



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		LAKHIMPUR COMMERCE COLLEGE
Name of the head of the Institution		Dr. Bhima Sen Behera
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03752222359
Mobile no.		9435387496
Registered Email		lccnlp@rediffmail.com
Alternate Email		iqaclcc1972@gmail.com
Address		Lakhimpur Commerce College
City/Town		North Lakhimpur
State/UT		Assam
Pincode		787001
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Diganta Kr. Das
Phone no/Alternate Phone no.	03752222359
Mobile no.	9707111872
Registered Email	lccnlp@rediffmail.com
Alternate Email	iqaclcc1972@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://lccollege.edu.in/uploads/files/2019-20.jpg
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://lccollege.edu.in/

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
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Interaction programme on new revised NAAC A& A process	14-Aug-2019 1	21
Popular talk on Research	03-Sep-2019	31

Methodology

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	N/A	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

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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 twelve departmental seminars.

Ensuring the quality of academic by obtaining feedback from students, alumni and parents

Participation of students in extracurricular and outdoor activities.

IQAC has been working for the enhancement of academic atmosphere.

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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.	Ten departmental seminars were conducted under the guidance of IQAC of the college.
Planning to carry out research project/organizing workshop with UGC and own funding.	One Minor Research Projects sponsored by UGC completed
To encourage the students to participate in various sports and cultural activities.	Group of students participated in Inter College Football, Cricket and cultural events at University level.
Propose to encourage research activities among teachers.	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.
Plan to organize the extension activities and outreach programmes with full cooperation of Students and teaching & non-teaching staff	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
Plan to observe various international and national days at the institution.	Observed Road Safety Day and Cleanliness Drive under Swachhata Bharat Abhiyan at adopted village 1 No. Khumari, Lakhimpur.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	20-Dec-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	30-Jun-2020
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17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>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.</p>

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

1.1.1 The institution 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 executes 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 • International Women's Day •Mission Sambhav •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
N/A	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Assamese	01/08/2019
BA	Economics	01/08/2019
BA	Education	01/08/2019
BA	English	01/08/2019
BA	Hindi	01/08/2019
BA	Political Science	01/08/2019
BA	Sociology	01/08/2019
BA	Mathematics	01/08/2019
BCom	Accountancy	01/08/2019
BCom	Assamese	01/08/2019
BCom	Banking	01/08/2019
BCom	Business Management	01/08/2019
BCom	Business Statistics	01/08/2019

BCom	Commercial Law	01/08/2019
BCom	Commerce	01/08/2019
BCom	Economics	01/08/2019
BCom	English	01/08/2019
BCom	Mathematics	01/08/2019
BCom	IT and Computer Application	01/08/2019
BCom	Hindi	01/08/2019

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
N/A	Nil	Nil
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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
Nil	Nil	Nil
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Structured feedback was obtained from various stakeholders, students, teachers, alumni and parents during the year 2019-20. 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 2019-20 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 2019-20 on five different dimensions—curricular aspects,</p>

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 2019-20 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. Guardian's Feedback: Feedback of guardians of the students of the college of the year 2019-20 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. The report further urged for better understanding of the CBCS system of education among the guardians.

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	40	30
BA	Sociology	40	40	22
BA	Education	40	40	15
BA	Economics	40	40	10
BA	Pol. Science	40	40	25
BA	General	200	200	171
BCom	Accountancy	60	60	60
BCom	Banking	30	30	25
BCom	HRM	30	30	29
BCom	Non-Honours	130	130	110

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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	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses
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			teaching only UG courses	teaching only PG courses	
2019	995	Nil	38	Nil	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	Number of smart classrooms	E-resources and techniques used
38	20	7	2	2	1

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The monitoring system of Lakhimpur Commerce College is available at different levels: academic, personal, professional and career counselling and other services through both offline and online mode. The college follows the Mentor-Mentee Program and a group of students are assigned to a teacher who helps and guides. The students are benefitted by this system and they meet their mentors frequently to solve out any problems. The faculty mentors helps in counselling any personal and academic related issues of the students. The mentoring system of the college is helpful in identifying the slow as well as the fast learners. The college facilitated academic counselling to the students for their future prospects and development. The departmental seminars and educational field trips and organized from time to time under the guidance of faculty mentors. The students are more importantly mentored on matters related to higher students and are supported in choosing future options. Various curricular and co-curricular activities are conducted to provide a platform to students to exhibit their hidden talents. The extension activities like NSS, various activities of Students Union are guided and advised by faculty mentors in developing organisational and leadership qualities. A close rapport with the students is maintained by encouraging free interaction with the teachers. During the Covid -19 Pandemic the teachers provided constant mental support of the students who were stressed socially, physically and mentally. The mentors interacted with the student regularly through telephonic calls/Whats App and provided counselling to them.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
995	38	1:26

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	Nil	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
2020	Mr. Sazzad Hussain	Assistant Professor	Energy Efficient Building, 2020 awarded by Center for Media Studies (CMS) with support

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	GEN	VI	21/10/2020	18/12/2020
BCom	BNI	VI	21/10/2020	18/12/2020
BCom	HRM	VI	21/10/2020	18/12/2020
BCom	ACF	VI	21/10/2020	18/12/2020
BA	GEN	VI	21/10/2020	18/12/2020
BA	SOCM	VI	21/10/2020	18/12/2020
BA	PSCM	VI	21/10/2020	18/12/2020
BA	EDNM	VI	21/10/2020	18/12/2020
BA	ECOM	VI	21/10/2020	18/12/2020
BA	ASMM	VI	21/10/2020	18/12/2020

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

The internal evaluation system for different courses is conducted according to the guidelines provided by Dibrugarh University. For the internal evaluation, the sessional examinations, attendance, class tests, students' seminars, home assignments, etc are conducted by the college. The departments strictly monitor the attendance of the students. But there was slight consideration in the attendance due to lockdown and pandemic condition. The Principal forms a designated examination committee to prepare a routine for sessional examinations. The examinations are hold by the concerned departments accordingly. The faculty members of each department submit the question papers to the Head of the Departments who finalizes it. The examination committee takes the responsibility of providing blank answer scripts in the required quantities to the departments. Each department is entrusted with the entire responsibility of the smooth running of examinations. The evaluation of the answer scripts is done at the departmental level and the marks are added in the internal assessment which is to be later submitted to the university. It is worth reporting that despite various problems faced by the students regarding wi-fi or internet connection or lack of smart phone or laptops, the college strictly adheres to the instructions of the university. Discrepancies and grievances of the students, if any, are however assessed and resolved by the departments. The college implements effective evaluation system ensuring total transparency. The progress and advancement of the students in the college is thus carried out through a continuous internal evaluation system.

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

Lakhimpur Commerce College, since affiliated to Dibrugarh University, follows

the Academic Calendar prepared by Dibrugarh University. The Academic Calendar is uploaded in the college website for the convenience of the students and the faculty. It is also circulated through various whatsapp groups and also through notices. The different events and activities planned during the year are incorporated in the Academic calendar. It informs the students the tentative schedule of the commencement of Semester classes, various examinations, filling up of examination form, declaration of results of semester examinations, semester breaks etc. the miscellaneous celebrations, social activities, field visits, Student Union elections, are conducted as per schedule framed by the college. The term end examinations are decided by the university authorities. The colleges adopt. alter or modify the programmes when necessary. However, it tries to comply with the guidelines and notifications of the Dibrugarh University and govt. of Assam.

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 examination	Number of students passed in final year examination	Pass Percentage
UG	BCom	General	41	35	85
UG	BCom	HRM	19	19	100
UG	BCom	Banking	9	9	100
UG	BCom	Accounting & Finance	39	37	95
UG	BA	General	77	64	83
UG	BA	Economics	12	3	25
UG	BA	Sociology	16	12	75
UG	BA	Pol.Science	13	12	92
UG	BA	Assamese	25	22	88
UG	BA	Education	16	13	81

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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
Major	730	ICSSR	6	4.2

Projects				
Minor Projects	365	ICSSR	4	1.6
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
N/A		

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
N/A	Nil	Nil	Nil	Nil
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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
N/A	Nil	Nil	Nil	Nil	Nil
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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
N/A	Nil

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	N/A	Nil	0
International	N/A	Nil	0
No file uploaded.			

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

Department	Number of Publication
Hindi	5
Assamese	1
English	4
Education	3
Pol. Science	1
Economics	2

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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
N/A	Nil	Nil	Nil	Nil	Nil	Nil

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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
N/A	Nil	Nil	Nil	Nil	Nil	Nil

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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	5	15	Nil	Nil

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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
World Environment Day	NSS	2	88

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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
Energy Efficient Buildings	Media Fellowship	Centre for Media Studies (CMS)	19

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	NSS	WORLD ENVIRONMENT DAY	3	88

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
N/A	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
N/A	N/A	N/A	Nil	Nil	0
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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
N/A	Nil	N/A	Nil
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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
36	34.7

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
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Text Books	18805	544443	1266	15924	20071	560367
Reference Books	Nil	Nil	110	3750	110	3750
e-Books	85180	2950	84180	2950	169360	5900
Journals	16	65729	Nil	Nil	16	65729
e-Journals	6080	2950	6080	2950	12160	5900
Library Automation	18910	Nil	350	Nil	19260	Nil
Weeding (hard & soft)	454	Nil	14	Nil	468	Nil
Others (specify)	13	989	2	Nil	15	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
N/A	0	N/A	Nil
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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	38	3	5	0	0	7	0	0	11
Added	0	0	0	0	0	0	0	0	0
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
N/A	N/A

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical
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	facilities		facilities
21.5	20.77	12	11.64

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 physical, academic and support facilities. Allocated Budgets of different Heads are prepared every financial year and placed in the Governing Body meeting for approval. For proper maintenance and utilization, the college follows the following systems and procedures: Laboratory: The Department of Education has a Laboratory for teaching/conducting Psychological experiments. One IV Grade employee of the college is entrusted with the responsibility of up-keep of this Laboratory under the direct supervision of the Head of the Department of Education. The College has a well furnished Computer Laboratory with a good number of computers for teaching "Computer Certificate Course" under Self-Financing Programme. For maintenance and up-keep of this Laboratory one IV Grade employee of the college is entrusted with the responsibility under the supervision of HOD. Library: There is a Library Committee in the college which looks after the development of the Library. All Library related issues and matters are discussed in the Library Committee meeting and accordingly steps are taken for strengthening it. Books are purchased every year as requirements of different Departments from different publishing houses as per availability of funds. A few numbers of Journals, E-Journals, E-Books etc in three language viz. Assamese, English and Hindi Library has a well furnished reading room for students as well as Teaching staff and visitors. Advanced mechanism viz. SOUL software 2.0 version is used for issue/circulation and receipt purposes. Under Library services expansion/extension provision, there is facility for E-access Resources for Library users. Sports Complex: The college has a sports complex which is situated about 3 km's away from the main campus. The college has entrusted the responsibility of maintaining and looking after the sports complex to an IV Grade employee of the college for whose family accommodation, the college has built an Assam Type Building on one side of the Sports Complex land. Computers: As of now, in the college there are sufficient numbers of computer in office, Library and IQAC, Distance Education Office, IGNOU study centre and all the departments. The computers of the Computer Centre are maintained and looked after by the Head of the Department of IT and Computer Application in assistance with one IV Grade employee. For servicing/repairing/upgradation of all the above mentioned computers of the college installed at different locations for different purposes, the college from time to time/as and when required, hires the service of software and hardware personnel/experts available at North Lakhimpur town. Classrooms: All classrooms are kept clean by Sweepers appointed by the college. Classroom properties are looked after by the college authority. The college Generator/s and all Electrical connectivity system, Equipments and Fittings, Fire Safety Equipment, Projectors, Printers, Xerox machines, Air conditioners, Water Cooler, Water Purifiers are maintained with the help of the services of hired personnel. ICT enabled Classrooms and Smart Classrooms are maintained also with the help of hired experts.

<https://lccollege.edu.in/data/page/college-facilities/>

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	Nil	0	0
Financial Support from Other Sources			
a) National	SC/ST/OBC/Minority/Than Uday	254	0
b) International	Nil	Nil	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 implementation	Number of students enrolled	Agencies involved
Certificate of Computer application	02/07/2001	425	Lakhimpur Commerce College
Hindi, English Translation (Diploma Course)	16/08/2015	1	Shabda Bharati
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Counseling programme on Placement in local business and Industry	Nil	42	Nil	Nil
View File					

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
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil

No file uploaded.

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	BA	Assamese	North Lakhimpur College	MA
2019	1	BA	Sociology	Sankardev University	MA
2019	1	BA	Sociology	Kajiranga Univrsity	MSW

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil

No file uploaded.

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

Activity	Level	Number of Participants
Nil	Nil	Nil

No file uploaded.

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil

No file uploaded.

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

The 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:

835

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

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)

Decentralization management 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. There are three levels of administrative structure under which all the activities are taken. 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. Institute level - All the main decisions related to the institute are taken by the Principal in consultations with the Head of departments. Principal is the academic and administrative head of the Institute and the Member of the Governing Body. Financial power is given to principal for the development of the institution. Department level - The Department Heads are responsible for to look day-to-day administration 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 affiliating 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 centralized (college level) committee 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 and Guardian Faculty Members (GFM). Activities conducted by AMC: Teaching learning process monitors by AMC.

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
Admission of Students	All new admissions and renewals were done in both online and offline mode. This has facilitated in the creation of a digital database that is required for the student satisfaction survey.
Industry Interaction / Collaboration	Nil
Human Resource Management	All faculty members have been engaged in different committees. All pending AQARs for period July 2016-July 2021 has been completed. 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.
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. A new building has been constructed in the year 2019.
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.
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.
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.
Curriculum Development	Development of curriculum is outside the purview of the institution, the college being an affiliated college under Dibrugarh University.

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

E-governance area	Details
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 activities institute uses WhatsApp Group for important notices.
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 members have been created in the institutional web portal for communication purpose.
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.
Examination	Examination and Evaluation of sessional exams have been done offline but during the COVID-19 period it has been done through online. Assessment also has been done online (Google Meet, Teachmint, Zoom etc). Scanned copies of result sheets of all term end examination have been uploaded in the institutional web portal.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil
View File				

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)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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
FDP in Preparation of	1	12/05/2020	18/05/2020	7

Self-Learning Materials for University and College Learners				
FDP in Global Marketing Management	1	24/02/2020	17/04/2020	56
Effective and Efficient Online Teaching in the Age of Corona, A Hands on Workshop	1	17/05/2020	19/05/2020	3
FDP on Gender Concerns in Education	1	26/05/2020	01/06/2020	7
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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 initiative 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 till

2019-2020. 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/ Grants received in Rs.	Purpose
Nil	0	N/A
View File		

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	Nil	No	Nil
Administrative	No	Nil	No	Nil

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

In the year 2019-2020, the situation was worsened due to the implementation of CAA and after that COVID -19 and lockdown was implemented it was not possible to arrange IQACLCCGF. -So, it has been done through 1. Parent-Teacher discussion is made through telephonic conversation about the educational progress of the students. 2. Parents suggestions regarding academic or any other matter are heartily welcomed and implemented. 3. Parents always extend their supportive hands be it in academic, cultural or sports.

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

1. Refresher course, Orientation course and Faculty Development Programme 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 programmes 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 and 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 than 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
2019	70TH ANNIVERSARY OF CONSTITUTION DAY	26/11/2019	26/11/2019	26/11/2019	115
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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	08/03/2020	08/03/2020	87	47

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	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil

Any other similar facility	No	Nil
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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
2020	1	1	25/01/2020	1	10th National Voters Day	Encourage to Participate in Democracy	56
2020	1	1	23/03/2020	1	Awareness Programme on Covid-19 Pandemic and Distribution of Sanitary Items	Corona virus and Covid-19 Pandemic	21
2020	1	1	10/06/2020	1	Users Awareness Programme organised in collaboration with National Digital Library of India	Access of Digital Library	130

[View File](#)

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 the students	02/05/2013	Strictly monitored and regularly improvised according to the time.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Nil	Nil	Nil	Nil

No file uploaded.

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

- 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 develop parking space in and around the institution 2. To develop the college as green and plastic free campus. 3. To renovate and develop the Computer lab. 4. To appoint adequate numbers of faculties in the departments with vacant posts. 5. To organize Orientation Programmes for students for utilization of E-Resources available in the college library.