



YEARLY STATUS REPORT - 2021-2022

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	North 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.	03752222359				
• Alternate phone No.	03752222359				
• Mobile	9706386327				
• IQAC e-mail address	iqaclcc1972@gmail.com				
• Alternate e-mail address	iqaclcc1972@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://lccollege.edu.in/uploads/files/2020-21.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/Acedemic%20Calender%2C%202022.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	
Accountancy	MRP	ICSSR	2021-22	1.2	
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			https://lccollege.edu.in/uploads/files/meeting%2001_03_2022.pdf		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
Academic and Administrative Audit conducted		
online attendance system introduced		
New village named Borbil adopted and extension activities have been carried out.		
Five ICT enables classroom constructed as per IQAC suggestion		
Decentralization of work among the teaching and non-teaching staff		
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 submit timely AQAR	AQAR from 2016-17 to 2020-21 already submitted during the year
Planning to carry out co-curricular and extension activities	A good number of co-curricular and extension activities conducted during the year
Planning to introduce Honours in English	Honours in English introduced
Planning to engage teaching and non-teaching staff in activities	work decentralized through formation of committees and cells
Planning to increase ICT enable classroom	ICT enables classroom increased to five nos.
Planning to introduce Add on courses	Five number of Add on courses introduced
Regular activities under Swadhyaya Varga	conducted yoga activities
Planning to conduct faculty induction programme	conducted faculty induction programme
Planning to conduct environmental awareness programme	conducted a good number of programme
Planning to introduce PG in M.Com	Work-in-progress
Planning to increase Collaboration work	One new MOU signed
Planning to conduct Academic and Administrative Audit	Conducted AAA
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	27/04/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	20/03/2020

15. Multidisciplinary / interdisciplinary**16. Academic bank of credits (ABC):****17. Skill development:****18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):****20. Distance education/online education:****Extended Profile****1. Programme**

1.1 175

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

File Description	Documents
Data Template	View File

2. Student

2.1 1477

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **315**

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 **156**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **35**

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

1.1 175

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

File Description	Documents
Data Template	View File

2.Student

2.1 1477

Number of students during the year

File Description	Documents
Data Template	View File

2.2 315

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

File Description	Documents
Data Template	View File

2.3 156

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 35

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	50.96
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	27
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	
<ul style="list-style-type: none"> • Faculty Meetings: Meeting of Principal and all the faculty members are held at the commencement of the session to discuss about the academic calendar, any change in curriculum, formation of routine, distribution of workload and initiatives to be taken for effective implementation of curricula. Meetings are held every month to ensure that the plans are implemented and discuss future strategies. • The academic calendar clearly reflects all the curricular and co-curricular activities of the institution for the year. • Time Table Preparation: The class wise time table is prepared by appointed members at the beginning of the session including Remedial/ Tutorial classes. • Departmental Meetings: Meetings are held at department level to distribute the classes among the teacher, prepare the Annual Teaching Plan, assess the results of previous exams, allot remedial classes, take regular update of the 	

completion of syllabus and discuss the measures for successful teaching-learning process.

- **Internal Assessment:** Continuous internal evaluation is facilitated through sessional examinations, class tests, submission of home assignments, group discussions and seminars and maintaining the record of attendance by respective departments.
- **Remedial Classes:** Remedial classes are allotted to all the departments according to the need in the time- table.
- **Online Classes:** Online exams were conducted using different Apps like Google Classroom, Google meet, Zoom, Teach mint, WhatsApp etc during the lockdown. After the resumption of offline classes, classes continued in hybrid mode as students are facilitated with online learning resources as per need.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://lccollege.edu.in/uploads/files/Academic%20Calendar%2C%202022.pdf

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

- The academic calendar of the institution represents the planning of the whole semester including the probable dates of sessional examinations, dates of submission of assignments, group-discussions, seminars etc.
- 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:** The departments conducts class tests, sessional exams, collects assignments, organizes group-discussions and seminars, assigns project works as per the need of the curriculum. Timely assessment is done and notification of marks is forwarded to the institute.
- **Institutional Level:** At the institutional level, the Examination Committee prepares the routine for sessional examination and co-ordinates in its conduct with the department. Marks of internal assessment are collected from the respective departments and forwarded to the University in the provided format.
- **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, recounting 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%20Calender%2C%202022.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	View File
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)

5

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

1146

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

during the year

1146

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 values, Environmental sustainability etc.
- The course entitled 'Management Principles and Applications' address business ethics for the business related professions. The code of Conduct Monitoring committee works to create awareness regarding the students' code of conduct in the campus which is enlisted in the college website.
- The paper entitled 'Sociology and Gender' and 'Gender Violence' aims to develop an understanding of gender ratio, equality and violence prevalent in the society. The college has also a Women Cell, Anti-sexual Harassment Committee, Internal Complaint and Disciplinary Action Cell which aims to promote gender equity through workshops, special talks, literary competitions 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 Plantation drives,

waste management measures, random pollution check of vehicles, No -Vehicle Day on second Saturday of every month and green audit to maintain the college as an eco- friendly 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

1

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

30

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

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

750

File Description	Documents
Any additional information	View File
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

266

File Description	Documents
Any additional information	View File
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 institution has a strategic mechanism to assess the learning levels of the students through major Evaluation tools like semester examinations, home assignments, two sessional examinations, class tests, group discussions, student seminars, quiz, oral tests, projects, etc. Through these the advanced, average and slow learners are identified.
- The students are guided and oriented at the time of admission to make them aware of the course, other activities and facilities available in the college, rules and regulations. .
- Students are provided with tutorial and remedial classes, academic counseling, class notes and other learning resources according to their needs.
- Parent- Teacher meets and personal communication with guardians are organized time to time to discuss about the strengths, weakness and future prospects of the students.
- Remedial/Tutorial classes are arranged regularly for the slow learners and their progress assessed.
- 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. Steps are taken to develop the writing skills of the students by assigning them home-works.

The college arranged for online classes for students during lockdown period. Mentoring of the students by formation of Mentor-Mentee groups is one of the initiatives taken by the institution to assess the challenges faced by students in academic and other related activities.

File Description	Documents
Link for additional Information	https://lccollege.edu.in/uploads/files/Remidial.pdf
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
1477	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 through the following methods:

- Different participative activities like group discussion, field visits, educational tours, seminars, etc are organized in the college to provide firsthand experience of current issues and develop problem solving methodologies.
- The college library with e-resources, computer lab with internet facilities, ICT based classrooms support learning activities using resources from a global perspective.

- Enrollment of students in NSS and participation in different activities like workshops, talks, awareness programmes and other co-curricular activities train and prepare students for basic life skills and social obligations.
- 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.
- Publication of Institutional and Departmental magazines, Celebration of Fresher's Social and Farewells, observance of Saraswati Puja, Sankardev Tithi, Fateha-ud-dawaz-daham etc helps to promote team work and creative skills of students.

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

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

- Keeping in pace with new technological development in the field of teaching-learning, the teachers of the institution are adopting IT enabled learning tools like PPT, online resources and links, audio and video system in addition to the traditional chalk and board system.
- Online classes were conducted using different Apps like Google Meet, Zoom, Teachmint during the Lockdown period. For communication with the students Whatsapp groups were formed. Tests were conducted and assignments were given through these platforms.
- The blended method of teaching learning has been continued post lockdown to facilitate advanced learning resources to the students.
- The institution has 5 ICT Enabled classrooms with projectors to facilitate learning using latest technologies.
- There is one seminar hall with IT facilities, one computer laboratory with Wi-Fi and e-resource facility in the library.

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

34

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

2.4 - Teacher Profile and Quality

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

35

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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	View File
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

665

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.
- THE Students are provided with information regarding mechanism of internal assessment in each paper/subject by the college through college Prospectus during admission to Degree Semester Course.
- The schedule of Internal Assessment is also clearly mentioned in the Academic Calendar of the institution which is available in the college website.
- This information is reiterated to the students through classroom induction programme by individual teachers during the initial classes at the beginning of the semester.
- 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.

- Information regarding conduct of tests, sessional exams, group discussion/ seminars is conveyed beforehand through notice boards, Whats App groups and college website.
- The marks of internal examination are based on two Sessional Examinations, Home-Assignment/ Seminar/ Group Discussion and Class attendance. Out of total marks in a paper 20% is based on Internal Assessment.

File Description	Documents
Any additional information	View File
Link for additional information	https://lccollege.edu.in/data/page/internal-assessment-mechanism/

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 Head of the institution.
- The answer scripts of sessional examinations are evaluated by the teachers of the concerned department and for maintaining transparency and efficiency; these are randomly scrutinized by the HOD.
- The evaluated answer scripts of sessional examinations are shown to the students in class room for maintaining both transparency and objectivity and also for suggestion for betterment.
- 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 notification 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	https://lccollege.edu.in/uploads/files/Grievance.pdf

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 and programme outcomes for Commerce and Arts Streams are clearly stated and displayed in the college website.
- The college has proper mechanism of communication of learning outcomes of the courses which includes providing the hard copy of syllabus of all the departments where the Course Outcomes are clearly defined.
- The assessment of the course outcomes of students takes 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 expected to have acquired 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/outcomes-and-course-outcomes/
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/outcomes-and-course-outcomes/

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

156

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/uploads/files/SSS%20REPORT.pdf>

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)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
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	NIL

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

13

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**

5

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**

6

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

The institution conducted a number of extension activities during the year in the neighbourhood community to nurture strong values and a sense of obligation towards the society among the students.

- International Women's Day was celebrated at Borbil, the adopted village of the institution to raise awareness regarding gender equality and significance of proper nutrition for women in the society.
- A Covid-19 Vaccination Campaign was organized by IQAC, Lakhimpur Commerce College in association with North Lakhimpur Urban Health Centre in the institution.
- A Blood Donation Awareness and Free Blood Group Identification Camp were organized by Red Ribbon Club and

ACTA, Lakhimpur Commerce College at Borbil.

- An intimate and interactive meeting with the neighbouring community of the institution was organized in the college to discuss about different issues relating to the development of the locality.
- A plantation drive was carried out by the teachers and the students of the college at the second campus of the college at Chukulibhoria.
- A Blood Donation Camp was organized by the NSS unit and Community Development Committee of the college in association with Marwadi Yuva Manch, North Lakhimpur Pragati Branch.
- World No Tobacco Day was observed by the Anti- Narcotic Cell of the institution in association with District Legal Services Authority and a Rally and Street Drama was organized by the students to raise awareness about the harmful impact of tobacco on the society.

File Description	Documents
Paste link for additional information	https://lccollege.edu.in/data/news-events/blood-donation-awareness-camp/
Upload any additional information	View File

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

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

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

13

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

503

File Description	Documents
Report of the event	View File
Any additional information	View File
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

5

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 sitting arrangement for students. Five out of these classrooms are equipped with ICT facilities.
- There is 1 seminar hall with ICT facility.
- There is one conference hall with ICT facility and LCD, UPS and generator backup for video conferencing.
- **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.
- **Departmental Rooms:** 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.
- **Sick Room:** There is a sick room with First Aid Box, wheel chair, stretcher and basic medical facilities.

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

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 for the overall development of the students. It has the basic facilities required for sports, games and cultural activities.

- There is a provision for organizing multiple games like cricket, football, volleyball, kabaddi, javelin throw, running etc in the playground at the second campus of the institution.
- The indoor games like chess, carom, ludo, chinese checkers etc are held in the college campus while badminton and table tennis are played in the nearby Indoor Stadium.
- The cultural activities and competitions are held in the

Auditorium and Room no 8 with raised platform on a regular basis. For college week and Freshmen Social celebration, stage is constructed in the open area of the college to accommodate all the students and other audience.

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

- The institution holds regular yoga classes for students under Swadhyaya Varga,

Vivekananda Kendra Study Centre and Mental and Physical Wellness Committee.

The students of the institution participate in different Intercollege, 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/infrast ructure/

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/4_1_3%20final.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)

9.15

File Description	Documents
Upload any additional information	View File
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)

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

- There is a provision for organizing multiple games like cricket, football, volleyball, kabaddi, javelin throw, running etc in the playground at the second campus of the institution.
- The indoor games like chess, carom, ludo, chinese checkers etc are held in the college campus while badminton and table tennis are played in the nearby Indoor Stadium.
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Vivekananda Kendra Study Centre and Mental and Physical Wellness Committee.

The students of the institution participate in different Intercollege, 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/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

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
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)

.93236

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

30

File Description	Documents
Any additional information	View File
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 strives to update its IT facilities to meet the increasing demands of ICT enabled teaching in the classrooms and facilitate smooth functioning of all the academic and administrative functions of the college.

- There is a well established air conditioned computer

Laboratory with total 27 numbers of computers and internet facility.

- The internet facility of the college is provided by 100 MBPS Wi-Fi lease line from BSNL.
- All the departments of the college are facilitated with computers and Wi-Fi facilities.
- The IT facilities of the institution are regularly updated by increasing the numbers of computers facilities of internet and ICT enabled classrooms and smart classrooms.
- The office management system, online admission system, online attendance app and digital library facilities are updated from time to time.
- The college website is regularly updated by the Website Development Committee.
- 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	https://lccollege.edu.in/data/page/college-facilities/

4.3.2 - Number of Computers**27**

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution**A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****15.23**

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.

The institution maintains its physical, academic and support facilities in a comprehensive manner by decentralizing the responsibilities to different committees.

- THE Maintenance and utilization of different facilities like laboratory, library, sports complex, computers, classrooms, hostel etc are supervised by the Resource Management and Maintenance Committee.
- The institution maintains its computers, IT facilities of classrooms, projectors, laptops, scanners, Xerox machines 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 activities.
- The Orchidarium Maintenance Committee and Beautification Committee supervises the maintenance the plants, flowerpots and the aesthetic ambience of the college.
- The Internal Security and Cleanliness Committee supervise the safety and security provisions of the institution like the CCTV surveillance, provision for fire extinguisher etc.
- The authority with the cooperation of the teachers monitors the facilities of the classroom and improves it whenever necessary.
- The maintenance of the electrical equipments, ACs, water pumps, generator, repair of furniture are done by skilled personals from outside.
- 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	View File
Paste link for additional information	https://lccollege.edu.in/data/page/infrast ructure/

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

10

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students 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 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/data/news-events/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**341****5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****341**

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent 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

A. All of the above

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	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

4

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**

21

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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**

5

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)

Lakhimpur Commerce College has an active students' union which works for the growth and promotion of the students' interest in the college campus.

- The LCCSU is actively involved in the smooth conduct of all the literary, cultural and sports activities during the Annual College Week under the guidance of the teachers-in-charge.
- Members of LCCSU are representatives in the different administrative and academic committees of the college
- The LCCSU along with the administration and the faculty members celebrates General Freshers' Social, Saraswati Puja, Fateha-Dawaz-daham, Sankardev Tithi, Independence Day and Republic Day.
- The LCCSU leads the students to participate in different literary, sports and cultural Inter-college competitions and Youth Festival organized under Dibrugarh University.
- The LCCSU has been a crucial organ of the institution since it strives to combat ragging in the college campus, maintain discipline and motivate the students to follow the code of conduct as enlisted in the college website.
- The LCCSU has been involved in the extension activities carried out by the institution such as cleanliness and sanitation drives, flood relief camps, Blood grouping and donation drive in the adopted village, and free vaccination campaign through NCC, NSS and Red Ribbon Club.
- For the publication 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

10

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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 Lakhimpur Commerce College Alumni Association contributes significantly to the development of the college.

- The process of registration of the Alumni Association has been initiated and likely to be complete within a short time.
- Regular meetings of the members of Alumni Association are held and the number of alumni registered has been increasing.

- The Alumni Association has a Bank Account and they maintain a self-contributory fund for different activities.
- Two Whats App groups have been created for alumni and nearly 500 members have been enlisted in the groups.
- 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 Alumni Association collaborates and contributes in organizing different extension activities of the college.
- Alumni who are well placed in different professions are often invited as guest speakers in different functions of the college to share their professional and entrepreneurial success stories with the students and motivate them.

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

The governance of the institution is reflective of its vision to contribute in transforming India into an equitable and vibrant knowledge society.

- The college strives to achieve global standard by providing affordable quality education and developing knowledge, skills and values.
- The college develops a deep sense of respect among the students towards fundamental duties, democratic and constitutional values of India.
- The endeavor of the college is to produce socially

responsible and efficient students by maintaining high standards in academic, co-curricular and extension activities.

- The college aims to impart skill based and vocational education to develop self-reliant youth and assure employment guarantee.
- To enable students to walk at par with the competitive market of employment, the college takes steps to conduct workshops and classes on soft skill development, language skill development and personality development.
- The college encourages a participatory and democratic system of functioning where all the stakeholders including Alumni and Guardians actively work for the development of the institution.

The organizational structure of the college provides the administrative authority to the principal who in turn decentralizes it by formation of different committees and cells for smooth operation of all the activities of the institution.

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 and 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 the departments, conveners of different cells and the librarian.

- Principal is the academic and administrative head of the Institute and the principal and Secretary 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 approval and suggestions for the procurement and introduction of new programs and welfare activities.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A strategic and inclusive plan has been prepared by the

Institution for the development of infrastructural facilities, academic development, extracurricular activities, extension activities and sports and culture.

- The strategic plan is prepared in view of the vision of the institution and the aim for its fulfillment strategically in a period of time.
- These targets have been set in consultation with all the stakeholders – the Governing Body, faculty members and

office staff, alumni, management and the local community, NGOs and Consultant Agencies.

- For the implementation of the strategic plans of the institution, different cells and committees have been formed which works in co-ordination with the administration at both micro and macro level.
- The strategic plans are prepared encompassing all the major areas in accordance with the seven criteria of the NAAC assessment and accreditation.
- A few strategic plans of the institution for the session 2021-22 are:

1. Becoming a Multidisciplinary Institution as per NEP 2020.
2. Collaboration with International and National organizations.
3. Promote Research Centre in the college Upgrade the college into university/ autonomous college.

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 organizational structure of the college has the Governing Body, Principal, Head of the Departments, Teaching and non- teaching staff and supporting cells/ committees and departments as its essential components.
- 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 as the administrative head of the institution 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 etc.

- The cells and committees are formed including members from teaching and non-teaching staff, student members and external members with a convener. The activities of the cells and committees are conducted under the guidance of the principal and in co-ordination with all the stakeholders.
- The administrative, academic and financial decisions are taken at appropriate levels in the hierarchy of the organizational structure.
- The institution functions in accordance with the rules and regulation of the Directorate of Higher Education, Govt. of Assam, Dibrugarh University and UGC with regard to recruitment, service rules, promotion, curriculum and management.

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	View File
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:

- Medical Allowance provided as per norms of Govt. of Assam
- Maternity Leave provided according to the rules of Govt. of Assam
- Child Care Leave provided according to the rules of Govt. of Assam
- Casual Leave provided according to rules of Govt. of Assam
- Duty leave to the faculties who are assigned duties by university or other Government organizations.
- House Rent Allowance as per Govt. of Assam rules
- Group Insurance Schemes

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

- Safe drinking water facility
- Canteen facility
- Sanitizers at common room and departmental room
- Sports facility
- Computing facility
- Wi-Fi facility
- Workshops for faculty development
- Medical and Health check up facility
- Yoga and workshops for stress management
- Employees Welfare Funds.
- Grievance Redressal Mechanism for staff

Prevention of sexual harassment at workplace through Internal Complaint Cell

File Description	Documents
Paste link for additional information	https://lccollege.edu.in/data/page/agar-list/
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

3

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

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

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

5

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	View File
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

18

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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 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.
- Individual Teachers calculate their API scores and it is submitted to the IQAC for scrutiny. 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	https://lccollege.edu.in/uploads/files/Performance%20Appraisal%20System.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The institution regularly conducts internal and external audits at the end of each financial year.

- The internal audit of the college is done by any one member from the faculty of Commerce stream.
- The details of all the financial transaction done during the year is maintained in the office of the Accountant of the college. During the audit, the verification of all the original documents duly signed by the Principal is done by the auditor.
- After the audit the report is consolidated and placed before the Governing Body for approval.
- The external audit is an independent verification of all the transaction from different heads including the admission fees, grants from RUSA, UGC and various scholarship grants etc throughout the financial year. It is done by a Chartered Accountant, Mr. Mukesh Pareek duly appointed by the college.
- The Internal and External audit of the college has been completed and updated till the financial year of 2022.

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)****1.01715**

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

Mobilization of funds in the institution is done both from the internal and external sources.

The internal sources of fund mobilization in the college are:

1. Fees collected at the time of admission under different heads like Admission fees, building maintenance, common room, cultural, development, faculty improvement, ID card, library, NCC, NSS, poor fund, festival, municipal and Tuition fees. 30% of the tuition fees is utilized by the institution and the rest has to be submitted to the government.
2. The college has a self- financing course of Computer Application. From the session 2022-23, five self financing courses have been introduced.

The External sources of fund mobilization are:

1. Salary Grant: The College receives salary grant from the State government.
2. IGNOU and DODL: Fund is generated from the distance learning centres in the institution like IGNOU, DODL and KKHSOU.
3. UGC, RUSA AND ICSSR Grants: Grants are received from the UGC, RUSA and ICSSR for the development and maintenance of Infrastructure, upgrade of the Learning Resources and

Research (including grants for Minor and Major Research Projects).

4. The college generates revenue as venue charges for conducting competitive examinations (APSC, UPSC, TET etc.) recruitment examinations in banks, IGNOU Study Centre charges.

- The financial decisions are taken by the Governing Body and the Principal of the college is the DDO(Drawing and Disbursing Officer). The management of fund for different developmental works is done through the Purchasing Committee and the Resource Management and Maintenance Committee.

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 has been playing a pivotal role in initiating different strategies and activities for 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 improve the quality of education by suggesting new methods of teaching, use of ICT, vocational courses and introduction of Add On courses as per the requirement of NEP-2020.
- IQAC keeps a record of all the activities of the different departments, Cells, committees and students' union 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 initiates research related activities in the college by encouraging departments to conduct National/State/Departmental Seminars, workshops, talks and publication of magazine and journals.
- The IQAC initiates to conduct Internal and External Academic and Administrative audit of the institution.

- The institutional practice of feedback mechanism from different stakeholders is carried out by the initiation of the IQAC.
- The IQAC holds regular meeting of IQAC and all the stakeholders for proper co-ordination of all the activities the college.

File Description	Documents
Paste link for additional information	https://lccollege.edu.in/data/page/iqac-initiative/
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 continuously strives to improve the teaching learning process of the institution.

- 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.
- Tutorial/ Remedial and extra classes are arranged to complete the syllabus in stipulated time and help the slow-learners.
- 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	NIL
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)

B. Any 3 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	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- A Webinar on translation and its scope in employment generation titled, " Anuvad Adhyayan, Prasikshan tatha Rojgar ke Aayam aur Hindi ka Sandarbha" has been organized by the Women's Cell of the college in collaboration with the department of Hindi, LCC and Shabda Bhararti on 9th January 2022.
- International Women's Day was celebrate on 8th March 2022 by the Wmen's Cell of the college at the adopted village, Borbil with a day long programme. Awareness was created among the villagers regarding given women's right and

significance of women's health.

- Awareness regarding gender equity is created in the classrooms through the issues included in the curriculum of different courses.
- The institution has Grievance Redressal Cell, Anti-Sexual Harassment Cell, Equal Opportunity Cell, Committee for Prevention of Sexual Harassment for Women at Workplace and Internal Complaint Committee with well defined policies and mechanism to prevent and redress any kind of gender related complaint.
- Few Portfolios are especially reserved for girl students in the Students' Union.

File Description	Documents
Annual gender sensitization action plan	https://lccollege.edu.in/uploads/files/7_1_1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://lccollege.edu.in/data/page/specific-facilities-for-women/

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

- Solid wastes are separated collected in different dustbins meant for biodegradable and non-degradable wastes. The

biodegradable waste is disposed compost pits and later used as manure for the plants in the campus.

- The non-biodegradable is collected by the agents of the municipal corporation of the town regularly.
- The institution takes steps to minimize the creation of solid waste by limiting the use of paper.
- Effort has been taken to completely ban use of plastic in the college campus.

Liquid waste management:

- The liquid waste is drained into soak pits and there is no water clogging within the college. As there is no science laboratory in the college, no chemical waste is generated in the college campus.

E-Waste management:

- A workshop on creating Awareness regarding e-waste management has been conducted by the institution on 27 May 2022.
- A Memorandum of Understanding has been signed with an NGO, AINA Welfare Foundation, North Lakhimpur for e-waste and solid waste management, Waste Recycling System and to set an E- waste Collection centre in May 2022.

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

D. Any 1 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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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****B. Any 3 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	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment**B. Any 3 of the above**

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

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

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

The institution has taken initiatives to provide an inclusive environment with tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities through the following activities:

- Observance of Republic Day and Voters' Awareness Day (30th January, 2022)
- Saraswati Puja was celebrated with active participation of all the staff and students on 5th February, 2022.
- International Mother Language Day was observed by the Departments of English, Hindi and Assamese to highlight on the use of technology for multi-lingual teaching in classrooms on 21st February 2022.
- An International Lecture Programme on "Matribhas, Naba Prajanma aru Swabhimani" was organized in association with Snehabandhan, D.H.S.K. college, Lakhimpur Girls College, Sadia College, Parijat Academy and USTM on 20th, March 2022
- NSS observed Saheedi Diwas on 23 March 2022.
- Department of Political Science organized a talk on Ukraine

- Russia War: Possibilities of Third World War on 31st March 2022

- A talk on Social Responsibility and Medical Responsibility was arranged by the department of Business Statistics for the students on 9th April, 2022.
- Bihu Function was organized by the Department of Assamese on 29th April, 2022 with a Traditional Dress competition.
- Rabha Divas was celebrated in the college with a cultural programme.

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	No File Uploaded

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

Different programmes and activities are organized by the institution with support from the cells and committees to sensitize students and employees to the constitutional obligations.

- 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, Rongoli Makhing Competition and Deshbhakti Geet Writing Competition has been arranged among the students in relation to celebrate and glorify the Azadi of India.
- Observance of Independence Day and Republic Day in the college
- Voters' Awareness Day was observed by the Department of Political Science on 31st January. A song and dance competition was organized on the occasion of Voters' Day initiated by the district administration in December 2021.
- Students are made aware of their constitutional rights and duties through the course curriculum in the classroom.

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

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	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 (Gandhi Jayanti) and Sardar Vallabhbhai Bhai Patel (Rastriya

Ekta Divas) are observed in the college.

- Similarly a few regional significant days like Shilpi Divas, Rabha Divas, Chilarai Divas, Lachit Divas, Sahitya Divas, Sammanay Divas Commemorating the famous personalities of Assam from different field are also celebrated in the college regularly.
- International Women's Day has been celebrated by the Women Cell at Borbil, the adopted village of the college with active participation of all the staff and students.
- Shilpi Divas and Rabha Divas are celebrated in the college with song and dance programmes.
- The Death Anniversary of Dr. Bhupen Hazarika was celebrated in the college on 5th November 2021.

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

7.2 - Best Practices

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

Providing minimum operational knowledge to students in Banking and Postal Service

Title of the Practice: 'Providing minimum operational knowledge to students in Banking and Postal Service'

Objectives of the Practice:

To help students to have minimum practical operational knowledge on banking.

The Context:

Support students to minimum transaction knowledge on banking and postal services.

The Practice:

Theoretical knowledge on banking sectors and their transactions are provided to the students.

Evidence of Success

Developing self-confidence and gaining knowledge for practical use in day-today life situations.

Problems Encountered and Resources Required

Resource persons who have been arranged.

Maintaining a clean, pollution free, healthy and green campus

Title of the Practice: "Clean, Pollution Free, Healthy and Green Campus".

Objectives of the Practice:

To maintain a clean, pollution free, environment friendly, healthy and green campus.

The Context:

Clean, peaceful pollution free, eco-friendly environment in the campus.

The Practice:

Maintaining a clean, environment friendly green campus.

Evidence of Success:

The college claims to have been successful in keeping a clean, healthy and green campus for carrying out all activities.

Problems Encountered and Resources Required:

The college has not faced any problem rather all stakeholders have extended full co-operation in this regard.

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 institutional distinctiveness lies in its efforts to maintain transparency in its financial, academic, administrative and auxiliary functions.

Transparency in Financial Administration:

The institution maintains systematic accounts of utilization of financial resources of the college including different grants received from the government within a period of time. Utilization of all Government and UGC grants and assistance is certified by a reputed Chartered Accountant after due verification.

Transparency in Academic Functions:

Information regarding academic functions of the college is provided through the college website. Different Committees are formed fortimely and smooth implementation of all academic functions. The Admission Committee carries out the entire process of new admission under the direct supervision of the Principal.

Transparency in Administrative Functions:

For maintaining transparency in administrative function of the college; a system of office automation has been adopted which facilitates students' data base admission process and fund management. E-mail ID and phone numbers of the students are collected at the time of admission for notifying students the dates of events, examination and filling up forms through mobile SMS. This is also a way of supporting different Self-Help groups of the locality.

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

- Promote complete research hub/centre in the college
- Collaboration with international and national organizations for teachers exchange/students exchanges/internship
- Placement activities to be covered for all students
- Staff orientation programme is to be organized.
- Students Induction programme is to be organized.
- E-governance is to be introduced in the institution.
- To achieve complete pollution free campus.
- Upgrading all classrooms to ICT enabled Class Rooms
- Books fair and inter-college debating competition to be organized.
- Generation of new sources of funding.
- Skill Development Center/Incubation Centre to be introduced
- More students oriented/development activities are to be conducted for life skill/soft skill/gender sensitization etc.
- National and International Seminars/conferences/workshops/FDP are to be organized by the Institution.
- Industry visit/field trips/educational trip for experimental learning will be enhanced.
- Use of alternative sources of energy to be enhanced in the institution.
- Optimum use of funds on welfare of weaker section of students.
- Zero waste policy will be taken in the institution.