

LAKHIMPUR COMMERCE COLLEGE

The Annual Quality Assurance Report (AQAR) of the IQAC (For the period 2010-2011)

Part – A

I. Details of the Institution

1.1 Name of the Institution

Lakhimpur Commerce College

1.2 Address Line 1

North Lakhimpur, Dist –Lakhimpur,
Assam.

Address Line 2

North Lakhimpur, Dist –Lakhimpur,
Assam.

City/Town

North Lakhimpur

State

Assam

Pin Code

787001

Institution e-mail address

lccnlp@rediffmail.com

Contact Nos.

03752222384, 0375222359

Name of the Head of the Institution:

Dr. Mukut Chandra Baruah

Tel. No. with STD Code:

03752222384

Mobile:

9435387619

Name of the IQAC Co-ordinator:

Sri Jiten Sarmah

Mobile:

9435387271

IQAC e-mail address:

lccnlp@rediffmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) ASCOGN11585

1.4 Website address:

www.lccollege.edu.in

Web-link of the AQAR:

www.lccollege.edu.in

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+		2004	5years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY

12/05/2005

1.7 AQAR for the year (*for example 2010-11*)

2010-2011

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2009-10 submitted to NAAC on 09-04-2014
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

No

1.11 Name of the Affiliating University (*for the Colleges*)

Dibrugarh University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

2

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and
community representatives

2

2.7 No. of Employers/ Industrialists

2

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Students Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Faculty development programme.
2. Financial support to the students by obtaining Govt. scholarship and trust.
3. Ensuring the quality of academic by obtaining feedback from students.
4. Organizing personality development programmes.
5. Encouraging students for extracurricular activities.
6. IQAC has been working for the enhancement of academic atmosphere.
7. It has organised a departmental seminars.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ol style="list-style-type: none"> 1. Organizing Departmental Seminars and workshops, group discussion at college level. 2. Planning to carry out research project/organizing workshop with UGC and own funding. 3. To encourage the students to participate in various sports activities. 4. Propose to encourage research activities among teachers. 	<ol style="list-style-type: none"> 1. The entire department conducted departmental seminars under the guidance of IQAC of the college. 2. Group of students participated in Inter College Football, Cricket and other events at University level. During that year college Football team was awarded as the best Football team of the Dibrugarh University. 3. Two faculty members registered as Part Time Ph.D Scholars in Rajive Gandhi University and Tezpur University and one faculty member admitted to the M.Phil. Programme.

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body

Yes No

Management Syndicate

Any other body

Provide the details of the action taken

1. Admission of the student is conducted on merit basis by following the government reservation policy.
2. Different academic programme and activities have been initiated to enhance the knowledge of students.
3. Various community development programme, awareness programme have been planned and executed with the help of students.
4. Infrastructure Development activities have been under taken to achieve the goal.
5. ICG Cell has been initiating carrier guidance programmes for the benefit of students.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	2	0		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	2	0	1	1
Others				
Total	4	0	1	1
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	4

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabi is revised /updated by Dibrugarh University.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
24	14	8	0	Principal-1 and Librarian-1

2.2 No. of permanent faculty with Ph.D.

5

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1		0	2			1		2	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

		20
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		3	
Presented papers		10	
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- | |
|--|
| <ol style="list-style-type: none"> 1. Problem solving and innovative solution based approaches has been initiated. 2. Case study based on learning in certain subjects is adopted. |
|--|

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Examinations /Evolution are conducted as per guidelines of Dibrugarh University.
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

3		
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2.10 Average percentage of attendance of students

78%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com.	43		6	12	82	79
B.A.	110		2	26	72	87

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

<p>The teaching and learning process contributed by IQAC are as follows:</p> <ol style="list-style-type: none"> 1. Student feedback is collected in each subject for evaluation about the level of teaching and understanding. 2. Internal/External marks are analysed and measures are taken to improve the performance of the students by providing special guidance. 3. Student grievances are redressed by holding meeting with class representatives as well as concerned students.

2.13 Initiatives undertaken towards faculty development: Faculty members are forwarded for Refresher and Orientation Courses:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	9	1	0	4
Technical Staff				2

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. Conducting group discussions, workshops, departmental seminars among the degree level students on recent issues and development are conducted.
2. Encouraging students to carry out projects under departmental guidance in B.Com course.
3. Motivating teachers for Research Work, Publish Articles in the reputed Journal as well as National and International Seminar is also encouraged.

3.2 Details regarding major projects (No major project have been undertaken during this period)

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2	3 lakhs	1
Outlay in Rs. Lakhs	1.5 lakhs	3 lakhs	2.32 lakhs	1.5 lakhs

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			Research Paper published on the topic “Role of Commerce Education in Economic Development of North East Region” By Dr. S.K.

			Bhuyan
e-Journals			
Conference proceedings			.
News Letter			College News letter "LCOM NEWS"

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	18 months	UGC	3 lakhs	1.5 lakhs
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from (not applicable)

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					2
Sponsoring agencies					self

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
				Ph.D-3 M.Phil- 1		

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) (not applicable)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

*3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Continuous support is being provided to the Dumb and Deaf students as an extension work .

2. Blood donation camp was organised from time to time in order to bring social consciousness among people.
3. The college initiated a weaving and sewing centre in the Chukulivoria campus for providing self employment opportunities to the local unemployed girls.
4. Continuous support has been provided to children and women in collaboration with “Sisu and Matri Mangal Society”, North Lakhimpur.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (in acres)	2851.20		UGC	2851.20
Class rooms	20			20
Laboratories	2			2
Seminar Halls	2			2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	23 Nos. Of Computers 1 Xerox Machine	2 Computers and I Projector	Management	27
Value of the equipment purchased during the year (Rs. in Lakhs)		1.30 lakhs	Management	1.30 lakhs
Others				

4.2 Computerization of administration and library

- | |
|--|
| <ol style="list-style-type: none"> 1. Administrative Office is fully computerised. 2. Library is upgraded with the computerisation |
|--|

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18740	1518683	291	70009	19031	1588692
Reference Books	56	4825	nil	nil	56	4825
e-Books						
Journals	38	1185	nil	nil	38	1185
e-Journals						
Digital Database						

CD & Video							
Others (specify)							

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	23	1	5	5	7	7	-	8
Added	2				2	1		
Total	26	1	5	5	9	8		8

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

1. Certificate course on Computer Accounting for B.Com. Students and Computer course for B.A. students are provided.

4.6 Amount spent on maintenance in lakhs :

i) ICT	74,000
ii) Campus Infrastructure and facilities	780,000
iii) Equipments	1, 30, 000
iv) Others	nil
Total :	9,84,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Library facility, hostel accommodation, computer lab with internet facility, NCC and NSS activities and sports and game facilities are providing to College students.
2. Information and Career Guidance Cell provides various informations to help the student in career development matters.

5.2 Efforts made by the institution for tracking the progression

1. The institution has been monitoring NSS, NCC and Career Guidance Cell of the College.
2. The College also monitoring Vigilance Cell and Students Redressal Cell to prevent ragging activities and problems of the students.
3. The merit scholarships from Mahabax Malchand Memorial Trust, Muksuda Ahmed Charitable Trust, Dutta Family Trust, Dindayal Shah Educational Trust is awarded annually to students.

5.3 (a) Total Number of students

(b) No. of students outside the state 15

(c) No. of international students Nil

Men	No	%	Women	No	%
	626	68		294	32

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
205	46	218	328	0	797	234	50	243	393	0	920

Demand ratio 100 Dropout % 6

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Special Coaching and Training Programmes are undertaken at regular basis at Under Graduate level.

No. of students beneficiaries 15

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The ICG Cell of Lakhimpur Commerce college has arranged a series of programme for the session 20010-11 for the career development of the students. It organised a group discussion and personal interview and personality development programme on June and July 2010 where noted career consultant Prosenseet Chattergee of Guwahati participated. This was followed by information and scholarship text examinations conducted by ICG Cell in association with Institute of Charter Accounts, Kolkota and MAP, North Lakhimpur during the month of August and September.

No. of students benefitted

62

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	65	2	0

5.8 Details of gender sensitization programmes

In house Seminar of gender sensitization is organised in the College.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	2	2960
Financial support from government		
Financial support from other sources	4	4000
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

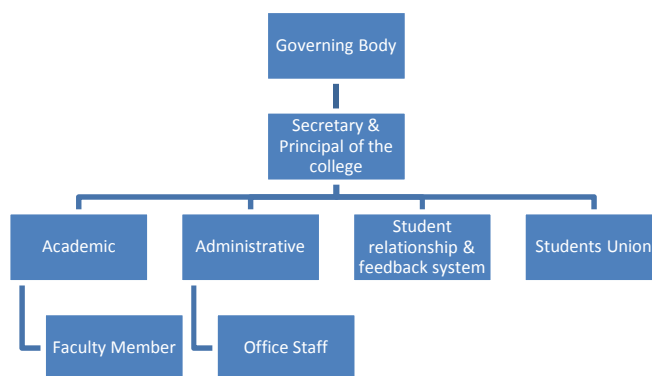
Lakhimpur Commerce College, a premier institution in the whole north bank of Brahmaputra was established with an aim of creating a distinct entity in commerce education. Since its inception in 1972, the college has marched a long way with its objective to meet the emerging needs and challenges of the present day scenario. It is successful in producing a host of Chartered Accountants, Company Secretaries, Consultants, Lawyers, Academicians and other professionals.

In the year 1993 the college introduced the Arts Stream to meet the growing demand of the students and the public at large. This pioneer institution provides quality and value based education to the students belonging to all caste, creed, religion and culture.

6.2 Does the Institution has a management Information System

The College has common Hierarchy System as prescribed by the state Government

Administrative



“Suggestion Box” for students is followed to maximise the information system.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curricular development is done at the university level. The faculty members and head of the departments of the college participate at the request of the University.

6.3.2 Teaching and Learning

The college has adopted audio-visual system for making the teaching learning system more faithful and lively. Case study based learning is followed and Problem solving and innovative solution based approaches has been initiated.

6.3.3 Examination and Evaluation

The College organises internal/sessional examinations at specified interval as per the university rules. Classroom seminars, workshops, Assignments and Group Discussions are also conducted by the concerned departments as per internal assessment norms. The teaching departments take the responsibility of evolution of degree scripts.

6.3.4 Research and Development

Two teachers were engaged in research works leading to Ph.D. and one in M.Phil degree.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The computerisation process of library is going on and Internet facility has been provided to the students and teaching faculties.

6.3.6 Human Resource Management

1. Faculty members of various departments engaged the classes of 150 or less student in general class and 30 to 40 students in major class throughout the academic session
2. Some non teaching staff is also discharge the official duties to assist the teachers.

6.3.7 Faculty and Staff recruitment

Three Assistant Professors are appointed.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission committee of the college prepares Norms as well as cut of marks regarding admission of the students for each academic session. On the basis of that a merit list is prepared taking Govt. Rules and Regulations of reservation (ST/SC/OBC/MOBC and others) accordingly.

6.4 Welfare schemes for

Teaching	Welfare Fund and Thrift Society are functioning for the benefit of the teaching stuffs.
Non teaching	Welfare Fund and Thrift Society are functioning for the benefit of the non-teaching stuffs
Students	Free admission to poor brilliant students.

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done Yes No

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

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

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Dibrugarh University is proposed to introduce Semester System of Examination.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

No

6.11 Activities and support from the Alumni Association

We invite our alumni friends at certain interval for the interaction with our students.

6.12 Activities and support from the Parent – Teacher Association

At least one meeting in an academic year is held for the betterment of the college.

6.13 Development programmes for support staff

Group insurance scheme is provided to the support staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Trees, flower garden are maintained in the college campus to make the campus eco-friendly.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Computer accounting programme for the B.Com. students is going on in collaboration with ICA.
2. Training provided in computer operation to the non-teaching staff at certain interval.
3. Promoting research culture, encouraging teachers to organize seminar, workshop etc.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. "LCom News" has been published where information regarding vision and mission of the college and current development of students and teachers are provided.
2. A Weaving Training Centre at Chukulibhoria campus of the college for community development has been started with the help of local people.
3. SC/ST Remedial Course are started from this academic session.
4. Entry in Services course is also started.
5. The construction of Women Hostel for Girls student is going on.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. A Weaving Training Centre at Chukulibhoria campus of the college for community development has been started as a measure of extension service
2. Women day, Republic Day, Independence Day, College Foundation Day, Gandhi Jayanti etc. were celebrated by student initiatives.
3. ICG Cell has been provided Carrier guidance to the students.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

Cleanliness within the campus is maintained.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Lakhimpur Commerce College is the only premier centre of Commerce education in the north bank of river Brahmaputra under Dibrugarh university of Assam. The district has noted as zero-industry district. In spite of this major limitation the institution has served a lot in respect of imparting knowledge expansion and socio-economic enrichment to all sections of people.

The weakness so far identified as inadequate staff provided by the State government which has always been marked in the way of resource development.

Besides, being a pioneer and well built infrastructural facility and adequate teaching staff in near future can pave the way for developing academic excellence.

8. Plans of institution for next year

1. Plan for establishment of New Examination Control Room .
2. Plan for opening of a Spoken English Certificate course in the college.
3. The college has made every arrangement for construction of New RCC Building for Class room.
4. To lay stress eco-friendly atmosphere in campus.

Name Sri Jiten Sarmah



Signature of the Coordinator, IQAC

Lakhimpur Commerce College

North Lakhimpur, Assam

Name Dr Mukut Chandra Boruah



Signature of the Chairperson, IQAC

Lakhimpur Commerce College

North Lakhimpur, Assam

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
