for boys
- Separate Common rooms for Boys and Girls
- Toilet & drinking water facilities
- College office
- Alumni Office
- Women Cell office

- Student Union office
- CCTV Installed Corridors & Campus
- 1 Cafeteria providing items at a subsidized rate
- Vehicle Parking Space outside the campus

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 17.12

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
20252	75065	8058	17724	21370

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS),

adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The college has a central Library and 12 departmental libraries. The central Library is fully automated with Koha ILMS, SOUL software and barcode technology. It has 26017 numbers of textbooks and reference books along with subscription of 08 printed journals, 5 newspapers and 4 magazines. It also has collection of Ph. D thesis, Major and Minor research project reports undertaken by the faculty in the past and also past college magazines. The stock verification of Library is conducted every year. Library has a reading room with seat capacity of 50 students. The Library is open from 10.00 Am to 5 PM in all working days. The books issue period for the students is 14 days, for faculty 180 days and other staff can borrow for 90 days. There is a Library Advisory committee for the library management. The purchase of library books is done on the basis of the requirement given by the students and the faculty. The Library also has a suggestion register for purchase of new books and anything for the improvement of the library. The College Librarian also conducts Orientation programme for the benefit of new students on how to use the library resources.

The measures adopted for automation and easy access of the library include:

Availability of ILMS: The College used SOUL software 2.0 from 2014 and till 2019 & switched to Koha ILMS from 2020 onwards along with barcode technology.

- Library Attendance Register as well as entry and exit software
- Book Browsing
- Digital Library
- Membership of E Contents
- What's App based circulation
- Online book requisition system
- Online Booking
- QR Code Based service
- ID Card Printing & other services: The library prints college ID cum Library card for all the stakeholders of the college using web portal. Reprographic facility is also available for the library users. The College library is under CCTV surveillance.
- Repository for Question papers
- New Arrival Display
- High speed Internet

- Best reader and user Award
- The library has membership of the National Library and Information Services Infrastructure for Scholarly Content (N-LIST), INFLIBNET Centre, Gandhinagar, Gujarat. The N-LIST provides facilities to access 6,150 journals and 31, 64, 309 e-books for member institutions.
- The Central Library also has an institutional repository comprising of question papers, college magazines, photos, theses and administrative documents.

File Description	Document
Upload Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The college has been making efforts to develop its IT infrastructure within its capacity. This includes:

- 100 Mbps speed internet connection through broadband.
- All departments are connected with LAN connection
- There are Wi-Fi access points for users.
- The College has 104 computers in total out of which 71 are used for academic purpose. All the computers are installed with anti-virus and latest windows version.
- Previous Years Question papers are available for physical access in the library and digital access through Library website (Links section under the heading PYQP).
- Use of learning Management systems like Google Classroom and Zoom, Webex etc for online classes and notes sharing.
- Live streaming of various cultural programmes and important events through Face book Live.
- SCC App has been developed with help from Myclasscampus organization for the benefit of students.

- Use of CCTV surveillance camera and monitoring activities
- Online Admission process
 - The Online Admission and LMS has been outsourced to a Gujarat based company my class campus. Very recently (July 2023), the state government has asked all colleges to get things done through Samarth LMS. Things are therefore in transition stage.
 - The attendance of the employees is collected via biometric scanner.
 - The College website is developed and updated internally without any help from outside by our student & ex-student.
 - The updation is done as and when it is required. The speed is checked and, if necessary, service provider is also changed.

LIST OF IT FACILITIES	Number/Name of Equipments
-----------------------	---------------------------

Computers	104
Laptops	01
Printers	18
Scanner	03
Barcode Readers	02
Xerox Machine	04
Projectors	07
LCD TV	05
Video Conferencing facility	01
Internet Connection	Available
Digital Camera	01
Wi-Fi Router	06
CCTV camera	15

File Description	Document
Upload Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 13.45

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 71

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1**

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 21.36

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
44099	54406	12664	28021	38610

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 30.85

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
163	277	528	286	214

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 35.94

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
213	567	437	128	365

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 33.51

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
160	124	67	49	41

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
277	215	285	307	232

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 5.6

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2022-23	2021-22	2020-21	2019-20	2018-19
27	9	5	4	4

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

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 last five years

Response: 79

5.3.1.1 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 wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
26	20	10	7	16

File Description	Document
Upload supporting document	View Document
list and links to e-copies of award letters and certificates	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 46.8

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
52	45	0	71	66

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

SCC Alumni association has been contributing immensely for the development and upliftment of the institution ever since its inception in all forms, be it in service, cash or kind. Any occasion whether big or small, significant or less significant, the Alumni association plays its role whenever it is asked or approached for. In addition to fostering friendship and maintaining contact with passed out students and between them in the college, the Alumni association has taken various initiatives for the growth and development of the college. The Association organizes Alumni Meet every year and chalks out various plans for the implementation during the year. Any past student of the college having studied at least one academic year is eligible to become a member of the Association. The association at present has 175 members. Its affairs are managed by an executive Committee which is an elected body of 5 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. Very recently they have donated Rs. 3 lakhs in kind for developing a smart classroom in the college campus. The Alumni meets are also conducted online.

The Alumni Association of Sibsagar Commerce College is a registered body under the Societies of Registration Act XXI of 1860 bearing **Registration No RS/SIVA/256/E/32 of 2014-15.**

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

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 college aims to produce socially committed, morally upright, temperamentally scientific, technologically updated and globally competent youths.

Decentralized Participatory Nature of Governance:

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 implementation of Vision is done through short and long term plans drawn, including departmental plans for the purpose. The institution follows a participatory mode of governance and ensures that all the stakeholders have adequate representation in the administration. The Governing Body, constituted by the state government for 5 yrs term, is the supreme authority in the Management of college affairs and it has representation from all its stakeholders. The Principal of the college is also the secretary of the Governing body who acts as intermediary between management and different committees and ensures the implementation of various decisions in the Governing Body. The HODs, Coordinators and Convenors of different cells and committees also play the vital role in implementation of institutional policies to attain the college vision and mission. The non-teaching staffs are also part of strategizing and formulating action plans and organizational changes. The Leadership closely follows up the progress of the Institution in its journey towards realizing the Vision.

Sustained Institutional Growth:

The College understands the fact that Institution not only need to sustain but also grow along with it. Apart from existing courses, many vocational and skill based courses have been introduced. The college is included under Govt. of India's Skill Hub Institute (NSDC PMKVY 3.0) initiative. It gives emphasis to quality education and preparing students for workforce. The institution also evaluates its growth strategies based on its perspective plan and adapts itself to the changing market trends and student needs. Thus there is a holistic as well as strategic approach giving priority to students' success and sustainable resource management.

Teachers' Participation

The teachers are the backbone in the functioning of the institution, Not only they are actively involved in academic activities but also almost all are actively involved in administrative and other activities that happens in the college. Almost all teachers are either coordinator of various committees or participate as members. Teachers also take part in the admission process, guiding cultural and social activities through NSS, NCC, Women Cell etc.

Perspective Plan

The college has a perspective plan (short & long term) for reaching the goals. It includes things like preparation of Academic Calendar for next academic sessions, increasing digital and ICT based

curricular Transactions, field surveys, academic & financial audit, seminars and workshops, curricular and extra-curricular activities, initiatives towards e- governance, construction and maintenance activities etc. 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	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The College strictly adheres to implement the plans and programs as per its Perspective Plan which has been framed as the quality benchmarks for the institution. A transparent, time- bound and efficient grievance redressal mechanism relating to Curriculum, Teaching –learning and evaluation has been a regular practice(Perspective Plan Enclosed)

Administrative Set Up:

There are well defined policies and procedures of administrative set up. The academic matters are pursued as per the directions of the Affiliating University and Directorate of Higher Education of the State Government. The college also follows the rules and regulations of the UGC, RUSA, NAAC, AISHE etc.

The G.B. President and the Secretary form the nucleus of the college administration. The Governing Body (GB) has been constituted as per the provision of the Assam College Management Rules 2001 and is headed by a President nominated by the Govt. of Assam. The GB is the apex policy making body of the college consisting of nominees of affiliating University, representatives of teaching and non-teaching staff and Guardian representative. The Principal is the executive head of the college and is the final authority in all financial matters. The Principal implements all the decisions resolved in GB in the capacity of Secretary and also serve as Drawing and Disbursing Officer of the college on behalf of the state government. The Principal has a dedicated team comprising the IQAC Coordinator, the departmental Heads and the members to assist him in the disbursing the entire administrative works.

The Functions of Various Bodies:

There are different committees under the leadership of the principal for the overall management of the college. The committees like Purchase Committee, Construction Committee, Hostel Committee, etc. too take important decisions. The Purchase Committee assesses the quality of purchased items and gives necessary approval. The construction committee prepares proposals and monitor construction activities. The hostel committee looks after the various issues related to the management of college hostels. Teachers' unit and Students' Union of the college also play a vital role in policy making and implementation process.

Service Rules, Procedures, Recruitment and Promotion Policies:

- Service rules and procedures are guided by the Department of Higher Education Assam Government as amended from time to time and the UGC.
- The recruitment and promotion rules for the teaching staff are as per the UGC eligibility criteria and the non-teaching staff are recruited and promoted as per the state government rules and the vacancy.
- Guidelines from the government and reservation policy are followed in the recruitments. Also, additional qualifications and skills are taken into consideration and given extra weightage.
- The recruitment of ad-hoc faculty is determined by the extra requirement of teachers in a particular department. The appointment is made on the basis of merit.

Code of Conduct:

The College has a code of conduct for its stakeholders. Model codes of conduct are explained in the code of conduct book on responsibilities of the GB, faculty, students and non-teaching staff which ensures effective and efficient administration. (details in website).

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Welfare Measures

- 1. Employees Welfare Policy Document:** The College has adopted the Employees' Welfare Policy on 1st January, 2022. This policy states the facilities available in the college like healthcare, yoga and meditation, canteen, leisure room, emergency fund, professional development mechanism, women safety mechanism, ICT Infrastructure including Free Wi-Fi etc. for the welfare of the teaching and non-teaching staff of the college.
- 2. College Cooperative Society:** The College has a society called 'Sibsagar Commerce College Employees Cooperative Society' for its staff members which aims to financially assist (loan) the faculty members and the staff at the time of their financial need. The members contribute a certain amount every month which is collected and given to the needy staff at nominal rate of interest. The earnings of the fund are distributed among the members as dividends in an annual meeting. At present the society has 39 members.
- 3. Medical Unit:** The College has a health check-up unit with all the primary health care facilities such as general physical examinations including weight, height, blood pressure, pulse rate, sugar testing etc. A doctor visits the college once in three months for primary health checkup of students and staff. College has an infirmary for health emergency.
- 4. All the permanent teaching and non-teaching staff are covered under General Group Insurance Scheme.** All permanent employees are allowed to draw medical allowances as per the state government guidelines.
- 5. Employees' Development Programme:** The IQAC organizes training programmes and workshops for the development of the employees and motivates them to develop skills and acquire further qualifications. The college also has a tie-up with ICT academy which organizes programmes as FDP and SDP.
- 6. Maternity Leave** for 180 days with full pay is provided to female employee as per the provisions in Assam Government Service Rule.
(Additional Information Enclosed)

Performance Appraisal System

1. Every faculty member keeps records of daily academic and co-curricular activities in the Teachers' Diary given by the administration. The H. O. Ds of the respective departments monitor the diaries. The Principal then crosschecks these diaries on a monthly basis.

2. To make the teaching and non-teaching staff aware of their academic and non academic achievements, feedbacks are collected annually from the stakeholders. The results of the feedback are confidentially communicated to the teachers.

3. Annual Performance Indexes of teaching staff are also considered at the time of promotion of teachers. Teachers' performance for promotions are assessed based on their annual performance in three categories-

Category-I: Teaching, Learning and Evaluation Related Activities,

Category-II: Co-curricular, extension, professional development related activities and

Category-III: Research, Publications and Academic Contributions by the teacher. The minimum API score required for promotion in Category-I is 75 per year, and 15 in Category-II. In Category III, one has to score minimum 5 points annually for promotion from stage I to stage II, 10 points annually for promotion from stage II to stage III and 15 points annually for promotion from stage III to stage IV (Associate Professor)

(Additional Information Enclosed)

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 27.67

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

2022-23	2021-22	2020-21	2019-20	2018-19
19	9	5	4	7

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 67.02

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
12	42	25	27	22

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
4	14	2	7	5

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Mobilization of Fund:

- The institution seeks to mobilize government and nongovernment grants for infrastructure and resource development through the relevant authorities such as UGC, Assam State Government, Department of Higher Education, Oil and Natural Gas Corporation, Oil India Limited etc.
- It reaches out to local organizations including banks, corporate houses and civic bodies for empathetic patronage.
- It welcomes donations, memorial prizes and endowments from different stakeholders
- It partners with fellow colleges in joint sponsorship of academic and sports exchange programmes.
- The college also receives fund from Alumni association both in cash and kind.
- It actively solicits MPLAD grants for the betterment of the institution.
- The College also uses its infrastructure to garner some revenue for the institution.

Mobilization and Utilization of Space:

- The College space is fully utilized with adequate planning. A New Cafeteria has been constructed in the unused space near the new auditorium. The old canteen building has been transformed into a Digital Class. Rooftop Solar Photo-voltaic grid-connected energy system using the open terraces and Rainwater

Harvesting system have been installed. An incinerator has been installed inside the girls' hostel campus.

- A Vermicompost unit has been installed in the college campus by utilizing the unused space in the campus. The unused land near the Boys' Hostel is being used for constructing Indoor Stadium and a part of the space is presently used as Mini playground.
- The College premise is used for holding many state-level competitive exams.
- The College has a distance education center as part of its research and academic extension activities where UG & PG courses etc are offered under Krishna Kanta Handique State Open University and Dibrugarh University.
- The Zonal conference of Assam College Teachers' Association (ACTA) was organized in the college.

Financial Audits

The College has a mechanism for both internal and external audits regarding all the financial activities. The books of accounts such as cash books, pass books and the supporting evidence are subjected to both internal and external audit. The institution has formed a Purchase Committee for the purpose. All transactions are conducted by cheques and online bank transfer. In the accounts funded by government agencies, transactions are made through PFMS. The expenses made for various heads are recorded properly with the bills, vouchers and supporting documents.

External Audit: It is done by the Director of Audit, Assam, under the existing rules laid-down in the 'Assam Accounts and Audit Act-1930'. The fund received from different agencies - UGC, RUSA, ASTEC, DBT etc. are audited by registered Chartered Accountants from time to time, and utilization is submitted to the funding agency.

Internal Audit: The yearly internal audit is carried out by GB approved auditor Sri P. Konwar, Rtd. Assistant Director of Audit, Government of Assam.

Since the government has not employed any person for external audit for the last five years, the external audits have been done by the local chartered accountant (CA) employed by the institution.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

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. It reviews teaching learning process, structures &

methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The College attempts to enhance multidimensional development of individuals with a persistent focus on imparting quality education, through its innovative, comprehensive and flexible education policy. Its Internal Quality Assurance Cell (IQAC) recommends activities that encompass all aspects of the Institute's functioning. Following are some of the significant steps taken by IQAC:

- Formulating quality strategies
- Monitoring the works of the cells and departments of the college and specifically teaching-learning process
- Evaluating curricular and co-curricular activities
- Ensuring participation of the stakeholders in various programmes
- Reviewing programme and learning outcomes at periodic intervals
- Developing methodologies/mechanisms of operations for quality improvement
- Introducing best practices
- Organizing workshops and seminars
- Implementing Audit Practices such as Green Audit, Energy Audit, Academic & Administrative Audits, Gender Audit
- Introducing & streamlining feedback mechanism from stakeholders
- Establishing linkages with other institutions/organizations
- Signing of MOUs

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

The College has taken several steps to promote gender equity to maintain gender-neutral policy in the appointments, admission, academic and co-curricular transactions. In past five years, following measures and initiatives have been taken:

1. Safety and Security: The College ensures a safe and secured campus for all including girl students and female staff. The main gate is guarded by a gate keeper. CCTVs are installed for security and safety of the female stakeholders covering the entire campus and even in corridors. The Girls' Hostel is located within the college campus and is well protected. The Hostel Committee and lady warden examines all the facilities and problems that crops up in the hostel. The Anti-Ragging Committee, Students Grievance Redressal ensures gender safety by disposing grievances related to gender discrimination. Solar street lights have been installed at all important entry & exit points.

2. Counseling and Orientation: The College has taken steps for counseling of students on gender issues. Gender orientation programmes are organized frequently by Women Study Cell to address issues like gender, safety and security, mental health & wellbeing etc. The Grievances Committee, Women Cell, Teachers Unit, Students' Union Body actively promote gender equality by organizing different activities. Women Study Cell conducts workshop for women entrepreneurship and celebrates International Women's Day and National Girl Child Day. To empower Women, the Women Cell publishes a book under its banner called 'Gargi: Zenith', organizes Lecture and Interactive Sessions on the occasion of International Women's Day, organizes Workshop on Sattriya Dance & Modern Creative Dance, Beauty and wellness etc. Counseling and mentoring programmes are organized to create awareness about gender equity & health and hygiene among the girls' students of the college. The college regularly organizes invited lectures on gender sensitivity by eminent personalities.

3. Facilities: The College has ensured availability of basic facilities. It has a Girls' Common Room and a Women Cell Office well equipped with furniture and washroom. The College has Sanitary Napkin dispensers and incinerators in Common Rooms. Separate wash rooms and toilets have been provided for the female staff of the college.

4. Inclusion & Representation: The College always promotes women participation in decision making process. In all the major bodies, women faculty and girls students are its members and are actively involved.

5. Policy Initiation: The College policy documents including the Perspective Plan, Code of Conduct, Employees Welfare Policy and Students Grievance Redressal Policy etc. advocate for gender equity in different spheres.

6. Inclusion of gender Issues in the Syllabus: The curriculum also includes issues related to gender sensitivity. The Department of Sociology, Political science, English etc have women-centric courses.

7. Interaction programmes: The Gender sensitization takes place in the classroom through interactions,

talks, and awareness on gender related issues.

8. Grievances: Grievance Redressal Committee handles grievances of girls' students.

9. Training programmes and workshop on Self-defense such as Tang Soo Do for Girls also takes place from time to time.

10. The Women Cell organizes seminars, talks, programmes to address issues on gender sensitization and equity.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Certificates of the awards received from recognized agency (if any).	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The state of Assam is inhabited by people of diverse ethnicities and culture. The college is committed to create a flourishing multi-cultural and multi-ethnic environment for all the stakeholders and encourages the students to organize and participate in different programmes organized by other college, universities and Government or non-government organizations in order to sensitize them towards cultural, regional, linguistic, communal and socio-economic diversities. For instance,

1. A Round table National Level Conference was organized on 11th April 2018 on the topic 'India's North East and South East Asia: The Ethnic Connect' organized by IQAC in collaboration with Centre for South East Asian Studies , Gauhati University.
2. A cultural rally reflecting the diverse heritage of the state and the country is organized every year during the annual College Week with active involvement of NSS, NCC, Cultural Cell, Student Union, Women Cell, and Teachers' Unit. North-Eastern parts in particular are depicted in a very colorful way which creates a civic consciousness of the students towards these diversities.

3. The Students also regularly participate at Dibrugarh University Youth Festival and other Youth festivals organized by different colleges thereby enriching their cultural practice. The students also participate in various socio-cultural events within and outside the campus through its NSS group.
4. Teachers and students exchange New Year greetings, Eid Greetings, Bihu Greetings, Puja Greetings which also promote harmony and tolerance. Staff and students enjoy holidays on religious, ethnic, cultural and other auspicious days, which also promote unity in diversity.
5. The Annual College magazine and departmental wall magazine prepared by student union and respective departments also reflect various socio-cultural events and diversity of the region.
6. DBT sponsored research programme was undertaken in the area of SC farmers of Shantipurgaon Panchayat, Sivasagar district in the year 2018.
7. Awareness programmes on Human Rights & Communal harmony have been organized.
8. Participation in Me-Dam Me-Fi celebration showing Cultural Diversity.
9. Workshop on Jyoti Sangeet, Rabha Sangeet and Parbati Prasad Sangeet reflecting rich culture and diversity.
10. Unity Run for developing Harmony and Tolerance.
11. In the admission process, the reservation policy is followed so that equal representation of various classes of the student is ascertained.
12. The college regularly organizes “World Mother Tongue Day” to create awareness about the linguistic diversity of India in general and the State of Assam in particular.
13. Special scholarship schemes are also initiated by the Government of Assam for socially and economically backward students of the state.
14. Popular talks, seminars, street drama are organized by the college for creating awareness on the caste system, witch-hunting, girl child issues etc. from time to time.
15. Field studies on the socio-economic-political conditions of marginal sections have been conducted by the departments.
16. The practice of Yoga as a physical activity at Yoga and Meditation centre also ensures its recognition as a cultural activity of the country practiced through ages as well as its relevance after its declaration as International Yoga day on 21st June every year.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

Best Practice No-1

1) Title of the Practice: **Establishment of Online Examination Centre**

2. Objectives of the Practice:

- To start a centre for conducting online examinations of various kinds
- To serve as a model for students who would be appearing for competitive examination in online mode
- To serve as a laboratory for other computer related courses
- To earn some revenue for the college

3) The Context: The need of Establishing an online test center was felt for the students in the locality so that they need not go far off places for appearing in competitive exam through online mode. There are no online test Centres in the Sibsagar district so far and students have to go far off places like Guwahati, Dibrugarh etc. which costs lot of money and time. The computer lab has been turned into online centre by integrating other computers and connecting them through LAN. At present, the centre has 40 computers in it.

4) The Practice: Apart from conducting few college related examinations, the college has successfully been able to conduct a few competitive exams such UG CUET, UGC NET, ONGC Recruitment, APDCL recruitment, ITI Final exam etc. ever since it was established in the year 2018. Apart from exam centre, the laboratory is also used for video conferencing purpose.

5) Evidence of Success: Online Recruitment drives by state govt. agencies and private agencies have hired the centre on many occasions. The College was the first to introduce such a centre among the state run colleges.

6) Problems Encountered and Resources Required: Such endeavours need lot of investments which a govt. college cannot afford to make. However, the college garnered funds from various resources and relocated few of its own sources to make a humble beginning. However, needs such as a separate digital generator, online UPS etc still are required which need lot of investment.

Best Practice No-2

1) Title of the Practice: **‘We Care’**

2) Objectives of the Practice:

- To provide humanitarian assistance and charity to socially deprived people
- To provide humanitarian assistance and charity and for those living in the Orphanage and Old Age Home.
- To provide relief to the flood –affected people during floods

3) The Context: The stakeholders of the college felt that they must play some role in providing the needy a kind of relief during the time of their need. In order to do so, a platform was needed under which various activities could be undertaken. This led to the birth of ‘We care’ initiative under which various steps are taken for the needy and deprived section of the society.

4) The Practice:

Following programmes have been undertaken at various times under the ‘We Care’ initiative:

- Since Assam is a flood prone state, every year the college provides flood relief to the affected people in the form of food, clothes etc through charity and by collecting donations both in cash and kind.
- The departments, Alumni, NCC & NSS students make frequent visits to ‘Kumudalaya’ at Joysagar College Chariali which is a home for the disabled and also visit the old age homes located at Ganakpatty and Gamon Dalang area.
- Donations and charity works are done during the visit.
- Some quality time is spent with the orphans and old people.

5) Evidence of Success: The College has been able to develop some emotional bondage and good will of the society for undertaking such humanitarian works.

6) Problems Encountered and Resources Required: Though the visit by college students and others provide some emotional support to the deprived, yet all these works also need financial resources for constant support and to fulfill the expectation of the people.

File Description	Document
Any other relevant information	View Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1**Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words****Response:**

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 education 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 particularly in Indoor sports. The college is strongly committed towards its vision and mission and maintains a peaceful, eco-friendly but vibrant environment for education.

Sibsagar Commerce College 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 software 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.

The institution has been tirelessly working on linking education with employability. Courses like Hospitality Management, Event Management, GST & TALLY have been introduced to equip the students to face the demand of the market and also for honing their other skills. With the view that the students develop certain skills and earn a certificate or a diploma course, 15 new Add On Courses have been introduced under different departments with due approval from affiliating university. Also under Govt. of India's Skill Hub initiative Beauty & Wellness programme has been introduced and the first batch has already completed their course.

Thus, the thrust area of the college in past 3 years and years ahead is on vocational education and skill development along with nurturing sporting talents so that the students can become employable as soon as they pass out of the college after finishing their undergraduate programme and also contribute in bringing laurels to the college, state and nation in the field of sports.

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

5. CONCLUSION

Additional Information :

- The College fraternity has contributed the sum of Rs. 2,46,572.00(Two lakhs Forty Six Thousand Five Hundred Seventy Two) to Chief Minister's Relief Fund to fight against the challenges brought about by Covid-19.
- The faculty members have individually helped the economically disadvantaged people with food items, money, mask and sanitizing items during the pandemic lockdowns.
- The Principal is actively involved in 15 (out of 20) committees of the parent University. The College is running the welfare scheme of GIS for all students of the college.
- The College has established links with feeder schools and every year some programme is organized in association with them.
- Every year a workshop on Wildlife Photography is organized for the enthusiast where they learn the nitty-gritty of photography in reserve forest areas as well as in Kaziranga National park.
- A number of teachers are involved in Question paper setting of Parent University for different programmes and also in moderation and evaluation works.
- Many teachers are invited as expert as panel member of appointment board and for DPC organized for promotion.
- Many teachers are involved as office bearers and active members of social and community bodies. College pass-outs are also involved in community service.
- The College has published a souvenir 'Swarnabh' during its Golden Jubilee year highlighting and reflecting the development of college since its inception.
- The college has named its classrooms after the names of different rivers flowing in Assam and also in the name of legendary persons from the state as mark of honour and respect.
- The college is also now under the cluster concept with nearby colleges.
- An innovation and Incubation centre has also started although it is in its nascent stage.
- As a gesture of gratitude, admiration and honour for the retired teachers and social workers of the district, every year the college felicitates on its Foundation Day.

Concluding Remarks :

Sibsagar Commerce College has completed 53 years of its glorious existence amidst lots of ups and downs and after facing lots of churning and challenges. It has covered number of milestone in its journey till now and is

now gearing up to face the 3rd cycle of NAAC assessment and accreditation as well as for implementing NEP 2020 under Four Years Under-Graduate programme. In spite of its limitation as a government and an affiliated college, the institution wants to get recognized as an Autonomous college in near future and want to focus on increasing employability of its student through vocational education and skill enhancement courses. The recent initiative in this direction has been the recognition of the college as a Skill Hub Institute. Besides, producing students who have established themselves as successful CA's CS, Bank Officer, the college has produced several successful entrepreneurs who not only got self employed but also gave jobs to several others. The college will also continue in its endeavour of making holistic development of its students so that they become assets not only for their families but also for the state as well as for the country.