



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		Lakhimpur Commerce College
• Name of the Head of the institution	Dr. Lohit Hazarika	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	03752222359	
• Mobile No:	9101788974	
• Registered e-mail	lccnlp@rediffmail.com	
• Alternate e-mail	iqaclcc1972@gmail.com	
• Address	Lakhimpur Commerce College, North Lakhimpur, Lakhimpur	
• City/Town	North Lakhimpur	
• State/UT	Assam	
• Pin Code	787001	
2.Institutional status		
• Type of Institution	Co-education	
• Location	Urban	
• Financial Status	UGC 2f and 12(B)	

• Name of the Affiliating University	Dibrugarh University				
• Name of the IQAC Coordinator	Dr. Dadul Rajkonwar				
• Phone No.	9706386327				
• Alternate phone No.	7896903049				
• Mobile	7896903049				
• IQAC e-mail address	iqaclcc1972@gmail.com				
• Alternate e-mail address	manujtamuli4@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://lccollege.edu.in/uploads/files/2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://lccollege.edu.in/uploads/files/Academic%20Calendar%202021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	75	2004	16/09/2004	15/09/2009
6.Date of Establishment of IQAC			12/05/2005		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		

<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> • Academic calendar Prepared for the year 2020-21 		
<ul style="list-style-type: none"> • One Day Workshop was organized on Investment management and Soft Skill Development 		
<ul style="list-style-type: none"> • A campaign on Adult Japanese Encephalitis was organized by IQAC of Lakhimpur Commerce College 		
<ul style="list-style-type: none"> • Online classes are taken through WhatsApp, Google Classroom, Teachment etc. 		
<ul style="list-style-type: none"> • Implement of Fit India Movement 		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Planning to introduce No Vehicle Day on 2nd Saturday in every month in the campus of the institution.	Restricted all Petrol and Diesel vehicles and ensuring walking and cycling habits among the faculty members, office staff and students of the college
Planning to implement Fit India Movement	Mental, physical , spiritual health of the teachers, office staff and students developed
Planning to introduce online classes	Around eighty percent of classes taken through online modes during the lockdown period
Eight Departmental Seminars planning to conduct under the guidance of IQAC	Eight Departmental Seminars conducted under the guidance of IQAC
To encourage the students to participate in different sports and cultural activities	Students participated in different activities in local and national level
Plan to observe various international and national days at the institution.	Observance of various International and National days like Armed Forces 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.
Planning to encourage teachers to carry out career development activities	Around ninety percent of teachers undertaken Courses like Refreshers Course, Orientation Course, Faculty Development Programme, other Short Term course etc. and participated in national and international seminars and conferences through online and offline modes.
Planning to implement the best	Continuation of maintaining

practices	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
Planning to organize skills development programme	Soft skills development programme organized in the college campus.
Planning to make plastic free campus	Neat and clean campus
Planning to make no tobacco zone	Neat and clean campus with sound health
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	15/03/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	20/03/2022

Extended Profile

1. Programme

1.1 176

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

File Description	Documents
Data Template	View File

2. Student

2.1

1137

Number of students during the year

File Description	Documents
Data Template	View File

2.2

171

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

162

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

30

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

41

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	176
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1137
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	171
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	162
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	30
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	41
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	20
Total number of Classrooms and Seminar halls	
4.2	25.58
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	38
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Delivery of effective curriculum ensures it through systematic and strategic transparent mechanism:

Academic Calendar: The academic calendar which is prepared in line with the academic calendar of Dibrugarh University and lists all the curricular and co-curricular activities.

Time Table Preparation: The class wise time table is prepared by appointed members at the beginning of the session. Remedial classes for all departments are included in it.

Teaching Plan: Teaching plan is prepared by all HoDs and the content is distributed amongst the teachers by HOD for timely completion of syllabus.

Internal Assessment: Continuous internal evaluation is carried out by holding sessional examinations and class tests. Other modes of

assessment included submission of home assignments, group discussions and seminars by respective departments.

Remedial Classes: Remedial classes are allotted to all the departments according to the need in the time- table. The HoDs prepare the lists of slow learners a through the internal evaluation mechanism and allots the classes to the teachers.

Online Classes: Whatsaap groups were created for all classes and classes were also conducted using apps like Google Classroom, Google meet, Zoom, Teach mint etc. Online exams were conducted and assignments were collected through online.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://lccollege.edu.in/data/page/academic-calender/

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

An academic calendar is prepared every year at the beginning of the session by an appointed committee. As the college is affiliated under Dibrugarh University, the calendar is prepared in accordance to the academic calendar of the university. The continuous evaluation process is carried out in three levels.

1. Departmental Level

2. Institutional Level

3. University Level

Departmental Level:

All departments are adhered to the instructions given by the institute regarding conduction of class tests, group discussion/ projects/ seminars by respective departments. Timely assessment by all departments and notification of marks are forwarded to the institute. Teaching plans of the respective departments are prepared in time.

Institutional Level:

The institutional level Continuous Internal Assessment (CIE) includes holding of two sessional examinations, submission of home assignments as per notification of the university and the dates of holding internal examinations adhere to the academic calendar of the university.

University Level:

An examination committee is constituted every year for the smooth functioning of all the internal and external examinations conducted in the college. It also facilitates to any kind of grievances by the students like errors in marking, re-evaluation, re-counting etc and establishes communication with the university.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://lccollege.edu.in/uploads/files/Academic%20Calendar%202021.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**2**

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

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****0**

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

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**891****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****891**

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Different courses have been addressed issues like business ethics, gender, human valuse, environmental and sustainability etc. The course entitled 'Management Principles and Applications' address business ethics for the business professions. The paper entitled 'Sociology and Gender' and 'Gender Violence' aim to develop an understanding gender ratio, equality and violence prevelant in the society. The college has also a Women Cell which aims to promote gender equity and takes care of safety and security of female students.

There is a compusory course 'Environmental Studies' (AECC) in the semester II in B.A. and B. Com UG course. The course integrates an introduction to Environmental Studies, concept of ecosystem, biodeversity. Environmental pollution and environmental ethics to help students' identify the core issues of environment and sustainability. The college also involves students in tree plantation and maintaining the college as a green campus.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

0

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows

D. Feedback collected

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://lccollege.edu.in/data/page/feedback-reports/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

560

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

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

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

361

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

2.2 - Catering to Student Diversity

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

The learning levels of the students are assessed through major evaluation tools like semester examinations, home assignments, two sessional examinations and class tests that assess and identify the advanced, average and slow learners. Different departments also conduct group discussions, student seminars, quiz, oral tests, projects, etc. the students are guided and oriented at the time of admission to make them aware of the course, other activities, facilities available in the college, rules and regulations. The students are provided with the academic calendar and class routine at the time of admission. The college has also arranged online classes for students during lockdown period. Moreover, special strategies like tutorial, remedial classes, academic counseling, class notes, personal communication with guardians through letters and SMS are done with the slow learners. The advanced learners are provided with additional learning materials, reference books, link to e-resources, etc. The students are encouraged to participate in the departmental and national seminar. The teachers adopt bilingual medium of discussion in the class for easy learning. The writing skills are tried to develop among the students.

File Description	Documents
Link for additional Information	https://lccollege.edu.in/data/page/remedial-classes/
Upload any additional information	View File

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

Number of Students	Number of Teachers
1135	35

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Lakhimpur Commerce College encourages student centric learning through various experimental learning, participative learning and problem solving methodologies to enrich learning. Different participative activities like NSS, group discussion, field visits, educational tours, seminars, etc are organised in the college that inculcate among the students the practice and habit of participative learning and problem solving methodologies. The college provides library facilities, computer lab, ICT based classrooms to support the students. Students are trained for basic life skills like Swach Bharat apart from other activities within the college. The all round development of the students is focused through extracurricular and co curricular activities. The student centered activities outside the classroom help the students to engage themselves in learning procedures. The students are taken for educational tours to the sites of interest to get familiar with different of importance. These activities play significant role to acquire more information than learning during academic sessions. It helps the students to create a space for themselves to relax, associate and expose their talents and skills. The college has entrusted different activities by framing various committees to promote the welfare of the college.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://lccollege.edu.in/data/page/library

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

The teachers of the college mostly adopted and practised the ICT enabled tools for effective teaching and learning processes in the

academic year of 2020-21. The laptops, smart phones and internet are commonly used by the teachers and the students. The teachers also effectively used ICT enabled tools like PPT presentations, YouTube links, video lectures, audio lectures, etc. Teachers used different methods like Google Classroom, Whatsapp, Teachmint etc. for online classes during the pandemic period.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://lccollege.edu.in/uploads/files/ICT%20Enabled.pdf

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

2.3.3.1 - Number of mentors

33

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

30

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

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

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

12

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

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

2.4.3.1 - Total experience of full-time teachers

35

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

To maintain transparency in the mechanism of internal assessment the college takes adequate steps. Students are first informed about conduct of internal assessment in each paper/subject by the college through college Prospectus which is provided to them at the time of admission to Degree Semester Course. Just after admission and after the commencement of the academic session, again, through formal notice, students are informed about internal assessment system and its significance detailing all the components of the assessment and marking system as well as the type of tests/sessional examinations to be conducted. The marks of

internal examination are based on two Sessional Examinations, Home-Assignment/ Seminar/ Group Discussion and Class attendance. Out of total marks allotted to each paper, 20 marks are earmarked for internal assessment.

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

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

Internal assessment related grievances are dealt with at college level. End semester examination related grievances are dealt with at university level with forwarding from the Principal of the college. The answer scripts of sessional examinations and home assignments are evaluated by the subject concerned teachers and for maintaining transparency and efficiency, these are randomly verified by the concerned Head of the Department. The answer scripts of sessional examinations are thoroughly evaluated and then shown to the students in class room for maintaining transparency and objectivity. Home assignments are also properly evaluated and accordingly marks are awarded. If any student has any grievance relating to marks obtained in the sessional examinations and home assignments, he/she can approach the concerned department Head or the concerned subject teacher immediately after the publication of the mark list on the college notice board. Having received/heard the grievance of the student, the concerned subject teacher or the Head of the Department, redresses it at the earliest possible.

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

2.6 - Student Performance and Learning Outcomes

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

The Course Outcomes for Commerce and Arts Streams are stated and displayed on college website and communicated to teachers, students and guardians. The college has proper mechanism of

communication of learning outcomes of the courses which includes hard copy of syllabi and course outcomes available in the departments for teachers and students. The course outcomes of students take place at individual as well as at social level. At individual level, the student is deemed to have been successful in his/her learning by securing a good Grade, a good class/division or higher Credit Points which helps in pursuing further higher studies/trainings leading to useful research, innovation, higher planning, policy making and in the ultimate, securing a good job for self-security and establishment. At social level, through his/her job security and establishment, the student as a grown up citizen contributes in various ways to the growth and development of society and the nation. The students passing out from our college are enable to acquire knowledge in the subjects offered, develop critical thinking, reasoning and problem-solving skills and to be self-dependent in life and develop egalitarian and secular outlook so as to contribute in nation building and maintaining a healthy social environment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://lccollege.edu.in/data/page/learning-outcome/
Upload COs for all courses (exemplars from Glossary)	View File

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

Programme Outcomes, Programme Specific Outcomes and Course Outcomes are all interlinked and hence the college evaluates their attainment through an integrated approach taking the student as the focal point during the period of their study at college and after they pass out of the college. A student is evaluated in respect of their academic progress through internal examinations such as sessional examinations, class tests, home assignments and group discussion. Students' progress and success are evaluated through their performance in End Semester examinations and the records are maintained of students securing top positions in B. Com and B.A programs in the college as well as in the University. The number of students securing 1st class and distinction department-wise in Major course in B.Com and B.A and students securing 1st division and distinction in Pass course in B.Com and B.A are also recorded. The course outcomes are evaluated by the

college in various ways like maintaining Alumni Data and by updating information on their progression in higher education, their current employment and other endeavors. The IQAC keeps a record of program outcomes, collects feedback from alumni, and analyzes their suggestions for bringing about remedial for the overall development of the college.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://lccollege.edu.in/data/page/learning-outcome/

2.6.3 - Pass percentage of Students during the year

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

157

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://lccollege.edu.in/uploads/files/annual%20report%202021_compressed.pdf

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****1.8**

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year****0**

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****3**

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

3

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

5

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

An Awareness programme on 'Covid-19 pandemic and distribution of sanitary items' was organized on 23rd March, 2020 by NSS and NCC unit of the college at adopted Village-2 no. Kuhimari under

Lakhimpur Block. The college was closed down due to covid-19 pandemic in Assam for several months and therefore the college was unable to render extension services due to restriction imposed by Govt. of Assam on gathering of people.

The college has been adopted a new village named Borbil in Lakhimpur District to render extension services. A numbers of activities have been conducted since adoption of the village.

File Description	Documents
Paste link for additional information	https://lccollege.edu.in/data/news-events/international-womens-day-2022/
Upload any additional information	No File Uploaded

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

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

0

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

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

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

5

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

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

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

396

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

3.4 - Collaboration

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

0

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

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution has adequate numbers of class rooms and laboratories for facilitating the teaching learning process smoothly.

Classrooms: There are eighteen well ventilated and adequately lighted class rooms with comfortable setting arrangement for students, chair, table and blackboard. Five out of these class rooms are equipped with ICT facilities.

There are two seminar halls with LCD projectors, UPS and generator for backup and internet connection.

Laboratories: There are two laboratories- 1. Computer lab

2. Laboratory for Education Department

Both of these are equipped with basic facilities and equipments.

Faculty Rooms: There is a teachers' common room with adequate sitting arrangement and other basic facilities. There are separate rooms for all the departments with computers and departmental library.

Students' Support Facilities: There are separate boys' and girls' common rooms. There are drinking water facility, canteen, first-aid service and toilets for students. There is an office room for the alumni.

Girls' Hostel Facility: The girls' hostel building is under construction with eight rooms, toilets, separate kitchen and dining area.

Library: The central library of the college is situated in the 2nd floor of the main building with large reading room, e-resources, books, journals, magazine, news papers and internet connection.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://lccollege.edu.in/data/page/college-facilities/

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

The institution lays emphasis on integrating co-curricular activities as an essential component of its compulsory core courses. It has the basic facilities required for sports, games and cultural activities.

The institution has a second campus at Chukulibhoria with a playground with provision for multiple games like cricket, football, volleyball, kabaddi, javelin throw, running etc. The area of the playground is ten (10) bighas out of the total area of Twenty Five(25) bighas. The indoor games like chess, carom, ludo, chinese checkers etc are held in the college campus while badminton and table tennis are held in the nearby Indoor Stadium. The cultural activities and competitions are held in the auditorium and the Room no 8 with raised platform regularly while for college week and Freshmen Social stage is constructed in the open area.

There is a gymnasium in the college with adequate facilities for improving the physical health of the students.

Cultural and sports activities and competitions are regularly held in the college and students are trained to participate in Inter-college, Inter-district competition and Youth Festival held under Dibrugarh University every year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://lccollege.edu.in/data/page/college-facilities/

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

7

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://lccollege.edu.in/uploads/files/ICT%20Enabled.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

18.53

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

4.2 - Library as a Learning Resource

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

Automation of the Central Library of Lakhimpur Commerce College, North Lakhimpur begins from the installation of SOUL 2.0 (Software for University Libraries) in the year 2009. All the data in reference to Reference Books and Text books existed in the Library are entered in the Software to prepare book database where 8431 numbers unique entries and 19668 numbers multiple copies. Total 1739 numbers registered user under SOUL software in the Library. OPAC facility and services are available to support the Library user to find out their required documents available in the Library. Successfully updated SOUL2.0 to SOUL 3.0 on 3rd January 2022 with the support from INFLIBNET, Hyderabad.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://lccollege.edu.in/data/page/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

.58

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

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

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

24

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

4.3 - IT Infrastructure

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

The institution has a well established air condition computer laboratory with total of 23 numbers of computers and internet facility with 6 computers. All the departments of the college also have their own computers. All the IT facilities including computers, internet facilities, facilities of ICT enable classrooms and smart classrooms are maintained and repaired regularly. The non reparable systems are deposited off. The necessary purchases as per recommendation of computer teachers and other academic and administrative staff are done by the authority of the college

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

4.3.2 - Number of Computers

38

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

4.3.3 - Bandwidth of internet connection in the Institution **E. < 5MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

41.12

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

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

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers, classrooms, etc. The institution maintains its computers and laboratory equipments from time to time by employing specialized personal from outside. There is a library committee constituted under the chairmanship of the Principal of the college which facilitates the smooth running of

the library activates. The authority with the cooperation of the teachers monitors the facilities of the classroom improves it wherever necessary. The sports complex of the college situated in second campus is maintained by the authority in consultation with administrative and academic staff, students and alumni.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://lccollege.edu.in/data/page/college-facilities/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

43

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	https://lccollege.edu.in/uploads/files/Activity%20Report%202020-21.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

5.1.5 - The Institution has a transparent

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

27

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

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

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

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

0

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

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

The goal of the College Students' Union is to work for the growth and promotion of the students' interest in the college campus. The LCCSU is actively involved in

the general growth of the institution as well as in the organisation of the Annual College Week, General Freshers' Social, Saraswati Puja, Fateha-

Dwazdaham, Sankardev Tithi, Independence Day and Republic Day. It also makes an effort to encourage students to participate in several intercollegiate literary, sports and cultural composition competitions as well as the Dibrugarh University's Youth Festival. The LCCSU has been a crucial organ of the institution since it strives to combat ragging in the college campus, beautify the campus and keep the campus green. The LCCSU has been involved in many initiatives such as cleaning and sanitation drives, flood relief camps, Shramdan in the adopted village, and free vaccination drives through NCC, NSS and Red Ribbon Club. For the publishing of the Annual College Magazine and Wall Magazine, the Magazine Secretary of LCCSU collaborates with the Teacher-in-charge. The LCCSU has always been supportive and co-operative in the institution's administrative and academic activities, and it takes steps for improvement of the college on a regular basis.

File Description	Documents
Paste link for additional information	https://lcccollege.edu.in/uploads/files/Students%20Association.pdf
Upload any additional information	View File

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

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

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

5.4 - Alumni Engagement

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

The Alumni Association of the institution contributes significantly to the development of the college. It is not registered yet but the process of registration has been undertaken. The institution reaches out to its Alumni Association from time to time for their professional support in guiding the students and development of infrastructure. The institution strives to create a long and sustaining relationship with its Alumni as they reflect the success of institution in carrying out its teaching learning objectives. The notable alumni are often invited as guest speakers in different functions of the college and they share their professional and entrepreneurial success stories with the students for the motivation of the students. Apart from their visit to the institution, the Alumni Association also is active on social media platforms and remains connected with the institution.

File Description	Documents
Paste link for additional information	https://lccollege.edu.in/data/page/alumni-association/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs
(INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VISION:

The vision of the college is to contribute directly to transforming India into an equitable and vibrant knowledge society through high quality education to all section of the society. The college strives to achieve global status in the area of education and leadership by developing knowledge, skills and values of the students. The college develops a deep sense of respect among the students towards fundamental duties and constitutional values of India. The endeavor of the college is to produce true global students to make them compatible in the nation as well as globally. The college imparts education with assured employable quality.

MISSION:

The college is committed to:

The college will impart skill based and vocational education to develop self-reliant youth and assure employment guarantee.

Ensure inclusive and equitable quality education as per Sustainable Development Goal-4 (SDG-4) set up by the government of India.

Promote lifelong learning opportunities for all sections of students irrespective of caste, creed, sex, religion and socio-economic status.

Achieve global status in the area of education and leadership by

imparting and leading the students.

Produce high quality and skilled students who are globally employable in the competitive market.

Use and develop rich talents and resources of the nation for the benefit of the society, country and world.

Enable students to have knowledge on fundamental rights, democratic modes, human values and rights, secular ideals and develop in them the qualities of leadership to cope up in the global environment.

Produce good, efficient, responsible, self-dependent, forward-looking and patriotic youth force/citizens with scientific temper who will contribute to the knowledge economy.

File Description	Documents
Paste link for additional information	https://lccollege.edu.in/data/page/mission-vision
Upload any additional information	View File

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

Decentralization 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. 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.

Participative management

The institute always promotes the culture of participative management by involving staff and students in various activities.

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, etc.

At functional level the faculty members participate in sharing the knowledge by discussing on latest trends/technology during faculty meeting.

The GB gives suggestions and monitors the procurement, introduction of new programs and welfare activities.

File Description	Documents
Paste link for additional information	https://lccollege.edu.in/data/page/governi ng-body/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic and Perspective Plan

A strategic and inclusive plan has been prepared by the institution for the development of infrastructure, academic development, extracurricular activities, sports and culture. These targets have been set with exclusive consultation with all the stakeholders - faculty and office staff, alumni, management and the local community, NGOs and Consultant Agencies.

1. To increase the number of research publications, books and funding assistance.
2. Development Alumni Cell
3. Starting Post Graduate Programmes (M.Com. & M. A.)
4. Starting of English Honours in Under Graduate Level
5. To create a centre for continuous education through which certificate/ skill development programmes can be offered.
6. To start Multidisciplinary Courses
7. To conduct Sports Talent Hub

8. Start Vocational Courses
9. Restart NCC (Both Boys and Girls)
10. Start new Diploma/Certificate Course
11. To start Self-Financing Courses
12. To aim for good scoring in NAAC.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://lccollege.edu.in/data/page/straregic-plan/
Upload any additional information	No File Uploaded

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

The Governing Body is at the top of the hierarchy of the organization and it takes the leading role in decision making process. The principal administers the academic and administrative plans and policies with the help of different committees, units and cells like IQAC, NAAC Committee, Examination Committee, Grievance Redressal Cell, Career Guidance Cell, Academic Committee, Admission Committee, Cultural Committee, Campus Beautification Committee, Anti Ragging Cell, Women Cell, College Magazine Committee, NSS, Vigilance Cell, Minority Cell etc.

Functions of various bodies:

1. NSS:

The NSS provides opportunities to the students to channelize their youthful energies into constructive and developmental activities of the nation through various initiatives undertaken.

1. Women's Cell:

The Women's Cell of the college deals with the issues related to women and gender issues and aims to empower and bring into the light women to recognize their true potential.

1. ICGC:

The Information and Career Guidance Cell (ICGC) provides relevant information to students on career development matters through different programmes organised.

1. Anti-Ragging Cell:

The Anti-Ragging Cell takes action against those found guilty of ragging and/or abetting ragging, actively or passively or being part of a conspiracy to promote ragging.

1. Grievance Redressal Cell (GRC):

Students and guardians can approach grievance Redressal Cell for taking steps for redressal and mitigate their problems.

Services Rules:

The service rules of the college is controlled and monitored by the Directorate of Higher Education, Assam. The institution must follow rules mandatory under the UGC guidelines.

Procedures, Recruitment and Promotional Policies:

The service procedures, recruitment and promotional policies are followed as per the rules and regulations of the state government.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://lccollege.edu.in/uploads/files/6_2_2%20new.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Welfare measures provided to Teaching and Non-teaching staff of the college:

1. Medical Allowance provided as per norms of Govt. of Assam
2. Maternity Leave provided according to the rules of Govt. of Assam
3. Child Care Leave provided according to the rules of Govt. of Assam
4. Casual Leave provided according to rules of Govt. of Assam
5. House Rent Allowance as per Govt. of Assam rules
6. Group Insurance Schemes

Facilities provided to Teaching and Non-teaching staff of the college:

1. Drinking water facility
2. Canteen facility
3. Sports facility
4. Crèche facility
5. Computing facility
6. Wi-Fi facility
7. Medical and Health check up facility
8. First Aid Box Facility
9. Yoga facility
10. Employees Welfare Funds.

File Description	Documents
Paste link for additional information	https://lccollege.edu.in/
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

0

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

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

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

17

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

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

The institution has performance based appraisal system for the assessment of teaching staff which is done regularly. The Performance Appraisal system of the teaching and non-teaching staff is based on the feedback collected from them. The faculty

members are asked to fill up the Academic Performance Indicator (API) format at the end of the academic year. The Performa designed by the UGC is used in this regard. Teaching staff first calculate their API scores and after scrutinization by the IQAC, the principal finalizes the scores based upon the documental evidences submitted by the teachers.

Various criteria like Teaching, Learning and Evaluation, Co-curricular activities, Extension and Professional Development related activities, Research Publications, Articles and Chapters published in books, seminar presentation, participation in Orientation Course, Refreshers Course, Faculty Development Programme etc. are taken into consideration for appraisal of performance of Teaching Staff. It is also based upon his/her relationship with the students, colleagues and administration of the college.

The Appraisal System of non-teaching staff is based on the Annual Performance of the employees on the basis of different criteria like regularity, punctuality, performance of duties, leadership skill, interpersonal skills, job knowledge, understanding etc.

Based on the API scores the faculties are encouraged to take up more initiatives in their respective areas. The non-teaching staffs with unsatisfactory rating scale are provided with training and orientation programme to upgrade their skills and abilities.

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

6.4 - Financial Management and Resource Mobilization

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

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 2021. After the internal audit report is ready, it is 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.

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

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

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

.665

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

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

1. Fees-Fees charged as per the university and government norms from students.

2. Salary Grant: The College receives salary grant from the State Government. For this, college prepares and sends an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the Full Time Permanent teachers and non-teaching staff.

3. UGC Grants: Our College is under 2(F) and 12(B) as per UGC Act and Permanent Affiliation of the University. So we receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research (including grants for Minor and Major Research Projects).

4. The research projects submitted by the individual teachers from different departments are run by the funds received from the

concerned departments or organizations like UGC, DBT, DST, ASTEC, SERB, etc. Generates revenue as venue charges for conducting competitive examinations (APSC, UPSC, TET etc.) recruitment examinations in banks, IGNOU Study Centre charges.

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

6.5 - Internal Quality Assurance System

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

The IQAC of Lakhimpur Commerce College was formed on 12th May, 2005 and since then it has been actively playing a role in designing and maintaining the quality assurance in all spheres of the institution. All the academic and administrative activities of the college come under the purview of the IQAC and it has been working to create a conducive environment for the growth and fulfillment of quality education and overall growth of the learners. IQAC keeps a record of all the activities of the institution and on the basis of the documents and evidences prepares the Annual Quality Assurance Report (AQAR) for submission to the NAAC. The IQAC also encourages research related activities in the college by conducting National/State/Departmental Seminars, Workshops, talks and publication of magazine and journals.

The IQAC holds regular meeting of IQAC and all the stake holders of the college to discuss various measures related to quality enhancement, update of the activities carried out, problems related to implementation of any program and plan for the future development of the institution.

File Description	Documents
Paste link for additional information	https://lccollege.edu.in/data/page/about-iqac/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and

recorded the incremental improvement in various activities

The IQAC coordinates with all the Heads of the Department of Commerce and Arts at the beginning of the session for the submission of Annual Teaching Plan. The Head of the Departments ensures the execution of the teaching plan and completion of the syllabus accordingly. The Progress made by the teachers according to the plan is also monitored by the Principal who is the chairperson of the IQAC by checking the Teachers' dairy on a weekly basis. The teaching-learning process, structures & methodologies of operation and learning outcomes are reviewed by the IQAC in the following way-

- The Head of the Departments ensures the implementation of the Annual Teaching Plan and the performance of the student is analyzed through class tests, quiz etc. Tutorial classes and extra classes are arranged to complete the syllabus in stipulated time and help the slow-learners through remedial classes.
- The Principal holds regular meeting of the Head of the Departments to review the academic performance of the students and discuss measures to improve the teaching-learning process.
- The IQAC keeps a record of the results of the students in the sessional examination and semester end examinations to review the learning outcomes of the students.
- The IQAC takes Students' Feedback regarding academic and co-curricular activities of the institution and finds out the areas where improvement is needed to fulfill the teaching-learning process effectively.
- The IQAC takes steps to improve the methods of teaching by introduction of ICT enabled Classrooms, Smart-Classrooms, Free Wi-Fi and e-resources in the library.

File Description	Documents
Paste link for additional information	https://lccollege.edu.in/data/page/learning-outcome/
Upload any additional information	View File

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://lccollege.edu.in/uploads/files/annual%20report%202021_compressed.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Lakhimpur Commerce College has consistently strived to address the current issues like gender, society, problem concerned with women etc. Counseling is being done to the students to groom them and to deal with their concerned problems sensitizing them to issue related to gender and sexual harassment. The Equal Opportunity Cell plays a provocative role in solving the matters of gender equality and to avail all the facilities equally to the students under reserved categories as provided by the government.

The Women Cell of the college looks after the well being of the female teachers, female members of non-teaching staff and the girl students of the college. The Women Cell was formed with an aim to enhance self esteem and self confidence among women staff and girl students and to increase awareness in them by organizing various programmes on issues related to women empowerment, women rights and prevention of harassment against women. Every year during International Women's Day celebration on the 8th of March, resource persons are invited to speak on the rights, duties and issues related to women with a view to sensitize the girl students as well as the women members of the Staff on these areas.

File Description	Documents
Annual gender sensitization action plan	https://lccollege.edu.in/data/page/specific-facilities-for-women/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	The Women Cell of the college looks after the well being of the female teachers, female members of non-teaching staff and the girl students of the college. The Women Cell was formed with an aim to enhance self esteem and self confidence among women staff and girl students and to increase awareness in them by organizing various programmes on issues related to women empowerment, women rights and prevention of harassment against women. Every year during International Women's Day celebration on the 8th of March, resource persons are invited to speak on the rights, duties and issues related to women with a view to sensitize the girl students as well as the women members of the Staff on these areas.

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Solid waste management:

In the institution the solid waste are generated from different sources. The biodegradable solid waste specially the fallen leaves and papers have been recycled by composting. The product compost is also utilized by the college as organic manure for saplings of trees and, flowers. Some of the non-biodegradable wastes are being sold as scrap for recycling. Some of the inorganic waste is dumped in selected site of the college and is picked up by the agents of municipality also. The organic waste is disposed off separately and later used as natural manure in the college campus. Dustbins in the campus are used to dispose off the solid waste.

Liquid waste management:

The liquid waste is drained into soak pits and there is no water clogging within the college. Moreover, due to non availability of laboratory facility, there is no chemical waste generated in the college campus.

E-Waste management:

E-Waste are kept in the store room and later collected by scrap dealers for dismantling and recycling the e-waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

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

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

Lakhimpur Commerce College has been perpetually initiates to provide an inclusive environment. An International Blood and Plasma Donation Drive have been held at Room No. 08, Lakhimpur Commerce College on 23rd March, 2021 organized by Purvottar Pradesh Marwari Yuba Manch in association with NSS unit of

Lakhimpur Commerce College. A meeting has been arranged and was presided by Prof. G.K Chetry, principal, i/c of Lakhimpur Commerce College. Prof. Chetry was accompanied by Prof. M.C Bhagawati and Dr. G.N. Sarma along with official of the Marwari Yuba Manch on the dais.

Persons from Lakhimpur Medical College Hospital attended the meeting and arranged the collection of sample from the donors. A total of 102 no. of students attended the meeting and 56 nos. of students donated plasma

The college has also organized an Adult Japanese Encephalitis Vaccination Drive on 21/12/2021.

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

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

The college has observed International Women's Day addressing women's issues every year on 8th March. This year also the college has observed the same where a total of 183 numbers of students were actively participated.

Azadi Ka Amrit Mahotsav has also been celebrated at Lakhimpur Commerce College on 28th December, 2021 organised by NSS unit of Lakhimpur Commerce College. As per the directions from the Govt. of Assam, Rangoli Makhing Competition and Deshbhakti Geet Writing Competition has been arranged among the students in relation to celebrate and glorify the Azadi of India. Dr. Lohit Hazarika, principal, Lakhimpur Commerce College has inaugurated the competitions with a brief talk on Indian Independence and the need to celebrate the same. As a symbolic gesture, Dr. Hazarika put colour on the floor to make a Rangoli.

9 groups have participated in the Rangoli Making Competition and 6 students wrote Deshbhakti Geet. A panel of judges judged both the competitions and the winners will be awarded certificate and prizes at the Prize Distribution Ceremony of the College Week.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The institution celebrates all the national festivals as well as the Birth and Death anniversaries of our national leaders and great personalities of our state. The Independence Day and Republic Day are celebrated with great zeal. The students are motivated to develop spirit of nationalism and contribute towards the development of their society and nation at large. Birth anniversaries of National leaders like Mahatma Gandhi, Sardar Balav Bhai Patel, Maulana Abul Kalam Azad, Netaji Subhash Chandra Bose were observed in the college regularly. Similarly a few regional significant days like Shilpi Divas, Rabha Dibvas,

Chilarai Divas, Lachit Divas, Sahitya Divas, Sammanay Divas Commemorating the famous personalities of Assam from different field were also celebrated in the college regularly. But due to Covid-19 pandemic situation some of these anniversaries and regional significant days were not observed by the college during the year.

During the year the International Women's Day, Independence Day, Republic Day and International Blood and Plasma Donation drive were celebrated and organized by the College.

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

7.2 - Best Practices

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

7.2 Best Practices:

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1. Habits of maintaining diary of daily academic activities:

1. Title of the Practice: 'Diary Maintaining Habits'

1. 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.

1. 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.

1. 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.

1. 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.

1. 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.

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1. availing minimum banking and postal services to college students:

1. Title of the Practice: 'Banking and Postal Service Knowledge'

1. 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.

1. 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.

1. 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 asked to submit a report individually to the IQAC. The best report presenters are awarded.

1. 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.

1. Problems Encountered and Resources Required

- The practice has no financial involvement but a reasonable remuneration to the invited resource persons from 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.

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

7.3 - Institutional Distinctiveness

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

The distinctiveness of Lakhimpur Commerce lies in being the first college in the North Bank of Brahmaputra started with the aim of imparting Commerce education to equip the young aspiring students with knowledge, attitude and skills in the field of business and commerce. It was founded in the year 1972 by a few visionaries of the region. The Co-educational institute also introduced degree level courses in Arts/Humanities from the year 1993.

Students from diverse state culture, race, tribe, religion educational levels and interests prevail the opportunity of higher education in this premier institution providing them the experience of the homogeneity of Indian culture.

The College has produced some of the best graduates and shown outstanding academic performance under the Dibrugarh University. The students have also excelled in the field of music.

The institution also aims to develop the personality of the students through NSS, Vivekananda Kendra and provides them opportunity of skill development through Spoken English class and Translation Course under Shabdabharati. In addition the institution is also providing scope for learners to get enrolled in distance mode of learning and has opened study centre of IGNOU, KKHSOU and DODL, Dibrugarh University.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Delivery of effective curriculum ensures it through systematic and strategic transparent mechanism:

Academic Calendar: The academic calendar which is prepared in line with the academic calendar of Dibrugarh University and lists all the curricular and co-curricular activities.

Time Table Preparation: The class wise time table is prepared by appointed members at the beginning of the session. Remedial classes for all departments are included in it.

Teaching Plan: Teaching plan is prepared by all HoDs and the content is distributed amongst the teachers by HOD for timely completion of syllabus.

Internal Assessment: Continuous internal evaluation is carried out by holding sessional examinations and class tests. Other modes of assessment included submission of home assignments, group discussions and seminars by respective departments.

Remedial Classes: Remedial classes are allotted to all the departments according to the need in the time- table. The HoDs prepare the lists of slow learners a through the internal evaluation mechanism and allots the classes to the teachers.

Online Classes: Whatsaap groups were created for all classes and classes were also conducted using apps like Google Classroom, Google meet, Zoom, Teach mint etc. Online exams were conducted and assignments were collected through online.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://lccollege.edu.in/data/page/academic-calender/

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

An academic calendar is prepared every year at the beginning of the session by an appointed committee. As the college is affiliated under Dibrugarh University, the calendar is prepared in accordance to the academic calendar of the university. The continuous evaluation process is carried out in three levels.

1. Departmental Level

2. Institutional Level

3. University Level

Departmental Level:

All departments are adhered to the instructions given by the institute regarding conduction of class tests, group discussion/ projects/ seminars by respective departments. Timely assessment by all departments and notification of marks are forwarded to the institute. Teaching plans of the respective departments are prepared in time.

Institutional Level:

The institutional level Continuous Internal Assessment (CIE) includes holding of two sessional examinations, submission of home assignments as per notification of the university and the dates of holding internal examinations adhere to the academic calendar of the university.

University Level:

An examination committee is constituted every year for the smooth functioning of all the internal and external examinations conducted in the college. It also facilitates to any kind of grievances by the students like errors in marking, re-evaluation, re- counting etc and establishes communication with the university.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://lccollege.edu.in/uploads/files/Academic%20Calendar%202021.pdf

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

2

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

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

0

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

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

891

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

891

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

Different courses have been addressed issues like business ethics, gender, human valuse, environmental and sustainability etc. The course entitled 'Management Principles and Applications' address business ethics for the business professions. The paper entitled 'Sociology and Gender' and 'Gender Violence' aim to develop an understanding gender ratio, equality and violence prevelant in the society.The college has also a Women Cell which aims to promote gender equity and takes care of safety and security of female students.

There is a compulsory course 'Environmental Studies' (AECC) in the semester II in B.A. and B. Com UG course. The course integrates an introduction to Environmental Studies, concept of ecosystem, biodiversity. Environmental pollution and environmental ethics to help students' identify the core issues of environment and sustainability. The college also involves students in tree plantation and maintaining the college as a green campus.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

0

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows

D. Feedback collected

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://lccollege.edu.in/data/page/feedback-reports/

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile**

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

560

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

361

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

2.2 - Catering to Student Diversity

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

The learning levels of the students are assessed through major evaluation tools like semester examinations, home assignments, two sessional examinations and class tests that assess and identify the advanced, average and slow learners. Different departments also conduct group discussions, student seminars, quiz, oral tests, projects, etc. the students are guided and oriented at the time of admission to make them aware of the course, other activities, facilities available in the college, rules and regulations. The students are provided with the academic calendar and class routine at the time of admission. The college has also arranged online classes for students during lockdown period. Moreover, special strategies like tutorial, remedial classes, academic counseling, class notes, personal communication with guardians through letters and SMS are done with the slow learners. The advanced learners are provided with additional learning materials, reference books, link to e-resources, etc. The students are encouraged to

participate in the departmental and national seminar. The teachers adopt bilingual medium of discussion in the class for easy learning. The writing skills are tried to develop among the students.

File Description	Documents
Link for additional Information	https://lccollege.edu.in/data/page/remedial-classes/
Upload any additional information	View File

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

Number of Students	Number of Teachers
1135	35

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Lakhimpur Commerce College encourages student centric learning through various experimental learning, participative learning and problem solving methodologies to enrich learning. Different participative activities like NSS, group discussion, field visits, educational tours, seminars, etc are organised in the college that inculcate among the students the practice and habit of participative learning and problem solving methodologies. The college provides library facilities, computer lab, ICT based classrooms to support the students. Students are trained for basic life skills like Swach Bharat apart from other activities within the college. The all round development of the students is focused through extracurricular and co curricular activities. The student centered activities outside the classroom help the students to engage themselves in learning procedures. The students are taken for educational tours to the sites of interest to get familiar with different of importance. These activities play significant role to

acquire more information than learning during academic sessions. It helps the students to create a space for themselves to relax, associate and expose their talents and skills. The college has entrusted different activities by framing various committees to promote the welfare of the college.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://lccollege.edu.in/data/page/library

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

The teachers of the college mostly adopted and practised the ICT enabled tools for effective teaching and learning processes in the academic year of 2020-21. The laptops, smart phones and internet are commonly used by the teachers and the students. The teachers also effectively used ICT enabled tools like PPT presentations, YouTube links, video lectures, audio lectures, etc. Teachers used different methods like Google Classroom, Whatsapp, Teachmint etc. for online classes during the pandemic period.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://lccollege.edu.in/uploads/files/ICT%20Enabled.pdf

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

2.3.3.1 - Number of mentors

33

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

30

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

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

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

12

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

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

2.4.3.1 - Total experience of full-time teachers

35

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

To maintain transparency in the mechanism of internal assessment the college takes adequate steps. Students are first informed about conduct of internal assessment in each paper/subject by the college through college Prospectus which is provided to them at the time of admission to Degree Semester Course. Just after admission and after the commencement of the academic session, again, through formal notice, students are informed about internal assessment system and its significance detailing all the components of the assessment and marking system as well as the type of tests/sessional examinations to be conducted. The marks of internal examination are based on two Sessional Examinations, Home-Assignment/ Seminar/ Group Discussion and Class attendance. Out of total marks allotted to each paper, 20 marks are earmarked for internal assessment.

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

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

Internal assessment related grievances are dealt with at college level. End semester examination related grievances are dealt with at university level with forwarding from the Principal of the college. The answer scripts of sessional examinations and home assignments are evaluated by the subject concerned teachers and for maintaining transparency and efficiency, these are randomly verified by the concerned Head of the Department. The answer scripts of sessional examinations

are thoroughly evaluated and then shown to the students in class room for maintaining transparency and objectivity. Home assignments are also properly evaluated and accordingly marks are awarded. If any student has any grievance relating to marks obtained in the sessional examinations and home assignments, he/she can approach the concerned department Head or the concerned subject teacher immediately after the publication of the mark list on the college notice board. Having received/heard the grievance of the student, the concerned subject teacher or the Head of the Department, redresses it at the earliest possible.

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

2.6 - Student Performance and Learning Outcomes

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

The Course Outcomes for Commerce and Arts Streams are stated and displayed on college website and communicated to teachers, students and guardians. The college has proper mechanism of communication of learning outcomes of the courses which includes hard copy of syllabi and course outcomes available in the departments for teachers and students. The course outcomes of students take place at individual as well as at social level. At individual level, the student is deemed to have been successful in his/her learning by securing a good Grade, a good class/division or higher Credit Points which helps in pursuing further higher studies/trainings leading to useful research, innovation, higher planning, policy making and in the ultimate, securing a good job for self-security and establishment. At social level, through his/her job security and establishment, the student as a grown up citizen contributes in various ways to the growth and development of society and the nation. The students passing out from our college are enable to acquire knowledge in the subjects offered, develop critical thinking, reasoning and problem-solving skills and to be self-dependent in life and develop egalitarian and secular outlook so as to contribute in nation building and maintaining a healthy social environment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://lccollege.edu.in/data/page/learning-outcome/
Upload COs for all courses (exemplars from Glossary)	View File

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

Programme Outcomes, Programme Specific Outcomes and Course Outcomes are all interlinked and hence the college evaluates their attainment through an integrated approach taking the student as the focal point during the period of their study at college and after they pass out of the college. A student is evaluated in respect of their academic progress through internal examinations such as sessional examinations, class tests, home assignments and group discussion. Students' progress and success are evaluated through their performance in End Semester examinations and the records are maintained of students securing top positions in B. Com and B.A programs in the college as well as in the University. The number of students securing 1st class and distinction department-wise in Major course in B.Com and B.A and students securing 1st division and distinction in Pass course in B.Com and B.A are also recorded. The course outcomes are evaluated by the college in various ways like maintaining Alumni Data and by updating information on their progression in higher education, their current employment and other endeavors. The IQAC keeps a record of program outcomes, collects feedback from alumni, and analyzes their suggestions for bringing about remedial for the overall development of the college.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://lccollege.edu.in/data/page/learning-outcome/

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year****157**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://lccollege.edu.in/uploads/files/annual%20report%202021_compressed.pdf

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**
<https://lccollege.edu.in/data/page/student-satisfaction-survey/>
RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****1.8**

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

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

0

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

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

3

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

3

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

5

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

An Awareness programme on 'Covid-19 pandemic and distribution of sanitary items' was organized on 23rd March, 2020 by NSS and NCC unit of the college at adopted Village-2 no. Kuhimari under Lakhimpur Block. The college was closed down due to covid-19 pandemic in Assam for several months and therefore the college was unable to render extension services due to restriction imposed by Govt. of Assam on gathering of people.

The college has been adopted a new village named Borbil in Lakhimpur District to render extension services. A numbers of activities have been conducted since adoption of the village.

File Description	Documents
Paste link for additional information	https://lccollege.edu.in/data/news-events/international-womens-day-2022/
Upload any additional information	No File Uploaded

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

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

0

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

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

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

5

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

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

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

396

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

3.4 - Collaboration

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

0

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

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution has adequate numbers of class rooms and laboratories for facilitating the teaching learning process smoothly.

Classrooms: There are eighteen well ventilated and adequately lighted class rooms with comfortable setting arrangement for students, chair, table and blackboard. Five out of these class rooms are equipped with ICT facilities.

There are two seminar halls with LCD projectors, UPS and generator for backup and internet connection.

Laboratories: There are two laboratories- 1. Computer lab

2. Laboratory for Education Department

Both of these are equipped with basic facilities and equipments.

Faculty Rooms: There is a teachers' common room with adequate sitting arrangement and other basic facilities. There are separate rooms for all the departments with computers and departmental library.

Students' Support Facilities: There are separate boys' and girls' common rooms. There are drinking water facility, canteen, first-aid service and toilets for students. There is an office room for the alumni.

Girls' Hostel Facility: The girls' hostel building is under construction with eight rooms, toilets, separate kitchen and dining area.

Library: The central library of the college is situated in the 2nd floor of the main building with large reading room, e-resources, books, journals, magazine, news papers and internet connection.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://lccollege.edu.in/data/page/college-facilities/

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

The institution lays emphasis on integrating co-curricular activities as an essential component of its compulsory core courses. It has the basic facilities required for sports, games and cultural activities.

The institution has a second campus at Chukulibhoria with a playground with provision for multiple games like cricket, football, volleyball, kabaddi, javelin throw, running etc. The area of the playground is ten (10) bighas out of the total area of Twenty Five(25) bighas. The indoor games like chess, carom, ludo, chinese checkers etc are held in the college campus while badminton and table tennis are held in the nearby Indoor Stadium. The cultural activities and competitions are held in the auditorium and the Room no 8 with raised platform regularly while for college week and Freshmen Social stage is constructed in the open area.

There is a gymnasium in the college with adequate facilities for improving the physical health of the students.

Cultural and sports activities and competitions are regularly held in the college and students are trained to participate in Inter-college, Inter-district competition and Youth Festival held under Dibrugarh University every year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://lccollege.edu.in/data/page/college-facilities/

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

7

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://lccollege.edu.in/uploads/files/ICT%20Enabled.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

18.53

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Automation of the Central Library of Lakhimpur Commerce College, North Lakhimpur begins from the installation of SOUL 2.0 (Software for University Libraries) in the year 2009. All the data in reference to Reference Books and Text books existed in the Library are entered in the Software to prepare book database where 8431 numbers unique entries and 19668 numbers multiple copies. Total 1739 numbers registered user under SOUL

software in the Library. OPAC facility and services are available to support the Library user to find out their required documents available in the Library. Successfully updated SOUL2.0 to SOUL 3.0 on 3rd January 2022 with the support from INFLIBNET, Hyderabad.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://lccollege.edu.in/data/page/librar y/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

D. Any 1 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

.58

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login

data for online access) (Data for the latest completed academic year)

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

24

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

4.3 - IT Infrastructure

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

The institution has a well established air condition computer laboratory with total of 23 numbers of computers and internet facility with 6 computers. All the departments of the college also have their own computers. All the IT facilities including computers, internet facilities, facilities of ICT enable classrooms and smart classrooms are maintained and repaired regularly. The non reparable systems are deposited off. The necessary purchases as per recommendation of computer teachers and other academic and administrative staff are done by the authority of the college

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

4.3.2 - Number of Computers

38

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

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

41.12

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

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

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers, classrooms, etc. The institution maintains its computers and laboratory equipments from time to time by employing specialized personal from outside. There is a library committee constituted under the chairmanship of the Principal of the college which facilitates the smooth running of the library activates. The authority with the cooperation of the teachers monitors the facilities of the classroom improves it wherever necessary. The sports complex of the college situated in second campus is maintained by the authority in consultation with administrative and academic stuff, students and alumni.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://lccollege.edu.in/data/page/college-facilities/

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

43

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	https://lccollege.edu.in/uploads/files/Activity%20Report%202020-21.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

5.1.5 - The Institution has a transparent

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

27

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

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

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

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

0

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

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

The goal of the College Students' Union is to work for the growth and promotion of the students' interest in the college campus. The LCCSU is actively involved in

the general growth of the institution as well as in the organisation of the Annual College Week, General Freshers' Social, Saraswati Puja, Fateha-

Dwadham, Sankardev Tithi, Independence Day and Republic Day. It also makes an effort to encourage students to participate in several intercollegiate literary, sports and cultural composition competitions as well as the Dibrugarh University's Youth Festival. The LCCSU has been a crucial organ of the institution since it strives to combat ragging in the college campus, beautify the campus and keep the campus green. The LCCSU has been involved in many initiatives such as cleaning and sanitation drives, flood relief camps, Shramdan in the adopted village, and free vaccination drives through NCC, NSS and Red Ribbon Club. For the publishing of the Annual College Magazine and Wall Magazine, the Magazine Secretary of LCCSU collaborates with the Teacher-in-charge. The LCCSU has always been supportive and co-operative in the institution's administrative and academic activities, and it takes steps for improvement of the college on a regular basis.

File Description	Documents
Paste link for additional information	https://lccollege.edu.in/uploads/files/Students%20Association.pdf
Upload any additional information	View File

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

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

6

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

5.4 - Alumni Engagement

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

The Alumni Association of the institution contributes significantly to the development of the college. It is not registered yet but the process of registration has been undertaken. The institution reaches out to its Alumni Association from time to time for their professional support in guiding the students and development of infrastructure. The institution strives to create a long and sustaining relationship with its Alumni as they reflect the success of institution in carrying out its teaching learning objectives. The notable alumni are often invited as guest speakers in different functions of the college and they share their professional and entrepreneurial success stories with the students for the motivation of the students. Apart from their visit to the institution, the Alumni Association also is active on social media platforms and remains connected with the institution.

File Description	Documents
Paste link for additional information	https://lccollege.edu.in/data/page/alumni-association/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VISION:

The vision of the college is to contribute directly to transforming India into an equitable and vibrant knowledge society through high quality education to all section of the society. The college strives to achieve global status in the area of education and leadership by developing knowledge, skills and values of the students. The college develops a deep sense of respect among the students towards fundamental duties and constitutional values of India. The endeavor of the college is to produce true global students to make them compatible in the nation as well as globally. The college imparts education with assured employable quality.

MISSION:

The college is committed to:

The college will impart skill based and vocational education to develop self-reliant youth and assure employment guarantee.

Ensure inclusive and equitable quality education as per Sustainable Development Goal-4 (SDG-4) set up by the government of India.

Promote lifelong learning opportunities for all sections of students irrespective of caste, creed, sex, religion and socio-economic status.

Achieve global status in the area of education and leadership

by imparting and leading the students.

Produce high quality and skilled students who are globally employable in the competitive market.

Use and develop rich talents and resources of the nation for the benefit of the society, country and world.

Enable students to have knowledge on fundamental rights, democratic modes, human values and rights, secular ideals and develop in them the qualities of leadership to cope up in the global environment.

Produce good, efficient, responsible, self-dependent, forward-looking and patriotic youth force/citizens with scientific temper who will contribute to the knowledge economy.

File Description	Documents
Paste link for additional information	https://lccollege.edu.in/data/page/mission-vision
Upload any additional information	View File

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

Decentralization 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. 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.

Participative management

The institute always promotes the culture of participative management by involving staff and students in various activities.

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, etc.

At functional level the faculty members participate in sharing the knowledge by discussing on latest trends/technology during faculty meeting.

The GB gives suggestions and monitors the procurement, introduction of new programs and welfare activities.

File Description	Documents
Paste link for additional information	https://lccollege.edu.in/data/page/governing-body/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic and Perspective Plan

A strategic and inclusive plan has been prepared by the institution for the development of infrastructure, academic development, extracurricular activities, sports and culture. These targets have been set with exclusive consultation with all the stakeholders - faculty and office staff, alumni, management and the local community, NGOs and Consultant Agencies.

1. To increase the number of research publications, books and funding assistance.
2. Development Alumni Cell
3. Starting Post Graduate Programmes (M.Com. & M. A.)
4. Starting of English Honours in Under Graduate Level
5. To create a centre for continuous education through which certificate/ skill development programmes can be offered.

6. To start Multidisciplinary Courses
7. To conduct Sports Talent Hub
8. Start Vocational Courses
9. Restart NCC (Both Boys and Girls)
10. Start new Diploma/Certificate Course
11. To start Self-Financing Courses
12. To aim for good scoring in NAAC.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://lccollege.edu.in/data/page/strategic-plan/
Upload any additional information	No File Uploaded

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

The Governing Body is at the top of the hierarchy of the organization and it takes the leading role in decision making process. The principal administers the academic and administrative plans and policies with the help of different committees, units and cells like IQAC, NAAC Committee, Examination Committee, Grievance Redressal Cell, Career Guidance Cell, Academic Committee, Admission Committee, Cultural Committee, Campus Beautification Committee, Anti Ragging Cell, Women Cell, College Magazine Committee, NSS, Vigilance Cell, Minority Cell etc.

Functions of various bodies:

1. NSS:

The NSS provides opportunities to the students to channelize their youthful energies into constructive and developmental activities of the nation through various initiatives undertaken.

1. Women's Cell:

The Women's Cell of the college deals with the issues related to women and gender issues and aims to empower and bring into

the light women to recognize their true potential.

1. ICGC:

The Information and Career Guidance Cell (ICGC) provides relevant information to students on career development matters through different programmes organised.

1. Anti-Ragging Cell:

The Anti-Ragging Cell takes action against those found guilty of ragging and/or abetting ragging, actively or passively or being part of a conspiracy to promote ragging.

1. Grievance Redressal Cell (GRC):

Students and guardians can approach grievance Redressal Cell for taking steps for redressal and mitigate their problems.

Services Rules:

The service rules of the college is controlled and monitored by the Directorate of Higher Education, Assam. The institution must follow rules mandatory under the UGC guidelines.

Procedures, Recruitment and Promotional Policies:

The service procedures, recruitment and promotional policies are followed as per the rules and regulations of the state government.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://lccollege.edu.in/uploads/files/6_2_20new.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above
File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File
6.3 - Faculty Empowerment Strategies	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>Welfare measures provided to Teaching and Non-teaching staff of the college:</p> <ol style="list-style-type: none"> 1. Medical Allowance provided as per norms of Govt. of Assam 2. Maternity Leave provided according to the rules of Govt. of Assam 3. Child Care Leave provided according to the rules of Govt. of Assam 4. Casual Leave provided according to rules of Govt. of Assam 5. House Rent Allowance as per Govt. of Assam rules 6. Group Insurance Schemes <p>Facilities provided to Teaching and Non-teaching staff of the college:</p> <ol style="list-style-type: none"> 1. Drinking water facility 2. Canteen facility 3. Sports facility 4. Crèche facility 5. Computing facility 6. Wi-Fi facility 7. Medical and Health check up facility 	

- 8. First Aid Box Facility
- 9. Yoga facility
- 10. Employees Welfare Funds.

File Description	Documents
Paste link for additional information	https://lccollege.edu.in/
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

0

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

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

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

17

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

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

The institution has performance based appraisal system for the assessment of teaching staff which is done regularly. The Performance Appraisal system of the teaching and non-teaching

staff is based on the feedback collected from them. The faculty members are asked to fill up the Academic Performance Indicator (API) format at the end of the academic year. The Performa designed by the UGC is used in this regard. Teaching staff first calculate their API scores and after scrutinization by the IQAC, the principal finalizes the scores based upon the documental evidences submitted by the teachers.

Various criteria like Teaching, Learning and Evaluation, Co-curricular activities, Extension and Professional Development related activities, Research Publications, Articles and Chapters published in books, seminar presentation, participation in Orientation Course, Refreshers Course, Faculty Development Programme etc. are taken into consideration for appraisal of performance of Teaching Staff. It is also based upon his/her relationship with the students, colleagues and administration of the college.

The Appraisal System of non-teaching staff is based on the Annual Performance of the employees on the basis of different criteria like regularity, punctuality, performance of duties, leadership skill, interpersonal skills, job knowledge, understanding etc.

Based on the API scores the faculties are encouraged to take up more initiatives in their respective areas. The non-teaching staffs with unsatisfactory rating scale are provided with training and orientation programme to upgrade their skills and abilities.

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

6.4 - Financial Management and Resource Mobilization

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

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 2021. After the

internal audit report is ready, it is 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.

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

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

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

.665

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

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

1. Fees-Fees charged as per the university and government norms from students.

2. Salary Grant: The College receives salary grant from the State Government. For this, college prepares and sends an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the Full Time Permanent teachers and non-teaching staff.

3. UGC Grants: Our College is under 2(F) and 12(B) as per UGC Act and Permanent Affiliation of the University. So we receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research

(including grants for Minor and Major Research Projects).

4. The research projects submitted by the individual teachers from different departments are run by the funds received from the concerned departments or organizations like UGC, DBT, DST, ASTEC, SERB, etc. Generates revenue as venue charges for conducting competitive examinations (APSC, UPSC, TET etc.) recruitment examinations in banks, IGNOU Study Centre charges.

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

6.5 - Internal Quality Assurance System

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

The IQAC of Lakhimpur Commerce College was formed on 12th May, 2005 and since then it has been actively playing a role in designing and maintaining the quality assurance in all spheres of the institution. All the academic and administrative activities of the college come under the purview of the IQAC and it has been working to create a conducive environment for the growth and fulfillment of quality education and overall growth of the learners. IQAC keeps a record of all the activities of the institution and on the basis of the documents and evidences prepares the Annual Quality Assurance Report (AQAR) for submission to the NAAC. The IQAC also encourages research related activities in the college by conducting National/State/Departmental Seminars, Workshops, talks and publication of magazine and journals.

The IQAC holds regular meeting of IQAC and all the stake holders of the college to discuss various measures related to quality enhancement, update of the activities carried out, problems related to implementation of any program and plan for the future development of the institution.

File Description	Documents
Paste link for additional information	https://lccollege.edu.in/data/page/about-igac/
Upload any additional information	View File

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

The IQAC coordinates with all the Heads of the Department of Commerce and Arts at the beginning of the session for the submission of Annual Teaching Plan. The Head of the Departments ensures the execution of the teaching plan and completion of the syllabus accordingly. The Progress made by the teachers according to the plan is also monitored by the Principal who is the chairperson of the IQAC by checking the Teachers' dairy on a weekly basis. The teaching-learning process, structures & methodologies of operation and learning outcomes are reviewed by the IQAC in the following way-

- The Head of the Departments ensures the implementation of the Annual Teaching Plan and the performance of the student is analyzed through class tests, quiz etc. Tutorial classes and extra classes are arranged to complete the syllabus in stipulated time and help the slow-learners through remedial classes.
- The Principal holds regular meeting of the Head of the Departments to review the academic performance of the students and discuss measures to improve the teaching-learning process.
- The IQAC keeps a record of the results of the students in the sessional examination and semester end examinations to review the learning outcomes of the students.
- The IQAC takes Students' Feedback regarding academic and co-curricular activities of the institution and finds out

the areas where improvement is needed to fulfill the teaching-learning process effectively.

- The IQAC takes steps to improve the methods of teaching by introduction of ICT enabled Classrooms, Smart-Classrooms, Free Wi-Fi and e-resources in the library.

File Description	Documents
Paste link for additional information	https://lccollege.edu.in/data/page/learning-outcome/
Upload any additional information	View File

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://lccollege.edu.in/uploads/files/annual%20report%202021_compressed.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Lakhimpur Commerce College has consistently strived to address the current issues like gender, society, problem concerned with women etc. Counseling is being done to the students to groom them and to deal with their concerned problems sensitizing them to issue related to gender and sexual harassment. The Equal Opportunity Cell plays a provocative role in solving the matters of gender equality and to avail all the facilities equally to the students under reserved categories as provided by the government.

The Women Cell of the college looks after the well being of the female teachers, female members of non-teaching staff and the girl students of the college. The Women Cell was formed with an aim to enhance self esteem and self confidence among women staff and girl students and to increase awareness in them by organizing various programmes on issues related to women empowerment, women rights and prevention of harassment against women. Every year during International Women's Day celebration on the 8th of March, resource persons are invited to speak on the rights, duties and issues related to women with a view to sensitize the girl students as well as the women members of the Staff on these areas.

File Description	Documents
Annual gender sensitization action plan	https://lccollege.edu.in/data/page/specific-facilities-for-women/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	The Women Cell of the college looks after the well being of the female teachers, female members of non-teaching staff and the girl students of the college. The Women Cell was formed with an aim to enhance self esteem and self confidence among women staff and girl students and to increase awareness in them by organizing various programmes on issues related to women empowerment, women rights and prevention of harassment against women. Every year during International Women's Day celebration on the 8th of March, resource persons are invited to speak on the rights, duties and issues related to women with a view to sensitize the girl students as well as the women members of the Staff on these areas.

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Solid waste management:

In the institution the solid waste are generated from different sources. The biodegradable solid waste specially the fallen leaves and papers have been recycled by composting. The product compost is also utilized by the college as organic manure for saplings of trees and, flowers. Some of the non-biodegradable wastes are being sold as scrap for recycling. Some of the inorganic waste is dumped in selected site of the college and is picked up by the agents of municipality also. The organic waste is disposed off separately and later used as natural manure in the college campus. Dustbins in the campus are used to dispose off the solid waste.

Liquid waste management:

The liquid waste is drained into soak pits and there is no water clogging within the college. Moreover, due to non availability of laboratory facility, there is no chemical waste generated in the college campus.

E-Waste management:

E-Waste are kept in the store room and later collected by scrap dealers for dismantling and recycling the e-waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

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

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

C. Any 2 of the above

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

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

Lakhimpur Commerce College has been perpetually initiates to provide an inclusive environment. An International Blood and Plasma Donation Drive have been held at Room No. 08, Lakhimpur Commerce College on 23rd March, 2021 organized by Purvottar Pradesh Marwari Yuba Manch in association with NSS unit of Lakhimpur Commerce College. A meeting has been arranged and was presided by Prof. G.K Chetry, principal, i/c of Lakhimpur Commerce College. Prof. Chetry was accompanied by Prof. M.C Bhagawati and Dr. G.N. Sarma along with official of the Marwari Yuba Manch on the dais.

Persons from Lakhimpur Medical College Hospital attended the meeting and arranged the collection of sample from the donors. A total of 102 no. of students attended the meeting and 56 nos. of students donated plasma

The college has also organized an Adult Japanese Encephalitis Vaccination Drive on 21/12/2021.

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

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

The college has observed International Women's Day addressing women's issues every year on 8th March. This year also the college has observed the same where a total of 183 numbers of students were actively participated.

Azadi Ka Amrit Mahotsav has also been celebrated at Lakhimpur Commerce College on 28th December, 2021 organised by NSS unit of Lakhimpur Commerce College. As per the directions from the Govt. of Assam, Rangoli Making Competition and Deshbhakti Geet Writing Competition has been arranged among the students in relation to celebrate and glorify the Azadi of India. Dr. Lohit Hazarika, principal, Lakhimpur Commerce College has inaugurated the competitions with a brief talk on Indian Independence and the need to celebrate the same. As a symbolic gesture, Dr. Hazarika put colour on the floor to make a Rangoli.

9 groups have participated in the Rangoli Making Competition and 6 students wrote Deshbhakti Geet. A panel of judges judged both the competitions and the winners will be awarded certificate and prizes at the Prize Distribution Ceremony of the College Week.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,

B. Any 3 of the above

administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The institution celebrates all the national festivals as well as the Birth and Death anniversaries of our national leaders and great personalities of our state. The Independence Day and Republic Day are celebrated with great Zeal. The students are motivated to develop spirit of nationalism and contribute towards the development of their society and nation at large. Birth anniversaries of National leaders like Mahatma Gandhi, Sardar Balav Bhai Patel, Maulana Abul Kalam Azad, Netaji Subhash Chandra Bose were observed in the college regularly. Similarly a few regional significant days like Shilpi Divas, Rabha Dibvas, Chilarai Divas, Lachit Divas, Sahitya Divas, Sammanay Divas Commemorating the famous personalities of Assam from different field were also celebrated in the college regularly. But due to Covid-19 pandemic situation some of these anniversaries and regional significant days were not observed by the college during the year.

During the year the International Women's Day, Independence Day, Republic Day and International Blood and Plasma Donation

drive were celebrated and organized by the College.

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

7.2 - Best Practices

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

7.2 Best Practices:

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1. Habits of maintaining diary of daily academic activities:

1. Title of the Practice: 'Diary Maintaining Habits'

1. 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.

1. 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.

1. 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.

1. 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.

1. 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.

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1. availing minimum banking and postal services to college students:

1. Title of the Practice: 'Banking and Postal Service Knowledge'

1. 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.

1. 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.

1. 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 asked to submit a report individually to the IQAC. The best report presenters are awarded.

1. 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.

1. Problems Encountered and Resources Required

- The practice has no financial involvement but a reasonable remuneration to the invited resource persons from 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.

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

7.3 - Institutional Distinctiveness

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

The distinctiveness of Lakhimpur Commerce lies in being the first college in the North Bank of Brahmaputra started with the aim of imparting Commerce education to equip the young aspiring students with knowledge, attitude and skills in the field of business and commerce. It was founded in the year 1972 by a few visionaries of the region. The Co-educational institute also introduced degree level courses in Arts/Humanities from the year 1993.

Students from diverse state culture, race, tribe, religion educational levels and interests prevail the opportunity of higher education in this premier institution providing them the experience of the homogeneity of Indian culture.

The College has produced some of the best graduates and shown outstanding academic performance under the Dibrugarh University. The students have also excelled in the field of music.

The institution also aims to develop the personality of the students through NSS, Vivekananda Kendra and provides them opportunity of skill development through Spoken English class and Translation Course under Shabdabharati. In addition the institution is also providing scope for learners to get enrolled in distance mode of learning and has opened study centre of IGNOU, KKHSOU and DODL, Dibrugarh University.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- An initiative has been taken to promote research environment in the college and teachers are asked to publish minimum two papers in the UGC Care List Journal.
- Plantation in the campus.
- Pollution check up.
- Popular talk on different topics will be organized.
- Each department of the college is required to organize minimum two activities during the academic year.
- Staff orientation programme is to be organized
- Students Induction programme is to be organized
- Academic and Administrative Audit are to be conducted.
- E-governance is to be introduced in the institution.
- Placement activities are to be conducted by the ICG cell of the institution.
- Social responsibilities of all stakeholders of the institution will be enhanced.
- Activities related to the enhancement of physical and mental wellness of students and faculties will be organized.
- Upgrading remaining classrooms to ICT enabled Class Rooms
- Inclusion of skill-based and vocational courses in the curriculum.
- Introduction of E-Governance in all areas-Finance, Administration, Admission.