Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**LAKHIMPUR COMMERCE COLLEGE**
Name of the head of the Institution	**DR. BHIMASEN BEHERA**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03752244633**
Mobile no.	**9435387496**
Registered Email	**lccnlp@rediffmail.com**
Alternate Email	**iqaclcc@gmail.com**
Address	**Lakhimpur Commerce college, North Lakhimpur**
City/Town	**NORTH LAKHIMPUR**
State/UT	**Assam**
Pincode	**787001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**DR. DIGANTA KUMAR DAS**
Phone no/Alternate Phone no.	**03752244633**
Mobile no.	**9707111872**
Registered Email	**lqaclcc@gmail.com**
Alternate Email	**iqaclcc@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://lccollege.edu.in/data/page/aqar-list/

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://lccollege.edu.in/data/page/academic-calender/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**75**	**2004**	**16-Sep-2004**	**15-Sep-2009**

6. Date of Establishment of IQAC	**12-May-2005**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
ALUMNI MEET	**29-Jun-2018**	**115**

	1	
Guardian Meet	30-Jun-2018 1	200

[View File](#)

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**6**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

·   It has organised ten departmental seminars. ·   It has organised outreach programmes. ·   Financial support to the students by obtaining Govt. scholarship and aids from trust. ·   It has organised Alumni Meet and Guardian Meet. ·   Ensuring the quality of academic by obtaining feedback from students, alumni and parents. ·   Continuation of personality development programmes by ICG Cell. ·   Participation of students in extracurricular and outdoor activities.

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

Plan of Action	Achivements/Outcomes

Ten departmental seminars were conducted under the guidance of IQAC of the college. To encourage the students to participate in various sports and cultural activities. Propose to encourage research activities among teachers. Plan to organize the extension activities and outreach programmes with full cooperation of Students and teaching nonteaching staff Plan to observe various international and national days at the institution. Plan to implement best practices at the institution.	Ten departmental seminars were conducted under the guidance of IQAC of the college. Group of students participated in Inter College Football, Cricket and cultural events at University level. Observance of various International and National days like Armed Forced Flag Day, Communal Harmony Day, Human Rights Day, International Women Day, NSS day, World Environment Day, Gandhi Jayanti, Independence Republic Day, World Photography Day, International Yoga Day and Swachha Bharat Abhiyan , AIDS Awareness Day etc. Continuation of maintaining Students' Teachers' diary to record daily academic activities and disseminate minimum knowledge of banking, management and postal transactions by facilitating various field visits among the students Observed Road Safety Day and Cleanliness Drive under Swachhata Bharat Abhyan at adopted village 1 No. Khumari, Lakhimpur.

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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
GOVERNING BODY	**20-Dec-2021**

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

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2019**

Date of Submission	**27-Feb-2019**

17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The college has management information system and used in college office, library, teachers etc. The college office has online form fill up system for the students. Students are required**

to apply on line application for admission in the college. Library has used software Soul 2.0 for library database including names of students, names of books, names of teachers etc. The teachers of the college are required to submit database online mode for maintaining the same. The college has allotted computer to each departments of the college for maintaining database of the departments. The departments of the college are keeping records of marks different examinations like sessional, end semester, IN semester and submit the same to the authority in time.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college ensures effective curriculum delivery through a well planned and documented process. We adopt the curriculum overview provided by the Dibrugarh University. Depending on our resource potentiality, institutional goals and concern towards the students, we impart quality education. The institution has developed a structured and effective implementation of the curriculum. Following are the various means through which it executives the curriculum. HOD's Meeting: HOD's Meetings are held once in once in a month. Heads of the Departments discuss their action plans to arrive an optimal and effective way. Academic Calendar: Academic Calendar is prepared as per the Dibrugarh University academic calendar and the requirements at the department level as per the action plans formed. Lesson Plan: A Lesson Plan includes course outcomes, course objectives, content topics, reference books and the expected outcomes from the students by learning through the topics prepared by respective faculty members at the beginning of each semester. It gives an insight how the lecture class will be handled throughout the semester. Meeting the Vision and Mission of the Concerned Department: Each department of the college acts with the Institutional Vision and Mission of the college. Institution integrates cross-cutting issues relevant to Gender, Environmental sustainability, Human Values and Professional Ethics into the curriculum Gender, Environmental sustainability, Human Values and Professional Ethics issues find an ample space when it comes to applying them positively into the curriculum. We believe in maintaining healthy environment for all its students. There are various committees which take care of the students such as: (i) Women Grievances Committee: It is formed only by female faculty members consisting of one coordinator and two members and also one student representative from each department. Issues like sexual harassment and gender discrimination among female students are addressed in the committee. Incidents of sexual harassment of female students are nil due to the discipline in the campus. Yet this cell interacts with female students at regular intervals to identify any sort of issues existing. The women cell is capable of dealing the cases very confidently with its team. Issues related to women's health and hygiene is also taken care of by the committee. (ii) Anti- Ragging Committee: As per the guidelines of UGC, and the University, an Anti-Ragging Committee has been

constituted to handle the issues pertaining to ragging. Any student can lodge a complaint without disclosing his/her identity in case of any in convenient incident. (iii) Human Rights: The college conducts various programmes on Human Rights to provide awareness among students. • World Human Rights Day • Voter's Day Programme • Blood Donation Programmes • Swachch Bharat Abhiyan • Health and Hygiene Awareness Programmes • Tree Plantation (iv) Discipline Committee: A discipline committee is there in the college formed comprising of faculty members. This committee plays a vibrant role in the maintenance of discipline of the complete campus. In the normal functioning of the college as well as any special occasion or any programmes, this committee's presence and control is mandatory.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NA	Nill
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Accounting Finance	01/07/2011
BCom	Banking & Insurance	01/07/2011
BCom	HRM	01/07/2011
BCom	Marketing	01/07/2011
BCom	General	01/07/2011
BA	Assamese	01/07/2011
BA	Economics	01/07/2011
BA	Education	01/07/2011
BA	Political Science	01/07/2011
BA	Sociology	01/07/2011
BA	General	01/07/2011

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Course in Spoken English	18/01/2018	30

Vaaksetus Post Graduate Diploma in Translation Studies	15/05/2015	6
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Education	13
[View File]()		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Structured feedback was obtained from various stakeholders, students, teachers, alumni and parents during the year 2018-19. The feedback from all the stakeholders were collected offline through specific forms addressed to the target audience. They were collected on different single days which include alumni meet, guardian's meet and meeting of the faculty members of the college. Students Feedback: The students' feedback of the batch 2018-19 had six different dimensions—on teachers, course content/syllabus, academic environment, library, administration infrastructure and IT Computer. Action taken after analysis of the student's feedback: Analyzed feedback suggested the need for restructuring the curriculum to make stake holders more relevant and inclusive. It was decided to have regular monitoring of student performance in internal examinations conducted by the college. Teacher's Feedback: Teachers' Feedback during 2018-19 on five different dimensions—curricular aspects, teaching, learning and evaluation, research, innovation and extension, infrastructure and learning resources, student support progression, governance, leadership and management and institutional values. A total of 40 teachers' feedback were collected and analyzed. Action taken after analysis of the teacher's feedback: The feedback report was discussed in the academic meeting of the college. Suggestions were considered to modify the syllabi based on need. Faculty development programs were suggested. Alumni Feedback: Feedback by Alumni members during 2018-19 were collected and analyzed. Alumni's feedback on different dimensions like infrastructure facility, teaching and learning, career development, training and placement, course structure, sports and cultural activities were collected and analyzed. Action taken after analysis of the alumni's feedback: The report of the feedback analysis was taken care of while framing the plan for the development of the college on important components like career development, placement and skill development. Career Counseling sessions were conducted during the academic session. A group of B.Com III year students were sent to Odhissa to participate in an industry exposure tour. Guardian's Feedback: Feedback of guardians of the students of the college of the year 2018-19 were covered 29 aspects to have a holistic

approach related to the academic and extra-curricular activities of the college. Feedbacks on vital components like college administration, academic environment, fees structure, discipline, career counseling, canteen facilities, NSS etc were collected and analyzed. Action taken after analysis of the guardian's feedback: The guardian's feedback analysis report was discussed in the general meeting of the college. The report suggested increase the number of beneficiaries of poor students and need for more excursions and academic tours for students. The report suggested more guardian-college meetings to have updated their concerns.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Assamese	40	42	38
BA	Sociology	40	25	16
BA	Education	40	15	11
BA	Economics	40	15	13
BA	Political Science	40	14	12
BA	General	250	213	213
BCom	Accounting & Finance	60	65	60
BCom	Human Resource Management	30	25	20
BCom	Banking & Insurance	30	20	15
BCom	General	130	50	50
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1085	Nill	38	Nill	38

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
38	20	5	2	2	1

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The students mentoring system in Lakhimpur Commerce College focuses on the dynamic learning of the students apart from the conventional teaching. The mentor plays the role of guide, advisor and counsellor to the mentee. The mentor mentee system has been however reformed and adopted from time to facilitate the students effectively. The faculty members maintain a close rapport with the students and counsel them on various aspects related to guide the students and coordinate with the parents for their development. Academic counselling is available for all students. Mantees are helped to develop further in their areas of interest. The students are mentored all the time of admission regarding the maintenance of discipline. The teachers encourage the students in skill development and in enhancing the abilities through observation and assessment. The objective of this system helps in exploring the hidden talents of the students through various innovative methods. The departmental freshmen social, the farewell functions, the publication of wall magazines, activities of students union etc. also help the students to improve their self confidence and communication skills. Moreover, the Extension Activities like NSS, Community Outreach programmes have faculty mentor to guide the students in developing their leadership quality. The students are thus provided a platform to expose themselves in academic and social activities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1085	38	1:29

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
45	37	8	Nill	14

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	NA	Nill	NA
2018	NA	Nill	NA

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Assamese Economics Education Political Science Sociology General	VI	22/05/2019	16/07/2019

BCom	Accounting and Finance Banking HRM Non-honours/Generl	vi	22/05/2019	16/07/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per Dibrugarh University regulation, examination and evaluation are done on a continuous basis. There are 20 marks for internal assessment and 80 marks in each paper in end semester examinations. For internal assessment, the University has stipulated the following components: • Sessional Examinations • Home Assignments/Seminar/Group Discussion • Class Attendance • Laboratory Practical and field work wherever necessary. The college implements the above fixed components of the University and this apart, at its own level, it has introduced/added the following additional components/parameters as an innovative measure to supplement and strengthen the internal assessment and evaluation process. • Objective type tests • Quiz programme on the respective course • Class tests/on the-spot tests and oral tests. • Viva-voce for Project works. • Self-assessment by group of students (one group assessing the performance of another group). • Setting of sessional examination question papers following the pattern of end semester examination to the extent possible.

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

The Academic calendar meant for all colleges is prepared by the Academic Council of the University at the beginning of every session. The Academic Calendar incorporates all academic activities/events to be undertaken by colleges in an academic session. Our college being a constituent college of the University adheres to this Academic Calendar to implement the academic activities in a systematic and disciplined manner. The probable time period of sessional examinations/Internal examination and evaluation as well as submission of assignments are mentioned in the Academic Calendar. On the lines of the Academic Calendar, the college to suit its situations and conditions, fixes the dates of conducting sessional examinations/Internal assessment and evaluation at regular/continuous interval through the Internal Examination Monitoring Committee. The dates of internal examinations/sessional examinations are then notified to the students on the notice board and through Mobile Messages and also informed by teachers in classes. Apart from this evaluation tool, other continuous evaluation tools used by the college as per University guidelines are seminars, group discussions, class tests, on the-spot tests, oral tests, quiz programmes related to the prescribed course. This continuous and comprehensive internal evaluation process has motivated students to take up their studies seriously and timely and helped the college to measure students progress in a fruitful way.

2.6 – Student Performance and Learning Outcomes

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

https://lccollege.edu.in/data/page/learning-outcome/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage

UG	BA	Education	15	12	80
UG	BA	Assamese	25	13	52
UG	BA	Political Science	11	Nill	0
UG	BA	Sociology	18	13	72
UG	BA	Economics	13	1	7.6
UG	BA	General	69	14	20
UG	BCom	Accounting & Finance	45	23	51
UG	BCom	Banking & Insurance	27	23	85
UG	BCom	HRM	16	12	75
UG	BCom	General	67	15	22
[View File](#)					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://lccollege.edu.in/data/page/student-satisfaction-survey/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NA	0	0
[View File](#)				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nill	NA
[View File](#)				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nill
[View File](#)					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards		
State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NA	Nill	0
International	NA	Nill	0
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	2
Economics	1
Political Science	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nill	0	NA	Nill
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nill	Nill	Nill	NA
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	Nill	16	Nill	Nill
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Pariksha Pe Charcha 2.0 Live Telecast of T.V. Show from Talkatora Stadium , New Delhi	NSS	1	264
National Martyrs day and Two minutes Silence	NSS	1	146
College Campus Cleaning Programme	NSS	2	91
3 Days Theatre in Education workshop on Acting for Creativity	NSS collaborating with N.S.D., T.I.E. Tripura Wing	3	58
Trash Tag Challenge Pragramme	NSS collaborating with District Water and Sanitation Commiitte	3	11
No Tobacco Day	NSS	1	45
[View File](#)			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	Nill
[View File](#)			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
GENDER ISSUES	WOMEN CELL	INTERNATIONAL WOMEN'S DAY	1	51
Swatccha Bharat	NSS	COLLEGE CAMPUS CLEANING PROGRAMME	2	62
	NSS	WORLD ENVIRONMENT DAY	2	77
Aids Awareness	RED RIBBON CLUB	WORLD AIDS DAY	3	65
[View File](#)				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration

NA	0	NA	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
workshop on Acting for creativity	workshop on Acting for creativity	NSD: TIE Wing Tripura	03/03/2019	20/03/2019	55
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nill	NA	Nill
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
20	16.87

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Fully	2.0	2009

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	18287	500088	518	44355	18805	544443
e-Books	85000	Nill	180	2950	85180	2950
e-Journals	6050	Nill	30	2950	6080	2950
Journals	16	29072	Nill	36657	16	65729
Library Automation	18450	Nill	460	Nill	18910	Nill
Weeding (hard & soft)	434	Nill	20	Nill	454	Nill
Others(specify)	11	989	2	Nill	13	989

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NILL	NILL	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	33	0	5	0	0	7	0	0	9
Added	5	3	0	0	0	0	0	0	2
Total	38	3	5	0	0	7	0	0	11

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
35.5	30.03	8	7.57

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

The college has a well planned, well organized and decentralized mechanism of maintenance and upkeep of academic and support facilities. In the learning of the session the budget of the college in placed in the meeting of the Governing Body and the Governing Body approved it after a wide discussion. Following are the maintenance mechanism followed by the college in particular: 1) Maintenance of academic facilities: For all academic requirements like books and journals, IT facilities, seminars, and workshops demands are placed by the departments in writing the principal. The principal places the requisitions or demands in the meeting s of the Governing Body. Tender notification is then done for bulk purchases. Otherwise local vendors supply the necessary items. Financial rules of the government are strictly followed for all purchases. 2) Maintenance of physical support facilities: All the departments and constituent units of the college are well constituent units of the college are well connected to the office in this regards. Apart from the regular cleaning of the classrooms, for any urgent maintenance on the part of electricity, plumbing, computers, the office arranges everything according to the demands raised by the departments and other units. 3) IT Infrastructure: For maintenance IT infrastructures(Wifi, Computers, and services) the College has appointed vendors, Antivirus/Anti Malware Software are installed and updated at specific intervals, uninterrupted power supply to avoid hardware and software problems

https://lccollege.edu.in/data/page/college-facilties/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NILL	0	0
Financial Support from Other Sources			
a) National	SC/ST/OBC/ Minority/Ihan Uday	48	0
b)International	NILL	Nill	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Hindi, English Transalation (Diploma Course)	16/08/2015	6	SHABDA BHARATI
Certificate of Computer application	02/07/2001	448	LAKHIMPUR COMMERCE COLLEGE
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Career Counseling on Carer in Business Management	Nill	62	Nill	Nill
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 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NILL	Nill	Nill	NILL	Nill	Nill
No file uploaded.					

 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	2	BCom	Commerce	IGNOU	MCom
2019	1	BCom	Commerce	Dibrugarh University	MCom
2019	1	BCom	Commerce	Lexicon Management Institute of Leadership	PGDG
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 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	Nill
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 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants

Annual College week, Freshman social (chorus Cultural Prgramme), Sankardev Tithi (borgeet), Fateha, Drawing Quiz Competition on the Eve of Independence Day, Debating Competition, Cultural Rally on College Week	UG	225

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NILL	National	Nill	Nill	Nill	Nill
2019	NILL	International	Nill	Nill	Nill	Nill

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The mission of Lakhimpur Commerce College Students' Union is to work for the development and promotion of interests of the student community inside the college campus. The LCCSU takes an active role in looking after the overall development of the institution as well as organizing the Annual College Week, General Freshers' Social, Saraswati Puja, Fateha-e-dwaz daham, Sankardev Tithi, Independence Day and Republic Day. It also takes initiative to lead the students to join in different inter-college literary, Sports and cultural composition as well as Youth Festival held under Dibrugarh University. The LCCSU has been a vital organ of the College as it works for prevention of raging in the college campus, beautification of the campus, maintaining the campus as green Campus. The LCCSU has been participating in all the activities through NCC and NSS and Red Ribbon Club like cleanliness and sanitation Drive, Flood Relief Camp, Shramdan in the adopted Village and Free vaccinations drive. The Magazine Secretary of LCCSU works in co-operation with the teacher-in-charge for the publication of Annual College Magazine and Wall Magazine. The LCCSU has always been co-operating with the administrative and academic initiatives of the institution and comes up with suggestions from time to time for improvement of the College.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

783

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institute supports a trend of decentralized governance system with proper well defined inter-relationships The management of the institute is governed by Governing Body (GB) consisting of President, Teachers Representative, VC nominee, Guardian Representative and Office Head Assistant. Regular meetings of the body are held for the effective and smooth functioning of the institute. Society level - The management of the institute is directed by Governing Body, whose members, are appointed in accordance with the guidelines provided by the Director Of Higher Education. All the main decisions related to the institute are taken by the Principal in consultations with the Head of departments. The Department Heads are responsible for to look day-to-day classes of the department and report to the Principal. In addition, any institute staff member can give suggestions and idea for improvement. Students also participate through different formal and informal feedback mechanisms. Suggestion box for students is followed to maximise information. Participative management The institute always promotes the culture of participative management by involving staff and students in various activities. All decisions of the institution are governed by management. The students and faculties are allowed expressing themselves for any suggestions to improve the excellence in any aspect of the Institute. 1. Strategic Level -The Principal, HODs, and staff members are involved to defining the policies and procedures, making guidelines and rules/regulations pertaining to admission, placement, discipline, grievance, counselling, training development, and library services etc., Staff members are also involved in deciding academic activities and examinations to be conducted in institute. 2. Functional Level -At functional level the faculty members participate in sharing the knowledge by discussing on latest trends/technology during faculty meeting. 3. Operational level- The Principal of the institution is a member of the GB. The GB gives suggestions and monitors the procurement, introduction of new programs and welfare activities. All the staff members actively participate in implementing the policies, procedures, and framework designed by the affilitating university i.e. Dibrugarh University in order to maintain and achieve the quality standards and achieve vision and mission of the institution. Office staff is involved in executing day to day support services for students and faculties. Academic Monitoring Committee (AMC). Role: Academic Monitoring Committee (AMC) is responsible for supervising, modulating and executing the various academic actions guidelines. It is purposely form for continuous reliable conduction of academic work all through the institute. Committee Member Hierarchy: AMC is an en route by Chairman who is the Principal of the institute. Other members of the committee are Head of Departments, and Subjects Expertise for respective subjects, class teachers, exam in-charge. Result: The AMC conducts the meeting periodically for the discussion of issues and challenges for the development aspects of institute. Through proper channels i.e. through parent-teacher meet, alumni meet, student feedback system and through other various committee meetings , institute encourages teachers, students, parents, corporate resource persons, employers, alumni, staff to share their ideas, opinions, suggestions,.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Development of curriculum is outside the purview of the institution, the college being an affiliated college under Dibrugarh University.
Teaching and Learning	IQAC has directed each and every academic department to sign at least one MOU with external organization (college/university/other institution) for facilitating faculty exchange/student exchange/internship/field trip/on the job training.
Examination and Evaluation	Examination and evaluation works were completed within the framework of guidelines stipulated by the affiliating university and as per scheduled dates outlined in the academic calendar.
Research and Development	Although the institution has limitations in the development of infrastructure related to research and development, it has given its effort to upgrade the library resources for being used in future by various faculty members who intends to pursue various forms of research.
Library, ICT and Physical Infrastructure / Instrumentation	The central library has been converted into fully computerized mode by use of SOUL 2.0 Library software which has been running from the year 2009. A digital conference room is also available in the college.
Human Resource Management	All faculty members have been engaged in different committees.For data entry pertaining to the different criteria, some faculty members from various Departments were engaged in the IQAC office as well as for creating a new institutional web portal and uploading all relevant data. The Departmental Advisory Committees were reconstituted through involvement of teachers, students and guardians.
Industry Interaction / Collaboration	NIL
Admission of Students	All new admissions and renewals were done in cent percent online mode. This has facilitated in the creation of a digital database that is required for

the student satisfaction survey.

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

E-governace area	Details
Administration	To encourage paperless communication, WhatsApp groups are created for teaching and non-teaching(both permanent and contractual) staff. WhatsApp Groups are also created for different classroom and departments, which helps to provide brief notices and also used for awareness and smooth functioning of the same. The college has Biometric attendance for teaching and non-teaching staff. The college campus and classrooms are equipped with CCTV Cameras installed at various places.Institutional Email IDs and phone numbers of various faculty membershave been created in the institutional web portal for communication purpose.
Planning and Development	The college has designed a web portal which is expected to aid in various administrative and academic matters. Various important forms and formats as well as important official documents are uploaded in the college portal for easy accessibility of various stakeholders. To use ICT in the process of college events and activites institute uses WhatsApp Group for important notices.
Examination	Scanned copies of result sheets of all term end examination have been uploaded in the institutional web portal.
Finance and Accounts	The college continued with the College Management Software accounting in its office. Salary bills of the permanent staff being sent online to the treasury. All expenditures are done through Cheques and audited by the CA and government auditor.
Student Admission and Support	The college continued with the College Management Software system of accounting in its office. The admission process is done through online and the financial transaction are done both through online and cash.Information about admission, Examination are circulated through E-governance viz. WhatsApp Group,E-mail and college web site.Bar code Id-card are also provided to the students.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NIL	NIL	NIL	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NIL	NIL	Nill	Nill	Nill	Nill
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in Women Studies and Gender Sensitiz ation(ID)	1	06/07/2018	26/07/2018	21
Refresher Course in Tribal Studies(ID)	1	24/09/2018	14/10/2018	21
Short Term Training Programme on Innovation and Rejuvenation of Teaching in Higher Education	4	18/02/2019	23/02/2019	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Availability of food in the college canteen at reasonable rates. Teachings staff have a Welfare Fund and Thrift Society which are functioning for the benefits of the teaching staffs. A certain amount is contributed every month for the Thrift Society and can avail hassle free loans at a very low interest along with emergency loans . The Welfare Scheme is known as Teachers and Employees Welfare Fund. It is a one time payment where we can avail loan of a small amount with minimum interest.	• Availability of food in the college canteen at reasonable rates. Teachings staff have a Welfare Fund and Thrift Society which are functioning for the benefits of the teaching staffs. A certain amount is contributed every month for the Thrift Society and can avail hassle free loans at a very low interest along with emergency loans . The Welfare Scheme is known as Teachers and Employees Welfare Fund. It is a one time payment where we can avail loan of a small amount with minimum interest.	• Availability of food in the college canteen at reasonable rates.Remedial classes are arranged for the students by the concerned departments.For the welfare of the students there is a fund named as Poor Fund. The college always take initative for students to participate in various inter college competition.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

At the end of each financial year the institution undertakes internal audit of the college accounts, which consists of various financial heads. The audit is entrusted to Mr.B.K.Patwory.The internal audit is completed for the year 2018-2019.After the internal audit report is ready, it will be placed before the Governing Body(GB) meeting. After acceptance of the report in the GB meeting, The Directorate of Audit (Local Fund), Government of Assam ,will be invited officially to audit the college accounts, which conducts the external audit. The Government auditor has audited till 2016-2017.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	0

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

1.A guardian forum of the college was constituted on 30.06.2018 under the name Lakhimpur Commerce College Guardians' Forum. The guardians of the college participated actively in the guardian feedback survey conducted by IQAC and had prescribed significant suggestions for qualitative institutional growth. 2.Several significant resolutions were adopted in the joint IQAC LCCGF meeting held on 30.06.2018 on qualitative uplift aspects of the institution, which shall be implemented in a phased manner. 3.The guardians actively participated in the Departmental Advisory Committee meetings held at different times in the respective departments.

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

1. Refresher course , Orientation course and Faculty Development Programe 2. Research Orientated publication and seminar 3. Supporting staff are encouraged to perform their extra cultural activities in various meetings held at the institution. 4. Training programes were held for the increased and effective use of ICT in Teaching-Learning.

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

• The college library was to be computerised . As a result it has been computerised and all the issues and receipt is done through computer. SOUL 2.0 Library software is used since 2009 and Internet facility has been provided through Broadband for developing knowledge to the students and teaching faculties. Bar code Library card is issued to the students. • As far as possible each department be provided with one Computer all members of teaching an non teaching staff be trained in using computer. All departments were provided with computers and the office has been fully computerised and the members of the college were trained up. • The allocation for library may be increased to subscribe for more books, journals and magazines. The library subscription has been increased by more then 20,000 books, journals and magazines. • More teachers may be encouraged to participate in seminar and workshops so that they may deeply be involved in research work. Teachers are encouraged to participate in seminar and workshops. Research work and major projects are also taken up by some of the teachers. • All students passing out of the college should get opportunities to learn the use of computer. Students are encouraged to learn the computer as they have a compulsory subject named as Information Technology.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Alumni Meet	29/06/2018	29/06/2019	29/06/2019	115
2018	Guardian Meet	30/06/2019	30/06/2019	30/06/2019	200
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Womens Day	08/03/2019	08/03/2019	89	34

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Provision for lift	No	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	Nill
Scribes for examination	Yes	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	25/01/2019	1	National Voters Day	Voting Awareness	84
2019	1	1	29/01/2019	1	Pariksha Pe Charcha 2.0 Live Telecast of T.V. Show from Talkatora	Examination Stress Management	264

2019	1	1	30/01/2019	1	National Martyrs Day and Two minutes Silence	Patriotism	146
2019	1	1	02/01/2019	1	College Campus Cleaning Programme	Sanitation	91
2019	1	1	18/03/2019	3	3 Days Theatre in Education workshop on Acting for Creativity	Creativity	58
2019	1	1	04/08/2019	1	Trash Tag Challenge Pragramme	Cleanliness	11
2019	1	1	31/05/2019	1	No Tobacco Day	Cancer Awareness	45
2018	1	1	06/05/2019	1	World Environment Day	Green Environment	88
2018	1	1	15/08/2018	1	Quiz Competition	Indan Fredom History	52
2018	1	1	10/02/2018	1	Gandhi Jayanti	Remembering Bapu	84

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students	02/05/2013	Regularly monitored and strictly enforced.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Unity Day	31/10/2018	31/10/2018	100
National Voters Day	25/01/2018	25/01/2018	84
National Martyrs day and Two minutes Silence	31/01/2019	31/01/2019	146

No Tobacco Day	31/05/2019	31/05/2019	45
World Environment day	06/05/2019	06/05/2019	88
Gandhi Jayanti and District Level Plogging Event	10/02/2019	10/02/2019	98

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

1. Promotion to reduce the use of plastic bags below 50 micron within the campus and the nearby areas. 2. First installation of a solar panel .(Feb.2021) 3. Initiative taken to make Plastic free campus. 4. Regular creation and maintenance of greenery by plantation. 5. Complete replacement of incandescent light bulb with LED bulbs.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

A) HABITS OF MAINTAINING DIARY OF DAILY ACADEMIC ACTIVITIES: 1. Title of the Practice: 'Diary Maintaining Habits' 2. Objectives of the Practice: ? Encouraging the students and teachers to develop the habit of maintaining diary of daily academic activities in the college. ? Encouraging the students for more attendance and increasing the concentration level in the classroom. ? Encouraging the students to develop the reading and writing practices at home which are taught at the classroom on daily basis. 3. The Context: Most of the students of higher educational institutions are hardly review the contents/lectures at home which were taught in the classroom unless otherwise home assignment or home work has been given out by the class teachers at the classroom. With an idea to encourage the students to develop the reading and writing practices of the topics taught in the classes, the principal and the academic committee of the college came up and issue 'Students Diary' to each and every students at the time of admission to record all the contents which will be taught at the classroom and ask them to submit the same to the college on regular basis for review. Similarly, for timely coverage of all the contents of the syllabus the teachers of the college have also been given Teachers' Diary to record the daily academic activities of the college. 4. The Practice ? The Students Diary is to be submitted by each and every student at the end of every two months before the academic committee. Similarly the teachers are also doing so. ? The Diaries have reviewed by the academic committee and a report have been prepared and submitted to the Principal for further action. ? Submission of the diary is mandatory by every student. Non submission of the same by any student will have to be present before the Principal and the academic committee for explanation. ? The Teachers Diary is to be maintained by every teacher of the college so that no topics have been left out to teach among the students. It also helps in all coverage of the contents of the syllabus in the classroom. 5. Evidence of Success ? Help the teachers to timely coverage of all the contents of the syllabus in the classroom. ? Helps in increasing the daily attendance of the students in the college. ? Helps the students in improving the conceptual background of the subjects taught in the classroom. ? Helps the students to attempt and timely coverage of all the answers of the questions at the examination hall. ? Gradually the practice has been increased and the students are more active and improve the habits of maintaining daily record of academic activities of the college. ? It also helps in improving the writing skills of the students. 6. Problems Encountered and Resources Required ? The practice requires a reasonable amount of fund for publication of 'Student's Diary' for each and every students of the college. ? There is a possibility of copying the text by some students from the other

student's diary. ? There is a problem of involving marginal amount of time for reviewing all the Students' Diary at a time. It involves 3 to 5 days for every subject by the teacher concerned. B) AVAILING MINIMUM BANKING AND POSTAL SERVICES TO COLLEGE STUDENTS: 1. Title of the Practice: 'Banking and Postal Service Knowledge' 2. Objectives of the Practice: ? To help the students in availing minimum practical knowledge of banking and postal service operations. ? Encouraging the students for increasing their attendance in the classroom. ? To help the students in enhancing personality and the level of confidence. ? Encouraging the students in developing more career consciousness in the field of banking and postal sectors. 3. The Context: ? To support the students by providing at least the minimum transaction knowledge of banking and postal services. ? The practice includes a visit to any commercial bank and the post offices of North Lakhimpur town on a regular basis. ? The students are guided through orientation and awareness classes. Sometimes resource personal from banks and post offices are invited. ? The scope of career prospects in the field of banking and postal sectors are also discussed in the orientation classes. ? Interaction with the banking and postal personals helps the students in gathering more knowledge about these sectors and the job prospects. ? The biggest challenge is the number of students visiting the commercial banks and the post offices. 4. The Practice ? Theoretical knowledge on banking sectors and their transactions is provided to the students by engaging the faculties from the commerce background. ? Some faculties from arts background are also engaged for delivering the theoretical knowledge on postal transactions. ? Delivering of practical knowledge on banking and postal services, sometimes resource persons from these sectors are invited. ? A group of students are selected for visiting any commercial banks and post offices in the town for providing the minimum practical knowledge on banking and postal transactions. ? The groups are giving the tasks like filling of pay-in-slip, preparation of bearer and crossed cheque, depositing and withdrawal of cash from bank, dropping of cheque to drop box, filling of KYC form, method of speed and registered post, ways to purchase NSC, KVP etc., filling of IPO, money orders, telegrams and many other commonly used banking and postal services. ? After the visit the students are ask to submit a report individually to the IQAC. The best report presenters are awarded. 5. Evidence of Success ? Help the students in developing the personality and the level of confidence. ? Daily attendance of the students in the classroom has increased. ? Helps the students in more career consciousness. ? Helps the students in aware about the competitive examinations. ? The practice has improved the practical knowledge of the students in regards to minimum banking and postal transactions. ? The practice is also helps in improving the writing skills of the students. 6. Problems Encountered and Resources Required ? The practice has no financial involvement but a reasonable remuneration to the invited resource persons form the bank and post offices. ? Selection of students and formation of groups of students is a difficult task. ? Sessional examinations and periodical tests in many times effect in smooth functioning of the practice. ? Involvement of all the students sometimes not possible due to limited time frame of the semester system.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://lccollege.edu.in/data/page/best-practices-eventprogrammes/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

1. First pioneer Higher Education Institution of Commerce in the North Bank of the Brahmaputra. 2. Teaching- Learning Evaluation is exclusively Learner-Centric 3. Departmental Workshops, Interactive Lectures, Quiz, Group Discussion

are organized regularly for enhancement of the students. 4. Regular career counseling is provided to the students 5. Regular Remedial classes for the slow and under- performed learners. 6. Complete Ragging Free institution. 7. CCA (Certificate of Computer Application) course is provided since 2001 onwards. 8. Question papers of previous examinations are kept well in the college library for the students. 9. Publication of Departmental Wall Magazines showcasing the creative talents of the students 10. Field survey (Deptt of Education), Excursion trips (Assamese). 11. Continuous functioning of IGNOU study and Exam centre since June 2000 providing UG,PG, Certificate and Diploma courses.

Provide the weblink of the institution
https://lccollege.edu.in/

8.Future Plans of Actions for Next Academic Year

1. To construct poultry farm and an Incubation centre in the college campus. 2. Proposed to construct an indoor sports facility. 3. To construct a place with garden for roaming of the student in the leisure time. 4. To increase numbers of ICT enabled smart classrooms. 5. To construct rain water harvesting.